

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

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

**Study Session/Regular Meeting
September 12, 2024
2:00 P.M.**

MINUTES

• **Study Session**

2024 Board Retreat Items

Dr. Mohrbacher provided the trustees with a condensed version of the retreat agenda. These topics were scheduled to be discussed at the summer retreat.

Community Engagement - Dr. Mohrbacher explained that in years past, the board has participated in environmental scans on specific topics. For example, feedback was gathered when rewriting the mission statement. Most of the engagement next year will focus on the 100-year centennial celebration of the college.

Annalee Tobey requested some background information regarding other topics that were discussed at previous environmental scans.

Dr. Mohrbacher listed a few previous scans:

- Agricultural
- Veterans Services
- Mission statement
- School counselors
- Art
- Strategic planning
- Campus master plan

Mark Scheibmeir requested an update on working with the local area tribes. Dr. Mohrbacher stated that the State Board for Community and Technical Colleges (SBCTC) now has a tribal relations administrator who is quite good. The tribal relations person has organized a number of meetings over the last two years with good interaction but the Chehalis and Cowlitz tribes have been absent from those meetings.

It was suggested a meeting over dinner may be a good idea to concentrate on relationship building with the tribes.

Dr. Mohrbacher added that five of the tribes came and presented on their tribal enterprises at the Economic Forum last year. It was an informative presentation and it was interesting to hear what the tribes are doing. Dr. Mohrbacher said that he will schedule a meeting with some of the tribal leaders soon.

Study Session Topics & Trustee Development - The trustees requested to be apprised of accreditation and their expected level of participation.

Fia Eliasson-Creek stated the trustees should review the Policies, Regulations, and Financial Review (PRFR) report. It is their responsibility to be familiar with the standards, planning, and resource allocation. The trustees requested a study session prior to the April 2025 accreditation visit for accreditation preparation and review. Fia stated a draft of the report will be ready in early January for the trustees to review. It is

good to have an overall exposure to accreditation, to discuss the cycle itself, the expectation, and the standards as well as what the accreditors will focus on.

Fia provided the trustees with several options on how to receive information on accreditation:

- Is it better to get an overview once a month?
- Provide perhaps six things that are being working on?
- Bullet points?
- Is it easier to go deeper on one topic per month and provide some data?
- Or provide strategies?

There is an opportunity to combine accreditation, strategic planning, and key performance indicators and metrics.

- How is the college doing?
- How is the college planning for it?
- Where is the college currently?
- Where does the college want to go?

Tying all of these topics together would be beneficial to the trustees.

Fia suggested developing a one-page template with each of the objectives and each month, if there is an update, to provide the update. The oral part of the report could be focused on one particular thing such as data points.

Mark Scheibmeir requested information on the new rules regarding technology and accessibility. There are significant changes to the accessibility standards and it may be that Casey Schmidt is invited to present.

The Arctic Wolf platform supplies dashboard reports. The fact that the trustees do not participate in the Arctic Wolf trainings is reflected in the dashboard report. The college was not able to renew the \$100,000 grant; a new funding source will be needed to fund Arctic Wolf going forward. The total cost for Arctic Wolf was \$125,000.00. It has provided information regarding how many attacks the college gets daily/weekly/monthly.

Dr. Mohrbacher reported the WACTC presidents are participating in a cybersecurity tabletop exercise in October. There have been at least five colleges that have been victims of a cyber-attack.

Dr. Cox suggested a study session on the comprehensive student fee, including athletics, may be beneficial. When the athletic budget is presented to the trustees in June for approval, it would provide better understanding of the umbrella from where the athletic budget funding originates.

The trustees voiced appreciation for the visits to campus areas where they learn about the different disciplines. This past year was a visit to the nursing lab; perhaps down to diesel and/or welding.

Dr. Mohrbacher added that there will be a study session on the budget and one on accreditation.

Trustee Professional Development – The fall ACT meeting coincides with the November board meeting day. Court Stanley is the liaison for the Legislative Committee; Court will attend the November 14, 2024 meeting in Seattle. The other trustees will attend the November board meeting as scheduled.

Trustee Board Reports – The trustees agreed they all want useful content but perhaps less detail. For example, if an employee attends a conference there is no need for an exhaustive list of who attends. They prefer that if someone attends a conference

and they return with an idea that is being implemented, then report that. Do not list the dates of attendance! Tell the stories; the good stories and the hard stories.

Chris Thomas stated that a short headline, short subheadings, and some information below is sufficient. Please don't repeat the information that is already in the board reports.

The trustees suggested Fia Eliasson-Creek, Dr. Rob Cox, and Connie Smejkal collaborate on providing a standardized enrollment report with some breakdown of demographics.

The trustees would like to have more faculty reports. Connie suggested a highlight from a faculty member. Perhaps Dr. Sharon Mitchler could provide an update on her work with rural pedagogy, teaching for transfer, and what that entails.

Expand the classified report with any of their issues and list any classified activities the staff have been attending.

An Auxiliary Services presentation was requested. Bringing the food service/catering back in-house as well as adding the espresso stand was a big venture. Tariq Qureshi added that Zach Queen is currently consulting with Grays Harbor College; they did not have a fully functional bookstore for a variety of reasons and he has been supporting their efforts. He has their bookstore running and is providing guidance on how to develop it. Other colleges have been inquiring about Zach's services; he may be providing some consulting services as well.

To summarize: rather than organize the reports under student success, academic excellence, or supporting community, provide a headline with more information below the headline. Employees will provide the information and a supervisor can determine what will be highlighted each month.

It was suggested to have a "Meet your Trustees" event. A different trustee can be highlighted each month on the website. Introduce the trustee with information on their background, where they come from, and their ties to the community and Centralia College.

Strategic Planning Implementation and Reporting – Develop a template that summarizes strategic planning on a monthly basis. Take a deeper look on one or two of the topics; perhaps a data point or whatever is currently being worked on.

A suggestion was made to consider Centralia College and Grays Harbor participate in a joint board meeting. Maybe the two colleges can connect with each other at the October ACCT meeting and discuss the challenges of small colleges in remote and rural areas.

President's Evaluation – the room was dismissed for the trustees to discuss the president's evaluation with Dr. Mohrbacher.

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:

Connie Smejkal, Vice President of Instruction, introduced Dr. Sharon Mitchler as interim Dean of Arts and Sciences. Sharon began her duties as interim on July 1, 2024 and will serve in this role until December 31, 2024.

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 June 13, 2024 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) does not meet until October 2, 2024 so there are currently no updates.

5. Trustee Reports

Chris Thomas reported he attended the Foundation's Scholarship Night last night, September 11, 2024. Chris invited Providence's new site administrator to the event; there were several nursing students who met with them at the table. Three of the students in the nursing program are currently Providence employees.

Chris attending the September 9, 2024 registration event and experienced first-hand the all-in-one registration and witnessed how well it worked.

Chris attended the first home volleyball match of the year and noted the team has quite a few talented players. The team should be very competitive.

The mobile lab at the Southwest Washing Fair is a great advertising opportunity.

Chris helped orchestrate the first annual Ron Brown Memorial Golf Tournament. It was held recently and raised \$7,600 for the Centralia Youth Sports program.

Today was the Chamber's annual barbecue.

Chris attended the Economic Alliance Open House.

He reported that he will not be able to attend the Foundation gala; however, Providence will have a table at the event.

Mark Scheibmeir noted how many articles were in the Chronicle that involved the college. He commended Zach Queen for the Scrub Hub article and the positive impact it provides for the college.

He commended Jenny Bauska, Nursing Director, on the 100% pass rate (on first attempt) of the 2024 nursing graduates on their National Council Licensure Examination (NCLEX). All of the students are now licensed and most are already working in the medical facility of their choice.

The sports programs appear to be off to a good start so it is an excellent beginning to the academic year.

Mark attended the Friday, September 6, "Meet the Authors" event at the college. It was sponsored by the Association of American University Women (AAUW) and Centralia College. They were able to raise approximately \$4,400 for Hope Alliance.

Mark attended the September 10 Trustee Tuesday. The title was "Looking Ahead: 2025-27 Operating Budget Priorities for Washington's Community and Technical Colleges." It was an informative discussion on how the priorities will guide the collective efforts and advocacy both in the interim and during the upcoming legislative session.

There are three new affinity groups: Trustees of Color, Board Chairs, and New Trustees. New trustees are defined as any trustee who has less than three years of service as a trustee. Mark suggested that if any of the trustees qualify for one of these groups that it would be a great connection.

Mark noted that all five trustees attended Scholarship Night. Mark enjoyed speaking with the students and students are looking forward to the upcoming academic year.

Pretrina Mullins attended Scholarship Night as well and enjoyed being a part of the event.

Pretrina reported this summer she transitioned from her regular job as a counselor at the high school to becoming the assistant principal at the elementary school. Pretrina said it has been difficult to downsize her former office to fit into her new smaller environment.

She attended the first Trustee of Color Affinity group meeting in August. The trustees discussed the upcoming year. There is a meeting tomorrow, Friday, September 13.

Court Stanley attended the Friday, September 6, "Meet the Authors" event at the college and concurred with Mark that it was a great event.

Court attended Scholarship Night as well and enjoyed being a part of the event.

Court is looking forward to the Kick Off; he heard a rumor that there may be live music and he doesn't want to miss an opportunity to hear it.

Annalee Tobey reported her daughter graduated from Centralia College this year and she voiced her appreciation for the positive experience. Annalee thought the Centralia campus was perfect for her daughter and helped her on her educational journey. She feels her daughter is totally prepared and wanted to thank everyone.

Annalee attended Scholarship Night as well and enjoyed being a part of the event.

Annalee is looking forward to the Kick Off; she will be welcoming everyone to the new academic year on behalf of the trustees.

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 best to 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; registration for the event was done on Monday, July 1, 2024 at the beginning of the new fiscal year.

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

6. President's Report

Dr. Mohrbacher reported on the Allocation Model Review Task Force. All of the colleges were asked to respond to a survey and provide feedback about specific proposals. These include increasing the Minimum Operating Allocation (MOA), eliminating international students and continuing education enrollments from the funding model, allocating enrollment funds via a combination of FTE and headcount (rather than solely FTE), and incorporating an equity factor into the formula. The results of the survey will go to the Task Force for consideration; the presidents will receive another update at the October WACTC meeting.

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.

Connie Smejkal, Dr. Robert Cox and Dr. Mohrbacher are visiting local area high school superintendents and principals. The three visited Morton School District on Friday, September 6 and are scheduled for the Adna District tomorrow and Oakville District on Thursday, Sept. 19, 2024. Morton had a long list of things they would love the college "to do" so hopefully the other districts have fewer ideas.

7. SAALT

Joshua Pickett, Student Advocacy Activities Leadership Team (SAALT) President, announced the college has earned Silver Status for improving student involvement in civics and activities 10% over last year. The goal is gold, which represents 40 to 49% student involvement.

The SAALT Team recently attended a student leader conference at Green River College. The conference was instrumental in enhancing their team building and strategic planning and should help with goal achievement.

SAALT will be hosting a back-to-school event and helping new students navigate campus.

Constitutional Day is Tuesday, September 17, 2024. This event will focus on voter registration and civic engagement and promoting active involvement.

Movie Night will be Thursday, September 26.

SAALT looks forward to engaging the campus and community with these upcoming events and appreciates trustee support as they strive to enhance student life and involvement. They anticipate a dynamic start to the quarter.

Joshua introduced his vice president, Madison Beck. Madison is in her second year at Centralia College. Madison stated she is much more involved this year and is enthusiastic about what she has learned so far.

8. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported there are six new tenure track faculty members this year:

- English
- Information Technology
- Bachelor in Applied Science - Behavioral Health
- Bachelor in Applied Science – Education
- Industrial Trades
- Chemistry

The new faculty members will be attending either the October or November board meeting for introductions.

9. Classified

Dusty Benedict, classified representative, reported several classified staff members participated in the Lean Six Sigma Green Belt training. The employees learned how to streamline processes, eliminate unnecessary steps in their daily duties, and how to use organizational tools to improve the capability of business processes.

Jackie Garret reported the nursing program graduating class of 2024 had 100% pass rating on their National Council Licensure Examination (NCLEX).

Savannah Snodgrass has transitioned into a new position in Budget, Grants, and Contracts, replacing Jana Girt.

10. Instruction

Connie Smejkal, Vice President of Instruction, announced several of the staff in the Instruction Office also completed the Lean Six Sigma Green Belt training. As the office works toward streamlining the scheduling process, student registration and providing an annual schedule, these types of things will benefit the office and the students.

11. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, reported a faculty mentoring program was implemented last year. This year, five faculty have signed up to participate in the mentoring program. Of the six new faculty starting this fall, three have been assigned mentors.

There has been some discussion regarding expanding the mentoring program to include classified and exempt staff. This would enable classified and exempt staff an opportunity to learn new skills and progress in a career. Mentors provide a resource to either help or get acclimated to the campus. The mentor differs from the tenure committee in the fact that the mentoring program is collaborative and not evaluative.

12. Student Services

Dr. Robert Cox, Vice President of Student Services, reported it is an extremely busy time in enrollment often involving last minute problem solving in registrations.

Dr. Cox provided a dashboard comparing college enrollment numbers over the past two years. There was a drop for non-payment yesterday and drops happen every quarter. This dashboard could be provided to the trustees at every meeting; the information is current and not from last week.

Summer quarter enrollment wasn't as strong as hoped. The Running Start numbers were strong due to the fact that the state authorized Running Start students the ability to enroll in summer quarter. Summer quarter benefits Running Start students; there are no sports to compete with and the classes are smaller.

Robert demonstrated the effectiveness of the dashboard by using different filters on the graph.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, reported that Auxiliary Services is doing well. Food services (which includes catering) and the espresso/coffee stand are now both in-house. The Blazer Bistro added food items to the espresso stand. The Blazer Bistro has expanded into concessions during home games/matches/events and Gerald Waring, Bistro manager, is managing that endeavor.

Tariq added that Centralia is sharing staff talents with Grays Harbor. There are four other bookstores and/or colleges that have requested information on how to grow their own bookstore or auxiliary services. Other colleges that have caught on to how well Centralia College is doing.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, thanked everyone who is planning to attend the Foundation's Fall Soiree on Tuesday, September 17. It will be on the third floor of the Walton Science Center on the observation deck at 4:00 p.m.

Scholarship Night is a great event, however, there are a few things that need to be fixed for next year. A new check-in process wasn't as successful as hoped and created quite a bit of confusion. Once the students got in the room and met everyone it was better. 436 students were awarded \$494,000 in scholarship funds. The Chronicle was in attendance taking photos.

The final invoice for the Silver Street apartments was received today. The contractors are finishing with pressure washing and laying the carpeting on the walkway. The entry and exit bars for the gates will be installed next week. The keys should be handed back to the college soon.

The Foundation met with Collegiate Housing International (CHI) to discuss the proposal of CHI managing the apartments. CHI submitted a proposal and Tariq Qureshi countered their proposal; an operating agreement will most likely be signed with them. There will not be too many students moving in there this year.

15. New Business

President's Contract

It was MOVED BY Mark Scheibmeir THAT AS OF JULY 1, 2024, THE BOARD WILL ESTABLISH DR. MOHRBACHER'S SALARY AT \$267,588.00. THE MOTION CARRIED UNANIMOUSLY.

The trustees thanked Dr. Mohrbacher for his commitment to Centralia College.

Athletic Waivers

Dr. Robert Cox, Vice President of Student Services, reported that Dr. Mohrbacher worked with the State Board for Community and Technical Colleges (SBCTC) to allow for an increase in Washington State athletes 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. With this resolution, Washington is now on par with Oregon.

This is currently an informational item as work on developing a budget for athlete waivers begins. Board action will be needed before we can implement any change locally.

Dr. Cox presented a spreadsheet that listed how many waivers each sport is awarded. These waivers are termed "grant-in-aid" which is a combination of waivers and scholarships. The waiver is calculated only on the operating fee.

If the board votes to approve the waivers and/or scholarships, it could cost the college approximately \$285,000.00 in waivers for athletics. This would be an approximate increase of over \$100,000 to current costs.

The issue that needs to be solved is how to generate the money for the waivers. Is it through private fundraising, increasing the ask to student government, or ask the Foundation?

Dr. Cox commended Dr. Mohrbacher for pushing this issue through to the SBCTC. This is a big change for Washington State. The question all the colleges are now asking is how the waivers will be funded.

Prison Education Program (2nd Chance Pell)

Connie Smejkal, Vice President of Instruction, reported the prison education centers offer the Second Chance Pell pilot program. The pilot program is coming to an end and the college must determine whether to discontinue this work or become a permanent prison education program.

The first step in this process is to get board approval. Next steps would be approval for a substantive change from the Northwest Commission on Colleges and Universities (NWCCU) and approval from the Department of Education (DOE) to be able to continue to offer the opportunity to use Pell funds for incarcerated students for their education.

Connie asked the board to consider a motion in support of continuation of the Second Chance Pell program. All steps must be completed before 2026 in order to continue with this program.

Dr. Mohrbacher added that the Department of Corrections has realized that Pell funding belongs to the student. It is not their funding, nor is it the college's. At the October Washington Association of Community and Technical Colleges (WACTC) presidents' meeting, the DOC will be present. The presidents will discuss the prison education program with the DOC.

It was MOVED BY Mark Scheibmeir THAT THE CENTRALIA COLLEGE BOARD OF TRUSTEES SUPPORT THE COLLEGE'S EFFORT TO CONTINUE OPERATING COLLEGE PRISON EDUCATION PROGRAMS IN THE PRISON EDUCATION CENTERS.

THE MOTION CARRIED UNANIMOUSLY.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, reported work has started with identifying strategies to achieve goals.

Several employees participated in lean training to examine processes that could be streamlined. Some employees are reviewing student retention and completion. This is an effort to identify what type of data is needed.

The college doesn't place high in fall-to-fall retention when compared to peer institutions; however, it does have a very good graduation rate. There are some data elements to review which may show who the students are that are not continuing, if there are any associated characteristics in terms of their demographic, what programs they are enrolled in, and the types of courses they are taking. There may be trends in specific areas where students are not continuing.

Student Services and Instruction reviewed how coding students in terms of their degrees could track them better.

Last year, 34% of students had an academic plan; this fall 63% of students have an academic plan in the system.

Revitalizing the college campus and community engagement may best be determined with a survey. How does the college develop surveys to assess what percent of stakeholders feel the campus is welcoming?

Accreditation

Fia Eliasson-Creek, Executive Director of Institutional Research, reported she received a letter from the Northwest Commission on Colleges and Universities (NWCCU) on July 12th stating that the Policies, Regulations, and Finance Review (PRFR) report submitted earlier this year, shows that the college is in compliance with all of the elements of Standard Two. The NWCCU evaluation team provided comments and compliments. NWCCU cited that all materials have been presented and the report is well written, there are easy-to-navigate links within the section and this section has set a high standard for clarity and coherence. This standard is complex and all the materials submitted are easy to access and review. Furthermore, it is clear that the team worked diligently to produce a high-quality report and was prompt in providing additional information when requested. It was a pleasure to read and review. Celebrate the success of this report!

Dr. Mohrbacher added that employees from all departments supplied information to address the standards. Both reports are available on the public website:

<https://www.centralia.edu/about/leadership/accreditation.aspx>

The second piece to accreditation is the year seven visit which is the evaluation of institutional effectiveness, student success, and student learning. Standard One will be the focus of the majority of work this fall and winter quarter.

The next report is due to NWCCU on February 3, 2025; approximately eight weeks prior to their April campus visit.

There is still an unresolved recommendation on student outcomes assessment and student achievement. The college will need to demonstrate that there is available data and run comparisons with peer institutions. College peers have been identified in Washington, Alaska, Oregon, Idaho, Nevada, Montana and Utah.

The 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. The team will meet with a number of groups on campus, including some board members. There may be up to five or six evaluators on campus, each with a different area to focus on.

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 5:11 pm board members moved into executive session to consult with legal counsel about current or potential litigation, and to review the performance of public

employees. The Board will be in Executive Session until 5:50 p.m. unless notified that the time is extended.

The Board has adjourned the Executive Session and reconvenes in Open Session. The time is 5:50 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, October 10, 2024 via Teams and Centralia College Boardrooms, Centralia, WA.

20. Comments

21. Adjournment:

The meeting adjourned at 5:59 p.m.

APPROVED:

Annalee Tobey, Board Chair

Dr. Bob Mohrbacher, Board Secretary