

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

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

**Study Session/Regular Meeting
February 8, 2024
3:00 P.M.**

MINUTES

• **Study Session**

Tableau: Budget Tool – Tariq Qureshi, Bill Storms, Nikki Sprague, and Cliff Frederickson

Tariq Qureshi, Vice President of Finance and Administration, introduced the budget with a brief history of the budget tracking process. Since the college converted to ctcLink, accessing budget information was difficult. The previous process was cumbersome and confusing and most budget managers abandoned the idea of tracking their budgets and relied on the built-in controls that were supposed to be in ctcLink.

The State Board for Community and Technical Colleges (SBCTC) provides Tableau for all of the community colleges in the system. Tableau provides/displays budget information in real time. Once a budget has reached its spending limit, ctcLink provides a warning stating the budget will soon reach its maximum expenditure amount.

Bill Storms, ctcLink Consultant, gave a PowerPoint presentation, highlighting the benefits of a transparent budget system:

- Information at your fingertips
- Accountability – provides a budget manager with the ability to easily review budgets and plan for expenditures
- Stewardship of college resources
- Incredible transparency
- Training opportunities

Part of the Strategic Plan will be to develop metrics that can provide financial data; this can be incorporated into the college's strategic plan.

Dr. Mohrbacher added that work has started on developing new performance indicators for the college monitoring report. There could be a section on key areas where the college is spending money.

Fia Eliasson-Creek added that a budget section in the monitoring report could provide more operational efficiencies; for example, budget efficiency and cost total budget per FTE.

Tariq added that this budget information better informs us on the decisions being made at the large level. Having this discussion and explaining the process may provide a better sense of the budget picture.

Having an accessible budget should allow for more planning and forecasting of budgets rather than being reactive. Both Pierce and Renton Colleges assisted Centralia in developing their program.

1. Call to Order

Board Chair Court Stanley called the meeting to order at 4:00 p.m.

2. Roll Call

Board members present:

Court Stanley
Pretrina Mullins
Annalee Tobey (via WebEx)
Mark Scheibmeir

Chris Thomas (excused absence)

3. Introductions/Presentations:

Emmy Kreilkamp, Drama Professor, introduced the actors and described the winter production of Shakespeare’s comedy, *Much Ado About Nothing*. The play, set in contemporary Italy, is about two headstrong characters, Beatrice and Benedick, who love trading witty insults. Their friends realize their verbal sparring is a mask for their attraction and collude to find a way to play Cupid.

Emmy Kreilkamp thanked everyone for the opportunity to perform and encouraged everybody to attend the winter production. The play will be opening on Friday, February 16 and closes on February 25, 2024. The play will be in Wickstrom Theater.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE REGULAR MINUTES OF January 11, 2024 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) reviewed several policies at their February meeting. Matt Barber, Assistant Attorney General, provided some insight on updating the policy 1.020 – Alcoholic Beverages, currently under review. All of the other policies that were on the list for second read were approved, with one policy being eliminated.

5. Trustee Reports

Annalee Tobey reported she participated in the visit with Governor Jay Inslee and his spouse Trudi Inslee when the governor visited the college on Friday, Jan. 19, to learn about a number of clean energy workforce strategies, partnerships, and developments. Annalee commended Monica Brummer, Center of Excellence for Clean Energy Director, for doing an excellent job representing Centralia College in this field.

Annalee also attended the Chamber banquet later that night. Annalee also attended the Alliance Banquet on February 2nd.

Monday, February 5, 2024, Annalee attended the Lewis County Economic Alliance Economics of Clean Energy event from 4:30 pm to 6:00 pm in the TAC. Annalee said the event was very informative.

Annalee has purchased her tickets to the winter play and is looking forward to seeing it in person.

Pretrina Mullins attended the Trustees of Color Affinity Meeting. There was discussion about the 2024 ACCT National Legislative Summit that was held in Washington DC February 4 -7, 2024. The trustees who attended the event were just returning; her Affinity group is meeting tomorrow and are hoping to be able to hear some of the information from the Summit.

Mark Scheibmeir received Senate notification regarding his confirmation as trustee. Mark thanked the other trustees for their active participation in community events and providing good representation for the college.

Court Stanley reported that on January 25 and 26, he and Dr. Mohrbacher met with 20th District Legislators in Olympia. On the 25th, Darcy Frankovich, SAALT Vice President; Rayleen Roberts, SAALT Coordinator for Executive Affairs; Andrew Barella, SAALT Coordinator for Civic Engagement; and Sheila Johnson, Student Engagement Advisor also joined them. The meetings were with Rep. Ed Orcutt, Senator John Braun, and Rep. Peter Abbarno to discuss college priorities for the current Legislative session.

Dr. Mohrbacher added that three trustees are on the list to be confirmed or reconfirmed by the Senate. Chris Thomas, Annalee Tobey, and Mark Scheibmeir all received emails regarding their confirmation process. Each has been assigned a Senate Gubernatorial Appointment (SGA) number. Mark is on the calendar because he was appointed earlier in the year. Chris and Annalee both have numbers; they are not yet on the calendar.

WA-ACT

No report given.

ACCT

No report given.

CC Foundation

No report given.

6. President's Report

Dr. Mohrbacher reported the legislative visits went well and appreciated that the students accompanied him and Court to Olympia. The students were well prepared and were able to discuss funding for computer science programs, what the college currently offers in the field of IT, and asking overall good questions.

Most of the bills submitted to the legislature have died a natural death. Some are still moving but most expired when the fiscal note was attached. The bills were complicated and expensive to implement.

The Capital Budget outlook was optimistic that perhaps the Lower Columbia College project would be funded in the next biennium; however, the last update received was less hopeful. The budgets will be out around the end of the month, February 26 through the 28, 2024.

The SBCTC approved a 3% tuition increase. Based on a complicated formula, the college has received slightly unclear directions on whether the board should act on this. Dr. Mohrbacher asked Choi Halladay for direction on what action the trustees should take; hopefully he will follow up with that soon.

The Workforce Training budget has funding from a legislative proviso that comes through the State Board. There is a base allocation which includes flexible spending. If colleges aren't meeting their targets, the money gets reallocated. A work group was formed to review the formula and they provided three suggestions:

- 1) Do nothing and leave the formula alone
- 2) Shift the money around in the base so that the money better follows the enrollment
- 3) Do this all at once or phase out over three years

Colleges are concerned about the new FAFSA implementation process. Originally, the Department of Education (DOE) delayed the rollout of the new process from October to January 1st. Now, the DOE has delayed sending out the applications to the colleges so nothing is getting processed. Dr. Mohrbacher sent letters to Senators Murray, Cantwell, and Representative Gluesenkamp Perez stating that these delays will negatively affect enrollment. Students may wait to see what happens, and some will decide to not attend college this year. Hopefully, students are aware of the problems.

On January 29-31, Robert Cox, Connie Smejkal, Joy Anglesey, Fia Eliasson-Creek, and Dr. Mohrbacher attended the Guided Pathways Retreat for Executive Leaders at Semiahmoo Resort. There were approximately 190 participants from all 34 community and technical colleges. The agenda included a variety of presentations on how colleges can use the Guided Pathways framework to transform educational and career

opportunities for students. Dr. Mohrbacher thought the speakers and events were quite good and well organized. There was discussion regarding equity goals, how career goals can be tied in, and a review of potential earnings opportunities for students and how to incorporate that into career counseling for students. The only drawback was that the data session wasn't very useful. This was the first large gathering the SBCTC system has had in years.

Erin Hillier of Reliable Enterprises invited Dr. Cox and Dr. Mohrbacher to their grand opening of their new facility. The facility is designed to serve low-income students in the Centralia school district. Ms. Hillier requested a follow up meeting to discuss how to best work with Reliable Enterprises regarding housing options for housing insecure students. There will be more to follow; Ms. Hillier has great ideas and is taking initiative.

Dr. Mohrbacher will be traveling to Savannah, Georgia to participate in the Community College Baccalaureate Association (CCBA) conference. He will be a serving as a panelist at that event.

7. SAALT

Abigail Hansen, Student Advocacy Activities Leadership Team (SAALT) President, reported several events have been happening:

- January 9, 2024 - Involvement Fair
- No Sew Blanket event – it was quite popular, all the blankets were distributed
- January 17 Black History 101 Mobile Museum
- January 24 – Tailgate party before the men's and women's basketball teams against Lower Columbia College. It was the Coaches versus Cancer event but unfortunately lost both games
- January 22 – Blood Drive from 9:00 am to 4:00 pm. 31 registered donors and 27 units collected
- January 25 – Advocacy Day in Olympia. 3 students went with Dr. Mohrbacher and trustee Court Stanley to visit the legislators.

Upcoming events:

- February 8 – Movie Night where the feature film is *Five Nights at Freddy's*
- February 14 – Cupcakes and Condoms 10:00 to 1:00 pm in TAC
- February 16 – Day ski trip to White Pass. Some students who have never skied before will be participating.
- February 24 – Celebrate the Lunar New Year with a bus trip to Seattle.

Done this week:

- Ordered furniture for the former pit area; it should be delivered within the next couple of months.

8. Faculty

No report given.

9. Classified

Dusty Benedict, classified representative, reported Jennifer Conner in Enrollment Services was the successful applicant for a new position in the Payroll and Human Resources department. She will be starting February 16.

Lauri Dennis will be part of a small team working in the test environment for Campus CE updates.

10. Instruction

Connie Smejkal, Interim Vice President of Instruction, reported Tim Malroy, Adjunct Faculty member and one year temp in the Behavioral Health program, presented on the Behavioral Health programs. Centralia College is working with some other colleges in the system to provide common first numbering to improve the transferability for students. The program is growing and great work is being done in this area.

Ann Grande, Bachelor of Applied Science – Teacher Education (BAS-TE) Director, represented the college and the BAS-TE program at the Professional Education Standards Board (PESB). PESB is the body that approves the college the ability to offer a teacher preparation program that can lead to certification. Centralia College allows paraeducators to gain field experience hours while still meeting the standards needed to become licensed. PESB appreciated Ann’s time and the materials she presented; this may become a best practice in the future.

11. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, provided a short PowerPoint presentation on overtime exempt thresholds and the impact they will have on budgeting and staffing.

Joy provided a brief history on how the 40-hour workweek came to be. For employees who work in the exempt classification, those employees did not have to be paid overtime. With that caveat, there was a chance that this classification of employees could be abused. Administrative employees could be worked 40 plus hours per week and they were. In 2015, it was found that some administrative exempt employees were working 50, 60, or more hours per week. In 2016, some changes were proposed but were overruled. In 2020, a new threshold was put in place and put into effect.

In Washington State, the overtime threshold schedules have increased yearly and in 2024, the wage of overtime eligible exempt is at \$67,724 annually. In 2028, the threshold will be \$92,560.

How does this affect the college? The college will not be able to chase the overtime exemption threshold; it isn’t possible. It has budget and schedule implications.

Dr. Mohrbacher added that some employees have moved up. As the exemption level moves up, it is harder to move wages up and it makes budgeting slightly less predictable.

Dr. Cox added that employees who are overtime eligible cannot pick up extra projects or teach and it also impacts coaching staff.

Joy closed her report by stating that forums have been scheduled for the Vice President of Instruction applicants; there are four candidates that will be interviewing the week of February 20 – 23, 2024.

12. Student Services

Dr. Robert Cox, Vice President of Student Services, reported there are a couple bills in the legislature that may pass. There is one on eligibility for state financial aid that would tie eligibility to SNAP benefits. This would allow low-income families in the community to automatically become eligible for Washington State benefits. This is particularly helpful for undocumented students; they won't have to fill out a FAFSA.

Another bill that may pass will make it mandatory that veterans have early registration. Centralia College has never stopped providing veterans with early registration; this will not impact the college at all.

Another bill that may pass requires all colleges to have naloxone on campus. This will provide access to the life-saving drug and may help some families.

Centralia College offers a Chapter 35 waiver for veterans who are considered 100% disabled or for their family members. The waiver did not include the voluntary fees but the college is considering waiving those fees.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, provided some team highlights.

The bookstore continues to do well with January sales up 18%. The bookstore expanded with the opening of the Trailblazer Trunk, the new spirit shop in the gym.

Food Services implemented a new meal plan for residents of student housing in February. It is hopeful that there will be some results.

Cliff Frederickson, Budget Director, helped with the FY23 cash reserves template and will be submitting that information to the SBCTC. The compensation impact model report (payroll data analysis used for cost analysis in collective bargaining) has already been submitted to the SBCTC.

Nikki Sprague, Director of Business Services, has been finalizing the FY23 financial statements in preparation for the audit.

Payroll is working on processing the forms 1099, 1098-T, and W-2s for the year.

Payroll did experience a security breach. On January 31st, Information Technology Services (ITS) detected fraudulent activities affecting some accounts, characterized by unauthorized modifications to direct deposit information. This was an unsuccessful attempt to commit fraud by one or more external parties and the college system was infiltrated. DuAnn Kenney in payroll noticed unusual changes in the direct deposit details of certain employees and promptly alerted ITS. The affected employees were immediately notified and mitigation steps were implemented.

Facilities are working on the current construction and capital projects. Work has already started to prepare for the Clean Energy Buildings Compliance Act. The Act will track/regulate how the college can reduce energy consumption and lower the carbon footprint across campus. There may funding to help with this task.

ITS has successfully replaced the previous Cisco telephone system with a totally cloud based system. ITS worked through the weekend for a smooth transition.

The Procurement Department is working on launching the P-Card program campus wide. This will help with small dollar purchases and be more efficient.

Safety & Security went to 24-7 coverage at the beginning of February. Calls to security will get response immediately.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, reported the current focus of the Advancement Team is a new viewbook that would be available and ready for spring quarter.

The Foundation Office and the Centralia College Bookstore will be hosting a “Sip and Shop” from 4:30 pm to 6:00 pm on Tuesday, February 20, 2024.

Winterstock will be Saturday, February 24, 2024, from 6 to 7:30 pm at the Tiller Art Center in Morton with live music from the Stationary Stones. The proceeds from the event will benefit academic and GED scholarships for CC East students.

Foundation Night at Mill Town Smokehouse is Monday, March 11, 2024 from 11 am to 9 pm. Ten percent of the day’s proceeds will benefit CC East scholarships.

The Foundation is about to launch five awards committees:

- 1) Distinguished Alumni
- 2) Legacy
- 3) Hanke Mini Grants
- 4) Hanke Faculty Achievement
- 5) Exceptional Faculty

These committees will all kick off in the next five to six weeks.

Mark Scheibmeir added that the Foundation will miss the contributions of Annie Oien and acknowledged that she will be great in her new role of Director for Lewis County United Way.

15. New Business

Campus Climate Listening Sessions

Joy Anglesey, Vice President of Human Resources & Equity and Fia Eliasson Creek, Executive Director of Institutional Research provided a PowerPoint presentation on the Campus Climate Listening Sessions.

In 2021, the Washington State Legislature approved Senate Bill 5227, which requires all public institutions of higher education to provide a professional development program for faculty and staff with the purpose of eliminating structural racism and promoting diversity, equity, inclusion, and belonging (DEI&B), beginning with the 2022-23 academic year.

These are the comments from the sessions:

Doing well:

- Several participants noted that there has been visible growth in inclusion over the past few years.
- A new employee acknowledged the college's commitment to inclusivity and diversity compared to other institutions where they had worked.
- Efforts have been made to break down silos and promote open communication, creating a safer space for sharing thoughts and ideas.

- Staff noted the positive changes seen in hiring practices, resulting in a more diverse workforce, and took that as an indication that the college is taking steps to ensure a more inclusive representation in various campus roles.

Needs Improvement:

- Most staff felt that there is still work to be done in ensuring that diverse voices are heard and represented within the institution.
- Staff members reported that there is often a lack of transparency and clarity in disseminating information, which can lead to a sense of disconnection or confusion among employees.
- Silos exists in various locations throughout campus, including administration to campus, between departments, within departments and among employee groups.
- A common language around DEI is needed, so that understanding of the topic is better.

Over the last year, Centralia College has recognized many ongoing issues surrounding the lack of diversity, equity, inclusion, and belonging on campus. Moving forward, the college will continue to progress as a community, with the focus being on bringing unity and belonging to all the campus.

Mark Scheibmeir noted that the report is somewhat vague and requested the report be more concrete with a deadline.

Dr. Mohrbacher thought that better representation in the listening sessions would be helpful;

Further discussion on the subject generated the following questions:

- Will the board see action items from this?
- Do you envision this as more internal with the administration and not involving the trustees?
- Where do you see this going forward?
- Will there be a list of things that the college is trying to accomplish?

Dr. Mohrbacher said the DEI work would most certainly involve the trustees, however, there isn't anything that would require action from the board. The presentations and discussions would be ongoing as there is a need to continue those conversations.

Fiscal Health Measures

Tariq Qureshi, Vice President of Finance and Administration, reported the college received its fiscal health measures from the State Board for Community and Technical Colleges. The fiscal numbers are quite good across the board. So much so, that the SBCTC requested an explanation on why Centralia is doing so well compared to other colleges.

College expenses were up 22% but revenue was up 48%. Operating income was up and the operating margin up 15 base points. The operating coverage ratio was down but that was the only negative thing. Overall, the fiscal year is quite good.

Dr. Mohrbacher added that board policy 5.011 requires sufficient reserve funding to maintain operation of the college for two months; the college currently has 21 months of operating expenses in reserve

Policies, Regulations, and Finances Review (PRFR) Report

Fia Eliasson-Creek, Executive Director of Institutional Research, reported the Policies, Regulations, and Finances Review Report is due to the Northwest Commission on Colleges and Universities (NWCCU) on March 1, 2024. Work on this document is ongoing; the information has been collected from the various areas on campus and the editing work has begun. To ensure all information and evidence is included, a review of the report is needed before the report is submitted. Once this work is done, work will start on the comprehensive Year 7 Accreditation Report.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, reported six groups are work on developing objectives, or metrics, for the various goal areas. A couple of the teams have already submitted their drafts. Other groups have submitted their objectives. Group 6 is focusing on community partnerships and educational programs. Another group will review enrollment and review getting students on the right educational path.

The process is moving forward and objectives should be done at the end of winter quarter.

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. At 6:10 pm board members moved into executive session for the purpose of consulting with legal counsel regarding actual or potential agency litigation and review of the performance of public employees. The executive session is expected to last approximately forty-five minutes. The executive session was extended approximately twenty-five minutes. No action will be taken after the executive session. The board reconvened into open session at 7:37 pm.

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, March 14, 2024 via WebEx and in the Centralia College Boardrooms, Centralia, WA.

20. Comments

Adjournment

The meeting adjourned at 7:39 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary