

**COMMUNITY COLLEGE DISTRICT TWELVE
BOARD OF TRUSTEES
Centralia College**

**Hanson Boardrooms
Centralia College Boardrooms
Centralia, Washington**

**Study Session/Regular Meeting
November 14, 2024
3:00 P.M.**

MINUTES

- **Study Session**

Allocation Formula Recommendations

Dr. Mohrbacher gave a PowerPoint presentation on the Allocation Formula and the initial recommendations of the allocation model review task force 2024.

Dr. Mohrbacher gave a brief explanation of the Washington State budget process. Initially, the legislature builds a biennial budget, the Office of Financial Management (OFM) allocates to the State Board for Community and Technical Colleges (SBCTC), and SBCTC calculates out the formula dollars for each college. The colleges receive their budget and assign their allocation dollars to budget line items.

Recommendation 1A is to keep the minimum operation allocation (MOA) in the model. This adjusts for Higher Education Price Index increases, resulting in \$3.7 MOA funding. Most of the task force participating voted to keep this model.

What does this mean? The MOA was initially set at 2.75 million per college with the intent to fund a certain amount to “get the doors open.” The proposal would increase MOA by about \$1 million per year and would be positive for Centralia College. Centralia would receive the same dollar amount as much larger colleges.

Recommendation 2A was to eliminate the enrollment target in the District Enrollment Allocation Base (DEAB). Originally, the Legislature set an enrollment target for the community and technical college system. The target was divided up by college, and if some colleges were above target and others below, money would move to the colleges that had enrollment above the target. All colleges have been below target for years and a target is no longer required.

Recommendation 2B was a true 4-year rolling average for distribution of funds. A four-year rolling average would correspond better with the biennial funding cycle, and it was largely agreed upon.

Recommendation 2C suggests allocating funds based 50/50 on FTE and headcount. Allocations have always been based only on FTE; however, part-time students also need advising, financial aid services, disability services, and parking. A mix of FTE/headcount is most likely a better representation of the workload created per student. This change is likely a negative for Centralia but better aligns with the system-wide budget principles and the overall impact on the college is likely small.

Recommendation 3A - Do not include international students in the allocation model.

Recommendation 3B - Do not include continuing education enrollments in the model. The policy and rules around these enrollments are convoluted and take work to administer. It is probably a good change to make as it simplifies both the model and enrollment reporting.

Recommendation 4A – Preserve the Student Achievement Initiative (SAI) performance-based funding at 5% of the funding model. This 5% is divided among colleges based on SAI benchmarks. More than half of the colleges do not use SAI results for budget planning purposes. The 5% budget is likely to be retained but more work is needed to make the system more user-friendly.

Recommendation 4C – Retain equity provisions in the SAI model. Currently, Basic Skills students, low-income, and students-of-color receive additional points when achieving certain milestones. There is strong support to retain the equity measures but there is also interest in finding more effective ways to measure.

Recommendation 5A – Allocate a 5% funding amount to weighted enrollment. Currently, weighted enrollments are rolled into the DEAB, so the total amount varies by enrollment. Designating 5% of allocation to weighted enrollments would give more budget stability from year to year.

Recommendation 5B – Eliminate Bachelor of Applied Science (BAS) and Science, Technology, Engineering and Math (STEM) from weighted enrollments. Eliminating this funding category would simplify the formula and let more money flow into the general enrollment.

Recommendation 5C – Replace a percentage of BAS and STEM with accessibility resources based on headcount. It is unclear if there are consistent reports of disability service data from the colleges.

Recommendation 5D – Keep BEdA and skills gap funding at current proportions. This would leave BEdA and Skills Gap funding at their current level.

Recommendation 5E – duplicate students across all weighted categories. Some students might count simultaneously in more than one category and so might earn more than 1.3 FTE.

1. Call to Order

Board Chair Annalee Tobey called the meeting to order at 4:02 p.m.

2. Roll Call

Board members present:

- Annalee Tobey
- Pretrina Mullins
- Mark Scheibmeir
- Chris Thomas
- Court Stanley

3. Introductions/Presentations:

Joe Chirhart, Athletic Director, introduced the sports teams.

Joe Chirhart introduced head coach Noel Vazquez and the members of the men's 2024-25 soccer team.

Joe Chirhart stated that both Clarence Karteh and Henry Gallanger were unavailable for introductions. Women's Soccer Captain Malan Flygare introduced the members of the women's 2024-25 soccer team.

Joe Chirhart introduced head coach Ceanna Larson and assistant coach Emily Mora and the members of the women's 2024-25 volleyball team.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Court Stanley THAT THE BOARD APPROVE THE REGULAR MINUTES OF October 10, 2024, AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Court Stanley THAT THE BOARD APPROVE THE SPECIAL MINUTES OF October 28, 2024, AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) met November 6, 2024. These policies were approved on second read: 1.005 Administrator in Charge, 1.010 Equal Employment, 1.097 Preservation of Electronic Records for Litigation, 1.375 Use of Vehicles on College Business, 4.043 BEdA Progression, and 1.XXX Workplace Civility & Respect.

One policy was deleted – 2.395 Work Hours.

Dr. Mohrbacher added that by early 2025, all the policies will have been updated in their review cycle. If any of the trustees want to review any policy, contact the President's Office for a link or an electronic copy.

5. Trustee Reports

Court Stanley reported that he attended the Bioeconomy Summit hosted by the Economic Alliance of Lewis County. The event was today in the TransAlta Commons from 1:00 to 4:30 p.m. The event focused on the potential for a natural resource-based economy and energy through biomass.

Chris Thomas reported he attended the Workforce Development Job Fair and was able to participate in the Spooktacular savings at the college bookstore while he was on campus.

Chris stated that his colleagues from Providence enjoyed the 2024 Foundation Gala. Chris was unable to attend due to prior commitments.

Chris has been working with Providence Hospital leadership to advertise for adjunct professors for the nursing program. He is hopeful that he will be able to include a link in the Providence newsletter. The newsletter is distributed to nursing staff at Saint Peter and Centralia Providence and should help with professional development opportunities for the nurses.

Chris agreed that the October ACCT Leadership Congress he recently attended made him aware of how fortunate the Centralia College Board of Trustees are. He listened to several issues concerning board relationships that made him appreciate the Centralia College board. He came away from the conference with many ideas and what can be done to expand things already in existence at the college.

Mark Scheibmeir echoed the sentiment expressed by Chris Thomas and stated that the conference serves as a reminder of how well things go in the State of Washington with community colleges. Mark was pleased the conference was held in Seattle and thought that the close location provided the trustees a great opportunity to collectively attend to represent the college.

Mark requested more information on student wellness issues from Dr. Cox and Shelley Bannish. It was a hot topic at the conference, and he would like further information on the subject.

Mark commended Christine Fossett for an excellent Gala; it appears that the event was successful and generated strong revenue.

Pretrina Mullins reported she also attended the Foundation Gala and the ACCT Leadership Congress.

Pretrina reported that Equity, Diversity, and Inclusion (EDI) is also a hot topic at all levels. She attended a Trustees of Color Affinity meeting on EDI and participated in a discussion on the changes that will be coming on a national level, how colleges deal with diversity, and the money that accompanies that topic.

Pretrina apologized for missing the Foundation board meeting via Zoom, but there was no internet or phone service in the east end of the county.

Annalee Tobey reported she also attended the Foundation Gala and the ACCT Leadership Congress.

Annalee commented that it was good to have all the trustees at the Leadership Congress; the trustees were able to split up and engage in the different sessions that were offered. She thanked Dr. Cox for attending as well.

As mentioned, the hot topic for her was Artificial Intelligence (AI). Annalee attended several sessions that spoke to the use of AI, protocol for using AI, what students think of AI, professors in support and against AI, using AI for tutoring, and how this is solved in the future. It is a topic that most everyone is currently grappling with.

WA-ACT

The ACT Fall Legislative Conference on November 14, 2024, was cancelled.

ACCT

The 2024 ACCT Leadership Congress was in Seattle, Washington from Wednesday, October 23 through Saturday, October 26, 2024. All trustees attended.

6. President's Report

Dr. Mohrbacher reported the State Board for Community and Technical Colleges (SBCTC) is in the process of selecting a short-term, acting executive director. Paul Francis will be transitioning out of his role as the executive director and leaving the agency. SBCTC will be hiring an interim director while they start a search for a replacement.

There is a Washington Association of Community and Technical Colleges (WACTC) meeting next week. WACTC members are meeting almost weekly to discuss several things; there is robust discussion regarding the impact of the recent elections.

There was discussion regarding the total elimination of the Department of Education; however, it is unlikely that would happen. There is concern for the DOE budget, and the implementation of the new Free Application for Federal Student Aid (FAFSA). Hopefully there will be fewer problems this year; all the changes disrupted the process. Will there be continued support for the TRIO programs? Currently, the talk is speculation, so it is difficult to plan to react to something that hasn't happened.

7. SAALT

Joshua Pickett, Student Advocacy Activities Leadership Team (SAALT) President, reported the team held several events that fostered engagement among the students. Joshua listed the events:

- Involvement Fair – provided various organizations and activities for students to explore
- Volley for the Cure – an event that raised awareness about cancer
- Provided a DUI simulator – provides a practical experience and understanding of the consequences of impaired driving
- Blood drive – encouraged donations to support those in need
- Crochet event
- Halloween event
- Ballot box event – donuts provided to community members using the campus ballot box
- Amazing Wellness Race – promoted health and well-being in a fun and competitive format
- Veterans Day Ceremony

Joshua introduced his vice president, Madison Beck, to further add to the SAALT report. Madison provided a list of events planned for December:

- De-stress test – help unwind and refocus as the term comes to an end
- Planning for winter and spring terms
- Potential collaboration with the library staff on future programs; focus on more library involvement

- Review of the student constitution and bylaws – to ensure our current objectives and values are reflected

Madison reported that the SAALT team attended Student Success 101 classes to inform students of early voter registration. Students can register to vote at the age of sixteen so when students turn 18, the voter registration work has been done.

8. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, stated the fall play and music events will be coming soon. Mark thanked Janet Reaume for the tenure and retirement reception in June; it is a good event and recognizes those staff and faculty who are retiring and welcomes the newly tenured faculty members.

9. Classified

No additional report provided.

10. Instruction

Dr. Liselotte Thompson, Dean of Instruction Transitional Studies, for Connie Smejkal, Vice President of Instruction, asked if there were any questions relating to the board report. Dr. Thompson introduced Sharon Mitchler, interim dean of Arts and Sciences who provided information on the fall play.

The play, *The Book of Will*, by Lauren Gunderson, will be presented in Corbet Theater starting Thursday, November 21st through Sunday, November 24th. This play is in conjunction with South Puget Sound Community College (SPSCC) and was presented in Olympia prior to opening on Centralia College's stage.

This project has been quite a bit of work; all the sets must be transferred. The actors and the stagehands are coming from both locations. The play will feel like a fresh production here. The partnership production has been good; the community should know about all the amazing things that are happening here.

11. Human Resources & Equity

No additional report provided.

12. Student Services

Dr. Robert Cox, Vice President of Student Services, responded to trustee Scheibmeir's request to participate in a discussion regarding student mental health care and wellness and other student needs that may not be met.

Mark Scheibmeir requested a presentation on the mental health challenges students face, especially in terms of depression and anxiety and for several different reasons. How do these issues affect their success? How does this affect retention? And how many of these issues does the college address? How can these issues be

addressed with the students? It makes sense that these issues not only affect the students but the college enrollment numbers as well.

Dr. Cox responded by stating that the issue is rather complicated. Much of it is beyond the expertise that the college has but that information can be provided in a study session.

Shelley Bannish, Student Life and Involvement Center Director, added that food bank items are rapidly leaving the shelves and the need for certain food items is not being met. Shelley reported that it appears to be a statewide issue and not just at Centralia College.

Shelley added that the college Food Bank is only for students and not for community members. Additionally, since the Food Bank space is limited, it is best to give a cash donation rather than food items. This is a more flexible option to buy what is truly needed and helps ensure food does not go to waste.

Dr. Cox noted that even with the difficulty of the Department of Education's (DOE) changes to the Free Application for Federal Student Aid (FAFSA) process, the numbers will be close in terms of how many students were served even though the number of applications is down.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, reported Cliff Frederickson, Budget Director, provided a first quarter budget update. The actual expenses budgeted for the college were under by 1.37 million.

Amanda Witt, Procurement Director, reported the P-Card rollout is going well and there has been quite a bit of usage. The P-Cards should streamline the purchasing process and ensure efficiency.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, reported that the Foundation will be asking college alumni to give \$5 to fund the college food bank on "Giving Tuesday" December 3, 2024. The Foundation is encouraging cash donations; cash does not have an expiration date.

Christine thanked everyone who supported the Foundation Gala. The invoicing system in place was well received; however, it also translates to not having the gala's final net numbers as quickly. Once all the invoices are paid, there should be a strong report on the net gains. The 2024 gala is on track to be the highest earning gala on record.

Christine added that she will be meeting with the Foundation board to discuss the gala and other events for next year. The Foundation may have overscheduled themselves somewhat; a review of the events which are the most effective will remain on the schedule and other events may need to disappear.

15. New Business

Centennial Logo

Dr. Mohrbacher provided centennial logos for the trustees to review. The logo won't be used until the commencement ceremony in June; however, to have merchandise ordered in time for the event, the decision will need to be made soon.

There was discussion regarding the resizing of the logos; some detail work may be too small to transfer into a smaller version.

The trustees voted to send logo #1, #7, and #8 to the Centennial Committee with some suggestions to streamline and simplify logo #8 and to change the date from 1924 – 2024 to 1925 – 2025.

The next meeting of the Centennial Committee is Monday, November 25, 2024. Annalee Tobey is the trustee representative on the Centennial Committee.

April 2025 location change

Dr. Mohrbacher stated that the April board meeting coincides with the accreditation visit. The evaluators will want to speak with the trustees, so it makes sense to meet in Centralia rather than Morton. If possible, the study session may be moved to accommodate the evaluators' schedule.

If the trustees would like to meet in Morton, the months that would work best are either March or May.

The President's Office will confirm with the Morton staff that meeting in May rather than April will work in the CC East schedule. The official board schedule will also need to be amended.

Annual Community Report

Dr. Mohrbacher reported that, one of the strategic plan goals is to assess meeting the community educational needs annually. Providing an annual report that would evaluate mutually beneficial results and actions taken by the college could be achieved through programs and partnerships. The objectives would be a college review, and its work and activities with existing community and business partners.

The annual report could include several things:

- General college facts and figures
- Enrollment
- Student demographics
- College programs
- Student outcomes
- Number of graduates
- Student funding details
- The Master Campus Plan update
- Instructional programs
- Instructional programs within the last five years
- Instructional programs to launch

The report will be presented in PowerPoint format.

Invitations would include college partners – school district staff, the local cities, business leaders, the Economic Alliance. The invitation would be from the trustees as

are other environmental scans. The trustees would emcee the event, welcome everyone, and would give the presentation. The trustees would facilitate the question-and-answer session after the presentation. Notes would be taken and a feedback document produced. Potential dates for this event would be in the spring.

Dr. Mohrbacher requested trustee input on the idea.

Athletic Waivers

Dr. Robert Cox provided a PowerPoint presentation on athletic waivers. Dr. Cox reminded the trustees that Dr. Mohrbacher worked with the State Board for Community and Technical Colleges (SBCTC) to allow for an increase in Washington State athletic waivers. The Northwest Association Conference (NWAC) accepted 15 credits of waivers or scholarships to students in Oregon, but Washington was restricted to 65%, with only 25% allowed as waivers.

Dr. Cox recommended the college increase to a total grant-in-aid package of 15 credits over the course of a few years and as the money becomes available. The proposal is:

- Grant-in-aid at 80% of 15 credits (12 credits)
- Scholarship cost (7 credits) or \$134,053
- Waiver Cost (5 credits) or \$94,122
- Total: \$228,175

This provides grant-in-aid at the minimum credit threshold for eligibility and maintains competitiveness with local colleges. This is the first step in moving toward providing grant-in-aid to 15 credits.

Dr. Cox added that the athletic budget is reviewed on an annual basis at the June board meeting and must be approved by the board of trustees. Athletic waivers are a part of this process, so the trustees will be informed regardless of what action is taken today.

Dr. Cox clarified that it is important to increase waivers for athletes if they want the sports programs to be competitive. The biggest concern is sustainability and ensuring that the waivers can be continued.

Dr. Cox explained that each athletic program has done its own fundraising and kept the money they have raised. That model is going to end, and all the separate program funds are going to be deposited into a general fund to meet scholarship needs, practice gear, equipment, etc.

It was MOVED BY Court Stanley THAT THE BOARD AUTHORIZE THE COLLEGE TO INCREASE ATHLETIC WAIVERS TO 15 CREDITS AS MONEY BECOMES AVAILABLE IN THE BUDGETING PROCESS. THE COLLEGE WILL PRESENT ON THIS PROGRAM ANNUALLY FOR TRUSTEE APPROVAL AND TRUSTEES WILL BE ADVISED OF HOW THE PLAN TO AWARD WAIVERS WILL BE PRESENTED PRIOR TO IMPLEMENTATION. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher clarified the discussion by reiterating that the trustees have authorized the college administration to determine this decision, and no dollar amount has been committed.

The trustees realize that the athletic budget needs annual approval; if there are struggles or concerns at that time, the trustees may be able to provide help.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, reported that different areas will be providing their strategies and information on how they are implementing the strategies to achieve objectives.

Dr. Cox provided several examples:

- 1) Coding students based on sub-plans - The coding project was more difficult than originally thought but data about students and their degree and their sub-plan is now available. This aligns to the areas of study, and information on how many students are seeking degrees in programs that are in areas of study.
- 2) Registering - Students who registered late for classes are not as successful, so the open registration period has been reduced to two weeks prior to the quarter.
- 3) Two quarter registration - Starting next year, summer/fall and winter/spring registration will be available to students. These changes are very indicative of strategic onboarding of students.
- 4) Outreach efforts - The high school registration events have expanded from WF West to other local area high schools. This has helped reduce the number of one-on-one summer appointments.
- 5) Study Fair - Last summer, an "Area of Study Fair" was launched. The process has not been fully refined, but it was a good effort. Next year, that event can be broadened further and involve the faculty more.
- 6) EAB Navigate - the student success platform now notifies high school counselors as well as Running Start advisors if a Running Start student is experiencing an academic alert. The high school counselors will have up-to-date information on the Running Start student as quickly as the college.
- 7) Running Start verification - Running Start students need a verification form signed by their high school counselor before they can enroll in the program. Counselors are typically unavailable to sign those forms during the summer so perhaps a more flexible model permitting those students to enroll in college classes prior to the signing of their verification form would enable the students to enroll in their preferred fall classes. If the classes don't work, the student could withdraw.
- 8) Running Start Counselors – Reviewing the possibility of revamping the existing counseling model to distribute the work more broadly. The case load would be smaller and less people would have to be experts at the individual area high schools.

Fia explained everything that Dr. Cox is addressing is under Supporting Students, Goal One - help students choose the pathway to careers and future education and provide culturally responsive, inclusive, accessible support.

Accreditation

Fia Eliasson-Creek, Executive Director of Institutional Research, reported the Northwest Commission on Colleges and Universities (NWCCU) is scheduled for April 9 – 11, **2025**. NWCCU has approved Dr. Janice Alexander of Flathead Valley Community College in Montana to head the evaluation team. Dr. Alexander is a professor of Chemistry, Forensic Science, and is the Mathematic Division Chair. It can be expected that Dr. Alexander is detail oriented and focuses on facts and evidence.

It is important to review college progress and performance from year to year, to see if there are trends, and if there is a need to put forth efforts or changes. There is also a review of the performance indicator for evaluating mission fulfillment (a requirement of NWCCU).

Fia provided a PowerPoint presentation that highlighted a few of the indicators selected for mission fulfillment. The focus will be on outcomes. The mission is what students get once they leave the college. What does that look like? Are these indicators the college mission? Five different Key Performance Indicators (KPIs) have been selected.

Objective: “Students will complete well-defined educational and program goals relevant to future success.” The goal for a student is to progress and graduate; that is the focus. The KPI selected is fall-to-fall retention rate will be measured with a threshold at 53% and a target at 65% will be set.

Objective: “Centralia College students will progress, persist, and complete their educational endeavors.” The KPI selected is the three-year graduation rate. The three-year graduation rate will be at or above 40% with a target of 48%.

Objective: “Centralia College will engage our communities in educational, recreational, and cultural opportunities while demonstrating equity, stewardship, and sustainability.” This is the most difficult part of the mission to measure.

These KPIs were determined:

KPI 5.1: Reserves (cash & investments) will support ongoing operating expenses at a ratio of 0.48 with a target of 0.53.

KPI 5.2: Operating margin (excess of revenue to expenses) will be a ratio of 0.22 with a target of 0.27.

KPI 6.1: Community satisfaction with community focused activities will be at or above 85% with a target of 95%.

Thresholds were set by reviewing past performances. Targets were set by comparisons to other colleges in the system, where they are, and where they want to be.

Fia described the PowerPoint presentation is about where the college is headed, how it will be defined and measured, and how to determine whether the college mission has been met. It is a subjective endeavor and the reason for scoring.

If the mission is not met, then the college has work to do. There will need to be a focus on what strategies to put in place to change that outcome. NWCCU will focus on continuous improvement.

Fia requested trustee approval and adoption of the key performance indicators that are being used to measure performance and progress.

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE KEY PERFORMANCE INDICATORS (KPIs) FOR EVALUATION OF PERFORMANCE AND

PROGRESS, APPROVE THE KPIs FOR EVALUATION OF MISSION FULFILLMENT, AND APPROVE THE ACCEPTABLE THRESHOLD FOR MISSION FULFILLMENT. THE MOTION CARRIED UNANIMOUSLY.

17. Executive Session

Under RCW 42.30.110, the board may hold an executive session for the purpose of reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation or to review professional negotiations; or considering the sale or acquisition of real estate.

At 6:00 pm board members moved into executive session to consult with legal counsel about current or potential litigation. The Board will be in Executive Session until 6:35 p.m. unless notified that the time is to be extended.

The Board has adjourned the Executive Session and reconvened in Open Session. The time is 6:28 p.m.

The Board will proceed with the final agenda items.

18. Action from Executive Session

There was no action from executive session.

19. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, December 12, 2024, via Teams and Centralia College Boardrooms, Centralia, WA.

20. Comments

21. Adjournment:

The meeting adjourned at 6:30 p.m.

APPROVED:

Annalee Tobey, Board Chair

Dr. Bob Mohrbacher, Board Secretary