

Board of Trustees Regular Meeting

April 11, 2024 at 10 AM



Hybrid Meeting: Manspeaker Building Room 2255 (Aberdeen Campus)

Zoom: <https://ghc.zoom.us/j/84944203782>

Join by Phone: 253-205-0468

April 11, 2024 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Thursday, April 11, 2024, at 10:00 a.m. Dr. Paula Akerlund, Board Chair, will preside.

A study session for trustees to provide feedback on the tenure process will take place at 9:00 a.m.

Item	Topic	Presenter
I.	Call to Order/Roll Call	
II.	Pledge of Allegiance	
III.	Land Acknowledgement Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinault and Shoalwater Bay Peoples. With this awareness, we honor the ancestors and pay respect to elders past and present of these nations and all Native Peoples of this land who occupy these lands since time immemorial. The College expresses its deepest respect for and gratitude towards these original and current caretakers of the region and to our native students, staff, and faculty, past and present, as well as support and respect their presence and valuable contributions into the future. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.	
IV.	Agenda Adoption	
V.	Public Comments Please limit comments to three minutes	
VI.	Celebrations 1. Women’s Wrestling Team, national championship team	
VII.	Action Items 1. Approval of March 14, 2024 Minutes 2. Fee Schedule Approval 3. Bishop Scholarship Approval 4. Faculty Excellence Awards Approval 5. Associated Students of Grays Harbor College Revised Constitution Approval 6. SSIB Building Name Approval	
VIII.	Standing Reports 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report	Isaac Humiston Jared Stratton Chris Macht

Regular Meeting Agenda

Grays Harbor College Board of Trustees
 April 11, 2024



	<ul style="list-style-type: none"> 4. Faculty Report 5. Administrative Services Report 6. Human Resources Report 7. Instruction Report 8. Student Services Report <ul style="list-style-type: none"> a. Enrollment 9. President’s Report <ul style="list-style-type: none"> a. Accreditation b. Student Services & Instructional Building Update 10. Board Report <ul style="list-style-type: none"> a. Foundation Meeting Report b. Board Art Committee Update c. Items of Interest 	<p>Tom Kuester Kwabena Boakye Colleen Meyers Dr. Evi Buell Laurie Franklin</p> <p>Dr. Carli Schiffner Kristy Anderson Floyd Plemmons & Keith Penner</p> <p>Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Dr. Paula Akerlund</p>
X.	<p>Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140</p>	
XI.	<p>Action Items as a Result of the Non-Public Session</p>	
XII.	<p>Executive Session Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.</p>	
XIII.	<p>Action Items as a Result of the Executive Session</p>	
XIV.	<p>Good of the Order</p>	
XV.	<p>Adjournment</p>	

Updated 4/9/2024 SB



Grays Harbor College provides meaningful and engaging learning opportunities and support services to enhance the knowledge, skills, and abilities of our students and support the cultural and economic needs of our community.

Grays Harbor College Board of Trustees Regular Meeting

March 16, 2024

Board Meeting 10:00 a.m.

Members Present: Aliza Esty, Astrid Aveledo, Dr. Paula Akerlund, Dr. Harry Carthum, Jim Sayce

Members Absent: None

Others Present: Alana Bertot, Ambrocia Sanchez, Amy Montoure, Anita Plagge, Ariel Finfrock, Barbara Dyer, Brittany Ferry, Cara Beth Stevenson, Cheyenna Carroll, Chris Dugan, Colleen Meyers, Derek Edens, Dr. Carli Schiffner, Dr. Cosette Terry-itewaste, Evi Buell, Floyd Plemmons, Gary Arthur, Holly Duffy, Isaac Humiston, Janet Parker, Jared Stratton, Johnny Alavéz, Jonni Dawson, Julie Randall, Justin Kjolseth, Keith Penner, Kristy Anderson, Kwabena Boakye, Laurie Franklin, Lia Frenchman, Lisa Smith, Lizbeth Sanchez, Lori Christmas, Marjie Stratton, Matt Edwards, Michelle O'Connor, Monica Baze, Monica Todd, Paige Pierog, Paula Grow, Penny James, Peter DenAdel, Sean Lyons, Shannon Bell, Susan Schreiner, Sydni Yager, Terri Bell, Tia Allen, Tom Kuester

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:00 a.m. Roll call was made; all members were present.

II. Pledge of Allegiance

Chair Dr. Paula Akerlund led attendees in the Pledge of Allegiance.

III. Land Acknowledgment

Jim Sayce read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked Jim Sayce for reading the land acknowledgement.

IV. Agenda Adoption

Chair Dr. Paula Akerlund called for an adoption of the agenda, motion was made by Dr. Harry Carthum to approve the agenda, Jim Sayce seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Laurie Franklin celebrated Coach Kevin Pine, named the National Women's Wrestling Northwest Conference Coach of the Year for 2024.

Grays Harbor College Women’s Wrestling Team won the National Collegiate Wrestling Association Northwest Conference Championship three years in a row. Currently ranked number one in the country in our division, won the National Duals and the Women’s Freestyle tournament last week. The women’s team is heading to Louisiana March 13-16 for the National tournament and going for the “Triple Crown” win.

VII. Action Items & Standing Reports

Action

1. Approval of February 8, 2024 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the February 8, 2024 minutes as submitted. Motion moved by Jim Sayce, Aliza Esty seconded the motion. Motion carried.

2. Approval to approve the purchasing new computers and accessories for the Esports program \$55,000.

Chair Dr. Paula Akerlund entertained a motion to approve the purchasing new computers and accessories for the Esports program \$55,000. Motion to approve the purchasing new computers and accessories for the Esports program of \$55,000 made by Jim Sayce, Dr. Harry Carthum, seconded the motion. Motion carried.

3. Faculty Rehire and Tenure Decisions – as a result of Executive Session.

Chair Dr. Paula Akerlund entertained a motion to grant tenure status at Grays Harbor College to Terri Bell. Motion made by Jim Sayce and seconded by Dr. Harry Carthum. Motion carried.

Chair Dr. Paula Akerlund entertained a motion to grant tenure status at Grays Harbor College to Sean Lyons. Motion made by Dr. Harry Carthum and seconded by Aliza Esty. Motion carried.

Chair Dr. Paula Akerlund entertained a motion to grant tenure status at Grays Harbor College to Anita Plagge. Motion made by Astrid Aveledo and seconded by Aliza Esty. Motion carried.

Chair Dr. Paula Akerlund entertained a motion to grant tenure status at Grays Harbor College to Ambrocia Sanchez. Motion made by Aliza Esty and seconded by Dr. Harry Carthum. Motion carried.

Chair Dr. Paula Akerlund entertained a motion to rehire tenure probationers Donald Burke, Heather Gilmore, Chris Graham, Evan Yankey, Destini Kirkwood and Scott Melton at Grays Harbor College. Motion made by Dr. Harry Carthum and seconded by Astrid Aveledo. Motion carried.

Standing Reports

1. Student Government (Isaac Humiston)

Student government and the department of Student Life is settling into the new spaces in the SSIB building. Held several successful events such as scavenger hunts, movie nights, and even a student spa experience. ASGHC will purchase gowns for graduates so they don't have to return rented regalia. Voted and approved to pay for Phi Theta Kappa to attend a leadership conference at Bates Technical College in Tacoma next month. ASGHC continues to hire vacancies in student government. The ASGHC constitution review committee has been working with a consultant and hope to have a draft for review in the next month.

2. Classified Staff Report (Cara Beth Stevenson)

The Staff Development and Training Committee raised \$215 after expenses during the candy gram fundraising. Staff Development and Training Committee will be hosting the classified staff potluck on March 27. Planning is underway for the annual classified staff break-away day and the annual STACK conference will be hosted at Spokane Community College on August 7 and 8. Shop stewards had the labor management meeting on February 8 with President Schiffner and human resources. The 2024 scholarship program application is open and closes on April 30, seven awards are available.

3. Represented Exempt Staff Report (Chris Macht)

No report.

4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Kwabena Boakye)

Administrative Services reviewed and discussed questions from the February board meeting. Updates included the variance analysis, budget to date and state enrollment FTE target and Running Start enrollment for winter quarter. Business Affairs Commission update included creating a statewide Controller Handbook as guide for both new and current controllers. Along with updates on ctclink enhancement requests, allocation model review and legislative session updates.

6. Human Resources Report (Colleen Meyers)

Human Resources update on new hires since the last board meeting:

- Emily Schumacher, TRIO Upward Bound Educational & Student Success Specialist
- Colleen Meyers, Interim Executive Director of Human Resources
- Laurie Franklin, Interim Vice President for Student Services

Ongoing open searches include Vice President for Instruction, Assistant Dean of Student Aid and Scholarships, TRIO Support Specialist, Chemistry Faculty, offer being made to finalist, Maintenance Mechanic 3, offer being made to finalist, Resource Navigator, WorkFirst, offer being made to finalist.

7. Instruction Report (Dr. Evi Buell)

Instruction update Dr. Jess Clark's is working on finalizing elements needed for a draft of a new curriculum committee handbook. Curriculum changes brought before division chairs in February included changes to three accounting courses, an adjustment to the chemistry sequence, variants of introductory industrial technology courses, and a change in the BAS Forestry program. Discussed and reviewed CDL winter cohort. The full class of twelve had a 100% passing rate, with six of the students earning a perfect score. A new cohort started on February 26. Will provide additional updates at the April board meeting.

8. Student Services Report (Laurie Franklin)

Winter quarter enrollments, Grays Harbor College is currently up 4.4% compared to the same time last year. State Support is still down while Running Start continues to grow. Student services has been busy providing outreach and recruitment events to increase enrollment for Spring quarter. Other updates included athletics and the Bishop Center for Performing Arts.

9. President's Report (Dr. Carli Schiffner)

Review and discussion of the progress of the Strategic Enrollment action plan, highlighting the initiation of several key elements. These include building trust among employees, collaboratively identifying barriers to student and employee success, and making well-informed, timely decisions.

Over the next two months, the focus will be on advancing the Direct Admissions Initiative, revamping the student experience from initial contact through graduation, and enhancing the services provided by the Financial Aid Office and the Welcome Center to better support students. Grays Harbor College continues its implementation of EAB, a software aimed at enhancing student engagement, and is progressing towards achieving federal designation as a Hispanic Serving Institution.

Efforts are also underway to align Legislative provisos and plan for initiatives related to Guided Pathways, Equity, Diversity, and Inclusion, as well as addressing student basic needs. Additionally, preparations for the upcoming Accreditation visit on April 22 are in progress, requiring the participation of two trustees.

At the April Board of Trustees meeting, Kristy Anderson and Matt Edwards will deliver a comprehensive review of the three recommendations outlined in the Ad Hoc Report.

Student Services and Instructional Building Update (Floyd Plemmons)

Update on the Student Services and Instructional Building is near completion. The two passenger elevators passed inspection by the Washington State Department of Labor and Industries on February 26. The city of Aberdeen issued a Temporary Certificate of Occupancy on February 28. Grays Harbor College staff have started moving into the building in phases. Moving will continue through March with the goal being that portions of the building will be open to students for Spring Quarter.

10. Board Report

a. Trustee Choker Account (Dr. Paula Akerlund)

The Trustee Choker account has \$5,325.45. The Trustees historically donate to the Bishop Center for Performing Arts, the Foundation and the Athletic Choker Club. Discussion on donation predictability and keeping a minimum amount in the account. The board will donate a \$1,000 to the Bishop Center for Performing Arts and the Foundation. Will wait on donating to the Athletic Choker Club until the new account is established.

b. Foundation Meeting Report (Astrid Aveledo)

The Journey Campaign is wrapping up and has raised \$143,000. The Foundation is funding the re-framing, matting and signage for the art at the college.

c. Board Art Committee Update (Astrid Aveledo)

Finalizing tribal and local art contracts. Continue to have dynamic conversations on locations of the artwork, hope this will be the last conversation and finalize locations.

d. Naming Committee (Dr. Harry Carthum)

The naming committee has selected the name "tulalW" for the new building. The word means 'together' in Quinault Indian Nation Language. It's important to note that the representation of the Quinault Indian Nation Language "a" in the English language font is incorrect. The college is working on how to accurately represent the Quinault Indian Nation "a". Dr. Harry Carthum thanked all the members of the committee; Dr. Paula Akerlund, Dr. Carli Schiffner, Gary Arthur, Lia Frenchman, Tia Marie, and Janet Parker. A special thank you to Dr. Cosette Terry-itewaste for the support and the wealth of expertise.

e. Items of Interest (Chair Dr. Paula Akerlund)

Jim Sayce shared the Port of Willapa purchased South Sound Bend Boat, purchasing

South Sound Bend Boat provided a million dollars from the Federal Government.
Meeting with stakeholders on boat maintenance on how to support long term boat
maintenance at South Sound Bend Boat.

VIII. Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140
No non-public session.

X. Action Items as a Result of the Non-Public Session

None

XI. Executive Session

Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

Closed executive session.

XII. Action Items as a Result of the Executive Session

Faculty Rehire and Tenure Decisions – as a result of Executive Session.

Chair Dr. Paula Akerlund entertained a motion to rehire tenure probationers Donald Burke, Heather Gilmore, Chris Graham, Evan Yankey, Destini Kirkwood and Scott Melton at Grays Harbor College. Motion made by Dr. Harry Carthum and seconded by Astrid Aveledo. Motion carried.

Chair Dr. Paula Akerlund entertained a motion to grant tenure status at Grays Harbor College to Terri Bell. Motion made by Jim Sayce and seconded by Dr. Harry Carthum. Motion carried.

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Chair Dr. Paula Akerlund entertained a motion to grant tenure status at Grays Harbor College to Ambrocia Sanchez. Motion made by Aliza Esty and seconded by Dr. Harry Carthum. Motion carried.

XIII. Good of the Order

None.

XIV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:46 p.m. Chair Dr. Paula Akerlund congratulated all the faculty who received tenure. The Board of Trustees will hold its next meeting on April 11, 2024 at the Grays Harbor College in Aberdeen and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VII.2. - FY2024-25 Fee Schedule

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: FY2024-25 Fee Schedule

Prepared by: Kwabena Boakye

Attachments: FY2024-25 Fee Schedule

Narrative

As part of the budget process, the Fee Schedule is reviewed annually. Outdated fees are identified and excluded from the Fee Schedule. New fee proposals are considered and added to the Fee Schedule. For the FY25 budget year, Instruction proposes the following revised fees for Board approval.

Description	FY2024 Current Fee	FY2025 Proposed Fee	Details
1. First Aid CPR	\$27	\$0	Proposal removes First Aid CPR fee because course is no longer offered.
2. Science	\$7	\$10	Proposal increases Science course fee by \$3 due to increased cost of consumables.
3. BAST 301 Practicum Lab	\$0	\$30	Proposal introduces new BAST 301 Practicum Lab fee of \$30 due to increased program cost.
4. BAS-TE 301	\$100	\$0	Proposal combines BAS-TE 301 testing fee with BAS-TE 302 (NES 102/103).
5. BAS-TE 302 (NES 102/103)	\$100	\$240	Proposal combines BAS-TE 301 testing fee with BAS-TE 302 (NES 102/103) and increases testing fee by \$40 to align with current cost per test.
6. Certified Nursing Assistant Licensing Fee	\$0	\$100	Proposal introduces new CNA license test fee of \$100 to align with current cost per test.
7. CDL Skills Test (3rd Party Examiner)	\$250	\$175	Proposal reduces CDL Skills Test (3 rd Party Examiner) fee by \$75 to align with current cost per test.
8. CPT Fee, Math	\$10	\$0	Proposal removes placement test fee for enhanced access.
9. CPT Fee, Reading	\$5	\$0	Proposal removes placement test fee for enhanced access.
10. CPT Diagnostic Fee	\$5	\$0	Proposal removes placement test fee for enhanced access.

11. Refrigerant Test Fee (Auto 213, Optional for Diesel Students)	\$15	\$24	Proposal increases Refrigerant test fee by \$9 to align with current cost per test.
12. CDL Lab 101, 150, 185	\$134.26	\$140	Proposal increases CDL Lab 101, 150, 185 fee by \$5.74 due to increased program cost.

Summary & Next Steps

For FY2024-25, there are 12 proposed revisions to the Fee Schedule. The proposed revisions are mostly third party vendor fees for testing that the college is proposing to include in the Fee Schedule in order to become part of the cost of attendance. Subsequent to approval, the college will charge the new fees in the 2024-25 Academic Year, starting Fall 2024.

Action Requested:

Approve the FY2024-25 Fee Schedule, including the proposed revised fees described in 1 to 12.

Grays Harbor College
DRAFT Fee Schedule for 2024-25

2023-24 2024-25

2023-24 2024-25

Course Fees (per course unless otherwise noted)

Automotive Technology	140.00	
Transitions (Adult Edu) and English Language Acquisitions-per student per quarter	25.00	
Carpentry Technology	140.00	
Certified Nursing Assistant Fee	37.00	
Diesel Technology	140.00	
Drama Appreciation	55.00	
English/Humanities Fee	7.00	
First Aid/CPR	27.00	0.00
Flagger Certification (per class)	65.00	
Human Services	14.00	
Math / Engineering Fee (split fee code between Science & Math; not a new fee)	7.00	
Natural Resources (NR-Forestry NR 101, 120, 131, 150, 158, 160, 258/259, 260, 270, 280, 285)	50.00	
BAS-Forestry (BASF 312,321,332,385,400,421,432,434,451,461,471,493)	50.00	
Natural Resources GIS (NR 110, 250)	87.00	
Natural Resources 160 - State Park Camping Fees	21.00	
Natural Resources 250 - Photo Fees	24.00	
Natural Resources 260 - Tools	10.00	
Physical Education Towel Fee	3.00	
Science	7.00	10.00
Social Science and P.E.	7.00	
Welding Technology (WELD 101, 102, and 103)	55.00	
Welding Technology (WELD 110, 120, 130, 240, 245, 248, 250, 255, 260, 265)	140.00	

Lab Fees

Art Lab	16.00	
BAST 301 Practicum Lab Fee		30.00
Biology Lab	20.00	
Chemistry Lab (excluding CHEM& 110)	20.00	
Geology Lab	20.00	
Medical Assistant Lab (MEDAS 151)	50.00	
Nursing Lab Fee	125.00	
Music Lab (MUS 117, 118, 119, 190 217, 218, 219, 231, 232, 233, MUSC& 121, 122,123, 131, 132, 133, 221, 222, 223)	14.00	
Physics Lab	20.00	

Miscellaneous Fees

BAS-TE Background Check	12.00	
BAS-TE 301	100.00	0.00
BAS-TE 496 302 (NES 102/103)	100.00	240.00
BAS-TE 498 303 (WEST-E)	100.00	
Certified Nursing Assistant Background Checks	12.00	
Credit For Prior Learning Assessment (per class)	45.00	
Education National Background Fee (EDUC 202)	42.00	
ECED& 120	125.00	
Human Services Background Fee (HS 101)	12.00	
Library Materials Replacement Fee, Plus Actual Replacement Cost of Item	7.50	
Medical Assistant - Background Check & Insurance (MEDAS 151)	30.00	
Nursing Background and Immunization Checks (NURS 171, 271)	90.00	
Nursing Insurance (NURS 171, 271) (Supplied by outside insurance company; subject to change)	21.35	
Overnight Transcript Fee	25.00	

Testing Fees (per Instance)

Automotive Technology (111, 112, 211, 212) ASE Student Certification Testing	46.00	
Certified Nursing Assistant License Test Fee		100.00
CLEP® (College-Level Examination Program) [Proctoring fee of \$20 non-GHC students]	80.00	
CDL Skills Test (3rd Party Examiner)	250.00	175.00
CPT Fee, Math	10.00	0.00
CPT Fee, Reading	5.00	0.00
CPT Diagnostic Fee	5.00	0.00
Diesel Technology (DT 123, 223) ASE Student Certification Testing	46.00	
Natural Resources 270 - WSDA Applicator License Exam Fee	70.00	
Nursing Testing Assessment Fee (ATI) (NURS 171, 172, 173, 271, 272, 273)	134.00	
Nursing Test of Essential Academic Skills (TEAS)	90.00	
Refrigerant Test Fee (AUTO 213) (Optional for Diesel Students)	15.00	24.00
Test Proctoring Fee, Non-GHC students (per Hour; then \$7.50 per 1/2 Hr increment)	15.00	
Transcript Fee, Online Clearinghouse	7.00	

Administrative and other Misc. Operating Fees (per Instance)

Student ID Replacement	5.00	
NSF (Insufficient Funds) Checks	\$35.00	

All Students (per credit hour)

Comprehensive Service Fee (Parking 50%, Graduation 15%, Testing 25%, Student ID 5% & Transcripts 5%)	8.00	
Student Operations Fee	3.00	
Student Union Building Fee (max 18 credit hours)	4.90	
Technology Fee (max 10 credit hours)	3.50	

Other Per Credit Charges

Commercial Driver's License Lab 101, 150, 185	134.26	140.00
Applied and Advanced Applied Music Lessons	110.00	
Independent Study	26.00	

Waivers:			
Adult Basic Education, English as a Second Language and GED Preparation	Per quarter		25.00
Apprenticeship	Waive 1/2 of standard per-credit tuition fee		Varies
Athletics - Resident 63, Nonresident 64, Nonresident/Op Fee Differential 68	Up to 25% of Operating Fee		Varies
Automotive Technology	Per credit		Varies
Emergency Medical Training	Per credit		25.00
High School Completion, Non-resident	Resident tuition fees		7.00
High School Completion, Resident, 19 or Older	Per credit		7.00
Industrial First Aid	Per credit		56.25
Journeyperson	Per credit		56.25
Over 18 Credit Exemption for Vocational Students For Required Vocational Preparatory Programs	More than 18 credits of additional operating fee		Varies
Parent Education	Per credit		14.00
Retirement Courses, 50 Plus, (CSI - Community Special Interest)	Per credit		33.50
Running Start Fee Waiver, Eligible Students	Per credit/quarter		Varies
Senior Citizen - Audit, 60 Years or Older	Per class; two classes per quarter, max		5.00
Senior Citizen - Credit, 60 Years or Older	Per class; two classes per quarter; 10 credits, max		5.00
State Employee, Space-available	Per course		5.00
Veteran's Waiver (up to 18 credit hours)	25% of tuition		Varies
Children and Spouse of Totally Disabled or POW/MIA or Deceased Veteran	All tuition and fees		Varies
Children and Spouses of Deceased or Disabled Law Enforcement Officers and Firefighters	All tuition/Operating/Bldg/S&A fees		Varies
Person Wrongfully Convicted of Crime	All tuition and fees		Varies
Fines:			
Unregistered or improperly parked vehicles in student parking areas			20.00
Unauthorized parking in reserved or visitors parking lot			20.00
Unauthorized parking in roadway, yellow curbing, fire zone			30.00
Unauthorized parking in State of Washington disabled parking			50.00
Unsafe driving on campus			50.00

VII.3. - Bishop Trust Investment/Scholarship Award

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: Bishop Trust Investment/Scholarship Award

Prepared by: Kwabena Boakye

Attachments: TIAA Bishop Investment Report 6-30-2023

Narrative

The Ed & Lillian Bishop Trust investment is managed by TIAA and provides resources to fund scholarships for Grays Harbor County students seeking to continue their education at institutions of higher education offering baccalaureate degrees. Following is the summary of investment performance and scholarship award.

Bishop Trust Investment/Scholarship Award		
Description	2024-25 Academic Year	2023-24 Academic Year
Investment Performance		
Beginning Value	\$ 4,998,925.26	\$ 6,148,896.39
Ending Value	\$ 5,258,565.58	\$ 4,998,925.26
Income (Loss)	\$ 259,640.32	\$ (1,149,971.13)
Rate of Return (Estimated)	5.2%	-18.7%
Scholarship Award		
Investment Policy (Ending Value)	4%	4%
Available to Award	\$ 210,342.62	\$ 199,957.01
Awarded		\$ 187,000.00
Unawarded		\$ 12,957.01
Number of Students Awarded		53
Number of Colleges/Universities		32

For FY2023, beginning July 1, 2022 to June 30, 2023, the total income/loss was \$259,640, approximately 5.2% estimated returns on the beginning market valuation of \$4,998,925. For last year, estimated returns was -\$1,149,971.13 or -18.7%.

At June 30, 2023, the total market value was \$5,258,565.58. Therefore, \$210,342.62, which is 4% of this market value, is available for approval by the Board as scholarship allocation, for the award of Bishop Scholarships during the 2024-25 Academic Year.

The attached TIAA Bishop Investment Report shows the Fund Manager's portfolio performance analysis for fiscal year ended June 30, 2023.

Summary & Next Steps

Bishop Trust investment funds available for scholarship award during the FY2024-25 Academic Year is \$210,342.62. Upon approval, the Vice President for Administrative Services submits a request for distribution to TIAA, the Investment Manager. TIAA disburses a check to the college. Subsequently, the GHC Foundation awards the scholarships to eligible students. The college disburses the scholarship awards from the distributed funds from TIAA.

Action Requested:

Approve the full amount of 4% or \$210,342.62 for the award of Bishop Scholarships during the 2024-25 Academic Year.

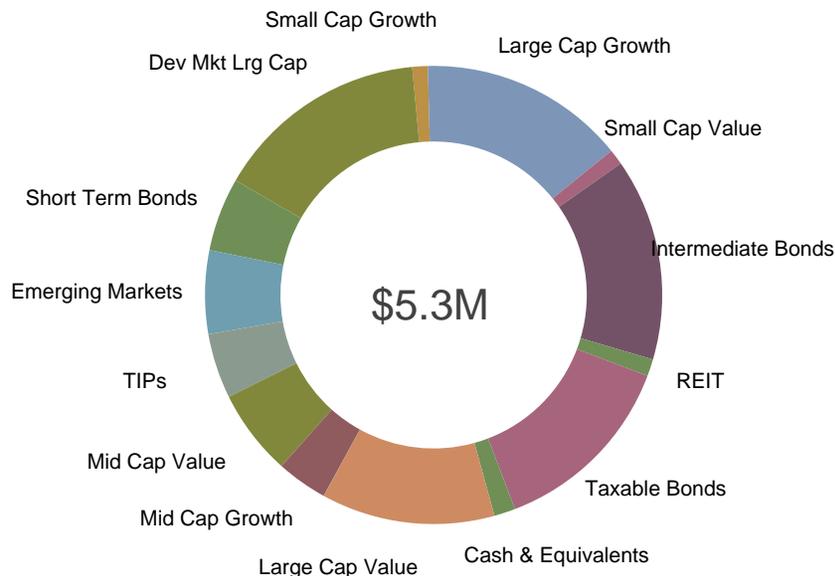
Grays Harbor College (Ed & Lillian Bishop FND)

For Period Ending 06/30/2023

Prepared By Jason Lee

Composition Summary

	Market Value	% of Mkt Val	%
Total Account	\$ 5,258,566	100.0	%
Large Cap Growth	\$ 768,065	14.6	%
Large Cap Value	\$ 644,659	12.3	%
Mid Cap Growth	\$ 188,815	3.6	%
Mid Cap Value	\$ 319,964	6.1	%
REIT	\$ 63,244	1.2	%
Small Cap Growth	\$ 56,658	1.1	%
Small Cap Value	\$ 59,995	1.1	%
Dev Mkt Lrg Cap	\$ 798,711	15.2	%
Emerging Markets	\$ 311,611	5.9	%
Intermediate Bonds	\$ 751,272	14.3	%
Short Term Bonds	\$ 271,537	5.2	%
Taxable Bonds	\$ 707,862	13.5	%
TIPs	\$ 239,444	4.6	%
Cash & Equivalents	\$ 76,728	1.5	%



Account Activity Summary

	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Investment Summary							
Beginning Account Value	5,283,532.56	5,289,117.44	5,011,956.02	4,998,925.26	5,335,325.11	5,197,873.00	4,783,089.00
Net Contributions/Withdrawals	-201,936.16	-205,916.65	-211,713.47	-222,990.94	-954,084.87	-1,352,720.66	-1,776,870.66
Income Earned	31,800.24	42,484.75	63,220.67	162,871.84	516,958.12	813,402.59	1,132,325.59
Gains/Losses	145,168.94	132,880.04	395,102.36	319,759.42	360,367.22	600,010.65	1,120,021.65
Ending Account Value	5,258,565.58	5,258,565.58	5,258,565.58	5,258,565.58	5,258,565.58	5,258,565.58	5,258,565.58
Performance Summary							
Total Managed Fd	3.42	3.39	9.23	9.76	5.39	5.31	5.57
<i>Blended Benchmark</i>	<i>3.53</i>	<i>3.10</i>	<i>8.69</i>	<i>9.48</i>	<i>5.44</i>	<i>5.09</i>	<i>5.63</i>

Performance Summary

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
Total Managed Fd	08/01/2015	5,258,566	3.42	3.39	9.23	9.76	5.39	5.31	5.57
<i>Blended Benchmark</i>	<i>08/01/2015</i>		<i>3.53</i>	<i>3.10</i>	<i>8.69</i>	<i>9.48</i>	<i>5.44</i>	<i>5.09</i>	<i>5.63</i>
Large Cap Growth	08/01/2015	768,065	6.75	14.47	31.69	28.31	14.27	15.44	14.92
<i>Russell 1000 Growth Index (USD)</i>	<i>08/01/2015</i>		<i>6.84</i>	<i>12.81</i>	<i>29.02</i>	<i>27.11</i>	<i>13.73</i>	<i>15.14</i>	<i>14.76</i>
Large Cap Value	10/01/2015	644,659	5.45	4.06	5.67	12.33	14.91	8.45	9.88
<i>Russell 1000 Value Index (USD)</i>	<i>10/01/2015</i>		<i>6.64</i>	<i>4.07</i>	<i>5.12</i>	<i>11.54</i>	<i>14.30</i>	<i>8.11</i>	<i>9.67</i>
Mid Cap Growth	07/01/2016	188,815	7.68	6.22	15.87	22.91	7.43	9.47	10.70
<i>Russell Midcap Growth Index (USD)</i>	<i>07/01/2016</i>		<i>7.73</i>	<i>6.23</i>	<i>15.94</i>	<i>23.13</i>	<i>7.63</i>	<i>9.71</i>	<i>11.96</i>
Mid Cap Value	10/01/2015	319,964	8.60	3.79	5.12	10.33	14.86	6.72	8.50
<i>Russell Midcap Value Index (USD)</i>	<i>10/01/2015</i>		<i>8.67</i>	<i>3.86</i>	<i>5.23</i>	<i>10.50</i>	<i>15.04</i>	<i>6.84</i>	<i>8.99</i>
REIT	10/01/2015	63,244	5.57	3.11	5.85	-2.64	8.12	6.14	6.69
<i>Dow Jones US Select REIT Index</i>	<i>10/01/2015</i>		<i>5.11</i>	<i>2.92</i>	<i>5.77</i>	<i>-0.69</i>	<i>9.17</i>	<i>3.28</i>	<i>4.67</i>
Small Cap Growth	10/01/2019	56,658	10.42	6.09	14.06	11.16	2.10		6.79
<i>Russell 2000 Growth Index (USD)</i>	<i>10/01/2019</i>		<i>8.29</i>	<i>7.05</i>	<i>13.55</i>	<i>18.53</i>	<i>6.10</i>		<i>7.02</i>
Small Cap Value	10/01/2015	59,995	9.63	3.84	1.60	7.57	16.63	4.41	7.81
<i>Russell 2000 Value Index (USD)</i>	<i>10/01/2015</i>		<i>7.94</i>	<i>3.18</i>	<i>2.50</i>	<i>6.01</i>	<i>15.43</i>	<i>3.51</i>	<i>8.12</i>
Dev Market Large Cap	08/01/2015	798,711	4.26	2.86	11.50	17.37	8.80	4.39	4.24
<i>MSCI EAFE Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>4.55</i>	<i>2.95</i>	<i>11.67</i>	<i>18.77</i>	<i>8.94</i>	<i>4.39</i>	<i>4.36</i>
Emerging Markets	08/01/2015	311,611	4.61	2.02	6.73	3.03	-1.03	-2.41	.81
<i>MSCI Emerging Markets Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>3.80</i>	<i>.90</i>	<i>4.89</i>	<i>1.75</i>	<i>2.32</i>	<i>.93</i>	<i>3.62</i>
Intermediate Term Bonds	10/01/2021	751,272	-.26	-.65	2.22	-1.34			-6.11
<i>BB US Aggregate Bond Index (USD)</i>	<i>10/01/2021</i>		<i>-.36</i>	<i>-.84</i>	<i>2.09</i>	<i>-.94</i>			<i>-6.55</i>
Short Term Bonds	04/01/2023	271,537	-.35	-.07					-.07
<i>BB 1-3 Year US Government/Credit Index (USD)</i>	<i>04/01/2023</i>		<i>-.41</i>	<i>-.37</i>					<i>-.37</i>
Taxable Bonds	11/01/2015	707,862	-.47	-.99	2.40	-.41	-3.67	.73	.83
<i>TFI Blend-BB Int US GovtCredit/BB US Agg Bond</i>	<i>11/01/2015</i>		<i>-.36</i>	<i>-.84</i>	<i>2.09</i>	<i>-.94</i>	<i>-3.99</i>	<i>.27</i>	<i>.52</i>
TIPs	10/01/2015	239,444	-.61	-1.76	1.96	-1.24	-.26	2.25	2.21
<i>BB US TIPS (USD)</i>	<i>10/01/2015</i>		<i>-.34</i>	<i>-1.42</i>	<i>1.87</i>	<i>-1.40</i>	<i>-.12</i>	<i>2.49</i>	<i>2.51</i>
Cash Equivalents	08/01/2015	82,449	.41	1.22	2.30	3.71	1.27	1.51	1.16
<i>FTSE 3 Month Treasury Bill Index (USD)</i>	<i>08/01/2015</i>		<i>.43</i>	<i>1.25</i>	<i>2.39</i>	<i>3.75</i>	<i>1.33</i>	<i>1.57</i>	<i>1.23</i>

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
 Fund returns are gross of management fees
 All returns include the effects of all principal change and income, and returns for longer than one year are annualized
 Please refer to Blended Benchmark Detail report for monthly average asset mix allocations or Policy Index Detail report for static blend composition



Performance Summary

Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
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Account Inception: 08/01/2015

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
Fund returns are gross of management fees
All returns include the effects of all principal change and income, and returns for longer than one year are annualized
Please refer to Blended Benchmark Detail report for monthly average asset mix allocations or Policy Index Detail report for static blend composition



Time Weighted Returns for Selected Fiscal Periods

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
Total Managed Fd	08/01/2015	5,258,566	3.42	3.39	9.23	9.76	5.39	5.31	5.57
<i>Blended Benchmark</i>	<i>08/01/2015</i>		<i>3.53</i>	<i>3.10</i>	<i>8.69</i>	<i>9.48</i>	<i>5.44</i>	<i>5.09</i>	<i>5.63</i>
Equity	08/01/2015	3,211,722	5.98	6.20	13.98	16.43	10.71	7.61	7.95
<i>Equity Blended Benchmark</i>	<i>08/01/2015</i>		<i>6.17</i>	<i>5.73</i>	<i>13.16</i>	<i>16.42</i>	<i>11.06</i>	<i>7.72</i>	<i>8.29</i>
US Equity	08/01/2015	2,101,400	6.84	8.14	16.01	18.02	13.53	10.43	10.04
<i>Russell 3000 Index (USD)</i>	<i>08/01/2015</i>		<i>6.83</i>	<i>8.39</i>	<i>16.17</i>	<i>18.95</i>	<i>13.89</i>	<i>11.39</i>	<i>11.36</i>
<i>S&P 500 Index (Gross) (USD)</i>	<i>08/01/2015</i>		<i>6.61</i>	<i>8.74</i>	<i>16.89</i>	<i>19.59</i>	<i>14.60</i>	<i>12.31</i>	<i>12.01</i>
Large Cap Growth	08/01/2015	768,065	6.75	14.47	31.69	28.31	14.27	15.44	14.92
<i>Russell 1000 Growth Index (USD)</i>	<i>08/01/2015</i>		<i>6.84</i>	<i>12.81</i>	<i>29.02</i>	<i>27.11</i>	<i>13.73</i>	<i>15.14</i>	<i>14.76</i>
Large Cap Value	10/01/2015	644,659	5.45	4.06	5.67	12.33	14.91	8.45	9.88
<i>Russell 1000 Value Index (USD)</i>	<i>10/01/2015</i>		<i>6.64</i>	<i>4.07</i>	<i>5.12</i>	<i>11.54</i>	<i>14.30</i>	<i>8.11</i>	<i>9.67</i>
Mid Cap Growth	07/01/2016	188,815	7.68	6.22	15.87	22.91	7.43	9.47	10.70
<i>Russell Midcap Growth Index (USD)</i>	<i>07/01/2016</i>		<i>7.73</i>	<i>6.23</i>	<i>15.94</i>	<i>23.13</i>	<i>7.63</i>	<i>9.71</i>	<i>11.96</i>
Mid Cap Value	10/01/2015	319,964	8.60	3.79	5.12	10.33	14.86	6.72	8.50
<i>Russell Midcap Value Index (USD)</i>	<i>10/01/2015</i>		<i>8.67</i>	<i>3.86</i>	<i>5.23</i>	<i>10.50</i>	<i>15.04</i>	<i>6.84</i>	<i>8.99</i>
REIT	10/01/2015	63,244	5.57	3.11	5.85	-2.64	8.12	6.14	6.69
<i>Dow Jones US Select REIT Index</i>	<i>10/01/2015</i>		<i>5.11</i>	<i>2.92</i>	<i>5.77</i>	<i>-.69</i>	<i>9.17</i>	<i>3.28</i>	<i>4.67</i>
Small Cap Growth	10/01/2019	56,658	10.42	6.09	14.06	11.16	2.10		6.79
<i>Russell 2000 Growth Index (USD)</i>	<i>10/01/2019</i>		<i>8.29</i>	<i>7.05</i>	<i>13.55</i>	<i>18.53</i>	<i>6.10</i>		<i>7.02</i>
Small Cap Value	10/01/2015	59,995	9.63	3.84	1.60	7.57	16.63	4.41	7.81
<i>Russell 2000 Value Index (USD)</i>	<i>10/01/2015</i>		<i>7.94</i>	<i>3.18</i>	<i>2.50</i>	<i>6.01</i>	<i>15.43</i>	<i>3.51</i>	<i>8.12</i>
International Equity	08/01/2015	1,110,322	4.36	2.62	10.23	13.42	5.59	2.05	3.35
<i>MSCI ACWI ex-USA (Net) (USD)</i>	<i>08/01/2015</i>		<i>4.49</i>	<i>2.44</i>	<i>9.47</i>	<i>12.72</i>	<i>7.23</i>	<i>3.52</i>	<i>4.18</i>
<i>MSCI EAFE Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>4.55</i>	<i>2.95</i>	<i>11.67</i>	<i>18.77</i>	<i>8.94</i>	<i>4.39</i>	<i>4.36</i>
Dev Market Large Cap	08/01/2015	798,711	4.26	2.86	11.50	17.37	8.80	4.39	4.24
<i>MSCI EAFE Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>4.55</i>	<i>2.95</i>	<i>11.67</i>	<i>18.77</i>	<i>8.94</i>	<i>4.39</i>	<i>4.36</i>
Emerging Markets	08/01/2015	311,611	4.61	2.02	6.73	3.03	-1.03	-2.41	.81
<i>MSCI Emerging Markets Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>3.80</i>	<i>.90</i>	<i>4.89</i>	<i>1.75</i>	<i>2.32</i>	<i>.93</i>	<i>3.62</i>
Fixed Income	08/01/2015	1,970,116	-0.39	-0.84	2.31	-0.02	-2.80	.99	1.17
<i>Fixed Income Blended Benchmark</i>	<i>08/01/2015</i>		<i>-.36</i>	<i>-.84</i>	<i>2.16</i>	<i>-.37</i>	<i>-3.07</i>	<i>.66</i>	<i>1.19</i>
US Fixed Income - Taxable	08/01/2015	1,970,116	-0.39	-0.84	2.31	-0.16	-2.86	.99	1.14
<i>BB US Aggregate Bond Index (USD)</i>	<i>08/01/2015</i>		<i>-.36</i>	<i>-.84</i>	<i>2.09</i>	<i>-.94</i>	<i>-3.96</i>	<i>.77</i>	<i>1.05</i>

Time Weighted Returns for Selected Fiscal Periods

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
Intermediate Term Bonds	10/01/2021	751,272	-.26	-.65	2.22	-1.34			-6.11
<i>BB US Aggregate Bond Index (USD)</i>	<i>10/01/2021</i>		<i>-.36</i>	<i>-.84</i>	<i>2.09</i>	<i>-.94</i>			<i>-6.55</i>
Short Term Bonds	04/01/2023	271,537	-.35	-.07					-.07
<i>BB 1-3 Year US Government/Credit Index (USD)</i>	<i>04/01/2023</i>		<i>-.41</i>	<i>-.37</i>					<i>-.37</i>
Taxable Bonds	11/01/2015	707,862	-.47	-.99	2.40	-.41	-3.67	.73	.83
<i>TFI Blend-BB Int US GovtCredit/BB US Agg Bond</i>	<i>11/01/2015</i>		<i>-.36</i>	<i>-.84</i>	<i>2.09</i>	<i>-.94</i>	<i>-3.99</i>	<i>.27</i>	<i>.52</i>
TIPs	10/01/2015	239,444	-.61	-1.76	1.96	-1.24	-.26	2.25	2.21
<i>BB US TIPS (USD)</i>	<i>10/01/2015</i>		<i>-.34</i>	<i>-1.42</i>	<i>1.87</i>	<i>-1.40</i>	<i>-.12</i>	<i>2.49</i>	<i>2.51</i>
Cash and Cash Equivalents	08/01/2015	76,728	.41	1.22	2.30	3.70	1.28	1.55	1.18
<i>FTSE 3 Month Treasury Bill Index (USD)</i>	<i>08/01/2015</i>		<i>.43</i>	<i>1.25</i>	<i>2.39</i>	<i>3.75</i>	<i>1.33</i>	<i>1.57</i>	<i>1.23</i>

Account Inception: 08/01/2015

Asset Performance

	Market Value	% of Mkt Val	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Total Managed Fund	5,258,566	100.0	3.42	3.39	9.23	9.76	5.39	5.31	5.57
Blended Benchmark			3.53	3.10	8.69	9.48	5.44	5.09	5.63
Equity	3,211,722	61.1	5.98	6.20	13.98	16.43	10.71	7.61	7.95
Large Cap Growth	768,065	14.6	6.75	14.47	31.69	28.31	14.27	15.44	14.92
iShares Russell Top 200 Growth ETF	768,065	14.6	6.62	14.33	32.04	27.74			
Large Cap Value	644,659	12.3	5.45	4.06	5.67	12.33	14.91	8.45	
iShares Russell Top 200 Value ETF	644,659	12.3	5.46	4.06	4.77	11.62			
Mid Cap Growth	188,815	3.6	7.68	6.22	15.87	22.91	7.43	9.47	
iShares Russell Mid-Cap Growth ETF	188,815	3.6	7.68	6.22	15.87	22.91	7.43	9.47	
Mid Cap Value	319,964	6.1	8.60	3.79	5.12	10.33	14.86	6.72	
iShares Russell Mid-Cap Value ETF	319,964	6.1	8.60	3.80	5.14	10.34	14.86	6.72	
REIT	63,244	1.2	5.57	3.11	5.85	-2.64	8.12	6.14	
Cohen & Steers Real Estate Securit	63,244	1.2	5.57	3.11	5.85	-2.65	8.12		
Small Cap Growth	56,658	1.1	10.42	6.09	14.06	11.16	2.10		
Wasatch Small Cap Growth Fund	56,658	1.1	10.42	6.09	14.06	11.16	2.10		
Small Cap Value	59,995	1.1	9.63	3.84	1.60	7.57	16.63	4.41	
Delaware Small Cap Value Fund	59,995	1.1	9.63	3.84	2.11	8.12	16.83		
Dev Mkt Lrg Cap	798,711	15.2	4.26	2.86	11.50	17.37	8.80	4.39	4.24
EuroPacific Growth Fund	99,696	1.9	4.39	2.15					
iShares Core MSCI EAFE ETF	596,700	11.3	4.16	2.88	11.57	17.56	8.86		
iShares MSCI International Quality	102,314	1.9	3.96	2.22	11.40				
Emerging Markets	311,611	5.9	4.61	2.02	6.73	3.03	-1.03	-2.41	.81
iShares Core MSCI Emerging Markets	311,611	5.9	4.59	2.00	6.56	2.87			
Fixed Income	1,970,116	37.5	-0.39	-0.84	2.31	-0.02	-2.80	.99	1.17
Intermediate Bonds	751,272	14.3	-0.26	-0.65	2.22	-1.34			
Baird Core Plus Bond Fund	181,335	3.4	-0.12	-0.44	2.59				
iShares MBS ETF	281,847	5.4	-0.45	-0.71	1.56	-1.44			
TIAA-CREF Core Bond Fund	126,705	2.4	.00	-0.46	2.71				
Western Asset Core Bond Fund	161,386	3.1	-0.29	-1.16	2.32				
Short Term Bonds	271,537	5.2	-0.35	-0.07					
Lord Abbett Short Duration Income	271,537	5.2	-0.35	-0.08					

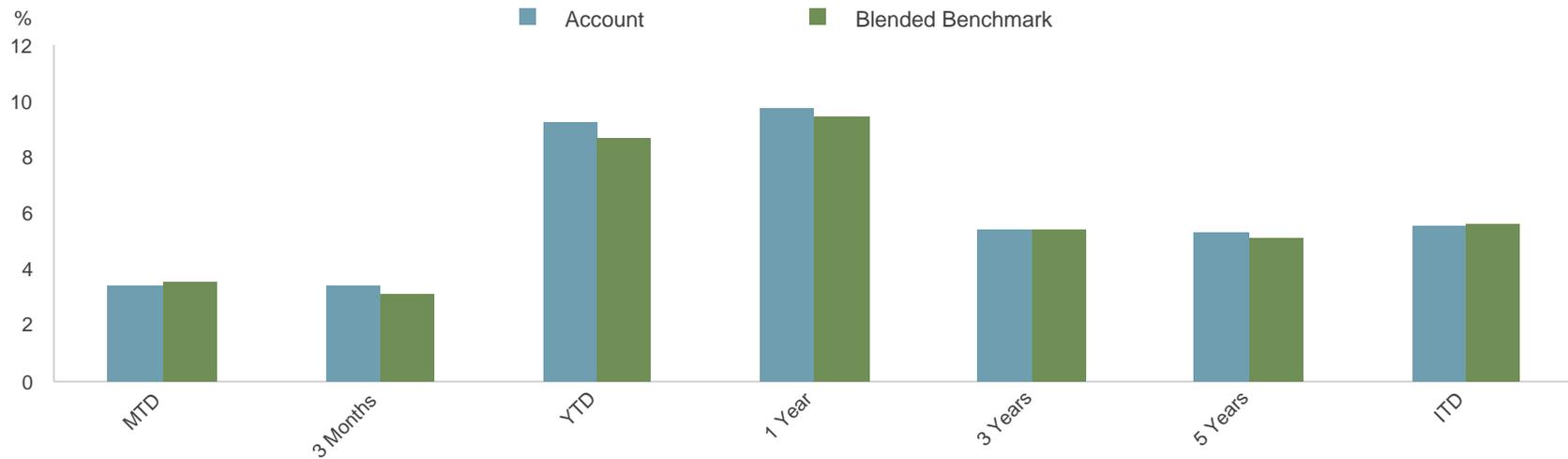
Asset Performance

	Market Value	% of Mkt Val	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Treasuries	459,524	8.7	-.86	-1.36	1.84	-1.82			
Tennessee Valley Authority 3.875%	21,859	.4	-.53	-.64					
United States Treasury Note/Bond 3	50,911	1.0	-.19	-2.23	3.54				
United States Treasury Note/Bond 2	50,257	1.0	-.26	-2.34	3.26	-4.84			
United States Treasury Note/Bond 2	50,166	1.0	-.22	-.25	1.18	.07	-1.79		
United States Treasury Note/Bond 2	45,271	.9	-1.37	-1.53	.99	-1.57	-4.19		
United States Treasury Note/Bond 2	44,819	.9	-1.38	-1.69	1.32	-2.34			
United States Treasury Note/Bond 1	44,815	.9	-1.02	-1.07	1.04	-1.14			
United States Treasury Note/Bond 1	30,182	.6	-1.47	-1.86	1.17	-2.94	-5.66		
United States Treasury Note/Bond 1	39,180	.7	-1.30	-1.57	1.24	-1.80			
United States Treasury Note/Bond 2	40,034	.8	-1.21	-1.85	1.66				
United States Treasury Note/Bond 3	42,030	.8	-.69	-.78	.97				
US Agency	10,432	.2	-1.22	-.88	1.25	-1.37			
Federal National Mortgage Associat	10,432	.2	-1.19	-.85	1.24	-1.38			
Investment Gr Corps	237,906	4.5	.29	-.35	3.56	1.65			
Apple Inc 4.85% 10 May 2053	26,815	.5	2.39						
Bank Of America Corp 4.948% 22 Jul	17,070	.3	-.24	-.03	2.81	2.95			
Barclays Plc 2.984% 24 Nov 2032	19,734	.4	-.09	-.41	4.75	1.43			
BP Capital Markets America Inc 1.7	19,818	.4	-.26	-.66	3.47	1.74			
CVS Health Corp 1.75% 21 Aug 2030	15,287	.3	-.50	-1.28	2.34	1.45			
Exxon Mobil Corp 3.567% 06 Mar 204	9,905	.2	1.31	-1.02	5.23	.30			
Goldman Sachs Group Inc/The Variab	26,236	.5	2.02	-.31	4.80	.63			
Lowe's Cos Inc 1.3% 15 Apr 2028	15,274	.3	-.70	-1.20	2.41	1.61			
Merck & Co Inc 4.3% 17 May 2030	19,676	.4	-.53						
Morgan Stanley Variable 1.164% 21	14,995	.3	.17	.41	2.18	2.07			
PepsiCo Inc 2.625% 21 Oct 2041	0	.0	.66	-1.55	3.32	-.24			
Procter & Gamble Co/The 1.9% 01 Fe	14,778	.3	-.84	-1.02	1.51	-.63			
Simon Property Group LP 2.65% 01 F	13,188	.3	.22	1.22	2.31	1.53			
Verizon Communications Inc 3.4% 22	10,149	.2	1.31	-2.22	3.85	-1.17			
Walmart Inc 4.15% 09 Sep 2032	14,980	.3	-.22	-1.16	2.65				
TIPS	239,444	4.6	-.61	-1.76	1.96	-1.24	-.26	2.25	
DFA Inflation Protected Securities	239,444	4.6	-.56	-1.72	2.01	-1.20	-.25	2.54	

Asset Performance

	Market Value	% of Mkt Val	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Cash & Equivalents	76,728	1.5	.41	1.22	2.30	3.70	1.28	1.55	1.18
Cash Equivalents	82,449	1.6	.41	1.22	2.30	3.71	1.27	1.51	1.16
Goldman Sachs Financial Square Tre	24,632	.5	.44						
TIAA Cash Deposit Account	57,817	1.1	.41	1.21	2.29	3.70	1.27	1.45	1.12

Gross and Net Returns for Selected Fiscal Periods



	Market Value	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Total Managed Fund	5,258,566	3.42	3.39	9.23	9.76	5.39	5.31	5.57
Total Managed NOF	5,258,566	3.38	3.27	8.98	9.27	4.92	4.84	5.10
<i>Blended Benchmark</i>		<i>3.53</i>	<i>3.10</i>	<i>8.69</i>	<i>9.48</i>	<i>5.44</i>	<i>5.09</i>	<i>5.63</i>

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
 Fund returns are gross of management fees
 All returns include the effects of all principal change and income, and returns for longer than one year are annualized
 Please refer to Blended Benchmark Detail report for monthly average asset mix allocations or Policy Index Detail report for static blend composition



*Blended Benchmark Detail

	Allocation	Average Balance	Benchmark	Return
Blended Benchmark				
06/01/2023				
Cash	.29	15,163	FTSE 3 Month Treasury Bill Index (USD)	.43
Cash Equivalents	2.12	110,286	FTSE 3 Month Treasury Bill Index (USD)	.43
Dev Market Large Cap	14.89	772,886	MSCI EAFE Index (Net) (USD)	4.55
Emerging Markets	5.79	300,801	MSCI Emerging Markets Index (Net) (USD)	3.80
Intermediate Term Bonds	13.53	702,348	BB US Aggregate Bond Index (USD)	-.36
Large Cap Growth	14.61	758,671	Russell 1000 Growth Index (USD)	6.84
Large Cap Value	11.83	614,070	Russell 1000 Value Index (USD)	6.64
Mid Cap Growth	3.38	175,508	Russell Midcap Growth Index (USD)	7.73
Mid Cap Value	5.69	295,669	Russell Midcap Value Index (USD)	8.67
REIT	1.15	59,909	Dow Jones US Select REIT Index	5.11
Short Term Bonds	5.27	273,548	BB 1-3 Year US Government/Credit Index (USD)	-.41
Small Cap Growth	.99	51,311	Russell 2000 Growth Index (USD)	8.29
Small Cap Value	1.05	54,727	Russell 2000 Value Index (USD)	7.94
TIPs	4.22	219,249	BB US TIPS (USD)	-.34
Taxable Bonds	15.17	787,809	TFI Blend-BB Int US GovtCredit/BB US Agg Bond	-.36
			Blended Return:	3.53

TIAA, FSB historically included in client reporting a specific Long/Short Equity market index that is no longer available to the public as of 1/6/2022. The Long/Short Equity category and the Total Account Blended Benchmark shown still include an index representation for the investments held in Long/Short Equity.



*Blended Benchmark Detail

Allocation Average Balance Benchmark Return

Equity Blended Benchmark

06/01/2023

Dev Market Large Cap	25.06	772,886	MSCI EAFE Index (Net) (USD)	4.55
Emerging Markets	9.76	300,801	MSCI Emerging Markets Index (Net) (USD)	3.80
Large Cap Growth	24.60	758,671	Russell 1000 Growth Index (USD)	6.84
Large Cap Value	19.91	614,070	Russell 1000 Value Index (USD)	6.64
Mid Cap Growth	5.69	175,508	Russell Midcap Growth Index (USD)	7.73
Mid Cap Value	9.59	295,669	Russell Midcap Value Index (USD)	8.67
REIT	1.94	59,909	Dow Jones US Select REIT Index	5.11
Small Cap Growth	1.66	51,311	Russell 2000 Growth Index (USD)	8.29
Small Cap Value	1.77	54,727	Russell 2000 Value Index (USD)	7.94
			Blended Return:	6.17

Fixed Income Blended Benchmark

06/01/2023

Intermediate Term Bonds	35.42	702,348	BB US Aggregate Bond Index (USD)	-.36
Short Term Bonds	13.79	273,548	BB 1-3 Year US Government/Credit Index (USD)	-.41
TIPs	11.06	219,249	BB US TIPS (USD)	-.34
Taxable Bonds	39.73	787,809	TFI Blend-BB Int US GovtCredit/BB US Agg Bond	-.36
			Blended Return:	-.36

TIAA, FSB historically included in client reporting a specific Long/Short Equity market index that is no longer available to the public as of 1/6/2022. The Long/Short Equity category and the Total Account Blended Benchmark shown still include an index representation for the investments held in Long/Short Equity.



VII.4. – Faculty Excellence Awards Approval

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: 2023–2024 Faculty Excellence Awards

Prepared by: Evi Buell

Attachments: None

Narrative

The Faculty Excellence and Faculty Development Awards summary is presented for your review and approval. The committee’s selections acknowledge the dedication and hard work of GHC faculty.

Description	Award Amount	Details
1. Faculty Achievement: Bill Dyer	\$500	Bill Dyer’s work in organizing and conducting the Grays Harbor College Jazz Festival and Grays Harbor College Small Schools Band Festival brings students and the community to GHC and serves as a tool of recruitment as well as student and community engagement. Based on these continuing efforts the committee recommends Dr. Dyer receive \$500 as a Faculty Achievement Award.
2. Faculty Achievement: Andrew Gaines	\$,1000	In June 2022, Andrew Gaines attended, helped organize a working group, and presented twice at the Association for Theatre in Higher Education Conference in Austin, TX. His presentations related directly to the work he does at GHC, with an emphasis on innovations in theatre for social change and advocating for equity, inclusivity, and health across the lifespan. Based on these efforts the committee recommends Dr. Gaines receive \$1,000 as a Faculty Achievement Award.
3. Faculty Achievement: Melanie Israel	\$600	Melanie Israel was nominated for her enhancement of the teaching & learning process, improvements in the general effectiveness of the college, and efforts to advance faculty members’ curriculum. Melanie’s involvement in multiple community groups and college committees, including being chairperson for the Teaching & Learning FIG were presented as examples. In recognition of her efforts, we recommended that she be awarded \$600 as a Faculty Achievement Award.
4. Faculty Achievement: Sheri Jordan	\$600	Sheri Jordan presented at a conference session at the National Council for Teachers of English Two-Year College

		Association PNW conference, and participated in training sessions that resulted in enhancements to her classroom teaching. In recognition of her efforts, we recommended that she be awarded \$600 as a Faculty Achievement Award.
5. Faculty Development: Terri Bell	\$1,622.74	Terri Bell is currently working on a Master of Computer Science degree with University of Washington Tacoma. Attainment of this degree will allow GHC to eventually offer and award the B.S. in Computer Science that is being developed with South Puget Sound Community College. Terri is also attending the Technical Symposium on Computer Science Education in Portland, OR in March. In order to assist with this professional development, we recommend that Terri Bell receive \$1,622.74 in Faculty Development funds.
6. Faculty Development: Donald Burke	\$500	Donald Burke will be attending and presenting a paper at the 2024 International Medieval Conference in Leeds, UK this July. His participation and networking at this international event will bring a focus to Grays Harbor College and the prison education program at SCCC. In support of the expenses for this trip, we recommend that Donald Burke receive \$500 in Faculty Development funds.
7. Faculty Development: Bill Dyer	\$1,760.12	Bill Dyer co-presented at the National Association for the Education of Homeless Youth and Children annual conference in New Orleans, LA in November. His session "McKenney-Vento: Student Success through Arts Education" provided strategies & resources for school leaders to advocate for the arts. Dr. Dyer will also be attending the College Band Directors National Association Division Conference in Las Vegas, NV in March, enhancing his teaching process and pedagogy in music at GHC and advancing his discipline as director and coordinator of community music ensembles here. In support of the expenses for these trips, we recommend that Bill Dyer receive \$1,760.12 in Faculty Development funds.
8. Faculty Development: Hannah Mechler	\$1,000	Hannah Mechler is pursuing completion of the Online Teaching Certificate Program offered by the State University of New York. Her anticipated outcome will be learning new approaches to online teaching as well as course design for the purposes of creating materials that are inclusive and accessible to all students, while accommodating diverse learning styles. Based on her nomination we recommend that Hannah Mechler receive \$1,000 in Faculty Development funds.
9. Faculty Achievement and Faculty Excellence: Patrick Martin	\$600 + \$1,500	Patrick Martin was nominated for enhancing the teaching & learning process, improving student success, and closing equity gaps. His communication with his peers about where to find helpful information, how he has developed his

		<p>online teaching demonstrations for students, and coordinating with fellow instructors on students' behalf were highlighted in his nomination. Patrick has made a practice of checking with all departments (Student Support, Financial Aid, Welcome Center/Enrollment) to ensure students are getting the resources they need and he is learning about the processes so he can better assist them. Patrick advocates for all students, not just those he advises or those in his classes. We recommend that Patrick Martin receive \$600 in Faculty Achievement funds and \$1,500 for Faculty Excellence.</p>
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Summary & Next Steps

Under Article XV, Section 5 of the collective bargaining agreement, possible criteria for this award include: The specific criteria established by the committee may include, but are not limited to, the following:

1. Enhancement of the teaching and learning process.
2. Development of innovative curriculum.
3. Significant improvement of student rates of success.
4. Advancements within the faculty member's discipline.
5. Improvement of the general effectiveness of the college.

The application for these awards included the following instructions:

1. Please describe in detail the achievement you are proposing for the recognition award. (Include as attachments or links any fliers, brochures, etc., that describe the achievement.)
2. In an essay (1-2 pages recommended length), document how this achievement (your own, those of someone else, or those of a group) meets the criteria set forth in the Collective Bargaining Agreement

Action Requested:

The Faculty Excellence and Faculty Development Awards do require Board consideration and approval.



To: Grays Harbor College Board of Trustees

CC: Dr. Carli Schiffner, Grays Harbor College President
Dr. Laurie Franklin, Interim Vice President of Student Services
Sarah Dalrymple, Director of Student Life

From: Isaac Humiston, ASGHC President

Date: March 28, 2024

Re: Board Approval for Revised Constitution

Student Government has voted unanimously to implement the revised ASGHC Constitution which has been proposed by the constitution review committee. The goals of this revised constitution were intended to:

- 1) Simplify language and processes in order to increase accessibility of student governance to all GHC students,
- 2) Remove outdated and seldom-used processes and policies (e.g. Judicial Review Committee, Initiative and Referendum) to make the ASGHC's structure more manageable and more accurate to the work of day-to-day operations, and
- 3) To move ASGHC Executive Board positions and roles into the By-Laws to allow more flexibility to the student government to modify positions and roles as student needs change.

The current constitution and the revised version have been posted in various locations on campus and on our social media and we have invited student input (none was forthcoming).

The final step in this process is to get approval from the Board of Trustees. Once approved the new constitution will go into effect July 1, 2024.

Thank you for considering this request.

ASGHC President Isaac Humiston

as.pres@ghc.edu



Grays Harbor College

ASSOCIATED STUDENTS OF
GRAYS HARBOR COLLEGE

CONSTITUTION

Amended June 18th, 2020

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Article I	Recognition
Article II	Authority
Article III	Membership
Article IV	Executive Board Members
Article V	Judicial Review Committee
Article VI	Appointed Representatives
Article VII	Constitutional Amendments
Article VIII	By-Law Amendments

THE CONSTITUTION
of the Associated Students of Grays Harbor College

PREAMBLE

We the students of Grays Harbor College aim to enhance every student's experience at Grays Harbor College by providing students a means to be represented in college decision-making; and by fostering communication among all students, faculty, and staff. We hereby establish this constitution as the governing authority of this college.

ARTICLE I RECOGNITION

Section 1

The student body shall now and hereafter be known as the Associated Students of Grays Harbor College (ASGHC), and hereinafter referred to as Associated Students.

Section 2

The recognized governing body of the Associated Students shall be known as the Executive Board.

ARTICLE II AUTHORITY

Section 1

The Executive Board shall have the authority as granted by the Board of Trustees of Grays Harbor College to legislate, promote and regulate the affairs of the Associated Students.

Section 2

Initial ratification of this constitution and by-laws shall be made through a vote of the association members. A simple majority of association members voting shall constitute ratification. If ratified by the members, this constitution and by-laws shall become effective July 1, 2020.

ARTICLE III MEMBERSHIP

Section 1

All students (Service and Activities Fee Paying Students) enrolled in one (1) or more college credit hours at Grays Harbor College are members of the Associated Students.

Section 2

Members in good standing may be representatives of the Associated Students. Membership may be revoked in accordance with the statuses set forth in the By laws.

Section 3

Membership shall grant specific rights, including the right to vote in all special elections and other rights and privileges stated herein.

ARTICLE IV EXECUTIVE BOARD MEMBERS

Section 1

The executive officers of the ASGHC shall be known as the President, Executive Vice President, Vice President for Diversity and Awareness, Vice President for Page | 2 Community Relations, Vice President for Engagement and Involvement, and two Vice Presidents for Activities.

Section 2

The duties of the members of the Executive Board shall be defined and stated in the By-laws.

Section 3

The selection process for the Executive Board shall be enumerated within the By laws of this Constitution.

Section 4

If any of the Executive Board positions are vacated during the year, the positions will be filled by the process as enumerated in the By-laws.

Section 5

The Director of Student Life shall be an Ex-Officio member of the Executive Board without voting privileges for the purpose of acting as Executive Board advisor.

Section 6

These officials, and no others, shall hereinafter be known as the Executive Board.

ARTICLE V JUDICIAL REVIEW COMMITTEE

Section 1

The Judicial Review Committee shall hear all cases and/or controversies of the interpretation from this Constitution and the By-laws. Judicial Review Committee decisions shall be applied to all persons, the Executive Board (as applicable). Details of Judicial Review Committee operations are to be enumerated in the By laws.

ARTICLE VI APPOINTED REPRESENTATIVES

Section 1

The Executive Board shall have the responsibility and authority to appoint students to committees, as specified in the By-laws, or as needed or requested.

Section 2

Appointed representative positions shall be described in the By-laws.

Section 3

The selection and approval process for appointed representatives shall be enumerated in the By-laws.

Section 4

Students selected as appointed representatives may be recalled for just cause as further described in the By-laws.

ARTICLE VII CONSTIUTIONAL AMENDMENTS

Section 1

All Constitutional rights, including initiative and referendum processes, shall be guaranteed to the Associated Students of Grays Harbor College.

Section 2

GHC Students may propose amendments to this Constitution by submitting an initiative petition.

- A. This petition must be filed and reviewed by the Executive Board for appropriateness, clarity and accuracy.
- B. This petition must then be posted in the Hillier Union Building (HUB) for two weeks and read at two (2) consecutive Executive Board meetings
- C. Proposed amendments to this Constitution must be approved by an affirmative vote of the voting members of the Executive Board at a regularly scheduled meeting.
- D. If the petition receives an affirmative vote by the Student Board, it must go to the Director of Student Life and Vice President for Student Services for recommendations.

Section 3

If the petitioner is unsatisfied by the decision of the Executive Board or the recommendations of the college administration, then they may proceed to a referendum election.

- A. The proposal for a referendum election shall then be reviewed by the Executive Board for appropriateness, clarity and accuracy.
- B. The petition must then be posted in the Hillier Union Building (HUB) for two weeks prior to be voted upon.

C. A referendum election requires the vote of at least 10% of the currently enrolled students in order for it to be valid and binding. A simple majority of those votes must be affirmative to pass the proposed amendment.

Section 4

Initiatives and referendums are each allowed twelve (12) weeks from inception to completion.

ARTICLE VIII BY-LAW AMENDMENTS

Section 1

The Executive Board shall make and amend the By-Laws of the ASGHC.

Section 2

Proposed amendments to the By-laws must be posted for two (2) weeks in the Hillier Union Building (HUB) prior to being approved by a two-thirds vote at a regularly scheduled meeting of the Executive Board. The Executive Board's amendments must be submitted to the Director of Student Life, the Vice President for Student Services and may be reviewed by the Vice President for Instruction, or the Vice President for Administrative Services for recommendations.

Section 3

These amendments will not take effect until published and distributed to all the members of the Executive Board.



Grays Harbor College

ASSOCIATED STUDENTS OF
GRAYS HARBOR COLLEGE

CONSTITUTION

Amended June 18th, 2024

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THE CONSTITUTION
of the Associated Students of Grays Harbor College

PREAMBLE

We, the students of Grays Harbor College, aim to enhance every student's experience by providing students a means to be represented in college decision-making and fostering communication among all students, faculty, and staff. We hereby establish this constitution as the governing foundations for student self-governance of this college.

ARTICLE I RECOGNITION

Section 1

The student body shall now and hereafter be known as the Associated Students of Grays Harbor College (ASGHC), and hereinafter referred to as Associated Students.

Section 2

The recognized governing body of the Associated Students shall be known as the Executive Board.

ARTICLE II AUTHORITY

Section 1

The Executive Board shall have the authority, as granted by the Board of Trustees of Grays Harbor College to legislate, represent, and regulate the resources and collective voice of the Associated Students.

Section 2

If ratified by the members, this constitution and by-laws shall become effective July 1, 2024.

ARTICLE III MEMBERSHIP

Section 1

All students enrolled in one (1) or more college credit hours at Grays Harbor College are members of the Associated Students.

Section 2

Membership shall grant the right to vote in all ASGHC special elections and to be represented by the Executive Board.

ARTICLE IV EXECUTIVE BOARD MEMBERS



Section 1

The representative officers of the ASGHC shall comprise the Executive Board and the positions will be established in the By-Laws.

Section 2

The duties, responsibilities, selection process, and vacancy procedures related to the members of the Executive Board shall be defined and stated in the By-laws.

Section 3

The leading college administrator of Student Life, or their assigned designated representative, shall be an Ex-Officio member of the Executive Board, without voting privileges, and with the responsibility of acting as Executive Board advisor.

ARTICLE V JUDICIAL REVIEW



Section 1

In all cases and/or controversies of the interpretation regarding this Constitution and the By-Laws, judicial review shall be applied: the issue of interpretation will be brought formally to an Executive Board session as an agenda item, and be interpreted as part of the official record of the ASGHC through legislative action.

ARTICLE VI APPOINTED REPRESENTATIVES

Section 1

The Executive Board shall have the responsibility and authority to appoint students to committees, as specified in the By-laws, and as needed or requested. Students selected as appointed representatives though this process may also be recalled, through legislative action further described in the By-laws.

ARTICLE VII CONSTITUTIONAL AMENDMENTS



Section 1

Any ASGHC Student member may propose amendments to this Constitution by submitting proposals through any member of the Executive Board and gaining their sponsorship for official consideration of the proposal through Executive Board legislative action. If no student Executive Board members are willing to sponsor the proposed amendment, GHC students may have their proposal sponsored for Executive Board consideration at the discretion of the ASGHC Advisor.

A. Sponsored proposals must be filed, reviewed, and considered by the Executive Board as legislative business in the following manner:

1. Amendment proposals must be made public to the ASGHC through standard advertising practices for two weeks and read and discussed at two (2) consecutive Executive Board meetings prior to a vote of the Executive Board.

2. Sponsored proposals under consideration of the Executive Board , must go to the Lead Administrator of Student Life and the Vice President for Student Services for administrative review. Recommendations, comments, and concerns as a result of this administrative review must be presented to the Executive Board prior to the final vote of the Executive Board..

B. After this review, proposed amendments to this Constitution must be approved by an 2/3 affirmative vote of the voting members of the Executive Board at a regularly scheduled meeting.

ARTICLE VIII BY-LAW AMENDMENTS

Section 1

The Executive Board shall make and amend the By-Laws of the ASGHC.

Section 2

Amendment proposals must be made public to the ASGHC through standard advertising practices for two weeks and read and discussed at two (2) consecutive Executive Board meetings prior to a vote of the Executive Board.

Section 3

Sponsored By-Law amendments under consideration of the Executive Board, must go to the Lead Administrator of Student Life and the Vice President for Student Services for administrative review. Recommendations, comments, and concerns as a result of this administrative review must be presented to the Executive Board prior to the final vote of the Executive Board.

Section 4

Approved amendments will not take effect until distributed to all the members of the Executive Board and published by the Student Life office.

VIII.1. - Student Government Report

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: Associated Students of Grays Harbor College (ASGHC) Report

Prepared by: Isaac Humiston

Attachments: Constitution Reform Memo, Current Constitution, Annotated Revised Constitution

Narrative

Student Government Report

Associated Students of Grays Harbor College had a busy end of the term. Finalizing our move and navigating finals.

A few things that have been accomplished in Student Life over the last weeks:

- Three student leaders and three professional staff completed extensive CPR and First Aid training provided by the Aberdeen Fire Department.
- A group went for a great hike at Lake Sylvia.
- Showed the movie Hidden Figures for Gym Movie Night.
- The ASGHC constitution review committee has completed the revision process and submitted it for approval from the Board of Trustees.
- The ASGHC constitution review committee has moved on to revising the ASGHC Bylaws.
- The S&A Budget committee had it's first meeting on March 27. Planning to have the budget ready for approval from the Board of Trustees at the May meeting.
- ASGHC had a student artist come in to paint a couple of window murals.
- Student Life hosted a reception for the wrestling national champions in the new building.
- Taking about 12 students to College Night at the Mariners on April 12.

Action Requested:

Vote to approve the revised ASGHC Constitution.

VIII.5. - Administrative Services Report

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Kwabena Boakye

Attachments: None

Narrative

FY2023-24 Budget Status

FY2023-24 Third Quarterly Budget Report will be presented in May. The third quarter covers July 1, 2023 to March 31, 2024. Due to March ending accounting processing on April 10, the third quarter report could not be generated for the April meeting.

FY2024-25 Budget Development

FY2024-25 budget development is progressing in accordance with schedule. Budget request information has been scheduled for consideration. State conference preliminary draft budget allocation is available for budget planning. For local revenue, the college has estimated 1033 and 350 annualized enrollment FTE, respectively, for tuition and Running Start revenue estimates. Revenues and expenditures analyses and estimations are ongoing and will continue until the adoption of the draft budget. Significant budget development assumptions and cost drivers are the following.

Description	Revenue Assumptions	Employer Cost Drivers
Enrollment FTE	Increase 2.5%	
Running Start(RS) FTE	Decrease -5%	
Tuition Rate	Increase 3.2%	
RS Rate	Increase 1%	
COLA		
I-732/Faculty		Increase 5.834%
Classified		Increase 3%
Exempt		Increase 3%
Health Insurance Rate		Increase 2.2%

Business Affairs Commission Meetings Update

- Next Business Affairs Commission (BAC) meeting is April 12.
- There has not been a BAC meeting update since the February 8-9, 2024 meeting.

Summary & Next Steps

FY24 budget status, FY25 budget development and Business Affairs Commission meetings are ongoing administrative services activities. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

Action Requested:

None

Follow-Up

None

VIII.6. – Human Resource Report

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: Grays Harbor College Human Resource Report

Prepared by: Colleen Meyers

Attachments: None

Narrative

New Full-Time Employees:

- Javier Gallegos, Maintenance Mechanic 3, starts 5/1/2024
- Daniel Nogales, Chemistry Faculty, starts in the Fall
- Karyn Olson, Resource Navigator for Workforce Funding & Support Programs
- Nancy Estergard, Tutoring Center Coordinator (half-time)
- Stephanie Thornton, TRIO Student Support Specialist, starts 4/16/2024

Promotions:

- Evi Buell, Vice President for Instruction, starts 7/1/2024

Searches:

- Associate Director of Financial Aid
- Dean of Workforce Funding
- ELA/Bridge Faculty
- Athletic Support Specialist (new)
- Student Success Navigator (Re-opened, failed first time)
- Assistant Dean of Student Aid and Scholarships

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

VIII.7. – Instruction Report

GHC Board of Trustees Meeting
April 11, 2024



Written Report

Item Information:

Topic: Instruction Report

Prepared by: Dr. Evi Buell

Attachments: None

Narrative

Responses to Previous Board Questions

At the previous meeting, Trustees requested additional information on the numbers for the current CDL cohort as well as the industries to which our graduates are being hired. At the February meeting, Trustees requested clarification and explanation related to ELA courses in Westport. Expanded information on both of these matters is included at the end of this report.

Curriculum

Instructional council (IC) did not have any final approvals during the March meeting, with voting members present agreeing to pursue a change—in industrial technology, to better align with our K–12 partners—through an email vote. The next IC meeting will be in June.

Dr. Jess Clark provided a draft of a new curriculum committee handbook and process documents on March 12. Feedback is being collected and a conversation amongst the division chairs is on the agenda for the April 8 division chairs meeting. Dr. Clark estimates another draft will be available prior to April 8. The Office of Instruction is deeply grateful to Dr. Clark for her work on this and other processes.

Assessment

No Report

Transitions

For spring quarter, GHC will be adding an in-person advanced English language acquisition (ELA) speaking and listening course Mondays and Wednesdays from 6:00 to 8:00 p.m.

Transitions programs had 22 graduates for winter quarter.

Workforce

With the complete restructuring of the nursing assistant Washington administrative code (WAC), GHC's nursing program is now able to offer students and community members who qualify the opportunity to take the skills portion of the state licensure exam for nursing assistant certification (NAC). Nursing faculty, with additional training, can test our students on site and within days of completing their nursing assistant course. GHC can also help community members who qualify but have not yet tested. Students continue to pay for the service as before and the faculty are reimbursed for their time from this funding.

This is a huge improvement from the previous system that required an outside evaluator from another company to travel to our rural location and perform testing in the lab in the Schermer building. Testing was often cancelled due to lack of evaluator availability. This led to huge delays in licensing and fewer students choosing to test—a clear equity gap. Now, NAC students can test and go to work in our community within a week or so of completing their course.

Community Education

Columbia Education Center: for spring quarter, GHC will have an in-person conversational English course from 5:00 to 7:00 p.m. on Tuesdays and Thursdays taught by Mario Rodriguez.

Riverview Education Center: currently finalizing details for conversational English in-person two nights per week for two hours each evening.

Westport: plans are being finalized for a new location for the conversational English course this spring; the current class is wrapping up this week.

Professional Development

Susan Schreiner, associate dean for library, e-learning, and learning support services, will be attending the American Library Association conference at the end of June. She received a professional development grant from the Washington State Library to attend.

Stafford Creek

It is with great respect that the Office of Instruction announces the upcoming retirement of Jayme Peterson, the dean for education at the Stafford Creek campus. Jayme has been a valued presence at GHC and is one of the most respected professionals in the state for prison education. Preparations are under way to post a position to find Jayme's successor.

Miscellaneous

Nancy Estergard has (re)joined GHC as the tutoring center coordinator. She is working to develop a student success conference for May.

Spotlight

The Faculty Excellence and Faculty Development Awards summary is presented for your review and approval. The committee's selections acknowledge the dedication and hard work of GHC faculty.

Action Requested:

This is informational, no action requested at this time.

☒ Follow-Up

CDL: There are six students in the current cohort, the second one for the winter quarter. There will be an additional cohort in spring.

According to Kirk Church, GHC's instructor for CDL, these are the industries or companies that are hiring.

GHC students:

- Bayview Redimix
- LeMay
- Various local trucking companies with chip trucks (chip/wood by-products)
- Logging companies (log trucks)
- City of Aberdeen
- City of Ocean Shores
- Dept. of Transportation
- Tank truck companies

To the best of the instructors' knowledge (they do encourage graduates to keep and touch and/or bring their work trucks by the classroom) all CDL students for at least the past 1.5 years have found employment, either through their own companies or with an employer.

ELA: As of this report, GHC is finalizing plans with an instructor and for a location for the next ELA cohort in Westport.

VIII.8. – Student Services Report

GHC Board of Trustees Meeting
April 11, 2024



Written Report

Item Information:

Topic: Student Services Report
Prepared by: Laurie Franklin, Interim Vice President for Student Services
Attachments: Upcoming Calendar of Events

Narrative

Student Services Division

Student Services Instructional Building (SSIB):

The Bookstore, Student Life, Diversity and Equity Center, Student Services Center (formerly known as the Welcome Center), Financial Aid, and Workforce Funding all moved into the Student Service Instructional Building in March 2024. The Advising and Counseling, Testing, and Accessibility Office will move into their new spaces in April. Thank you to everyone across campus for their flexibility and patience during this process. Students are loving the new space!

Enrollment:

Spring Quarter Enrollment Snapshot for Tuesday, March 26th

FTE: Spring 2024	Spring 2023	Spring 2024	Year to Year Diff		Spring 2023 Finals	
	03/28/2023 Day # -13	03/26/2024 Day # -13	Difference	% Diff from 2023 to 2024	Spring 2023 FTE change to end of quarter	06/27/2023 FINALS Final FTE Numbers for Spring 2023
1-Academic Transfer & Pre-College	446.83	366.24	-80.59	-18.0%	-12.12	434.71
2-Transition Programs	1.37	4.08	2.72	199.0%	129.03	130.39
3-Career and Technical Ed.	236.77	214.32	-22.45	-9.5%	55.86	292.63
4-BAS Programs	48.96	36.63	-12.33	-25.2%	4.86	53.82
6-Missing Inst. Intent	-	-	0.00	0.0%	-	0.00
State Support Total	733.92	621.28	-112.65	-15.35%	177.63	911.55
3-Running Start	221.33	323.30	101.97	46.1%	68.00	289.33
State Support + Running Start Total	955.25	944.57	-10.68	-1.1%	245.63	1200.88

GHC enrollment two weeks prior to the start of Spring Quarter 2024 is significantly down compared to the same time last year. Strategies to gain enrollments for Spring Quarter include calling campaigns, outreach events, quick enrollment workshops, and personal outreach. Running Start is again helping to steady the enrollment numbers. Instruction is closely monitoring course offerings and the number of sections based on enrollment.

Outreach and Recruitment:

Volunteers from across campus called 205 students who were enrolled during Winter quarter, but had not yet registered for Spring quarter. Students were offered resources to remove barriers and challenges to encourage them to re-enroll. Lisa Smith and the GHC Foundation graciously offered \$20,000 to assist students who had an outstanding balance to remove blocks for students to register for Spring quarter.

Financial Aid and Scholarships:

The Department of Education and SBCTC expect to send GHC financial aid student data on June 8, 2024. This is about 5 months later than colleges typically receive applications to start the review process. The Financial Aid Office is coordinating with the GHC Foundation, Workforce Funding, Outreach and Recruiting, and the Business Office to proactively inform and assist students who may experience financial challenges. Processes are being examined to expedite file review. To date, GHC Financial Aid Office has reviewed close to 4,000 financial aid applications this year! With the task force's efforts, the financial aid office expects to receive a greater number in 2024-25 academic year.

Veterans Resource Center

With the creation of the Veterans Resource Center Lounge, the Veterans coordinator, Gordon Williams has reached out to local veteran support groups to request materials and donations for the new space in the Student Service Instructional Building.

Workforce Funding:

Free/Reduced Meal Pilot

GHC received \$288,764 to serve students who are experiencing food insecurities. There is \$200,000 left in our allocation until the end of June, with a strong potential to receive additional dollars beginning July 1, 2024. Workforce Funding and Student Life partnered to create meal baskets to eligible students, including delivery to Raymond and Ilwaco sites, and will offer Free Cold Lunches from Aberdeen School District that will start after spring break and will run for two weeks. A partnership with the GHC Bookstore to provide vouchers to students is being developed. Students will continue to have bean, rice and chili options available through Student Life for students to pick up every day. The new Resource Navigator, Karyn Olson is working on ways to advertise these offerings via classroom visits, flyers, and emails.

WorkFirst, Student Emergency Assistance Grant/ Supporting Students Experiencing Homelessness (SEAG/SSEH), and Basic Food Employment & Training (BFET) Grants are up for renewal. Berta Gibby, the Workforce Funding Director will be writing these grants to continue serving GHC students who need these financial supports while attending classes.

Choker Athletics:

During the March board meeting, Student Services reported that the Women's and Men's Wrestling Teams were competing in Louisiana to participate in the National Championships. The Women's Team captured the [National Collegiate Wrestling Association \(NCWA\) Championship](#) trophy! GHC Women's team outscored Ottawa-Arizona and Washington State University 10 points and 75.5 points, respectively. GHC Women also produced two (2) individual national titles and 10 All-Americans. The Men's Wrestling Team brought back one (1) All-American wrestler.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

Upcoming Calendar of Events

Bishop Center & Grays Harbor College Athletics

Here Comes the Sun



Bishop Center kicked off April with *Here Comes the Sun*, an extraordinary musical celebration of a decade of Beatles music. As the popularity of The Beatles reached epic proportions, *Here Comes the Sun* recreated this deeply-layered and multi-textured creative period using the combined efforts of five players switching between various instruments in a modern rock-and-roll experience!

GHC's Spring Drama



Upcoming in May is our *GHC Drama Departments Spring Production*. Additional information will be introduced when it becomes available. Directed by Dr. Andrew Gaines

Thursday, May 23, 7:00pm

Adults \$5, Students and 12 & under free

Athletics:

Upcoming home competitions for Spring Sports:

Softball (Bishop Complex):

May 3-Chemeketa Community College

May 4-Southwest Oregon Community College

Baseball (Ken Waite Field):

April 13-Centralia College

April 20-Tacoma Community College

April 28-Olympic College

May 11-Lower Columbia College

Golf:

April 22-23-Highline College (@Des Moines, WA)

VIII.9. – President's Report

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: Grays Harbor College President's Report

Prepared by: Dr. Carli Schiffner

Attachments: None

Narrative

Events:

Elise Hooper, Women's History Month, Humanities WA Speaker Series, March 4

Office Hours, March 12

100+ Harbor Women's Event, Hoquiam, March 12

Dr. Maria Chavez, Women's History Month, Humanities WA Speaker Series, March 13

GHC Presentation, Aberdeen Rotary, March 20

Community Listening Sessions for Continuing Education and Education and Business, March 21

Greater Grays Harbor, Inc., Leaders Awards Banquet, March 22

Native Action Network, Gala, Seattle, March 23

Aberdeen High School Business Week, invited presenter, March 26

Meetings:

Allocation Model Review Taskforce, Meeting, March 4, March 12, March 15

Brock Maxfield, Principal, Hoquiam High School, March 5

Lynn Green, Twin Harbors Skill Center, March 7

Bill Maynard, alumni and donor, March 8

Willapa Valley School District visit and tour, Nancy Morris and Kristeen Johnson, March 11

Grays Harbor College, Associated Students, Leadership Meeting, March 12

Recompete Grant Planning, March 12

Kyle Pauley, GGHI Executive Board, March 12

Chris Frye, Blue Zones, planning meeting, March 13

South Puget Sound Community College, planning meeting for Computer Science, March 21

Rock Management, planning meeting for Lake Swano Dam, March 21

Department of Corrections, meeting, March 22

Sophia Agatrap, Director for Diversity and Equity, SBCTC, March 22

Dr. Julie Garver, Director of Policy, Council of Presidents, March 22

Strategic Enrollment Action Plan

The Strategic Enrollment Action Plan continues to guide the work the college is doing to enroll and retain students by strengthening processes, removing barriers, and building new ways to engage students. One of the larger projects in the action plan is the direct admissions initiative (DAI). This initiative focuses on graduating seniors in the college's service district. GHC will be sending out nearly a thousand acceptance letters to individual graduating seniors welcoming them to GHC this fall. Nearly all the high schools in the district have been receptive to this initiative and have joined GHC in trying to change the framework of what it means to be "college going material."

Recommendations for building out a successful continuing education/community education program at GHC is near completion. GHC facilitator, Dr. Jess Clark, held community listening sessions which provided insight about the types of programming the community needs/wants and the collaborative spirit from stakeholders about the future of this work.

Despite some early work, enrollment at GHC for Spring Quarter is not as strong as Spring 2023. There has been a team assembled to conduct a call campaign before the first day of Spring Quarter (April 8). The campaign has been filtered for students who have holds on their accounts, students who are waiting on financial aid, students who have gone "radio silent", etc. Narrowing the call campaign in this way has helped "experts" be assigned to certain student cases, allowing for immediate questions to be answered and addressed.

A lot of work remains for improving enrollment and retention at GHC. The college continues to concentrate its efforts in the key areas of financial aid, advising, and customer service. Building a comprehensive, equitable annual schedule remains a focus to meet the growing needs of our communities, especially for adult basic education.

Staffing

After a national search, Dr. Evi Buell will begin July 1 as the new Vice President for Instruction at GHC. Dr. Buell currently serves as the Dean of Instruction at GHC. She has been part of our college community for the past two years. Prior to that Dr. Buell served as department chair and faculty at Great Basin College in Nevada.

Accreditation

The college continues to prepare for the on-site NWCCU accreditation visit on April 22. Accreditation report provided at April Board Meeting.

External Funding

Grays Harbor College applied to the Washington Student Achievement Council for the Regional Challenge Grant to build out the healthcare workforce pipeline in the college's service district. Submitted in early February, the Regional Challenge Grant recipients will be notified in May about their requests for funding.

With special attention on Lake Swano Dam, Grays Harbor College submitted Congressional District Funding Requests for further analysis and mitigation strategies for the earthen dam on campus.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

VIII.9.a. – Accreditation Report

GHC Board of Trustees Meeting

April 11, 2024



Written Report

Item Information:

Topic: Institutional Accreditation

Prepared by: Kristy Anderson

Attachments: Accreditation Ad-Hoc Visit Spring 2024 – FAQ Sheet & Overview

Narrative

Ad-Hoc Report & Visit

On April 22, 2024, a team of three peer evaluators will visit Grays Harbor College on behalf of The Northwest Commission on Colleges and Universities (NWCCU), GHC's institutional accrediting organization. They will review and verify the information provided by GHC in its 2024 Ad-Hoc Report. Board members received a copy of this report last month. Attached to this packet is an FAQ Sheet and Overview of the Ad-Hoc Report. This document is being shared with the College this month at various meetings including two open forum sessions on April 16th.

At the Board of Trustees meeting on April 11th, there will be a presentation based on the FAQ Sheet and Overview and containing salient highlights from the report. As a reminder, the report addresses the College's progress on compliance with the NWCCU's Standards and Eligibility Requirements as they relate to the following recommendations:

- Recommendation 3 - The Commission recommends that Grays Harbor College integrate the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity.
- Recommendation 4 - The Commission recommends that Grays Harbor College fully implement student learning outcomes assessment across all degrees and programs, including the general education program, and use the assessment results to inform planning and improvement.
- Recommendation 5 - The Commission recommends that Grays Harbor College engage in systematic, participatory, self-reflective assessment of its accomplishments, and documents and evaluates its planning processes to ensure institutional effectiveness.

Accreditation Cycle Change

Grays Harbor College was notified by the Northwest Commission on Colleges and Universities that the future visit schedule for the College (after this spring) will be changing. Originally scheduled for Spring 2025, GHC's *Year 6 – Standard 2 - Policies, Regulations, and Financial Review* will now be due in the Fall of 2025. Likewise, GHC's *Year 7 - Evaluation of Institutional Effectiveness* (and Comprehensive Visit), originally scheduled for Spring of 2026, is now scheduled for the Fall of 2026. These changes were due

to an imbalance in institutional visits between Fall and Spring cycles at the Commission, not related to any GHC specific action.

Summary & Next Steps

Preparations for the peer review team are underway. Resource materials, supplies and accommodations are being organized. The team will be on campus for only one day, **April 22, 2024**. Faculty and staff have been asked to keep their calendars open, to the extent possible, on this day for the visit. We expect to have more information about the visit, including specific meetings, available early in April.

Action Requested:

No action at this time.

Follow-Up

None



Accreditation Ad-Hoc Visit Spring 2024 FAQ Sheet



Overview

What is Institutional Accreditation & why does it matter?

Institutional accreditation is a robust, time-tested model of professional peer review that supports educational excellence. Accreditation is a voluntary process of quality review that institutions agree to undergo periodically.

The accrediting commissions with responsibility for institutional accreditation in the United States are legally recognized by the federal government. Accreditation signals to the public that the institution is able to meet its educational mission and that it is meeting standards for financial stability, faculty qualifications, and student outcomes. Grays Harbor College is accredited by **The Northwest Commission on Colleges and Universities (NWCCU)**.

Accreditation allows eligible students to access federal aid (such as Pell grants) at the institution. Accreditation also facilitates the transfer of credits between institutions, which is important if students want to transfer or pursue additional education after graduation. Further, employers expect degrees from accredited institutions.

When is GHC's next Accreditation Visit?

GHC has a visit from three peer reviewers on **Monday, April 22, 2024**.

Why is GHC being visited now?

Peer evaluators are coming to GHC to verify the contents of GHC's 2024 Ad-Hoc report that was recently submitted and is on GHC's Accreditation page at: <https://www.ghc.edu/accreditation>.

How often do visits occur?

Institutional accreditation with the Northwest Commission on Colleges and Universities, GHC's Accreditor, is on a seven-year cycle. There is a Mid-Cycle report and visit in year three of the cycle, a Policy Regulations and Financial Review (PRFR) report in year 6, with a virtual visit, and a Comprehensive Evaluation report and in-person visit in year 7. In between these visits, peer evaluators may visit at any time for any relevant reason, such as GHC's upcoming ad-hoc visit (and report) on the recommendations from our Mid-Cycle visit.

What is the visit about?

GHC has three recommendations yet to be fulfilled from its Mid-Cycle Report in 2022, the peer review team will be here to follow up on GHC's ad-hoc report addressing the following three recommendations:

Recommendation 3: Integrate the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity.

Recommendation 4: Fully implement student learning outcomes assessment across all degrees and programs, including the general

education program, and use the assessment results to inform planning and improvement.

Recommendation 5: Engage in systematic, participatory, self-reflective assessment of its accomplishments, and documents and evaluates its planning processes to ensure institutional effectiveness.

Recommendation 1 and Recommendation 2 from the Mid-Cycle have already been satisfied with the Commission.

The NWCCU Standards related to these recommendations can be found at:

<https://nwccu.org/accreditation/standards-policies/standards/>.

Preparing for the Spring 2024 Peer Review Team Visit, April 22, 2024

A team of three peer reviewers from other schools in the Northwest Commission on Colleges and Universities region will visit GHC on Monday April 22, 2024. While at GHC, the team will hold scheduled meetings with individuals and campus groups and may also talk with members of the campus community as they move around campus.

What can I do to prepare for the visit?

You can contribute to a positive accreditation outcome in many ways:

- Review GHC's mission and college priorities at: <https://www.ghc.edu/ghc-vision-mission-and-values>
- Read GHC's Ad-Hoc Report at: <https://www.ghc.edu/accreditation>
- Consider what you can share about your work as it relates to the three recommendations listed above and what you know about the processes related to those topics (e.g. budget process, planning process, outcomes assessment process).

- Be available when the visiting team is on campus. We will set a formal schedule prior to the visit after the team reads our ad-hoc report and identifies who they want to meet with on **Monday, April 22, 2024**.

What should I know if I am asked to meet with one of the peer evaluators?

- Greet visiting team members and help as needed. Be open and respond accurately to questions.
- If you are unable to answer a question posed by a team member, guide that person to your supervisor or President's Cabinet team member who might be able to provide the requested information.
- If you are asked to meet with an evaluator, come prepared with something to say. Silence isn't always golden!

What kind of information do I need to know if I am asked to meet with the team?

On the following pages are some highlights from GHC's 2024 Ad-Hoc Report. Being familiar with the report and how your work relates to the recommendations is the best way to be prepared.

How should I respond, if I am asked questions?

Please answer all questions honestly and thoughtfully while being constructive. GHC's ad-hoc report identifies and discusses the strengths and challenges GHC faces, and the evaluation team will be aware of these. Your interactions with the evaluation team will provide evidence of the accuracy of the College's ad-hoc report.

Who should I contact if I have questions?

GHC's Accreditation Liaison is Kristy Anderson (ext. 4151) or kristy.anderson@ghc.edu.

GHC Ad-hoc Report 2024 – Overview

Recommendation 3

Recommendation 3: Integrate the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity. (2020 Standard(s) 1.B.1; 2.E.1; 2.E.2; 1.B.3)

Integrated Planning

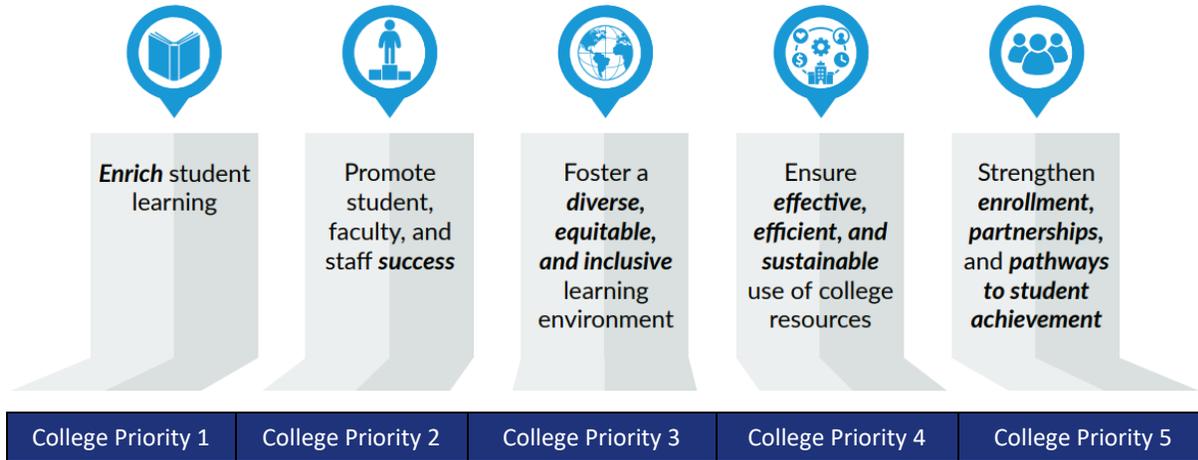
Over the last three years, Grays Harbor College has worked consistently to integrate its budget and College Plan (institutional strategic plan). The revenue information underlying the annual budget is based on realistic projections that are tied to annual enrollment forecasts. Likewise, initiatives to support the College Plan – which encompasses major institutional efforts such as enrollment management, Guided Pathways, equity and inclusion, and student learning and success – are funded through the budget process. The planning process, discussed below in the Recommendation #5 section, is participatory and supported by robust, cross-functional work groups.

Budget Planning & Development Cycle:



The College has specific principles that serve as framework and ideals for budget prioritization and resource allocation. The overarching principle is to align the annual operating budget to the five priorities in the College Plan. The five priorities represented in the 2019-26 College Plan signify the major institutional initiatives at the College and define the College Plan.

COLLEGE PRIORITIES



Since the 2022 Mid-Cycle visit, GHC has maintained transparency in the budget process by continuing quarterly budget updates by the Vice President of Administrative Services, and adhering to its annual budget development process called for in Administrative Procedure 503.01.

Budget Managers across campus play a key role in the budget process, working with the employees in their area(s) to develop requests in support of their department needs and the College Priorities. They are also responsible for ensuring that funds get spent in support of the College Priorities and in-line with budget decisions/approved budgets. Budget managers meet regularly with the Vice President of Instruction, to receive updates and provide a forum for questions.

College Constituent's Involvement in Resource Prioritization and Allocation

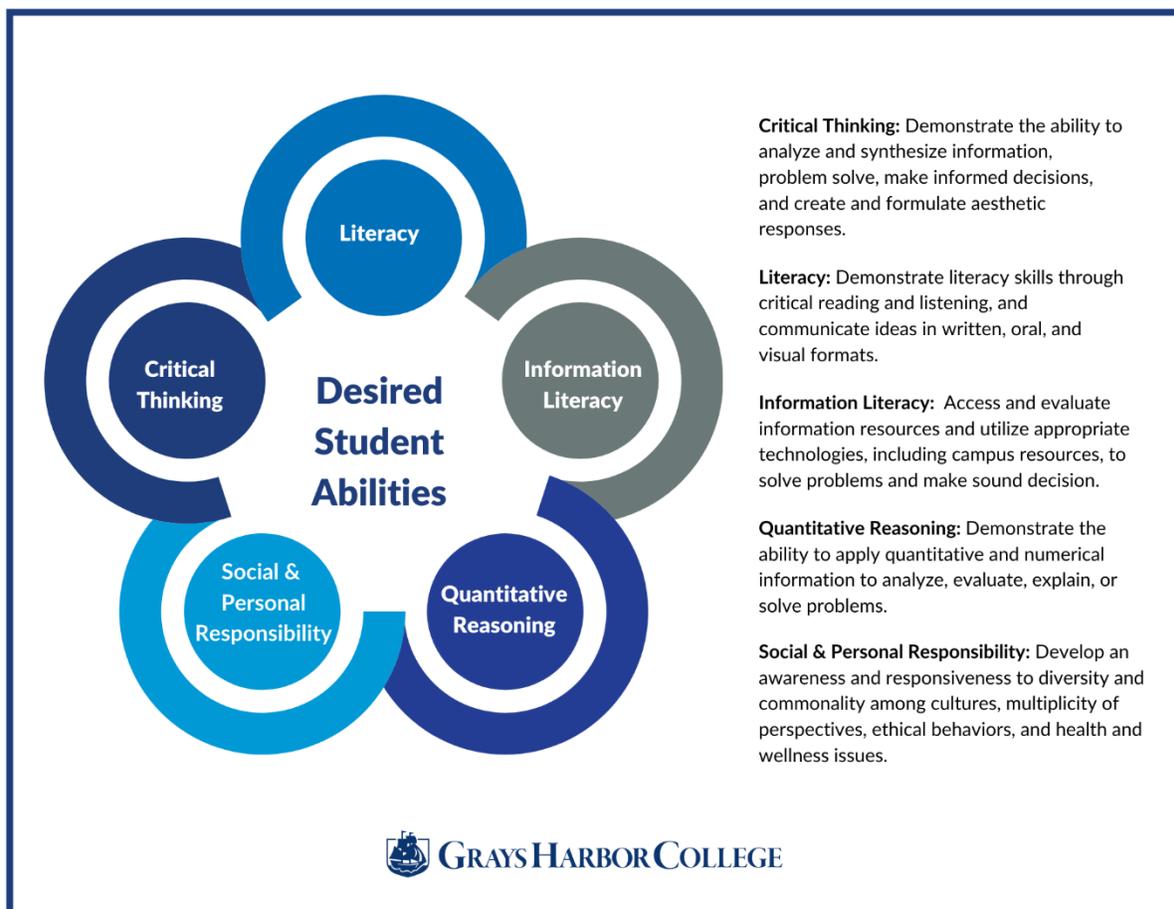


Recommendation 4

Recommendation 4: Fully implement student learning outcomes assessment across all degrees and programs, including the general education program, and use the assessment results to inform planning and improvement. (2020 Standard(s) 1.C.3; 1.C.5; 1.C.6; 1.C.7)

To foster positive growth through learning, Grays Harbor College has five established institutional learning outcomes—called Desired Student Abilities (DSAs)—that outline the expected core competencies of all associate and bachelor-level programs, including the general education curriculum.

Grays Harbor College's Desired Student Abilities

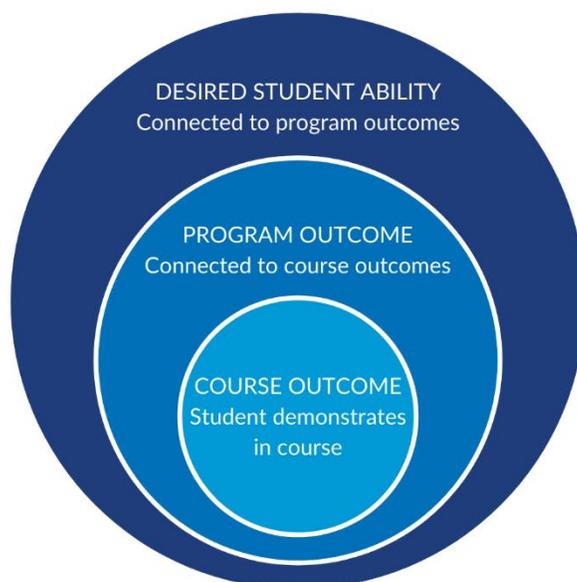


Grays Harbor College engages in systematic, comprehensive assessment of student learning with an emphasis on continuous improvement. With the establishment of DSAs, the adoption of rubrics to measure those student abilities, and the continuation of course-level assessment attached to these abilities, GHC has implemented student learning outcomes assessment across all programs—including general education—and faculty are reflecting on the results to improve student learning as part of the larger institutional process of continuous improvement.

Grays Harbor College’s teaching and learning assessment process rests upon the following theoretical framework: the college wide general education outcomes (Desired Student Abilities) are the institutional level outcomes and essentially function as the program level outcomes for the Associate of Arts – Direct Transfer Agreement (AA – DTA). There is overlap between program level outcomes in all programs and the DSAs. Course outcomes contribute to a student’s attainment of program and institutional outcomes. Because students experience their programs course by course, the college sees evidence of student attainment of all outcomes at the course level.

This means that assessment of student performance at the course level is also able to be used as a measure of attainment of both program and institutional outcomes.

Course, Program, and Institutional Outcomes



Items in Development This Year

As part of the revised work plan for the 2023–24 academic year, CP1 is working to slim down the number of data points and assign them more directly to courses for outcome assessment while maintaining the goal of assessing all of the DSAs through the general education curriculum. This work will be completed for a 2024–25 academic year implementation.

Keep on improving student success, designing an inclusive, sustainable process is a task taken on by a subcommittee of CP1; the results of this process will be finalized before the end of the 2023–2024 academic year. The desired outcome is for a regular process with feedback shared amongst faculty and between faculty and their respective deans so that the institution can be flexible to meet student needs in a data-informed manner and can collaboratively chart a course for change as both data and higher-education trends illuminate such a need.

Recommendation 5

Recommendation 5: Engage in systematic, participatory, self-reflective assessment of its accomplishments, and documents and evaluates its planning processes to ensure institutional effectiveness. (2020 Standard(s) 1.B.1; 1.B.4)

GHC uses its college-wide planning process to engage in systematic, participatory, and self-reflective planning using evidence-based assessment to monitor its accomplishments and inform its work at all levels of the institution. GHC's five College Priorities allow the College to clearly define and evaluate institutional effectiveness using the basic assessment process: plan, do, check, act.

GHC's College Plan as well as the associated College Plan Scorecard and Student Progress and Completion Metrics Dashboard (i.e. peer comparison data) can be found on the College's external website at: <https://www.ghc.edu/ghc-vision-mission-and-values>. College Plan Scorecard and Student Progress and Completion data provides evidence of college progress toward mission fulfillment.

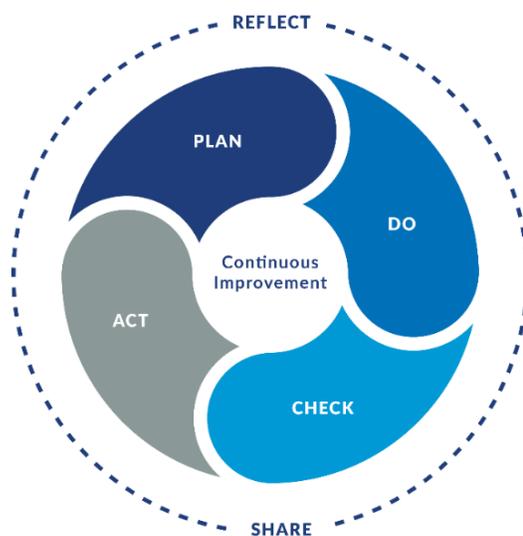
At the institutional-level, college priorities, objectives, and indicators are systematically reviewed every seven years, or sooner if there is a compelling reason to do so. The College Plan is organized around the five College Priorities. Each Priority has transparent and achievable objectives that are used to define success for mission fulfillment.

Every spring, each College Priority work group develops or updates their action plan for the upcoming year. Each action plan has strategies, action items, a timeframe, and deliverables that they expect to achieve in the year ahead. These action plans are tied to the College Priority objectives and provide a road map for reevaluating strategies and activities during the year. They are developed with the College Plan Scorecard metrics in mind, and the idea that they will move the College Priority toward achievement of its indicators of institutional effectiveness.

Each year in the fall, employees are encouraged to continue in or join one of the College Priority work groups. Last year, the groups had approximately 65 employees and a handful of students involved. In addition to the College Priority work groups, this year, GHC's administrative units are being given the opportunity to tie their work directly to the College Plan via a structured process.

GHC's five College Priority work groups are responsible for working with the Assistant Dean of Planning, Institutional Research, and Reporting to monitor the results of their progress. Monitoring occurs both at the strategy level and at the indicator level. At the indicator level, metrics are measuring progress towards

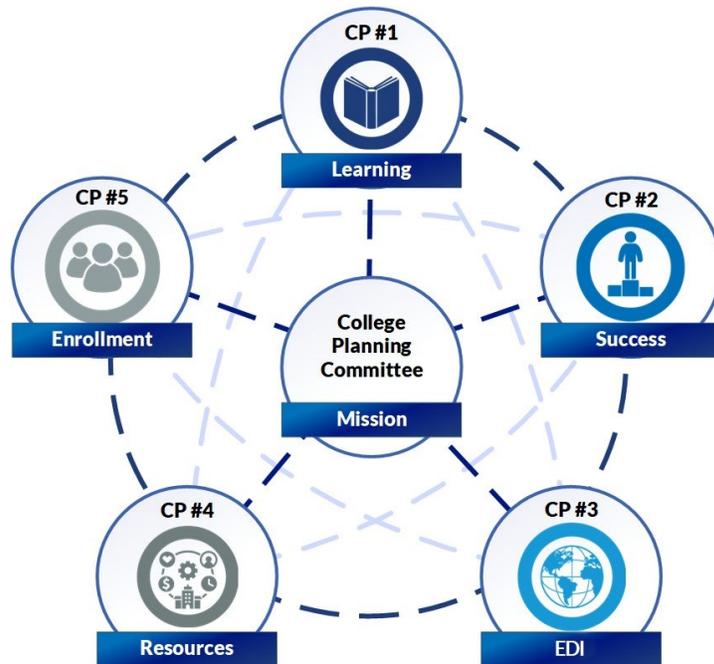
Continuous Improvement Cycle



desired priority objectives, i.e. outcomes. These metrics, which can be found on the College Plan Scorecard, are reviewed regularly by the College Planning Committee as well to ensure ongoing institutional effectiveness.

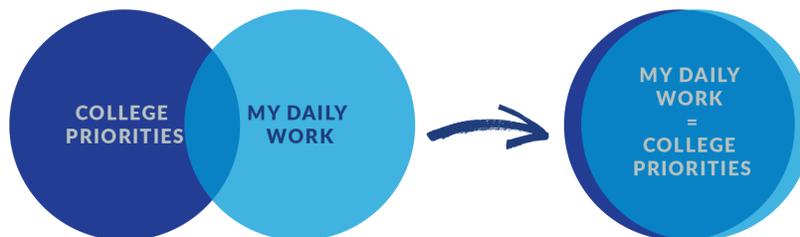
In addition to the College Priority work groups, this year, GHC’s administrative units are being given the opportunity to tie their work directly to the College Plan via a structured process. Past feedback on institutional-level planning has indicated that not everyone sees the connection between the work that they do and the College Plan. During the 2023-24 academic year, there are a series of activities to help College employees identify the ways in which they support the College Priorities.

College Planning Committee and Work Group Connections



Planning Committee Mantra

**PLAN WHAT WE DO
DO WHAT WE PLAN**



Conclusion

Engaging the college community in institutional processes, effectively assessing student learning and student achievement, and implementing a system of planning and budgeting that supports student achievement, is work that will continue into the future. The College believes it is meeting these responsibilities and can continue to sustain this work going forward.

VIII.9.b. – Student Services and Instructional Building Report

GHC Board of Trustees Meeting
April 11, 2024



Written Report

Item Information:

Topic: Student Services Instructional Building Construction Report

Prepared by: Floyd Plemmons and Keith Penner

Attachments: SSIB Construction Contract Review

Narrative

Building Construction Schedule

Substantial completion on SSIB declared on March 1, 2024. This milestone recognizes the fact that the building can be occupied by Grays Harbor College staff for its intended purpose, although there are finishing touches yet to be done.

Landscaping was completed March 27, with grass seeding scheduled for March 29. The exterior punchlist will be developed immediately afterwards.

Occupancy

The Bookstore, Student Life/Associated Students of GHC (ASGHC), and the Diversity and Equity Center opened on March 4, 2024. Campus Operations supported all groups in setup.

Workforce Funding, Financial Aid, and Student Services (formerly known as Welcome Center), moved starting March 18, 2024. Student Services was operational that same day, the other departments resumed operations March 19, 2024. Campus Operations supported all groups in setup.

Student Services Administration and Student Support Services are scheduled to be moved April 24.

Work Remaining

During the month of April:

- Punchlist work will continue.
- Folding partitions for the third floor will be installed.
- Remaining flooring items will be resolved.
- New lock system will be installed, this lock system will be rolled out to the rest of campus summer 2024.
- Freight elevator electrical panel to be upgraded, Labor and Industries inspection to be scheduled once this is done.

Work beyond the month of April:

- The remaining exterior railings delivery is unknown at this time. Temporary handrails have been installed for the interim.

Construction Budget

Attached is a current construction contract review report for review.

Summary & Next Steps

Gray Harbor College continues to support programs in the building and bring additional sections online.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

APRIL 11, 2024 MEETING

SSIB CONSTRUCTION CONTRACT REVIEW

FUNDING

STATE FUNDING FOR CONSTRUCTION	\$ 43,785,304.00
STATE CERTIFICATE OF PARTICIPATION/COP	\$ 3,200,000.00
STATE FUNDING FOR INFRASTRUCTURE	\$ 733,183.67
TOTAL CONSTRUCTION FUNDING	<u>\$ 47,718,487.67</u>

EXPENSES

FORMA BASE BID	\$ 43,773,857.00
35 APPROVED CHANGE ORDERS TO DATE	<u>\$ 1,130,114.16</u>
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 44,903,971.16</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 44,903,971.16
25 PAY APPLICATIONS - 98%	<u>\$ (44,022,008.87)</u>
BALANCE DUE (2%)	\$ 881,962.29

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-34

Design Errors/Omissions	\$ 260,919.36	23%
Agency - (Owner Requested Change)	\$ 358,140.18	33%
Latent Condition -(Unforeseen Conditions)	\$ 320,240.34	28%
Code Requirements	\$ 72,758.54	6%
Value Engineering (Cost saving ideas)	\$ (155,689.24)	-14%
Delay	<u>\$ 273,744.98</u>	24%
	<u>\$ 1,130,114.16</u>	