

Board of Trustees Regular Meeting

December 19, 2023 at 1:00 PM.



Hybrid Meeting: Manspeaker Building Room 2255 (Aberdeen Campus)

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

Join by Phone: 253-205-0468

December 19, 2023 - Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, December 19, 2023, at 1:00 pm.

Dr. Paula Akerlund, Board Chair, will preside.

Lunch with President's Cabinet, noon to 1:00 p.m. in the President's Boardroom.

	Topic	Presenter
I.	Call to Order/Roll Call	
II.	Pledge of Allegiance	
III.	Land Acknowledgment 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.	Celebration 1. Darin Jones Recognition of Service	
VII.	Action Items 1. Approval of November 21, 2023 Minutes 2. Call for Tribal Artists approval	Dr. Paula Akerlund & Astrid Aveledo
VIII.	Standing Reports 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. President's Report a. Student Services & Instructional Building Update b. Strategic Enrollment Action Plan Presentation 6. Board Report a. Foundation Meeting Report b. Board Art Committee Update c. Naming Committee Update	Katrina Gomery Cara Beth Stevenson Deanna Shedley Tom Kuester Dr. Carli Schiffner Floyd Plemmons Dr. Carli Schiffner Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Dr. Harry Carthum



	d. Items of Interest	Dr. Paula Akerlund
IX.	Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
X.	Action Items as a Result of the Non-Public Session	
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.	
XII.	Action Items as a Result of the Executive Session	
XIII.	Good of the Order	
XIV.	Adjournment	

Updated 12/11/2023 SB

Grays Harbor College Board of Trustees Regular Meeting

November 21, 2023

Board Meeting 1:00 p.m.

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

Members Absent: None

Others Present: Alana Bertot, Barb Dyer, Cal Erwin-Svoboda, Carli Schiffner, Chris Macht, Darin Jones, Derek Edens, Evi Buell, Jason Davison, Jax Bonifer, Jayme Peterson, Jonni Dawson, Justin Kjolseth, Katrina Gomery, Keith Penner, Kwabena Boakye, Lisa Smith, Matt Edwards, Matt Holder, Michelle O'Connor, Molly Zinkle, Peter DenAdel, Peter Keller, Phil Petheram, Sarina Tung, Shannon Bell, Susan Moyles, Tom Kuester

A tour of the Industrial Technology building took place before the board meeting at 12:30. Programs highlighted include: Automotive Technology, Diesel Technology, and Welding.

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 1:00 p.m. Roll call was made, no board members were absent.

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 Jim Sayce to approve the agenda, Aliza Esty seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Dr. Cal Erwin-Svoboda celebrated Sarina Tung and Molly Zinkle. Sarina Tung, director of TRIO Upward Bound Program, and Molly Zinkle, educational and student support specialist named Hometown Heroes by the MyTown Coalition.

Dr. Carli Schiffner celebrated the holiday food baskets, the college provided over 200 holiday food baskets for students and employees. Chris Macht provided support with food pick up and unloading. Peter Keller provided the funding for students. The Foundation with the help of Lisa Smith provided funding for employees. Sarah Dalrymple provided support from student life, organizing, ordering food. Jonni Dawson and Shannon Bell provided support, organizing and helped the day of event.

Dr. Carli Schiffner celebrated the Harvest Cart. Members who helped with the harvest cart: Cara Beth Stevenson, Jordan Wolfe, Melissa Lenz, Stephanie Thornton, Karen Carriker, Vickie Jenkins and Matt Holder. Proceeds raised from the harvest cart will help fund future staff lunches.

Dr. Carli Schiffner and Derek Edens celebrated the IT team who helped with the IT server outage.

Michelle O'Connor and Matt Holder put in long hours and were responsible for restoring our IT services, worked to bring the new servers online and restore services. Jon Parker helped test services once they were back online and restored key databases. Peter DenAdel, Jason Davison, and Phil Petheram provided employee support during the outage. Melissa Lenz and Student Help Desk provided student support during the outage.

VII. Action Items & Standing Reports

Action

1. Approval of October 17, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the October 17, 2023 minutes as submitted. Motion moved by Dr. Harry Carthum, Jim Sayce seconded the motion. Motion carried.

2. First and Last Reading: Operational Policy Number: 515

The Board is requested to approve the elimination of Operational Policy Number 515. Eliminating the policy due to the vaccination order being lifted by the Governor's office. After discussion chair Dr. Paula Akerlund entertained a motion to approve the elimination of Operational Policy Number 515. Motion moved by Jim Sayce, Aliza Esty seconded the motion. Motion carried.

Standing Reports

1. Student Government (Katrina Gomery)

HALLOWEEN 2023 was a success along with the veteran scavenger hunt. Next year will plan to devote more time for making an ofrenda for Día de los Muertos. Clubs at Grays Harbor College continue to grow recently added a multi-cultural club. The new location of the pantry is working

great. The student government team is almost complete, recently hired three new members. Student government is working on updating policies and by-laws. Future projects include: planning a hockey event and helping with the December holiday food baskets. Chair Dr. Paula Akerlund thanked Katrina for all the hard work.

2. Classified Staff Report (Matt Holder)

Classified staff have been busy recently met with Dr. Schiffner and Darin Jones for a labor management meeting. The Staff Development and Training Committee's harvest cart raised \$511.50 and had a successful Halloween costume contest. The classified staff meeting is on December 13 all staff are invited.

3. Represented Exempt Staff Report (Deanna Shedley)

No report.

4. Faculty report (Tom Kuester)

Faculty are approaching the end of quarter, next week is the last full week of instruction for fall quarter. It's a very busy time for faculty and students. Faculty continue to adjust with advising and instruction. Continue to have open communication with the administration.

5. Administrative Services Report (Kwabena Boakye)

Administrative Services budget planning for FY25 is underway. Budget managers are hosting the first meeting on November 29. Food service updates for the new SSIB building will be having vendors come in and provide food service temporarily for the remaining school year. Working towards providing a free and reduced lunch option for students.

6. Human Resources Report (Darin Jones)

Human Resources update on and introductions of new employees:

- Tatiana Tejeda – Associate Director of Student Diversity, Outreach and Retention
- Emma Raub – Student Life Specialist

Other updates include Human Resources employee highlight, Susan Moyles. Susan Moyles began working for the college in January 2023 as an Associate Director of Human Resources. Susan provides support for benefits, student employment processes, training and protected leave.

Summary of employee benefits. Grays Harbor College offers eligible employees a range of benefits set by the State Public Employees Benefits Board, Department of Retirement Systems, and the State Board Retirement Plan.

7. Instruction Report (Dr. Evi Buell and Dr. Paulette Lopez)

Instruction update division chairs, college priority meetings, and tenure observation are underway. The Diesel tech program recently received a 2020 Kenworth T680 from the PACCAR foundation worth \$72,475.37. The Carpentry program visited the Canoe House at the YMCA's Camp Bishop to help finish small tasks on the project. The college is approved to offer the new mandatory Nursing Assistant Certified curriculum. Grays Harbor College is one of the first Nursing Assistant Certified programs in the state to meet this milestone. Work is underway to offer ELA classes in Westport. The CDL program held graduation on November 17, ten students earned certificates. Work continues to move forward to be able to offer the Bachelor of Science in Computer Science in fall 2024. The Fall Gala on November 3 was well attended.

8. Student Services Report (Dr. Cal Erwin-Svoboda)

Enrollment update for fall quarter currently at 63.1% of our 1604 FTE State-Funded quarterly goal. The Student Services team is continuing to work on increasing enrollments in the following ways:

- Hosting an express enrollment “three steps, one day” on November 7. An additional “three steps, one day” is scheduled for December 12.
- Prior to the start of winter quarter, the admissions team and volunteers across the college community will be contacting new applicants (campaign #1), students who applied and have not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).
- The Admissions Team and K-12 Outreach visited Napavine and Olympia provided support in enrolling students and college resource information. TRIO Educational Opportunity Center team members were in Aberdeen, Raymond and Ilwaco in partnership with RISE, promoting GHC's English Language Acquisition courses and transitional programs, such as GED and High School Plus.

Current activities in Student Services: providing a food basket in December for employees and students, Facilitating the 2023 All-USA Academic Team Award selection process, working on launching EAB.

Bishop events for November and December include: GHC Jazz concert, Erwilian, Grays Harbor Civic Choir & Concert Band and GH Opera Workshop Babes in Toyland.

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

Past month's presidential visits include: Grays Harbor College staff and faculty meetings, Harbor 100 Women, Never Come Down, Hoquiam High School, Grays Harbor Town Hall, Panelist for

Department of Health Community Symposium, High School Guidance Counselor Breakfast, City of Aberdeen Mayoral Panel, Puffs, Blue Zones, TwinStar Community Outreach Director, Dr. Linda Kaminski, Yakima Valley College President, Department of Ecology and Pacific County Conversation, Dr. Jessica Clark, Dr. Chris Frye, Greater Grays Harbor Inc. Board meeting, Twin Harbors Skills Center.

Currently serving as the vice chair for the operating budget committee for Washington Association of Community and Technical Colleges (WACTC). Also, participating as a member of the Allocation Formula review taskforce subcommittee.

Planning and work under way for the Northwest Commission on Colleges and University accreditation visit in April 2024. College committees and assignments are in progress for the academic year. Policy review process and procedure is under development. Discussed goals for the year: Enrollment, Infrastructure, Fiscal, Morale, and Partnership.

Accreditation (Dr. Carli Schiffner)

In spring Gray's Harbor College has an Ad-Hoc report and visit with the Northwest Commission on Colleges and Universities (NWCCU). The college has three recommendations which include:

- 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. (2020 Standard(s) 1.B.1; 2. E.1; 2.E.2; 1.B.3)
- 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. (2020 Standard(s) 1.C.3; 1.C.5; 1.C.6; 1.C.7)
- 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. (2020 Standard(s) 1.B.1; 1.B.4)

The GHC Accreditation Steering Committee is working on the Ad-Hoc Report and plans to share a draft of the response to the three recommendations with employees later this month for review and input/feedback.

Student Services and Instructional Building Update (Floyd Plemmons and Keith Penner)
Update on the Student Services and Instructional Building budget. Ceilings, flooring, and kitchen equipment are being installed. Furniture has been delivered. Reviewed budget.

10. Board Report

a. Foundation Meeting Report (Astrid Aveledo)

The Foundation launched the Inspire the Journey campaign. Donors who give before December 31st will see their contributions doubled up to a total of \$10,000.

b. Board Art Committee Update (Chair Dr. Paula Akerlund)

The Call for Artists Ad Hoc Committee is reviewing applications. Chair Dr. Paula Akerlund thanked Aliza Esty and Jim Sayce for sharing the application details.

c. Naming Committee (Dr. Harry Carthum)

The committee is in the process of organizing a meeting with tribal leaders to collaborate on naming the new building. Committee's aim is to pay sincere respect to the native heritage, embody the spirit of unity and emphasize the significance education in our community.

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

The port signed an agreement to acquire South Bend Boat, South Bend Boat has remarkable fifty-year history and an impressive book of business. Aliza Esty asked about having a list of honor students in the Daily Mail.

Non-Public Session

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

Action Items as a Result of the Non-Public Session

IX. 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.

X. Action Items as a Result of the Executive Session

No action items as a result of the executive session.

XI. Good of the Order

Chair Dr. Paula Akerlund asked if there was anything good of the order.

- Jim Sayce's Food Resilience Effort Application:
Jim Sayce has submitted an application aimed at enhancing food resilience in Pacific County. The initiative focuses on improving access to local produce, contributing to the overall well-being of our community.
- Aliza Esty's Professional Development Trip:
Aliza Esty attended a recent professional development trip focused on QuickBooks. Notably, the keynote speaker for the event was none other than Ryan Reynolds. Aliza's dedication and achievements were further recognized as she was awarded a full ride scholarship to attend the event.

XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:47 p.m. The Board of Trustees will hold its next meeting on December 19, 2023 at the Grays Harbor College in Aberdeen and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VIII-5 – Standing Report: President's Report

GHC Board of Trustees Meeting

December 19, 2023



Written Report

Background Information

Topic: VIII - 5 - Standing Report – President's Report

Attachments: None

Narrative

Events:

Association of College Trustees, Fall Conference, Sea-Tac, November 16-17.

Grays Harbor Symphony event, Bishop Center, November 19.

Joseph & the Amazing Technicolor Dreamcoat performance, Driftwood Theater, November 24.

Erwilian Concert, Bishop Center, December 2.

Town Hall, GHC Aberdeen, December 6.

GHC Presentation, Hoquiam Rotary, December 7.

GHC Holiday Lunch and Book Exchange, December 8.



Meetings:

Several Grays Harbor College staff and faculty meetings in November and December (including office hours, one-on-one meetings, and town hall meetings).

Dr. Tim Cook, President of Clackamas Community College, meeting, November 6.

Dr. Jeffrey Thake, Aberdeen Superintendent, meeting, November 7.

Dr. Chris Neimeth, Elma Superintendent, meeting, November 8.

Tom Jenson, CEO, Harbor Health, meeting, November 9.

Secretary of State, Steve Hobbs, Pacific County Leadership Lunch, November 9.

Independent Real Estate, housing meeting, November 14

Raymond Campus Visit, November 15

Ilwaco Campus Visit, November 15

Maritime/Ocosta School District, planning meeting, November 15

Dr. Jennifer Worth, American Association of Community Colleges, Program Director, meeting regarding Metallica Scholars Initiative, November 27.

Representative Joel McEntire, campus visit and tour, November 28.

Denise Costello, SBCTC Finance Director, meeting, November 29.

WACTC Meeting, November 30-December 1

Julie Randall, campus visit, December 1.

Elma School District and GHC Collaboration meeting, December 5.

Department of Health Symposium Follow Up Session, December 8.



System Work:

WACTC Meeting Highlights:

The WACTC business meeting centered around: the upcoming legislative session; FAFSA Simplification bill; the continued frustration about CTC Link and how it is challenging our colleges in all areas especially financial aid; proposed recommendation for redistributing Worker Retraining dollar allotments; and a general lack of communication from the SBCTC to the college presidents about key items.

The Allocation Review Taskforce and sub-committees met also during the general meeting. I am leading the sub-committee focused on analyzing the student achievement initiative (SAI), or the 5% of the operating budget that is determined on a performance basis.

The Corrections Education Presidents group also met and discussed the current state of the Department of Corrections (DOC) contract for the SBCTC system. There is a lot of uncertainty about the direction the DOC is heading and presidents are concerned about future work in this arena. Presidents cited the move to make programs Pell eligible, the retracting of off-site re-entry navigators, and the growth/encouragement of four- year partners in corrections education as the primary areas of concern.

Planning:

- NWCCU Accreditation preparations, ongoing. The visiting team has scheduled April 22, 2024 for the ad hoc site visit. Complete draft report is ready and being circulated internally for feedback and edits.
- All College Day, February 2. Planning is underway—future of higher education, college priorities activity and engagement; and staff training.



Additional Updates:

Personnel searches are underway for **key leadership positions** across the college including: Vice President of Instruction, Executive Director of Human Resources, Associate Dean of Transitions, Workforce Dean, Athletics Director, and Registrar. It is shaping up to being a very busy hiring season.

Starting in January, **Julie Randall** will be joining Grays Harbor College as the Executive Director of Strategic Initiatives. This is the same position I shared with you earlier this fall—that comes from non-state operating dollars thanks to the generous support of the Grays Harbor College Foundation. She will be leading components of the strategic enrollment action plan alongside our college leadership. Julie is a leader in the community college system—most recently as the director of Title 3 programs and Guided Pathways at Seattle Central College.

Prepared by: Dr. Carli Schiffner

VIII-5a – Standing Report: Student Services & Instructional Building Update

GHC Board of Trustees Meeting

December 19, 2023



Written Report

Background Information

Topic: VIII 5a – Standing Report – Student Services & Instructional Building Update

Attachments: SSIB Construction Budget Review; SSIB Construction Timeline

Narrative

Major Milestone Work Completed:

- Office furniture has been delivered and installed.

Major Milestone Work in Progress:

- Ceilings are being installed.
- Flooring is being installed.
- Kitchen equipment is being installed.
- Construct remaining retaining walls, ramps and stairs adjacent to the building.
- Complete electrical and mechanical trim out of all spaces.
- Landscaping is almost complete.
- Commissioning of building equipment is underway.
- Training of Grays Harbor College staff on building systems ongoing.

Major Milestone Work Ahead:

- Install stair and ramp handrails at phase two entry.
- Have elevators certified for use.

Prepared by: Floyd Plemmons & Keith Penner

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

DECEMBER 19, 2023 MEETING

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
32 APPROVED CHANGE ORDERS TO DATE	\$ 943,113.26
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 44,716,970.26</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 44,716,970.26
22 PAY APPLICATIONS - 91%	<u>\$ (40,831,264.56)</u>
BALANCE DUE (9%)	\$ 3,885,705.70

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-32

Design Errors/Omissions	\$ 150,290.42	16%
Agency - (Owner Requested Change)	\$ 311,757.18	33%
Latent Condition -(Unforeseen Conditions)	\$ 277,016.30	29%
Code Requirements	\$ 72,758.54	8%
Value Engineering (Cost saving ideas)	\$ (134,828.33)	-14%
Delay	<u>\$ 259,467.51</u>	28%
	\$ 936,461.62	

SSIB CONSTRUCTION TIMELINE

DECEMBER 19, 2023

ORIGINAL CONTRACT TIME	
NOTICE TO PROCEED	JANUARY 25, 2022
CONTRACT TIME (CALENDAR DAYS)	649 DAYS
BUILDING SUBSTANTIAL COMPLETION	NOVEMBER 5, 2023
FINAL COMPLETION	JANUARY 4, 2024

REVISED CONTRACT TIME	
ANTICIPATED ADDED CALENDAR DAYS	52 DAYS
ANTICIPATED ADJUSTED CONTRACT TIME	701 DAYS
ANTICIPATED BUILDING SUBSTANTIAL COMPLETION	DECEMBER 27, 2023
ANTICIPATED FINAL COMPLETION	FEBRUARY 25, 2024

CONTRACT TIME TRACKING	
ELAPSED CONTRACT DAYS	693
CONTRACT DAYS REMAINING TO SUBSTANTIAL COMPLETION	8
PERCENTAGE OF ELAPSED CONTRACT TIME	99%

Written Report

Background Information:

The Strategic Enrollment Action Plan is comprised of six areas of focus to increase and sustain enrollment growth at Grays Harbor College in the short term, as well as the long term. The plan is based in action-focused best practices from the Lumina Foundation, College Spark Washington, and the SBCTC Guided Pathways reform work. This plan overlays elements of GHC's College Planning Workgroup #5 workplan and with the needs of fully implementing a Guided Pathways model for the college.

Narrative

Enrollment and retention of currently enrolled students is the main challenge facing Grays Harbor College. The college is grappling with an enrollment crisis because GHC is failing to enroll enough students to achieve the necessary full-time student equivalencies (FTEs), imperiling our ability to sustain daily operations without running a deficit. The college's primary source of funding is derived from allocations by the state legislature, which are based on FTEs. The greater the number of students the college enrolls, the brighter our fiscal outlook becomes. As a pivotal pillar of the community, increased enrollment not only equates to expanded opportunities for local residents but also secures the community's resilience in this rural region.

While many colleges are grappling with enrollment challenges, Grays Harbor College stands as the least enrolled institution in the state system. This underscores the urgency for the college to bolster and retain student enrollment.

In addition to the enrollment stagnation, Grays Harbor College has faced formidable challenges such as high turnover in Student Services, the pandemic's impact, and the intricate process of migrating to the mandated ctcLink platform, which has left little time and resources to focus consistently and wholeheartedly on enrollment. The reality is, Grays Harbor College cannot afford to wait any longer to address enrollment. In partnership with Grays Harbor College Foundation, I have invited Julie Randall to serve as the Executive Director of Project Management and Strategic Initiatives—dedicated to redirecting the negative enrollment and retention trends, streamline our processes, leverage technology, and lay the groundwork for enrollment growth, securing the fiscal health of our college.

Presentation

This presentation will cover the Strategic Enrollment Action Plan in depth, and will be accompanied by a review of key data points about enrollment trends, including BAS degrees, dual enrollment, transfer, workforce, and basic education.

Recommendation/preferred result

Acknowledgement and agreement by the Board of Trustees as to the direction of the strategic enrollment action plan.

Prepared by: Dr. Carli Schiffner, President