

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

**Hanson Boardrooms**

**Centralia College Boardrooms**

**Centralia, Washington**

**Study Session/Regular Meeting**

**December 12, 2024**

**3:00 P.M.**

**MINUTES**

• **Study Session**

Instruction Workplan

Connie Smejkal, Vice President of Instruction, gave a PowerPoint presentation on the Academic Plan 2024-25 work plan.

Connie outlined the values of Instruction and cited these five areas and how each of these ties into strategic objectives:

- 1) Enrollment (strategic objective 1.1)
- 2) Equity (strategic objectives 1.2 and 2.1)
- 3) Collaboration (strategic objective 2.2)
- 4) Assessment (strategic objective 1.1 and 1.3)
- 5) Technology (strategic objectives 3.1 and 3.2)

The Instruction Office provides guidance and monitors and assesses the progress of the implementation of the academic plan across many areas. Connie supplied a diagram that depicts the Instruction Office at the top and the various programs guided by the Instruction Office:

- 1) Center of Excellence
- 2) Early Learning
- 3) Transitional Studies programs
- 4) Transfer programs
- 5) Library and Teaching and Learning
- 6) Nursing programs
- 7) Career and Technical Education programs

Each of the area deans gave a brief description of what their area does and how it interacts within the Instruction work plan. Dr. Liselotte Thompson, Dean of Transitional Studies and Centralia College East (CC East), Elizabeth Lazo, Dean of Instruction, Career and Technical Education, Dr. Sharon Mitchler, Interim Dean of Arts and Sciences, Jenny Bauska, Nursing Director and Monica Brummer, Director of the Center of Excellence for Clean Energy all provided slides and explained how they work together to support the Instruction work plan.

**1. Call to Order**

Trustee Court Stanley called the meeting to order at 4:07 p.m.

**2. Roll Call**

Board members present:

- Mark Scheibmeir

- Chris Thomas
- Court Stanley

Dr. Mohrbacher requested a reorder of the board agenda to accommodate the schedules of some of the trustees. Executive Session will take place at 5:00 p.m. and any unfinished agenda items will be taken up after the executive session.

It was MOVED BY Mark Scheibmeir THAT THE BOARD REORDER THE BOARD AGENDA. THE MOTION CARRIED UNANIMOUSLY.

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

Dr. Young Kim was introduced as the new Dean of Instruction, Arts & Sciences. Dr. Kim stated that he has been at the college less than two weeks, and he recognizes how fortunate he is to have joined the team.

#### **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 November 14, 2024, AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

#### **Policy Governance**

##### Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) met December 4, 2024. These policies were approved on second read: 1.230 Animals on Campus, 1.345 Subpoenas, 1.350 Suspended Operations, 1.351 Technology Acceptable Use, 2.012 Certification of Community College Instructional Faculty, 4.110 Graduation Appeals, 4.160 Student Publications, 4.175 Tuition & Fee Waivers, and 4.XXX Athlete Housing Requirement.

Two policies were deleted – 2.048 Phased Early Retirement and 2.105 Certification of Community College Instructors.

Dr. Mohrbacher reported there are several board policies that will need to be reviewed; the President's Office will list the policies last revised in 2019 and have them to the trustees soon.

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

## **5. Trustee Reports**

Chris Thomas thanked the Nursing Program for his basket that he won at their raffle and asked if the event was successful. Jenny Bauska, Nursing Director, replied the raffle was quite successful and generated over \$3,000.00. With that money, the program is exploring the purchase of cancer awareness simulators.

Out in the community, Chris was the emcee of the Providence gala. It proved to be a record-breaking gala, generating funds for women's and infant health. There is a top-notch Women's Health Center in Centralia, and it was great to see the community rallying around this cause.

Mark Scheibmeir attended the play, *The Book of Will*, presented in Corbet Theater. The talent level was exceptional.

Mark also attended the Jazz Concert on Wednesday, December 4<sup>th</sup> and finds this event to be the best free event in Lewis County. It was a fun evening and a job well done.

Court Stanley reported he attended the play, *The Book of Will*, with Mark Scheibmeir.

Court Stanley recommended a TVW documentary on collaboration with natural resources. The documentary focuses on the fish wars, Billy Frank, and the Boldt decision. Court stated the documentary provides examples of how people can get together and collaborate; anyone in the public sector dealing with multiple stakeholders should watch the documentary to learn valuable lessons on collaboration. As an aside, Court has a small part in the documentary.

### **WA-ACT**

There was a Trustee Tuesday session on December 10<sup>th</sup>. In this session, David Baime and Arlen Harris explored the key outcomes of the federal and state elections, analyzed the shifting political landscape, and discussed how the results may influence policy, governance and higher education in the future. At the start of the session, there was a chance to meet and hear from the new Interim Executive Director Chris Bailey.

### **ACCT**

The 2025 ACCT National Legislative Summit is February 9 – 12, 2025 at the Marriott Marquis in Washington DC. Registration is now open for the event.

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

Dr. Mohrbacher reported the Washington Association of Community and Technical Colleges (WACTC) presidents met with Chris Bailey, former president of Lower

Columbia College, on Wednesday morning. The State Board for Community and Technical Colleges (SBCTC) is in the process of writing a job description for a new executive director and took some feedback from the presidents. Chris is very responsive and quite conscientious about moving the entire SBCTC team in the right direction. It is good that he is willing to serve in this role.

The state budget picture is quite gloomy. The state is looking at a \$10 to \$15 billion deficit for the upcoming biennium. The State Board stated the colleges are most likely facing a budget cut in the range of 5 to 8%. This is within the margin of error for Centralia College's budgeting purposes. If the cut is over 10%, then that is a concern. The state is reviewing the different provisos in the college system; if they eliminate the proviso and the accompanying work, then it would work out. If the provisos are eliminated but the work remains, then that is problematic.

The State Board passed the tuition increase of 3.3%. The college gets its budget dollars from tuition, Running Start, and other contracts, in addition to the state allocation.

One of the discussions has been whether the legislature wants to rewrite the RCW on the tuition formula. If the budget continues to look dismal into a second biennium, it would be one of the strategies they would review. Tuition increases are tied to a formula based on increases to the median hourly wage. The increase for next year is 3.3%. WACTC recommended that SBCTC implement the proposed increase.

The real issue is enrollment for winter. In fall, the enrollment was up but not as much as hoped. Winter enrollment is flat and basically the same as last winter. Some additional classes are being added and other strategies presented to reach out to students who were enrolled previously and have not re-enrolled.

The presidents had a good discussion with Aileen Miller, Attorney General's Office, on several issues. The Attorney General's office has a model policy for implementing the Keep Washington Working Act. This act was implemented in 2019 but is not in place locally; this policy is on the January 2025 IE agenda. The college is not an immigration enforcement agency.

There is some uncertainty about federally funded programs. There was discussion regarding the total elimination of the Department of Education (DOE); however, it is unlikely that would happen, but the DOE could be underfunded.

The Hill Climb Day is Thursday, January 30<sup>th</sup>. The college system will have a lot of presence up there; it is an early target day for the legislative session.

Last week, Christine Fosset, Monica Brummer, and Dr. Mohrbacher attended the regional Economic Expo at the Great Wolf Lodge. This annual event is sponsored by the economic development councils of the five county PacMtn region. Dr. Mohrbacher participated in a panel discussion on workforce development along with the presidents from Grays Harbor College, South Puget Sound Community College, and Olympic College. Dr. Mohrbacher listened to some good speakers about tribal enterprises, which was similar to the presentation they did last year.

Human Interest Story – Tim Cook is the president of Clackamas Community College in Oregon City, and he is a runner. He plans to run to all 17 Oregon community colleges and visit them. This should bring a lot of national press to the Oregon Community Colleges!

## **7. SAALT**

No report provided.

## **8. Faculty**

No report provided.

## **9. Classified**

Dusty Benedict, Classified Staff representative, reported all classified employees were invited to a potato bar luncheon to meet the new union representative on November 1<sup>st</sup>.

The union classified staff holiday party and dinner was Saturday, December 7<sup>th</sup> and J Mott played Santa.

October 3<sup>rd</sup>, Heather Beaird gave a presentation on George Washington, Founder of Centralia, to Dr. Rachel Bryant-Anderson's sociology class. On November 13<sup>th</sup>, Heather presented her third Lyceum. The title was "A Tale of Two Georges" and was about the blended histories of Tumwater's George Bush and Centralia's George Washington.

Emil Parke-Fagerness will be absorbing the role as the classified staff representative after Dusty moves to Nebraska.

Vanessa Jones has worked seven years in the Grounds Department. In November, Vanessa began a new position as a warehouse operator as part of the Procurement team. She enjoys her new position and is pleased to be able to grow and develop professionally. Vanessa also appreciates being able to utilize the College Employee Education Benefit program and is finishing up her class in Excel.

## **10. Instruction**

Connie Smejkal, Vice President of Instruction, asked if there were any questions relating to the board report.

Jenny Bauska, Nursing Director, reported that the Department of Health approved Centralia College's expansion of the nursing program in the spring. The program moved quickly after receiving approval but has had some difficulty filling a tenure track position.

In the interim, the program has been hiring adjunct faculty members, and the program has put a patchwork of adjunct nursing faculty together. The adjunct staff provide nursing students with a good variety of different types of nurses. Most nursing programs are struggling as more faculty are needed. It takes a special person to teach nursing students and have patience with them.

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

Joy Anglesey, Vice President of Human Resources and Equity, reported that the HR report has undergone a new look. The formatting is different, and different things are highlighted. HR recently developed a mission statement that aligns with the college's mission statement and illustrates how HR supports the college's strategic plan.

Joy will provide a year-end recap in January. She will provide information on:

- Benefits
- Open enrollment
- Public records requests
- Leaves and accommodations
- Employee relations

The report will provide a few key metrics such as how long it takes to fill a position and why that is important as well as employee success stories.

The mentorship program has been successful; the mentor and mentee participated in a survey, and both have provided good reviews. Mentors are selected by email stating that faculty members are eligible to be a mentor. There is a list of criteria the faculty must meet and then a list of mentors is created. The faculty mentors are matched to the new employees. Joy stated that she would like to expand the mentorship program to other areas on campus.

## **12. Student Services**

Dr. Robert Cox, Vice President of Student Services, proposed that if the Department of Education (DOE) is disbanded or underfunded, a positive spin would be that there has been quite a bit of administrative and bureaucratic regulations integrated into the DOE over the years. DOE has implemented Consumer Information Disclosure, Clery reporting, Title IX; all of which have many layers of work associated with those rules. Perhaps these will be assigned to different areas within the government, and employees will review them with a different lens. These changes could be beneficial to colleges and universities; perhaps things may be made easier.

Work on the accreditation report has been inspiring. As different sections are written, it brings about an in-depth review of the last seven years. Quite a bit has been accomplished and there is much to be proud of. Dr. Cox encouraged the trustees to read the report and indicated that after reading the report, they will most likely have the same perspective.

A group of people including the mayor, Centralia City Council, County Commissioners, United Way and some Centralia School District employees created the Scholar's Haven concept after a meeting where the need for housing was discussed. The formal partnership is between Collegiate Housing International - Centralia (CHI-C), United Way, and the Centralia School District. United Way is the fiscal agent; they raise the funds and pay the rent. The high school manages the students and provides the support and services to track the student through the system. Students are identified from the College in the High School (CiHS) program. There is an application process and CiHS interviews the student prior to placing the student in CHI-C housing.

There is sufficient funding for six students this year. The county funded approximately \$30,000 for the project. Sean Swope, County Commissioner, requested the funds and supports the expansion of this program to other parts of the service district, however, there are a lot of logistical barriers with expansion.

Scholar's Haven was a first-time endeavor for the college; before expansion is considered it would be beneficial to operate the program for a full year. If all goes well,

this idea will be presented to some state and federal agencies and potentially the legislature.

The food pantry is having trouble keeping its shelves stocked. Supplies come in on Monday and by Wednesday the shelves are once again empty. Any contributions to the Food Pantry are appreciated.

### **13. Administrative Services**

Tariq Qureshi, Vice President of Finance and Administration, gave an update on the budget numbers. The actual numbers are coming in about 1.5 million under budget or about 15% under budget. November was just finalized, and the report is still within an approximate 14% under budget.

Tariq invited the trustees and board meeting attendees to cast their vote for their favorite door in the Hanson building. There is no age limit and there are points for voting for the door to room number 106.

### **14. Foundation**

Christine Fossett, Associate Vice President of Advancement, reported the Foundation had their executive board meeting yesterday. There was discussion on an upcoming event partnership with WorkSource.

There will be a short agenda at the regular meeting next week.

Giving Tuesday and gala results should be available by next week. Please look for those results from Alexis Besio.

### **15. New Business**

No new business.

### **16. Old Business**

#### **Strategic Planning**

Dr. Mohrbacher for Fia Eliasson-Creek, Executive Director of Institutional Research, provided the Strategic Plan Operational Plan on SharePoint.

<https://centralia.sharepoint.com/sites/StrategicPlanning>

The operational plan includes a tracking list of all the activities currently being worked on. There will be a report later in the year regarding modernizing the campus and making processes more innovative and efficient; that seems to be working well.

One example is the collaboration between Casey Schmidt and Amanda Witt as they work to standardize the purchasing of computers. There is a projection of what the college will have in savings, but there are other values as well. It will be more efficient for technicians because 1) computers are more standardized and 2) the technicians are not continually responding to problems with employees whose computers are out of date.

Several employees participated in the Lean Six Sigma training. 21 employees completed White Belt training and 20 completed Green Belt training. White Belt prepares employees to work on their own work while Green Belt trains employees to work with

other departments and across the college to map processes and look for efficiencies. These employees who have been trained can participate in the reviewing process and may have suggestions on better ways to do processes/procedures.

The tracking sheet and its list of activities already in process is updated regularly. Currently, there are not a lot of results listed; mostly the list is about the implementation process and what we expect to accomplish. The activities need to be tracked; that tracking process is still being developed.

Connie Smejkal provided an example. The Honors recognition process has been revamped to be more efficient. The former process was very inefficient; students were not recognized until the Honors Reception was held in the spring. Instruction began working with Fia to provide immediate recognition to the students following a term. Honors results are now published on the college website and in the local paper. For students who cannot be recognized (due to FERPA restrictions) they will be sent the letter and certificates. Students will receive immediate recognition for their accomplishments.

Dr. Cox noted that there are strategies tied to Guided Pathways. The Guided Pathways work is reflected throughout the document.

Connie Smejkal added that once a month, Student Services and Instruction meet. There isn't much that these two areas do that doesn't affect the other.

#### Accreditation

Dr. Mohrbacher for Fia Eliasson-Creek, Executive Director of Institutional Research, reported the rough draft of the accreditation report is available for review on SharePoint. <https://centralia.sharepoint.com/sites/Accreditation>

There are a few blanks to fill in, it is a working document, and it isn't finalized. There are editing marks, etc. but that report will be available to the trustees prior to the next board meeting.

#### **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 5:00 pm board members moved into executive session to consult with legal counsel about current or potential litigation. The Board will be in Executive Session until 5:30 p.m. unless notified that the time is to be extended.

The Board has adjourned the Executive Session and reconvened in Open Session. The time is 5:28 p.m.

The Board will proceed with the final agenda items.

#### **18. Action from Executive Session**

There was no action from the executive session.

**19. Announcement of Upcoming Meeting Date and Place:**

The next board meeting will be Thursday, January 9, 2025, via Teams and Centralia College Boardrooms, Centralia, WA.

**20. Comments**

**21. Adjournment:**

The meeting was adjourned at 5:57 p.m.

**APPROVED:**

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*Annalee Tobey, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*