

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

**Hanson Boardrooms**

**Centralia College Boardrooms**

**Centralia, Washington**

**Study Session/Regular Meeting**

**January 11, 2024**

**3:00 P.M.**

**MINUTES**

• **Study Session**

Malawi – the Warm Heart of Africa

Julie Nurse, Library Director and Lisa Spitzer, Arts & Sciences Math Professor, gave a PowerPoint presentation on their educational experience and journey to Malawi and the University of Livingstonia (UNILIA).

Julie and Lisa spoke about the history between Centralia College and the University of Livingstonia and how this partnership was established when former CC president Hank Kirk and his wife Jenny, helped establish the college in 2002. Kirk became the first vice-chancellor of UNILIA.

The area was established in 1895 by Scottish missionaries who had a strong British and Scottish influence. The buildings (circa 1700s) make it a very unique setting. Currently, UNILIA has three campuses and will soon be opening a fourth. UNILIA is an accredited university and graduated their first class in 2007. They graduated 4,461 students in 2022.

Some facts about Malawi:

- Gained independence from Britain in 1964
- 87% Christian and 11% Muslim
- English is the first language
- It is a small, land-locked country in central east Africa
- It is one of the poorest countries in the world ranking 174 out of 189 countries
- The primary livelihood is farming
- Life expectancy is 60 for men and 67 for women

The PowerPoint provided many photographs depicting everyday life in Malawi and included pictures of classes, students, dorms, the library, and local people.

Students live four per room in primitive surroundings. The students do their own maintenance and take their responsibility very seriously.

The house Lisa and Julie stayed in had only cold showers, no power, and sometimes no water. The caretakers ensured there was food and took care of them. They were never really alone on this trip.

Julie attended a day long library meeting where she discovered that library issues are universal. Unfortunately, their faculty and staff have limited access to technology whereas here it is the Centralia College students with limited access.

Lisa reported that UNILIA started a bridge program two years ago which is equivalent to pre-college at CC. Lisa was able to observe one of those classes and was able to engage with a student who attended the bridge classes a year ago. The student

is now attending college successfully. The bridge program provides those students an opportunity to get a college education. Lisa was able to teach a class that incorporated study skills and habits. The instructor stated that he wished all of his students had access to a program such as this.

Both Julie and Lisa witnessed students carrying their own desks; there isn't enough furniture so they move their desks to the different classrooms.

It is interesting to note that all students must attend devotionals three times a week at 7:30 a.m., there is a strong culture of respect, and these people walk everywhere.

Julie and Lisa thanked the trustees for the opportunity to present their review of a life-changing experience in Africa.

There will be a presentation to the campus on Wednesday, January 24, 2024 at 2:00 p.m. in TAC 122.

### **1. Call to Order**

Board Chair Court Stanley called the meeting to order at 4:33 p.m.

### **2. Roll Call**

Board members present:

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

### **3. Introductions/Presentations:**

The trustees attended the ribbon cutting ceremony and open house for the Nursing Simulation Lab in Walton Science Center Room 202. The lab consists of two simulation hospital rooms that are equipped with patient mannequins. The rooms have been operational since September 2023 and provide nursing students with hands-on experience.

Betsy Lazo, Dean of Instruction, Career & Technical Education, introduced Dr. Liz Paulino. Dr. Paulino is the Associate Dean of Bachelor's Programs and began employment December 18, 2023. Dr. Paulino came to Centralia College from Yakima Valley College where she was the Director of the Bachelor of Applied Science, Teacher Education. She brings a diverse background of assessment, curriculum development, and program management to the college. Her office is next to Betsy's in the tech building.

Dr. Paulino added that she is originally from Guam and says she has been in education for over thirty years. She has been a high school teacher and served as dean at Guam community colleges. She noted that people have been warm and welcoming and tremendously helpful.

## **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 December 14, 2023 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

### **Policy Governance**

#### **Policy Updates**

Dr. Mohrbacher reported Institutional Effectiveness (IE) is reviewing a list of policies; several have not been reviewed for quite some time. IE recently adopted the practice of reviewing first and second readings to ensure other committees have an opportunity to contribute to their structure and wording.

## **5. Trustee Reports**

Chris Thomas reported he attended a basketball game on January 10, 2024 and witnessed a big win. He was able to speak with Bob Peters, who is currently doing some consulting work for Grays Harbor College.

Annalee Tobey reported that it is banquet season and she will be representing Centralia College at the Chamber Banquet. Annalee will also attend The Economics of Clean Energy sponsored by the Economic Alliance of Lewis County on Monday, February 5, 2024 from 4:30 pm to 6:00 pm.

Mark Scheibmeir attended the Nutcracker performance and noted all five of the performances were sold out. The Voetberg Family Christmas concert was also sold out all three nights. This means approximately 4,000 people were on campus in December. This is a reminder of how important it is for the college to attract these events to campus and utilize college facilities for the community.

Court Stanley attended the end of the year Foundation event where trustees interacted with Foundation members.

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 on the calendar yet.

Pretrina Mullins attended the Foundation meeting on January 10, 2024. She learned about the work being done on the Silver Street apartments and landscaping. Pretrina stated that she would appreciate a list of events that includes longer range calendars, as sometimes she hears about events at the last minute.

#### WA-ACT

The Washington State Association of College Trustees will be continuing Trustee Tuesdays. The first meeting will take place on January 23, 2024 and will focus on what trustees need to know to advocate for the community college system during the 2024 Legislative Session. The meeting will also provide details on the January 25 CTC Hill Climb Day and the ACCT National Legislative Summit in Washington, DC, on February 4 – 7, 2024. A Zoom link will be provided for trustees to register.

#### ACCT

No report given.

#### CC Foundation

Pretrina Mullins, Foundation liaison, reported the Silver Street apartments and landscaping renovation work is more than originally estimated but the project is coming together with an estimated end date of the end of January.

The batting cages have an estimated completion date of the third week in February.

The Foundation provided a 2024 list of events; this will certainly help foundation members with long range planning.

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

Dr. Mohrbacher reported that legislative visits are scheduled. Both he and trustee Chair Court Stanley have appointments on:

- Thursday, January 25 – Representative Ed Orcutt, 9:15 to 9:30 a.m.  
Senator John Braun, 10:45 to 11:00 a.m.
- Friday, January 26 – Representative Peter Abbarno, 12:30 to 12:45 p.m.

Some of the student leadership team will join us; that is under discussion at the moment.

Some interesting bills have been dropping in the legislature. The Corrections Education bill clarifies that students can determine whether or not they use their Pell grant. There is a lifetime eligibility for Pell grants and students should be able to use their eligibility for classes they will use.

Senator Braun dropped two bills on free speech. One would require the trustees to have a policy guaranteeing that everyone on campus has free speech. The other bill would require the college to have training classes in free speech.

Enrollment numbers are good. This could be the result of a Covid bubble that created a demand from people who stopped out of college during the pandemic years.

The changes to the FAFSA may affect enrollment. There are many conditions or scenarios that could affect college enrollment.

In an effort to offset possible enrollment decline, the administrative team has met with Clarus, a digital marketing firm that specializes in community colleges, to develop some targeted ad campaigns. Clarus will be developing an ad campaign for the Construction Trades program in the spring. Diesel Tech and Information Technology are both bachelor's degree programs that have not filled; hopefully targeted marketing will help with these two programs. Clarus will use data analytics, geofencing, and a predictive model to decide which students are most likely to return and reach out to those students instead of everybody who has stopped out.

## **7. SAALT**

Abigail Hansen, Student Advocacy Activities Leadership Team (SAALT) President, reported students have returned from winter break and are enjoying their winter classes. On January 9, 2024, there was an Involvement Fair and a No Sew Blanket event.

Coming events:

- January 17 Black History 101 Mobile Museum
- January 18 **BLASER** Tag (laser tag)
- January 24 – Tailgate party before the men's and women's basketball teams against Lower Columbia College
- January 22 – Blood Drive from 9:00 am to 4:00 pm.
- January 25 – Advocacy Day in Olympia

## **8. Faculty**

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported faculty have recently returned to campus with classes starting on January 2, 2024. He wished everyone a Happy New Year.

## **9. Classified**

Dusty Benedict, classified representative, reported that it was quiet over the holidays and hopefully there will be something to report on in February.

## **10. Instruction**

Connie Smejkal, Interim Vice President of Instruction, also reported a rather quiet winter break. Students are now back on campus and their energy has returned to the halls.

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

Joy Anglesey, Vice President of Human Resources and Equity, explained that she provided an end-of-year review of the Human Resources accomplishments in the board report.

Joy will be attending the "Day on the Hill" January 26<sup>th</sup> to testify regarding how exempt thresholds impact the colleges. Exempt thresholds change every year and the process is rapidly becoming problematic.

Dr. Mohrbacher suggested that more information on the exempt threshold parameters and what that means for the college be explained further. Joy will prepare a

report for the February 8, 2024 board meeting to further examine the implications regarding exempt thresholds.

## **12. Student Services**

Dr. Robert Cox, Vice President of Student Services, reported there are approximately seven bills that Washington State Student Services Commission (WSSSC) is watching. One bill in particular addresses the threatening of an official at an athletic event. Doing so would be a class C felony and lead to an automatic one-year expulsion from the campus. This would apply to students, employees, or community members.

Dr. Cox provided a video of Student Services:

[https://www.youtube.com/watch?v=SCHZ\\_RMShWY](https://www.youtube.com/watch?v=SCHZ_RMShWY)

Fia Eliasson-Creek, Executive Director of Institutional Research, rounded out the Student Services report with enrollment numbers. Overall, the college is up 19% of where enrollment numbers were last year on the same day for winter.

Dr. Cox reported there are still some issues with the Free Application for Federal Financial Aid (FAFSA) form. The calculation for the Student Aid Index (SAI) formula isn't working well, but the process is definitely simplified and easier. The college is facing a delay in getting financial aid award information to the students.

## **13. Administrative Services**

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

The bookstore continues to see strong sales and food services. Food services is finalizing a meal plan option for the students in student housing; that should be operational fairly soon.

The holiday season brought many events on campus; the Facilities, Operations, and Maintenance (FOM) staff did a good job of keeping up with all of the events.

Nikki Sprague, Cliff Frederickson, and Bill Storms are finalizing the college Tableau dashboards. The Tableau features and available budget information will be demonstrated to the trustees at the February study session.

The Business Office is preparing the FY 2022 Financial Statements for the audit which will start in February.

Information Technology Services is preparing to change out the college phone system; the transition will take place January 19, 20, and 21, 2024.

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

## **14. Foundation**

Christine Fossett, Associate Vice President of Advancement, reported meeting with the auditors yesterday; the Foundation received a very clean and complimentary audit. The auditors recommended the Foundation develop a formal policy for internal controls; there are currently procedures and processes but not a policy. Work will begin on policy development.

The Rock Street duplex will no longer belong to the Foundation. The property documents closed today and the new owners will be taking ownership tomorrow.

The batting cages framing and sheathing is done; the trusses arrive Monday January 15<sup>th</sup>. The contractors will begin enclosing the structure. The project is still slated for completion for the third week of February.

The Silver Street apartment project has experienced a few delays due to inclement weather. The exterior renovation is done and needs to be painted when weather permits. The walkways are done.

The contractors are currently working on the courtyard; once it is completed, the fencing will go up around the front. Both projects are on budget; and the batting cages are on time.

Dr. Mohrbacher added that student housing is no longer a Foundation responsibility. Both he and Dr. Cox are meeting with Collegiate Housing International Tuesday, January 23, 2024 for the quarterly oversight meeting.

## **15. New Business**

### Trustee Orientation – Dr. Mohrbacher

Dr. Mohrbacher provided a PowerPoint presentation on Centralia College.

- A description of the Centralia College Service Area, campus sites, and the college organizational chart provided information on the scope and breadth of the college. The organizational chart is updated regularly and available on the website. The college operating budget generates revenue from several sources. State allocation, tuition and fees, building fees, technology fees, course fees, grants and contracts, Corrections Education, Running Start, TRiO programs and Auxiliary Services are all sources of revenue. Several programs are offered. The college offers associate degrees, certificates, diplomas and bachelor degrees in applied science (diesel technology, IT application development, teacher education, and behavioral healthcare). Within the programs there are pathways and areas of study, key student programs and services. Centralia College is accredited by the Northwest Commission for Colleges and Universities (NWCCU) and is on a seven-year cycle. 2019 was Year 1 of the current cycle. The accreditation team is currently working on the Policies, Regulations, Finance Review (PRFR) report which is due March 1, 2024.
- Further information included the role of the Washington State Board for Community & Technical Colleges (SBCTC) which governs and oversees the state's community and technical college system and the role of the Centralia College Foundation, a separate 501 (c) 3 organization.

### Sale of 512 West Pear Street, Centralia, WA – Dr. Mohrbacher

Tariq Qureshi, Vice President of Finance and Administration, reported the college would like to move forward with the sale of 512 West Pear Street and The Department of Enterprise Services requires documentation of the Trustees knowledge and approval of the intent to sell. Technically, the trustees have delegated that responsibility to the president to buy and sell property within the campus master plan.

The following motion was presented for consideration by Board Chair Stanley:

*The Board recognizes that they have delegated to the president the authority to buy or sell property within the approved Campus Master Plan boundary. We further recognize that 512 W Pear St. is located within the Campus Master Plan boundary. Having been fully informed of the college's intention to sell the property located at 512 W Pear St. in Centralia, WA, the Board agrees that it is in the best interest of the college and its facility planning efforts to sell this property at this time.*

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE SALE OF 512 West Pear Street, Centralia, WA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

## **16. Old Business**

### Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, reported six groups have started to work on developing objectives, or metrics, for the various goal areas. Fia is working on providing some data; one or two teams have already submitted a draft. The drafts will need to provide metrics that are measurable as the process moves forward.

Dr. Mohrbacher added that an annual monitoring report has not been generated in the last two years. Work has started on separating monitoring report data from the strategic plan goals and a draft idea has been formulated on how to accomplish this.

Fia Eliasson-Creek added that a review of key performance metrics is in place. Monitoring report data incorporates more traditional metrics whereas the Strategic Plan focuses on goals such as increasing student enrollment in certain populations or improving employee satisfaction metrics.

### Teacher Education and Family Development Center

Tariq Qureshi reported that the college has finished what it can for this project. The last meeting with the executive committee and architects is scheduled for the first week of February 2024. The project will then be put on hold. It is most likely that the college will not get funding for the project until 2027; the Bellingham Technical College emergency bumped the funding.

This topic will be removed from the agenda until funding sources have been identified.



**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 5:36 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. No action will be taken after the executive session. The board reconvened into open session at 6:28 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, February 8, 2024 via WebEx and in the Centralia College Boardrooms, Centralia, WA.

**20. Comments**

Court Stanley requested information regarding the tentative visit of Governor Jay Inslee to the campus on Friday, January 19, 2024.

Dr. Mohrbacher said that it is not an open meeting for all; there will only be a certain select number of employees that will be invited to attend.

**Adjournment**

The meeting adjourned at 6:35 p.m.

**APPROVED:**

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*Court Stanley, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*