

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

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

**Study Session/Regular Meeting  
October 10, 2024  
3:00 P.M.**

**MINUTES**

• **Study Session**

Auxiliary Services

Zach Queen, Director of Auxiliary Services, began by introducing his Auxiliary Services team:

- Ethan Bleak – Bookstore Operations Supervisor
- Gerald Waring – Blazer Bistro Manager
- Tina Friesz – Director of Food Services
- Kassandra Ritchie – Auxiliary Operations Coordinator

Zach provided a PowerPoint presentation and explained that Auxiliary Services is really split between the services the bookstore offers and food services. Starting in mid-October, an Event Services Specialist will be incorporated into the mix.

With services in the title, Zach's main goal is excellent customer service. By providing excellent service to the students, faculty, and staff, the profit follows.

Connie Smejkal commended the bookstore staff on a job well done; both faculty and students seem to be quite satisfied with the service they receive from the bookstore.

Ethan Bleak gave a brief review on the cycle of purchasing course materials, digital day one access, online books, rental textbooks, low-cost options, lab packets, etc. and how students are automatically enrolled in their materials. Part of Ethan's job involves regular communication with faculty to ensure the correct books are ordered on the shelf at the beginning of each quarter.

Kassandra Ritchey provided an idea of what a contemporary bookstore carries – from hoodies to tee shirts to dressy cardigans. There is now apparel specifically designed for each sport so each sport has their own line of merchandise. The bookstore carries gift items - stuffed animals, pens, office supplies, sundries, and several types of student supplies. Kass is the marketing expert as well. She ensures her strategies revolve around an event, they get attention, and provide the prospective customer with needed information (when and where).

The Trailblazer Trunk is open every home game. The merchandise is rotated with the bookstore to keep inventory fresh. For example, the Trunk was open for the Seattle to Portland (STP) bicycle ride in July and the Trunk's location in the gym provided the ideal environment to offer shampoo, conditioner, body wash, or anything the cyclist may have forgotten. Kass added that working the evening games is fun too. It is an enjoyable environment and she recommends everyone attend at least one home game per sport.

Zach listed recent events that the bookstore has participated in:

- The Trendy Trailblazers fashion show at Fall Kick Off 2023
- Foundation Scholarship night
- Foundation Gala
- Shop 'N Sip
- Graduation (booth on Commencement Field)
- The Scrub Hub with Visiting Nurses
- Holiday Tree lighting event

Zach attributes their overall successes to word-of-mouth advertising and their customer service attitude. If something needs done and the auxiliary team can help, then they will!

Pretrina Mullins requested some East County attire and merchandise at Centralia College East. Zach replied that there is CC East specific merchandise in the works.

Gerald Waring took over in his new role as Blazer Bistro Manager, on July 1, 2024. The coffee stand has been renamed and concessions added to the duties. Gerald supervises three students who work with the coffee stand, the register, or in the concession stand.

Tina Friesz, Director of Food Services, reported she assumed the role of Director immediately following the contracted services of Burger Claim. The college had to get licensed with Lewis County Health Department and the City of Centralia so a good deal of time was spent meeting their requirements. New menus needed to be created. Several things were changed. More breakfast items, daily specials, fresh soups and a full salad bar have been added.

Tina stated that catering is quickly becoming a large part of her job. She estimates that 50% of her time is spent on catering. Anytime anyone schedules an event on campus they have to contact Tina. Tina does not encourage other caterers to come in; they are not allowed to use the kitchen.

Zach provided a brief overview of the services that he is providing Grays Harbor College. They have a brand-new Bishop Event Center and a bigger kitchen than Centralia and no Food Services program. He plans to help them with the development of food services; they want to grow. Zach hopes to get them to the level where they can be self sufficient and fully staffed to take their college to the next level.

## **1. Call to Order**

Board Chair Annalee Tobey called the meeting to order at 4:00 p.m.

## **2. Roll Call**

Board members present:

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

### 3. Introductions/Presentations:

Dr. Mohrbacher introduced Aillen Miller, Senior Counsel for the Education Division who introduced Kasi Walker as the new Assistant Attorney General for Centralia College. Kasi Walker recently joined the AG Education Division.

Dr. Mohrbacher introduced Nikki Sprague, Director of Business Services. She will be reporting for vice president Tariq Qureshi.

Dr. Mohrbacher introduced Darcell Scott, Director of Student Success and Retention. He will be reporting for vice president Dr. Robert Cox.

#### SAALT Introductions:

- Joshua Pickett, President
- Madison Beck, Vice President
- Lucas Ancel, Coordinator for Executive Affairs
- Rayleen Roberts, Coordinator for Civic Engagement
- Alan Silvestre Gonzalez, Coordinator for Student Engagement
- Alicia Jenkins, Coordinator for Diversity
- Alyssa Hook, Coordinator for Wellness
- Katie Collins, Coordinator for social media/Publicity

SAALT is a group of up to eight students who advocate and plan events for Centralia College students. As the representative for the governing body of Centralia College students, all SAALT members are responsible for advocating for students.

The Board welcomed the students to Centralia College.

#### Tenure track faculty were introduced:

- Dr. Jeffrey Birkenstein – English
- Angela Peck – Chemistry
- Dr. Lori Sirs – BAS Behavioral Healthcare
- Ann Grande-Moody – BAS Teacher Education
- Justin Harris – Diesel Technology
- Lenore Montalbano – Software Engineering

Each of the new faculty members were introduced to the board. A brief history of how they arrived at Centralia College was provided; the tenure-track faculty expressed their appreciation for being hired by Centralia College. The Board welcomed the probationary tenure-track members to the college.

Jeff McQuarrie, Communication Studies professor, introduced Jamie Cline, the state champion of the Statewide Inspirational Speech Championship held this past summer on campus. Jamie gave an abbreviated version of the speech that won her the championship. Annalee Tobey commended Jamie for her accomplishment and thanked her for attending the board meeting.

## **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 September 12, 2024 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

### **Policy Governance**

#### Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) met October 2, 2024. These policies were approved on second read: 1.080 Copyright Rules, 2.008 Bargaining Unit, 2.315 Contract Year, 2.510 Criminal History Check, and 4.114 Holidays for Reasons of Faith & Conscience.

Two policies were deleted – 1.081 Copyright Act and 1.082 Unauthorized Distribution of Copyright Material.

Dr. Mohrbacher added that by December 2024 or early in 2025, all of the policies will have been updated in their review cycle.

## **5. Trustee Reports**

Court Stanley reported that he along with Dr. Mohrbacher and participants from Grays Harbor College, will join in a panel at the October ACCT Leadership Congress; they will be presenting on developing bachelor's degrees in the community college environment.

Chris Thomas reported he has attended a few of the college volleyball games. He was able to experience first-hand the food at the Halftime Hut concession stand during a break between volleyball sets; he can attest to the tasty hotdogs.

Chris moderated the Chamber debate today for the County Commissioner and PUD Commissioner positions.

Chris attended Foundation Night at the Oly Club; he is interested in finding out how much money the event raised.

Chris is looking forward to the October ACCT Leadership Congress later this month.

Mark Scheibmeir represented the trustees at the September 16 Fall Kickoff event; Mark noted that he was given five minutes preparation time to give the speech. He commended both Dr. Mohrbacher and Janet Reaume for an event well done. He was pleased to see such a large number of employees who attended.

Mark attended the October 8 Trustee Tuesday. The two topics addressed were 1) Update on the 2025 Supplemental Operating Budget Request – this was presented to

the State Board during the September 23<sup>rd</sup> special board meeting with the board approving the request and 2) How to Get the Most from the 2024 ACCT Congress in Seattle – 146 trustees, presidents, faculty and staff from Washington State will be attending and there will be opportunities to connect, learn, and engage with them. These topics were discussed:

- Key tips for maximizing your experience
- Planning your schedule
- Engaging with other Washington attendees and others from around the country
- Utilizing resources and networking opportunities

Pretrina Mullins reported she is continuing to adapt to her new job of assistant principal at the elementary school.

Pretrina was able to attend the first Trustee of Color Affinity group meeting where the trustees discussed the upcoming ACCT Leadership Congress. Pretrina is on the Diversity Committee so will be attending early on Tuesday to participate with that group.

Pretrina expressed appreciation to the President's Office for their quick response on getting Auxiliary Services on the board agenda study session. She noted that it was discussed in September and presented in October – that is customer service!

Annalee Tobey reported she volunteered at the Lewis County Economic Alliance Golf Tournament and helped with the set up.

Annalee also attended Trustee Tuesday and appreciated the precursor to the Leadership Congress. It is fun to have the congress in Seattle and on home turf!

Annalee also attended the Economic Forum hosted by the Lewis County Economic Alliance at The Loft in Chehalis earlier this month. The presenters did an excellent job of explaining economics to the audience. They explained the good, bad, and the unpleasant when it comes to economic forecasting. Annalee sat at the Centralia College table for the Economic Forum and found the forum very interesting.

### WA-ACT

The ACT Fall Legislative Conference is on November 14, 2024. It has been promised to be a pivotal event in preparation for a year of significant change with upcoming elections for Governor, President, and various federal and state offices. The conference will be a key opportunity to come together and strategize on how to best advocate for the Community and Technical Colleges (CTC) system.

Court Stanley is the legislative representative for the trustees and is planning to attend the event.

### ACCT

The 2024 ACCT Leadership Congress will be in Seattle, Washington this year on Wednesday, October 23 through Saturday, October 26, 2024. The theme will be "Community Colleges as Catalysts: Cultivating Skills for the Future." All of the trustees will be attending this year.

Court Stanley, Dr. Mohrbacher, and participants from Grays Harbor College, will join in a panel at the event. The panel will be presenting on developing bachelor's degrees in the community college environment.

## **6. President's Report**

Dr. Mohrbacher reported he attended the Washington Association of Community and Technical Colleges (WACTC) President's meeting at Cascadia College in Bothell.

The presidents met with staff from the Office of Fiscal Management (OFM). There was no discussion on their \$48 million budget error. They did discuss the fact that the Washington Public Employees Association (WPEA) did not ratify their 2024 contract, rejecting the proposed 5% pay hike due to concerns about cost-of-living increases. This does not affect Centralia College; the classified staff union is the Washington Federation of State Employees (WFSE). Some of the colleges are in the awkward position of having employees from both unions.

OFM has no interest in fixing the budget error. OFM doesn't know what will happen after the election, so the error may not be their problem; it may belong to somebody else. If the colleges have to reimburse this year's money, there is already a plan in place.

WACTC members also discussed the response to the survey regarding the Allocation Model Review. The topics that received a large consensus will most likely have a recommendation in the next round. Those topics with less agreement will most likely return with another set of recommendations in late December or January. At that time, a more detailed presentation on those recommendations will be presented. Currently, no modeling has been done and that needs to happen.

The Task Force is reviewing the idea of changing the formulation; it is unclear how Centralia College will be affected. However, the increase in the minimum operating allowance is good for Centralia College. There is a plan to phase this in over several years so there will not be an abrupt change.

Another group is reviewing the Capital Project process and the lengthy list of projects. Centralia College will most likely not be receiving funding for the Teacher Education and Family Development building in the next biennium.

The President's Academy topic will be the prioritization process for major capital projects. A work group has been studying the current project proposal process and the long backlog of current projects. The preliminary recommendations include the following:

- Add a new project category for "intermediate" projects—valued between \$2 million and \$10 million and not requiring pre-design.
- Allow colleges to redirect funding for projects that have been on the list for multiple years, in order to better address current needs.
- Modify scoring criteria to address requirements of the Clean Buildings Act and greenhouse gas reduction goals.
- Weight scoring to favor intermediate projects.
- Add specific guidance on how to integrate DEI goals into project proposals.

The ctclink process alignment work group reported that all colleges should complete processes in the same way. The software could then be configured for one process rather than customizing the process. Too many options were provided for colleges and that created several different steps and inefficiencies. Now, those processes need to be worked through step-by-step. The first review will be on the travel module; several colleges have not been able to get the travel module to work.

As different modules are selected for review, the committee determines whether it is: 1) A global configuration issue? 2) A local configuration issue? Or a customization?

WACTC members participated in a dinner with Ana Mari Cauce, president of the University of Washington. She will be stepping down from her role in May or June. She has been a good partner for community colleges; it was good to meet with her.

A meeting with Dustin Klatush, current Chairman of the Confederated Tribes of the Chehalis Reservation, Racheal Mendez, head coordinator, and Jeff Warnke, their government relations specialist, went well. They were happy to meet with Dr. Cox, Connie Smejkal, and Dr. Mohrbacher and would like to continue to meet on a quarterly basis. There is a Tribal Council election in early November and the entire council is up for election every two years. They announce the results and the offices change immediately; there is no transition period. The whole tribal council could turn over.

At the September meeting, the trustees discussed the possibility of meeting with trustees from Lower Columbia and Grays Harbor colleges. Dr. Mohrbacher spoke with both Carli Schiffner and Matt Seimears, presidents, and they were both agreeable to meeting together. If Centralia College hosts the event, then a mutually agreeable date would need to be determined. The meeting would have to be “noticed” and it would be more of a study session with a list of topics rather than a formal agenda. This could be arranged sometime in the upcoming months.

## **7. SAALT**

Joshua Pickett, Student Advocacy Activities Leadership Team (SAALT) President, reported the team spent three days at Green River College with 350 student leaders participating in student leadership training. The conference was instrumental in enhancing their team building and strategic planning and should help with goal achievement.

SAALT hosted a back-to-school event to help new students navigate campus.

Constitution and National Voter Day was Tuesday, September 17, 2024. This event focused on voter registration and civic engagement and promoted active involvement.

The SAALT Team offered an evening session on conflict resolution for those students in student housing.

The Food Pantry is currently serving 71 students. This service is very important and it helps students who may be having food insecurities.

SAALT looks forward to engaging the campus and community with upcoming events and appreciates trustee support.

On Wednesday, October 23, 2024, Steve Hobbs, Secretary of State, will be speaking as part of the Lyceum series; Joshua encouraged board member to attend if they are able.

## **8. Faculty**

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, commented that this is the third time that incoming first year tenure-track faculty have been introduced to the board in this manner. Mark hopes that the trustees find this process worthwhile.

The trustees added that they appreciate putting the names to the faculty faces.

## **9. Classified**

No report submitted.

## **10. Instruction**

Connie Smejkal, Vice President of Instruction, stated the Instruction Office listened to the trustee feedback regarding board reports and October is the first month of the new format. If there are any suggestions on how the Instruction report can be more succinct or more explicit in any given area, Connie will be pleased to implement.

## **11. Human Resources & Equity**

Joy Anglesey, Vice President of Human Resources and Equity, reported she attended back-to-back conferences. She attended the NHRMA Conference in Portland from September 23-25 and the CUPA-HR Conference in Miami, FL from September 28 to October 2, 2024 and "The Future of Work" on October 9, 2024.

The HR executive assistant, Candi Fetch, is retiring October 15, 2024. There has been some difficulty in recruitment; over the past three months there have been almost no applicants. The applicants who do apply are not qualified for the position. The posting was removed, qualifications were changed, and the position reposted and still no applicants. This problem is not unique to Centralia College; it seems to be happening at other institutions.

## **12. Student Services**

Darcell Scott, Director of Student Success and Retention, for Dr. Robert Cox, Vice President of Student Services, reported total fall enrollment is down approximately 1% but fall head count is up 3%.

The drop may be explained by the newly implemented Student Success course students are required to take within their first quarter. This course could drop the credit load from 15 down to 13 credits; credits should rebound in subsequent quarters as students are retained and enroll in 15 credits. This is the first term that the student success course is mandatory.

Darcell gave a brief explanation of the mandatory course. Students learn about study skills, how to connect with their advisor, and the skills and habits needed to be successful in college.

The Department of Education's (DOE) changes to the Free Application for Federal Student Aid (FAFSA) process did impact the college. Financial Aid processed 22,814 applications this fall compared to 33,000 in the fall of 2023.



Running Start enrollment was up considerably in summer due to the permanent funding for Running Start summer students. Fall enrollment is identical to last fall.

The new student intake and advising process allows students to have more time with their advisors. The activation and account setup begins at the welcome desk for the intake process. This intake model travels well and is the same process used at the high schools. With the addition of an Assistant Director of Student Outreach and Student Success it is hopeful more schools can be reached and additional students from our community will enroll.

The EAB Navigate platform provides advisors the ability to track a student online. EAB provides the student's progress in courses and students are able to see the classes they have taken.

There is a meeting tomorrow with the Advising Steering Committee to discuss needs, best practices, and what works best for the faculty advisors to ensure the advisors have the tools necessary for advising their students.

The Trailblazer Kick Off incorporated "areas of study" this year. Students had the opportunity to meet their faculty advisors to discuss their programs, potential careers, and ask questions. Modifications to the Trailblazer Kick Off will continue to ensure students have a good experience.

Invitations from Winlock, Rochester, Centralia, and WF West high schools have been received inviting the recruitment team to come to their campus to register students prior to the summer break. This model started a couple years ago and the intention is to continue with it. This allows the team the ability to assist with the application for admission, provide support for Dollars for Scholars, financial aid, and helps with students who are enrolling at Centralia College.

### **13. Administrative Services**

Nikki Sprague, Director of Business Services, for Tariq Qureshi, Vice President of Finance and Administration, noted that Safety and Security successfully secured a donation of Naloxone for distribution locations on campus.

Information Technology Services (ITS) completed their room remodel for bulk computer configurations. The large batches of computers should improve operational efficiency and reduce the time required to deploy new systems. This is in preparation of distributing their first set of computers to people that need them. Employees receiving new machines are aware; ITS is currently working on configuring the machines.

The Business Office Employee of the Year was awarded to Savannah Snodgrass for her exceptional dedication and willingness to support both payroll and Budgets, Grants, and Contracts teams to assist with year-end closing. Savannah was also recognized with a "Blaze Beyond" award from the Procurement Office.

Cliff Frederickson, Budget Director, reported the college closed the books for September 2024 on Thursday, October 10, 2024. Cliff provided a chart with the College's Annual Operating Budget and links to both a summary level FY2025 Spending Report and to the Tableau Reporting Tool. The spending report does not include any encumbered balances, but budget encumbrances can be viewed using the Tableau reporting tool. Cliff cautioned that many times there is a time lag between when goods/services are incurred and when invoices are received, recorded and paid.

Dr. Mohrbacher added that if the college does not get additional funding for next year, even if half of what was asked for, it would cover the budget going forward. It would be preferable to making budget cuts.

#### **14. Foundation**

Christine Fossett, Associate Vice President of Advancement, reported the Foundation Night at the Oly Club raised approximately \$2,500.00 for the evening.

Those who attended the fall Kick Off heard Alexis Besio's request to increase the number of employees giving. The request has doubled the number of employees who donate to the Foundation.

There are three weeks and two days until the November 2 gala. With two staff members who have never been to the gala before, there is a bit of stress. Amber White is absorbing some gala responsibilities as well as assuming some year-end tasks.

The theme for the 2024 Gala is Autumn Adventures. The Foundation will be promoting auction items on social media in the next couple of weeks. Christine suggested that participants wear their favorite autumn sweaters and enjoy the casual atmosphere because the 2025 gala will celebrate the college's 100<sup>th</sup> year of operation. It will be a fancy event complete with evening gowns, cocktail wear, and suits.

#### **15. New Business**

No new business.

#### **16. Old Business**

##### **Strategic Planning**

Fia Eliasson-Creek, Executive Director of Institutional Research, reported Instruction and Student Services have been working together in further development of the key performance indicators (KPIs) for the strategic plan.

In the fall of 2023, 32% of students had an academic plan compared to 63% this fall. This comparison will help track one of the objectives for the strategic plan in terms of how many students are on track using their academic plan.

The changes to the schedule, the implementation of the Student Success class, and altering the advising model are all focusing on student retention.

##### **Accreditation**

Fia Eliasson-Creek, Executive Director of Institutional Research, reported the year seven site visit from the Northwest Commission on Colleges and Universities (NWCCU) is scheduled for April 9 – 11, **2025**. A team will visit campus to evaluate Standard One which includes 1) mission fulfillment, 2) institutional effectiveness, 3) student achievement, and 4) student learning. Standard One will be the focus of the majority of work this fall and winter quarter.

Standard 1.B.2 states: The institution sets and articulates meaningful goals, objectives, and indicators of its goals to define mission fulfillment and to improve its effectiveness in the context of and in comparison, with regional and national peer institutions.

As a college, what does that mean? The college needs to adopt meaningful goals, objectives, and indicators and focus on the indicators of how mission fulfillment is defined.

- What does it include?
- How is it determined what is needed?
- How is that measured?
- How is it determined the college is meeting the mission?
- How is that documented?
- How is that evaluated?

The Key Performance Indicators (KPIs) are taken and they are the measures used in terms of mission fulfillment.

There is student success, academic excellence, and supporting community. What kind of KPIs can then be linked to those indicators to determine whether the college meets their mission? A threshold is established and used to determine whether the mission is met or not.

Objective: “Centralia College students will progress, persist, and complete their educational endeavors.” As part of a key performance indicator, there is the fall-to-fall retention rate. This will be used as an indicator for student success. Students will have to enroll in the fall and they have to be degree-seeking. The college target for fall-to-fall retention is 65% or higher. Currently, 65% is the highest retention rate between community colleges and Centralia wants to achieve that level. If retention is between 53% and 65% or more, the indicator has been met.

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 threshold is currently 40% but the goal is 48% graduation rate. That is the highest graduation rate in the state.

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.

The college needs to operate in the black to be sustainable and to be good stewards of state funds and student tuition. We must be responsible with state money.

The measurement of community engagement could be done by creating a very short survey. The survey could be administered through a QR code where the participant answers a few questions such as 1) Anything else you want to see? Have you learned something from participating? It may or may not work but it can be changed.

The commission wants the college to support the mission statement in everything we do whereas the strategic plan looks at what isn't being done well or where the mission could be done better. The strategic plan and accreditation work together in a continuous loop.

NWCCU is focused on colleges doing continuous improvement and working towards continuous improvement.

**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 5:50 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 6:20 p.m. unless notified that the time is to be extended.

The Board has adjourned the Executive Session and reconvenes in Open Session. The time is 6:20 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, November 14, 2024 via Teams and Centralia College Boardrooms, Centralia, WA.

**20. Comments**

**21. Adjournment:**

The meeting adjourned at 6:24 p.m.

**APPROVED:**

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*Annalee Tobey, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*