

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Hanson Boardrooms Centralia College Boardrooms Centralia, Washington	Study Session/Regular Meeting December 11, 2025 3:00 P.M.

MINUTES

- Study Session**

Modernizing Procurement at Centralia College – Amanda Witt, Director of Procurement

Amanda Witt, Director of Procurement, presented an overview of the modernization of Centralia College’s procurement function, aligning the work with the college’s strategic plan goals of efficiency, fiscal stewardship, and improved service. She explained that modern procurement practices save time, protect institutional funds, enhance service delivery, and support the college’s mission by ensuring responsible management of all non-personnel expenditures.

Ms. Witt noted that when she joined the college in 2020, procurement processes were decentralized, reactive, and largely manual. Purchase orders were created using paper forms, approvals required wet signatures, and there was no centralized digital system for supplier or purchasing data. Reporting was retrospective only, offering no real-time visibility into committed funds, and the procurement card program was minimal and highly restricted.

She described modern procurement as treating purchasing, travel, supplier management, and expense oversight as interconnected elements of a single lifecycle. This approach is particularly important because nearly all institutional spending outside of salaries flows through the procurement office.

Since 2020, the procurement function has undergone significant modernization. Ms. Witt explained that her office moved early to eliminate paper-based processes and implement digital workflows. Automated approval routing now ensures requests are reviewed by the appropriate approvers, reducing delays, errors, and lost documentation. Departments now generate their own requisitions, while procurement focuses on compliance, oversight, and execution. Real-time tracking of encumbrances and budgets, though still evolving, now allows departments to monitor committed funds and avoid overspending; capabilities that did not previously exist.

The implementation of ctcLink was a major milestone in procurement modernization. She highlighted the system’s automated workflow as a key strength, while acknowledging challenges related to its rapid initial start and the need for ongoing refinement. Increased familiarity with the system has enabled colleges to streamline processes and remove unnecessary steps. She emphasized the value of digital records, citing a recent audit in which ctcLink documentation was immediately accessible and complete, in contrast to older paper records that were difficult or impossible to locate. Centralized digital records have improved audit readiness, compliance with retention requirements, and administrative efficiency.

Ms. Witt noted that while Washington's community and technical colleges share many common purchasing needs, they do not yet fully leverage collective buying power. She contrasted this with large university systems that negotiate systemwide contracts to achieve significant cost savings. She explained that structural differences between the State Board for Community and Technical Colleges (SBCTC) and the colleges have limited systemwide coordination but expressed optimism that continued advocacy and collaboration could lead to progress.

Ms. Witt explained that the college has successfully expanded its procurement card (P-card) program following ctcLink implementation. The program includes strong controls, aligns with industry standards, and has been well received by employees. Since expansion, the college has experienced a 27% reduction in purchase orders, significantly reducing administrative workload.

She also reported on the consolidation and modernization of the college's many printers, an effort undertaken in collaboration with IT. Centralized print management has reduced the number of printer models, eased IT support demands, improved security through secure-release printing, reduced waste, and lowered costs. Sustainability initiatives include transitioning to recycled sugarcane paper and bulk purchasing of copy paper. Deployment of the new print system began in late October and is expected to conclude by June.

Ms. Witt summarized the key outcomes: improved efficiency, stronger financial oversight, reduced costs, enhanced security, and better service to the campus community. She reminded everyone that procurement modernization supports the college's strategic plan and long-term sustainability goals.

The chair thanked her for a thorough and informative presentation. The presentation concluded with no further questions.

1. Call to Order

Board Chair Annalee Tobey called the meeting to order at 4:03 p.m.

2. Roll Call

Board members present:

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

3. Introductions/Presentations:

There were no introductions/presentations.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Chris Thomas THAT THE BOARD APPROVE THE REGULAR MINUTES OF November 13, 2025, AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher provided an update from Institutional Effectiveness, noting that several items are currently moving through the committee's review process. He reported the passing of the college's first two AI-related policies. While these policies are still early drafts and will require substantial refinement, he stressed that having an initial framework in place is an important step forward.

He reported on the formation of a new AI Work Group, established as a subgroup of Institutional Effectiveness. Approximately a dozen employees have volunteered to participate, and the group will hold its first meeting in January. Their charge will include examining AI-related policy questions, determining how AI should be incorporated into institutional platforms, and exploring opportunities to use AI tools to support efficiency across operations. The group's work will be ongoing.

Dr. Mohrbacher explained that the AI classroom policy remains fairly general at this stage. Its primary expectation is that faculty clearly communicate their expectations regarding the use of AI in the classroom. He added that state-level guidance emphasizes concepts such as safety and transparency; however, the college still has significant work ahead to define what those terms mean operationally and how they will be implemented in practice.

He noted that Court Stanley and Pretrina Mullins were selected as the board's subcommittee in charge of reviewing board policies. As required, all board policies need to be reviewed every five years. The subcommittee will review the binders and identify any policies that may require updates or revisions. Policies that remain accurate and aligned with current practice can be approved with no changes.

5. Trustee Reports

Chris Thomas reported he has been on campus frequently over the past week. He attended several basketball games and watched the team experience its first loss. Afterward, the athletic director and head coach both remarked that the opposing team was exceptionally strong and that being challenged was ultimately a good experience for the players. Mr. Thomas noted that this is the best team he has seen in quite some time, and he is excited for the rest of the season.

He participated in one of the campus cooking events, which he described as well attended, with approximately 25–30 people in attendance. The presentation and interaction were excellent, and he commended the strong level of student and community engagement.

Mr. Thomas reported bringing his mother to the choir concert. Although the choir performance was short, he said it was extremely enjoyable and highlighted the impressive talent of the students.

Mr. Thomas concluded that the Riverside golf course conditions will determine whether the tournament scheduled for next Saturday can proceed as planned. If the course is not playable, the tournament, which serves as a fundraiser for the campus food pantry, will be postponed and rescheduled.

Pretrina Mullins reported that she was unable to attend the previous board meeting due to her participation in the ACT Fall Conference. She noted that the conference provided many learning opportunities, particularly around the allocation model and capital budget processes. Discussions focused on how funding is distributed to colleges and how decisions are made regarding the allocation of resources. While the allocation model was somewhat complex, she found the methodology and formula used to be interesting.

Ms. Mullins highlighted presentations from key speakers. Maya Esquivido-Strom, Interim Director, Tribal Government Affairs, provided a detailed overview of tribal government affairs. Megan Matthews, Director of the Office of Equity, discussed the universal and targeted equity plans being considered by the Washington State Office of Equity. Pretrina expressed some skepticism about these plans but acknowledged the importance of strategic planning to address state and federal funding requirements.

The conference addressed changes in trustee leadership and the importance of providing ongoing training for trustees, particularly as leadership frequently transitions every two years. Presenters emphasized the need to remain positive and proactive in light of potential funding cuts.

Additionally, Ms. Mullins attended a foundation meeting where discussions focused on the utilization of funds to support events like the gala, as well as scholarship funding. There was also considerable conversation about the new bank cards, ensuring students have access to them, and promoting their use to support student financial success. She noted that this foundation meeting provided useful insights into future planning and student support initiatives.

Court Stanley acknowledged Monica Brummer's work in her Center of Excellence initiatives and discussed ongoing efforts related to combining centers. Directors have been invited to submit proposals on center reorganizations; submissions are expected before the January meeting with the college presidents.

Court attended the Trustee Tuesday "Financial Communication Between Trustees and Presidents." Doug Mah, trustee South Puget Sound Community College trustee, reminded attendees that they are leadership and not management. The session focused on communication strategies, emphasizing that trustees expect clear leadership communication, prefer to avoid surprises, and appreciate information presented in a way that does not make them appear uninformed. He also addressed the topic of finance committees, noting that many community colleges maintain committees with two to three trustees, and discussed the potential advantages and considerations of establishing such a committee at Centralia, highlighting that the current bylaws allow for either standing or ad hoc committees.

As a member of the ACT Legislative Advisory Committee, Court reported that Arlen Harris volunteered to come and give a study session with the Centralia trustees if they choose.

The revenue forecasts show a shortfall of over a billion dollars. Colleges are advocating for full funding of compensation, totaling approximately \$15.3 million, including \$7.1 million in COLA funding although the likelihood of full funding is low. The current strategy is largely defensive, requesting funding while seeking to avoid further cuts.

Court noted that trustees and presidents are scheduled to engage with legislators January 19th through February 20th.

Court finished by noting issues related to Pell Grants, which are expected to encounter errors, and a controversy surrounding nursing programs as professional degree programs. He indicated that the full impact of these issues is still unclear, but they could potentially limit the amount of federal borrowing available to the college.

Annalee Tobey noted that this time of year is especially busy due to the many concerts, parades, and college events taking place. She mentioned that a fellow Chehalis member recently served as a judge for the 75th annual parade and remarked on the high level of enthusiasm among the college's float participants, the strong presence of the college, and festive details commemorating 1925 and 2025.

Annalee reported that the ACCT Legislative Summit in Washington, DC, is scheduled for February 8th through 11th, and suggested this would be a good year to attend to ensure effective representation. The summit includes a pre-session at the state level to prepare participants, focusing on meetings with representatives, gathering relevant groups, and navigating the Senate building to engage with top legislators.

WA-ACT

Pretrina Mullins attended the ACT Legislative Conference. See her comments above.

ACCT

The 2026 Association of Community College Trustees National Legislative Summit is scheduled for February 8-11, 2026, at the Marriott Marquis in Washington, D.C.

If any trustees are interested in attending this event, please let the President's Office know so that registration can be completed.

6. President's Report

Dr. Mohrbacher reported the recent passing of Bernal Baca, a state board member, who was a strong advocate for community colleges.

Dr. Mohrbacher emphasized the importance of clarity around campus closures during snow or other weather-related events, explaining that while the decision to close the campus is centralized, individual employees may need to make their own judgment calls on whether to come in and should communicate their decision with their supervisors.

Dr. Mohrbacher reported on a meeting held the previous day with representatives from Senator Gluesenkamp Perez's office, arranged by Tony Holm, TRIO

representative. Centralia and Grays Harbor College students and staff participated. Grays Harbor staff provided an overview of their TRIO programs, including student data and outcomes, while Centralia staff presented their annual performance report and highlighted key program successes. Dr. Mohrbacher and Dr. Cox discussed various programs, grants, and funding issues. Bob addressed the impacts of reduced funding for student support services, noting that two rounds of layoff notices created administrative burdens and staff anxiety; concerns the legislative staff indicated were consistent with experiences at other institutions.

Dr. Mohrbacher commended Linda Nordmann and Janet Reaume for organizing the college parade entry and coordinating volunteers. He gave special recognition to Will Halstead, the CDL instructor, for safely navigating the flatbed semi during the parade, noting the complexity of the route in Chehalis compared to Centralia.

Overall, he concluded that everything was going well and expressed optimism about the upcoming Saturday events.

7. SAALT

Alicia Jenkins, Student Advocacy Activities Leadership Team (SAALT) President, described a 30-minute Christmas-themed activity where students engaged in collaborative ornament-making via AirDrop, noting that it was one of the most interactive experiences she had seen among students.

She noted that winter quarter planning is her current focus, highlighting various student engagement events, including activities led by the Health and Wellness Coordinator. One such event is a diabetes-focused initiative including diabetes-friendly snacks.

Alicia also mentioned attending the NACA Riverside Conference where her team explored different programs and connected with leaders, which she found both fun and informative. Additionally, she is helping plan for Advocacy Day and hopes to meet with board members beforehand to discuss different initiatives prior to talking with legislators.

She briefly addressed student support during the holidays and the importance of providing resources like clothing, phones, and other essentials, though she was not certain of the full scope. She mentioned that in the past, international students and student-athletes have required extra support during holiday periods and that these initiatives are coordinated with campus partners.

8. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported the faculty bargaining team, composed of both experienced and new members, is scheduled to begin negotiations in January.

9. Classified

Emil Parke-Fagerness, classified representative, reported the AFSCME holiday party was recently held at Great Wolf Lodge. The event was well attended, with over 200 employees participating.

10. Instruction

Connie Smejkal, Vice President of Instruction, reported that the Early Learning Programs are hosting a “Stuff the Bus” donation drive. The program is collecting unwrapped gifts for children ages 0 to 18, which will be distributed to ECEAP families. Donations may be dropped off at 402 S. Oak Street and will be accepted through Tuesday, December 16.

11. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, had nothing further to add to her report.

12. Student Services

Dr. Robert Cox, Vice President of Student Services reported on updates related to enrollment and student engagement.

He noted improvements to the enrollment dashboard, which now includes additional features and filters that enhance usability.

One high school reported issues with spring registration verification forms, resulting in student and parent frustration; however, adjustments were made and the matter is largely resolved. Ongoing challenges related to differing system deadlines remain, but the team anticipates improved planning for Running Start students in future years.

High school counselor engagement has increased, with multiple counselors actively using the system to support their students, though some confusion continues.

Enrollment numbers for the year were reviewed, showing a 27% increase in applications, with 5% higher actual enrollments. State student enrollment was up 7% and overall enrollment was up 10%, reflecting positive trends compared with a national 2% increase in college attendance. For the winter quarter, the college has 247 more state and contract students than the previous year, marking a 14% increase. This growth is expected to support student success initiatives throughout the year.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, providing the board with a brief financial update.

He reported that the college is currently \$1.7 million under budget, about 2% below projections. The Finance and Administration area continues to focus on streamlining operations, automating processes, and identifying cost saving opportunities within the \$41 million budget with efficiencies of approximately 15% in certain areas. He also provided updates on ongoing IT initiatives and related improvements.

In addition, a new enterprise risk management strategy has been launched. This involves identifying current risks, assessing potential consequences, evaluating control gaps, and assigning risk ownership. The goal is to integrate these findings into the Office of Risk Management and incorporate them into the college's broader risk management system.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, reported on upcoming fundraising efforts for 2026, highlighting three larger initiatives.

- 1) The Kiser Natural Outdoor Learning Lab (KNOLL)
- 2) The Transitional Services Building (TSB) kitchen, which may involve grants and private donors
- 3) Potential funding for a teacher activity in 2027

Planning for these efforts is recommended to start before the end of the fiscal year, including preparing materials and identifying potential donors.

Ms. Fossett noted that comparable institutions require donations ranging from \$2.1 to \$4 million for building naming opportunities. The college's initial naming obligation has increased from \$1 million to \$1.6 million.

The Foundation is actively working toward these fundraising goals, collectively approaching \$300,000, and board members are supportive of increasing the Foundation's contribution. Coordination and research will continue to finalize strategies and donor engagement for these initiatives.

15. New Business

ACT Awards

Dr. Mohrbacher announced that the ACT nomination process is open and that trustees were notified via email by Kim Tanaka. Nominations are due March 6. He proposed working with Annalee Tobey to develop a list of potential nominees. The board agreed with follow-up discussions planned for either January or February to finalize nominations.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, introduced Joy Anglesey to provide an update on strategic planning.

Joy Anglesey provided an overview of the HR Office's role in supporting strategic planning and campus operations. She highlighted that HR has expanded campus-wide engagement through initiatives such as the Winter Conference, which emphasized wellness and showcased the work of the college's Wellness Committee. During this event, 24 professional development sessions were offered to employees, covering topics such as understanding the Employee Assistance Program, SharePoint training, and stress management techniques. Faculty benefited from structured mentoring programs and

professional development funding that strengthened teaching practices, while classified employees had access to employer-supported training and career pathway opportunities.

Angeley noted there has been significant progress in modernizing HR systems and operations. The introduction of Adobe Sign helped streamline approval workflows and reduced paper processes, while the launch of Vector Solutions centralized mandatory training and provided cloud-based access for employees and supervisors. The redesigned HR SharePoint now serves as a central hub for hiring, onboarding, performance management, and benefits information. Automated workflows for hiring and onboarding have reduced processing time and eliminated outdated paper practices, and collaboration with IT has enabled the implementation of a new recruiting application, enhancing overall operational efficiency.

In addition to operational improvements, HR has focused on workforce stability and compliance during a year of budget constraints and fluctuating grant funding. Recruitment remained high throughout the summer and fall, with departments navigating complex reorganizations and strong union engagement, ultimately avoiding anticipated layoffs.

HR also managed an increasing volume of accommodation requests under FMLA, PFML and ADA, provided guidance on Title IX compliance, and improved public records request processing through standardized templates and staff training.

Anglesey emphasized that these contributions are closely aligned with the college's strategic goals, strengthening inclusion, belonging, and workforce development while reducing risk. HR is not only fulfilling its administrative functions but also acting as a strategic partner, ensuring that employees succeed, which in turn supports student success.

Accreditation

Fia Eliasson-Creek, Executive Director of Institutional Research, provided an update on the college's accreditation status.

She reported attending the Northwest Commission on Colleges and Universities (NWCCU) conference on December 2 – 4, 2025. She highlighted a presentation by Dr. Jessica Riddell, founder of the Hope Circuit Institute, a think tank focused on institutional transformation. Eliasson-Creek emphasized that many of the college's current initiatives align with Dr. Riddell's work on "rewiring" institutions.

The Commission is reviewing its standards, policies, and requirements, with the goal of implementing revised standards in 2027. The updates are intended to reduce redundancy and provide clearer guidance while emphasizing data-informed approaches to assess and improve student learning. Potential changes include revisions to peer comparison practices, removal of disaggregation in student success data, and adjustments to how mission fulfillment is defined and measured. Standard updates may include a greater focus on evaluating student support services, an area previously not emphasized in accreditation standards.

Eliasson-Creek reported that the Commission will seek feedback from institutions, evaluators, and presidents as it finalizes these changes. She also shared some of the insights and metaphors presented by Dr. Riddell, such as the "salmon and the bear" analogy, which encourages reflection on adaptive behaviors at the instructional level. Materials from the presentation will be shared with the board for further reference.

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 and current or potential agency litigation or to review professional negotiations.

At 5:14 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 5:30 p.m. unless notified that the time is extended.

The Board has adjourned the Executive Session and reconvenes in Open Session. The time is 5:32 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, January 8, 2026, via Teams and Centralia College Boardrooms, Centralia, WA.

20. Comments

21. Adjournment:

The meeting adjourned at 5:35 p.m.

APPROVED:

Annalee Tobey, Board Chair

Dr. Bob Mohrbacher, Board Secretary