

Board of Trustees Regular Meeting

October 17, 2023 at noon study session presentation and tour of Riverview Education Center followed by Regular Business Meeting at 1:00 PM.



Hybrid Meeting: Riverview Education Center Room 101 (Raymond Campus 600 Washington Ave.)

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

Join by Phone: 253-205-0468

October 17, 2023 - Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, October 17, 2023, at 1:00 pm. Dr. Paula Akerlund, Board Chair, will preside.

A study session will take place at noon College Priority #4 Ensure effective, efficient, and sustainable use of college resources. A tour of the Riverview Education Center will be given after the study session.

	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. Ashley Bowie Gallegos	
VII.	Action Items 1. Approval of September 19, 2023 Minutes 2. Faculty Excellence Awards – Exceptional Faculty Funds	Kwabena Boakye
VIII.	Standing Reports 1. Student Government (verbal report out will be provided) 2. Classified Staff Report (verbal report out will be provided) 3. Represented Exempt Staff Report (no report) 4. Faculty Report (verbal report out will be provided) 5. Administrative Services Report 6. Human Resources Report 7. Instruction Report 8. Student Services Report	Katrina Gomery Cara Beth Stevenson Deanna Shedley Tom Kuester Kwabena Boakye Darin Jones Dr. Evi Buell & Dr. Paulette Lopez Dr. Cal Erwin-Svoboda

	<ul style="list-style-type: none"> a. Enrollment 9. President’s Report <ul style="list-style-type: none"> a. 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>Dr. Cal Erwin-Svoboda Dr. Carli Schiffner Floyd Plemmons</p> <p>Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Dr. Paula Akerlund</p>
IX.	<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>	
X.	Action Items as a Result of the Executive Session	
XI.	Good of the Order	
XII.	Adjournment	

Updated 10/5/2023 SB

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
October 17, 2023**

Written Report

Background Information:

Topic: October Study Session – College Priority 4
Prepared By: College Priority 4 Work Group
Attachments: College Priority 4: October 2023 Board Work Session will be sent out after October 13

Narrative

College Priority 4 members are excited to share at the October Study Session. Priority 4 plays a pivotal role in supporting the College's mission and vision by ensuring the effective, efficient, and sustainable utilization of college resources. The two focus areas this past year have been to optimize use of resources to sustain college operations and innovate to enable growth for fiscal viability to support the college.

Members of College Priority 4 will provide an informative and interactive study session that provides a detailed look at the objectives and strategies, dives into Score Card results, celebrates achievements, highlights areas for improvement, and provides a roadmap of strategies and actions slated for this year. Time throughout the presentation will be given for questions and answers and to gather input. College Priority 4 members are excited to have the opportunity to share our work and get your feedback.

ACTION REQUESTED

None

Grays Harbor College Board of Trustees Regular Meeting

September 19, 2023

Board Meeting 1:00 p.m.

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

Members Absent: Jim Sayce

Others Present: Bill Dyer, Cal Erwin-Svoboda, Cara Beth Stevenson, Carli Schiffner, Chris Macht, Darin Jones, David Macht, David Parkinson, Derek Edens, Floyd Plemmons, Janet Parker, Jason Davidson, Jayme Peterson, Jeremy Winn, Justin Kjolseth, Kathy Young, Keith Penner, Kristy Anderson, Kwabena Boakye, Lisa Krause, Lisa Smith, Lori Christmas, Matt Edwards, Matt Holder, Michelle O'Connor, Nicole Faber, Paula Grow, Paulette Lopez, Penny James, Peter DenAdel, Rick McGuire, Shannon Bell, Sydni Yager, Travis Obias

A study session was provided by Cal Erwin-Svoboda at noon to review College Priority #5 Strengthen Enrollment, Partnerships and Pathways to Student Achievement.

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 1:00 p.m. Roll call was made, Jim Sayce was absent.

II. Pledge of Allegiance

Dr. Harry Carthum led attendees in the Pledge of Allegiance.

III. Land Acknowledgment

Dr. Harry Carthum read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked Dr. Harry Carthum for reading the land acknowledgement.

IV. Agenda Adoption

Chair Dr. Paula Akerlund called for a change to the agenda to move the celebrations to 1:30 p.m. and to have an executive session after the celebrations. Chair Dr. Paula Akerlund asked for an adoption of the updated agenda, a motion was made by Dr. Harry Carthum to approve the updated agenda, Aliza Esty seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Chair Dr. Paula Akerlund and Dr. Carli Schiffner celebrated the following staff Bill Dyer for receiving the University of Puget Sound alumni of the year award. Grays Harbor College IT team for the completed IT cutover for internet project to the new Student Services and Instructional Building. The Grays Harbor College Campus Operations team for getting the campus ready for Fall quarter, thank you. Chair Dr. Paula Akerlund expressed her deep appreciation to everyone thank you!

VII. Action Items & Standing Reports

Action

1. Approval of August 22, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the August 22, 2023 minutes as submitted motion moved by Dr. Harry Carthum and Aliza Esty seconded the motion. Motion carried. One abstention was made by Astrid Aveledo due to her absence at the August 22, 2023 meeting.

2. Approval of Board Goals for 2023-2024

Chair Dr. Paula Akerlund asked Aliza Esty to read the board goals out loud. Asking for any comments and having none, Chair Dr. Paula Akerlund entertained a motion to approve the Board Goals for 2023-2024 as submitted, motion moved by Aliza Esty and Dr. Harry Carthum seconded the motion. Motion carried.

Standing Reports

1. Student Government (no report)

No report.

2. Classified Staff Report (Cara Beth Stevenson)

Classified staff update the Staff Development and Training committee hosted a BBQ on Monday, September 11 for all staff for Fall kick-off week. Jordan Wolfe financial aid program specialist 2 joined the committee and is taking over Elisa Harvey's term. Peter DenAdel received the summer quarter Classified Quarterly Staff Award.

3. Represented Exempt Staff Report (Deanna Shedley)

No report.

4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Kwabena Boakye)

Administrative Services reviewed the State Auditor's Office financial audit report. Review of the Annual Budget Report for FY23. The College ended FY23 with a better projected budget outcome. Additional state allocation and more than expected growth in Running Start revenue resulted in improved actual revenue generation, and prolonged vacancies in budgeted positions helped to conserve personnel expenses. Dr. Harry Carthum thanks Kwabena Boakye for a great report.

6. Human Resources Report (Darin Jones)

Human Resources update on and introductions of new employees:

- Destini Kirkwood - Human Services Faculty
- Dr. Paula Grow - Director of Advising, Career & Transfer Services
- Austin Hogue - Head Coach, Men's Baseball

Other updates include Human Resources employee highlight, Lisa Krause. Lisa Krause began working for the college on February 14, 2022 as a part-time Clerical Assistant in the evenings on campus answering evening switchboards and doing projects for the continuing education department. This position did not work summers. On summer break, she received a call from the Dean of Stafford Creek who was looking for an Office Assistant and Lisa had been recommended to her. She started that position part-time which then moved to full-time soon after. She worked in the Education Department at Stafford Creek Correctional Center as an Office Assistant for three years. In 2005, Lisa came to work in Human Resources handling recruiting and contracts. Chair Dr. Paula Akerlund noted Lisa Krause was instrumental in getting through the presidential search. Thank-you Lisa.

Summary of the Public Records Act. Grays Harbor College Receives around 20 public records requests on average each year. Requests can take anywhere from a couple of hours to dozens of hours to fulfill and may involve just the public records officer or many employees at the college.

7. Instruction Report (Dr. Carli Schiffner)

The Instruction Division is in a period of transition. The search for the New Vice President of Instruction will begin in January with a start date of July 1, 2024. Working with faculty and human resources to prepare a search team. A shout-out to Dr. Evi Buell and Dr. Paulette Lopez and faculty for stepping up to help with the operational components of Instruction.

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

Enrollment update for fall quarter currently up 8.3% compared to same day last year. The Student Services team is continuing to work on increasing enrollments in the following ways:

- The Admissions Team, K-12 Outreach, and TRIO Educational Opportunity Center have been out in the community all summer sharing about academic programs, services and registering for fall!
- The Take a Class on Us Program will run through fall quarter (9/22 deadline). To date over 1,000 students have benefited from this program which is being made possible based on pandemic relief funds distributed to the college by the federal government. To learn more visit www.ghc.edu/on-us.
- Sending emails, post cards, and text messages (current students only) about enrolling for fall.
- We are contacting new applicants (campaign #1), prospective students who have applied but not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).
- Hosting weekly campus tours and our last summer months 3 Steps, 1 Day Event on September 7.

The Bishop Center is celebrating the 50th anniversary this year performance schedule can be found on the website, www.ghc.edu/bishop.

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

Past month's presidential visits include: Greater Grays Harbor Inc, Retreat, Greater Grays Harbor Inc Appreciation Event, Loggers Playday, Aberdeen Police Chief and Deputy, South Puget Sound Community College President, Climate Solutions Taskforce, Department of Health, Leadership team members, PACCAR meeting, State Auditor's Office, Raymond Educational Center tour and visit, Superintendent of South Bend School District, Gene Schermer, and Gary Morean meetings.

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.

Grays Harbor College has been selected for the final round of the Cybersecurity Grant. If awarded, Grays Harbor College would receive \$110,000 for building out its cybersecurity abilities.

Student Services and Instructional Building Update (Floyd Plemmons and Keith Penner)

Update on the Student Services and Instructional Building budget. Provided an updated budget and timeline report the project is now delayed. Building new timeline is set to open Winter 2024. IT cutover was a success and sidewalks and roadways are paved and are continuing opening up improved paths across campus. The first floor is complete and the kitchen is evolving.

10. Board Report

a. Offsite Board Locations (Chair Dr. Paula Akerlund)

Chair Dr. Paula Akerlund reminded board members the October meeting will be at the Raymond campus and the May board meeting will be at the Ilwaco campus.

b. Building Name (Chair Dr. Paula Akerlund)

Chair Dr. Paula Akerlund appointed Dr. Harry Carthum to name the Student Services and Instructional building. Dr. Harry Carthum asked Gary Arthur to sit on a sub-committee to help with naming the building.

c. Trustees' Fund (Chair Dr. Paula Akerlund)

Discussed the Trustees' fund and the three areas the board would like to concentrate funding this year:

- Foundation
- Bishop Center
- Choker Club

d. Foundation Meeting Report (Astrid Aveledo)

The Foundation met this past month and agreed to fund an Executive Director of Project Management and Strategic Initiatives at the college this one-year grant funded position to focus in on policies, procedures, and actions related to enrollment and retention efforts.

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

Update on committee work, the proposal is moving forward and plan to release the call for artists in October. Gary Arthur is helping with getting the call out for artists in the tribal community. Planning on hosting an event to showcase the art selected.

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

No items of Interest.

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.

Lisa Smith recognized and thanked Dr. Carli Schiffner for her leadership. Lisa is very much looking forward to this year.

XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:51 p.m. The Board of Trustees will hold its next meeting on October 17, 2023 at the Riverview Education Center in Raymond and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
October 17, 2023

Written Report

Background Information:

Agenda Item: VII – 2 – Faculty Excellence Awards – Exceptional Faculty Funds
Topic: Faculty Excellence Awards - Exceptional Faculty Funds
Type of the Item: Action
Prepared By: Kwabena Boakye
Attachments: Administrative Procedure Number 501.03

Narrative:

As of September 30, 2023, the account balance for the Exceptional Faculty Fund was comprised of \$200,000 permanently restricted and \$77,178.49 temporarily restricted for a total of \$277,178.49. Four percent of the ending balance ($\$277,178.49 * 0.04$) is \$11,087.14.

Per GHC Administrative Procedure 501.03 (please see attachment), “the guideline of the amount to award from the Exceptional Faculty Funds each fiscal year shall be based on 4% of the total funds as of the September 30th bank statement. The final decision is at the discretion of the Board of Trustees, as long as this amount does not cause the balance to drop below the principle amount of \$200,000.”

Action Required:

The Board is requested to approve \$11,087.14 (4% of \$277,178.49) for the 2023 Exceptional Faculty Award.

Next Steps:

- At the March 2024 Board meeting, President Schiffner will provide the Board with the Awards Committee recommendations for award recipients.
- The Board will act on award recipients at the April 2024 Board meeting.

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: EXCEPTIONAL FACULTY FUNDS – AWARD AMOUNT

Page 1 of 1

Administrative Procedure Number: 501.03

Date adopted: 2/16/10 Revised: 3/20/2020

The **process of determining awards** of available Exceptional Faculty Funds shall be the subject of collective bargaining (per RCW 28B.50.843). Locally this process is guided by the agreement between the Board of Trustees of Washington Community College District No. 2 and the Grays Harbor College Federation of Teachers Local #4984 (please see Article XV: Exceptional Faculty Awards in the June 16, 2009 Faculty Contract for the period 2009-2012).

The guideline of the **amount to award** from the Exceptional Faculty Funds each fiscal year shall be based on **4% of the total funds** as of the September 30th bank statement. The final decision is at the discretion of the Board of Trustees, as long as this amount does not cause the balance to drop below the principle amount of \$200,000 (per RCW 28B.50.844).

The amounts of individual awards and who receives them is subject to the approval of the Board of Trustees (per RCW 28B.50.843).

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
October 17, 2023**

Written Report

Background Information:

Agenda Item: VIII – 5 - Standing Report – Associate Vice President for Administrative Services
Topic: Administrative Services Update
Prepared By: Kwabena Boakye
Attachments: FY2024 First Quarterly Report will be sent out after October 13

Narrative

The FY2024 first quarterly report is based on budget information for the period July 1, 2023 to September 30, 2023.

Current budget process includes quarterly review of enrollment FTE target, revenue projection and expenditure estimates for course correction. This report presents information on how the college is doing on the FY2024 budget for the first quarter, including how actual enrollment FTE, revenues and expenses are tracking compared to projections.

Based on analysis of actual enrollment FTE, revenues and expenses, the initial projections underlying the FY2024 Operating Budget approved by the Board at the June 2023 meeting, are on course to meet target and therefore need not be revised. The projections will be reviewed again at the second quarterly period ending December 31, 2023.

ACTION REQUESTED

None

Grays Harbor College
Board of Trustees
October 17, 2023

Written Report

Background Information:

Agenda Item: VIII – 6 – Standing Report - Associate Vice President for Human Resources
Topic: Human Resources Update
Prepared By: Darin Jones
Attachments: None

Narrative

New Full-Time Employees:

- Christopher Boeger, Head Men's Wrestling Coach
- Gordon Williams, Financial Aid Program Specialist 2 – Veteran School Certifying Official
- Jared Stratton, Program Coordinator, Student Support Center
- Jonni Dawson, Assistant to the Vice President Student Services
- Regina Hampton, Custodian 2

HR Employee Spotlight

Carmen Hammonds, Human Resource Consultant 2

Employed 3/5/2005- 18.5 years with the college



Carmen started working for the college on 3/5/2005 as a Fiscal Technician 2. She had initially applied for a part-time position in the bookstore but after reviewing her resume and seeing she had payroll experience she received a call from HR asking if she would consider applying for the Fiscal Tech 2 position which had the primary duty of payroll. Throughout the years her title has changed from Fiscal Tech 2 to Payroll Coordinator and after taking on additional Human Resource duties her title was changed to Human Resource Consultant 2.

Carmen's current role consists of:

- Primary Payroll Administrator.
- Submitting Quarterly reports to IRS, Employment Security and L&I.
- Assisting Barbara McCullough with information for yearly audits.
- Primary Absence Management Administrator.
- Assisting employees with HR-related questions.
- Other general HR duties.

HR Functional Area Report

Risk Management:

Grays Harbor College Risk Manager: Darin Jones

Risk manager responsibilities include:

Heading up the Risk Management Committee. The purpose of the Risk Management Committee is to develop a culture of enterprise risk management in addressing and managing the full spectrum of risk associated with the operation of the college. This committee brings individuals from different areas of campus together adding knowledge and insights from their area-specific programming to develop a culture of risk management across campus.

The committee meets quarterly with the following objectives:

- Identifying areas of risk for GHC. Update on incidents over the last quarter.
- For each area of risk identified review GHC policies, procedures, opportunity assessment processes, and training for adequacy in addressing the risk. We will also identify relevant insurance policies for risks, looking for gaps in coverage or inadequate coverage. Review the risk assessment register.
- Encourage appropriate opportunities for risk assessment efforts.
- Develop and implement needed policies, procedures, and training.
- Acquire needed insurance coverage.
- Educate the campus community to engage in Enterprise Risk Management.

Other Risk Management Responsibilities Include:

- Insurance Management. (attached summary)
- Tort Claims Coordination.
- Contract review and solicitation of AAG advice for contracts, MOUs, and agreements.

Grays Harbor College Commercial Insurance Participation – 2023-24

POLICY DESCRIPTIONS	POLICY TERM / UNDERWRITING SCHEDULE	POLICY LIMITS / DEDUCTIBLES
<p><u>AD&D Athletic Insurance Program</u> Provides Basic & Catastrophic Accidental Death and Dismemberment benefits for authorized participants of scheduled, college sponsored games and practices.</p>	<p><u>Policy Term: Aug 1 – Aug 1</u> <u>Underwriting Begins June 1</u> Rate sheets (applications) are distributed to colleges by the state's benefits insurance broker Alliant. Colleges work directly with Alliant Insurance Services – premium will be billed by the Office of Risk Management.</p>	<p>Limit: Basic: \$25,000 per injury Catastrophic: \$5,000,000 (excess of Basic)</p> <p>Medical Deductible: \$500 per injury</p> <p>2022-23 Premium: Basic: \$25,080.00 Catastrophic: \$4,427.00</p>
<p><u>AD&D Daycare</u> Provides Basic Accidental Death and Dismemberment benefits for authorized participants of a Day Care Center, Headstart or Safety Town activity sponsored by the college.</p>	<p><u>Policy Term: Sept 24 - Sept 24</u> <u>Underwriting Begins May 1</u> Rate sheets (applications) are distributed to colleges by the state's benefits insurance broker Alliant.</p>	<p>Limit: Aggregate: \$50,000 Accidental Death: \$10,000 Accidental Dismemberment: \$5,000</p> <p>Deductible: NIL</p> <p>2022-23 Premium: Basic: \$400.00</p>
<p><u>APIP (Property) Package Policy</u> Covers the state's scheduled property, the State Route 520 Bridge, owned and rented equipment, and provides some cyber liability coverage. Insurance provides all risk coverage on a replacement value basis for direct physical damage (including earthquake and flood) to scheduled property.</p>	<p><u>Policy Term: Jul 1 – Jul 1</u> <u>Underwriting Begins: Mar 1</u> Property schedules emailed to participating agencies/colleges for review and update for the July 1 renewal.</p>	<p>Limit: \$50,000,000*</p> <p>Deductible: \$250,000 EQ & Flood Deductible: 3% of values Cyber Deductible: \$250,000</p> <p>2023-24 Property Premium: \$67,119.50 2023-24 Cyber Premium: \$5,051.41</p> <p><i>*per occurrence, for other limits see Summary of Coverage</i></p>

Grays Harbor College Commercial Insurance Participation – 2023-24

POLICY DESCRIPTIONS	POLICY TERM / UNDERWRITING SCHEDULE	POLICY LIMITS / DEDUCTIBLES
<p><u>Auto Physical Damage</u> Insurance provides physical damage coverage (for identified vehicles only) for state of Washington employees and students while traveling on state business.</p>	<p>Policy Term: Jul 1 – Jul 1 <u>Underwriting Begins: February</u> Automobile schedule emailed to participating agencies/colleges annually for updates. <u>Risk Management Contact for Policy:</u> Kim Haggard, (360) 407-8139</p>	<p>Limit: Per Vehicle Value on schedule 27 vehicles: \$503,405 Total Value Deductible: \$1,000 2023-24 Premium: \$3,850.45</p>
<p><u>Excess Liability</u> This policy provides liability coverage in excess of the Self Insurance Liability Program. Self-insured retentions: DSHS: \$18.5M, DOC: \$17M, DOT: \$20M, DCYF: \$21M and \$10M for all other agencies.</p>	<p>Policy Term: Jul 1 – Jul 1</p>	<p>See Summary of Coverage 2023-24 SILP Premium: \$325,687.43</p>
<p><u>Excess Cyber Liability Policy</u> Insurance provides excess cyber liability coverage over the APIP Cyber Liability policy. If the APIP Cyber Liability Limits are exhausted due to paid claims, this policy will drop down and provide \$2M in limits for cyber liability coverage. Both policies do not provide reinstatement of limits after paying losses.</p>	<p>Policy Term: July 1 – July 1 <u>Underwriting Begins: Apr 1</u> Uses APIP Property coverage renewal for the listed agencies/colleges. <u>Risk Management Contact for Policy:</u> Tiffany Bradley, (360) 701-3487</p>	<p>Limits: \$4,000,000 excess of APIP Cyber Liability limits of \$2,000,000 Deductible: APIP Primary Cyber Liability Limit 2023-2024 Premium: \$5,833.11</p>

Grays Harbor College Commercial Insurance Participation – 2023-24

POLICY DESCRIPTIONS	POLICY TERM / UNDERWRITING SCHEDULE	POLICY LIMITS / DEDUCTIBLES
<p><u>Fidelity Bond</u> (Public Employees Blanket Bond) Insurance provides coverage for loss sustained by the state due to any fraudulent or dishonest act or acts committed by any of its employees.</p>	<p><i>Policy Term: Jul 1 – Jul 1</i> <u>Underwriting Begins: N/A</u> Coverage and premium based on the number of FTEs. This info is provided by the SBCTC.</p>	<p>Limit: \$10,000,000* Deductible: \$250,000* 2023-24 Premium: \$397.00 <i>*Employee theft per loss coverage, for other limits and deductibles, see summary of coverage</i></p>
<p><u>Fine Arts</u> Insurance provides coverage for damage to fine art pieces or displays (owned or on loan) resulting from transit, terrorism, earthquake, etc.</p>	<p><i>Policy Term: July 1 – July 1</i> <u>Underwriting Begins: Mar 1</u> Current schedule of fine arts values emailed to participating agencies/colleges to update for renewal.</p>	<p>Limit: Per scheduled values on policy Deductible: NIL 2023-24 Premium: \$921.35</p>
<p><u>Public Officials Bond</u> Pecuniary loss of money or other personal property sustained by and/or the responsibility of the Insured, resulting through failure of official duty by employees occupying scheduled positions.</p>	<p><i>Policy Term – Jan 14, 2021-2025</i></p>	<p>Limits: Various per agency Deductible: None 2021-25 4 Year Prepaid Premium: \$295.57</p>

Grays Harbor College Commercial Insurance Participation – 2023-24

POLICY DESCRIPTIONS	POLICY TERM / UNDERWRITING SCHEDULE	POLICY LIMITS / DEDUCTIBLES
<p><u>Student Medical Malpractice & GL Policy (two separate policies)</u> Provides professional liability and general liability for medical students while they are taking courses at a medical facility for college credit and fulfilling their practicum or intern requirements.</p>	<p><u>Policy Term: Sept 1 – Sept 1</u> <u>Underwriting Begins: Apr 1</u> List of <u>medical</u> course / specialties emailed to colleges – colleges insert the number of students expected in the upcoming school year for each course/specialty.</p>	<p>Limit: \$1,000,000 per occurrence \$3,000,000 Aggregate per school</p> <p>Deductible: Medical Malpractice: NIL Medical GL: \$5,000 each event</p> <p>2023-24 MedMal Premium: \$1,346.88 2023-24 Medical GL Premium: \$559.84 <i>This is a "claims made" policy which means it covers only claims filed against the insured and reported to the insurer, in writing, during the policy period.</i></p>
<p><u>Student Intern (non-medical) Professional Liability</u> Provides professional liability for non-medical student interns while they are taking courses at a state for college and fulfilling their practical or intern requirements.</p>	<p><u>Policy Term: Sept 1-Sept 1</u> <u>Underwriting Begins: Apr 1</u> List of <u>non-medical</u> course/ specialties emailed to colleges – colleges insert the number of students expected in the upcoming school year for each course/specialty.</p>	<p>Limit: \$1,000,000 per occurrence \$3,000,000 Aggregate per school</p> <p>Deductible: \$0</p> <p>2023-24 Premium: \$603.37 <i>This is a "claims made" policy which means it covers only claims filed against the insured and reported to the insurer, in writing, during the policy period.</i></p>

**Grays Harbor College
Board of Trustees
October 17, 2023**

Written Report

Background Information:

Agenda Item: VIII – 7 - Standing Report – Instruction Report
Topic: Instruction Update
Prepared By: Dr. Evi Buell and Dr. Paulette Lopez
Attachments: None

Narrative

Curriculum Updates:

Network Operating and Security Systems Curriculum Development: Collaboration with Grays Harbor College and Clover Park Technical College (CPTC) on the Network Operating Security Systems curriculum agreement continues to move forward. This collaboration will provide an opportunity for students to earn a 45 credit certificate in network operating which is one of the pathways for students to earn a bachelor of science in computer science at GHC. Copies of course syllabi have been shared with GHC from CPTC and both colleges are reviewing a draft Memo of Understanding (MOU) to offer this pathway by Summer 2024.

Commercial Driver’s License training started a new cohort for Fall 2023 which was a “late start” beginning October 9th. This continues to be a great partnership with the GHC Foundation and Port of Grays Harbor at the Satsop Business Development Center.

The Teacher Education Program is working on a grant application for an Alternative Routes Block Grant (ARBG) funding to implement innovative “grow your own” teacher strategies to address district workforce needs and support teacher candidates enrolled in alternative route programs.

Advisory Committees All professional/technical division chairs received an electronic self-assessment form to assess their current status of their program advisory committees. In the past, this was a manual process. The electronic form was created for more efficiency and it provides the ability to compile data immediately.

- Plan for Spring Annual “Thank You” meeting for all Advisory Committees in place of Fall (this year only) and will be part of the start to the academic year beginning in Fall 2024.

Transitions

Additional Funding:

- Dr. Brittany Ferry has agreed to step up in a leadership role in collaboration with Dr. Lopez to support the Transitions area for Fall 2023.

- Basic Education for Adults Master grant has been increased by \$34,654.00. These funds can be used to support the activities focused on technology for student use, increasing digital skills instruction, or skilling up faculty and staff.
- The I-BEST Development and Expansion allocation application was approved and Transitions is working in collaboration with professional/technical and Transfer programs (Math and English). The planning has begun for this 3-year grant (\$117,187.50) and has an additional 18.75 FTEs to produce. This allocation is to increase IBEST enrollment by 1) expanding and contextualizing current CTE I-BEST in industrial technology programs and 2) develop an academic I-BEST in college-level English and Math courses required for the completion of an AA-DTA, AAS degrees, and certifications.
- Refugee Grant monies have been awarded to Grays Harbor College from the State Board for building out opportunities to serve Ukrainian refugees in the college's district, including Westport.

Assessment

During the summer, faculty, Instructional staff, and administration came together to look at our assessment processes and to address concerns that the process was not operating effectively. This faculty-led conversation got the college to a point where faculty have redesigned assessment intake while giving faculty a chance to look at the alignment of course outcomes to program outcomes and institutional desired student abilities (DSAs).

The result so far has been a revised set of forms that combines the best of prior processes—ones that received commendation from the regional accrediting body—with the baseline pilot the college has been undertaking, creating a comprehensive, collaborative approach that was introduced during kickoff week and revisited during Faculty Professional Day.

Interrogating practices brought the college to a point where we see where faculty can tighten up rubric elements for DSA measurement as well as a need to revisit and refine the college focus of four categories of program outcomes. With a robust foundation in course assessment developed and gathering momentum, tuning the links with program and institutional outcomes to tell a broader story of GHC's effectiveness is our next major step.

Thank you to Dr. Schiffner for bringing us together; and to Shiloh Windsor, Jaime Reino, Tom Kuester, Taya Do, Brenda Rolfe-Maloney, Darby Cavin, Bill Dyer, Tiffany Smith, Adam Pratt, Melanie Israel, Tim Plagge, Lance James, Brittany Ferry, and the entire Instructional Management Team for the progress with this work! We're doing good work together!

College Priority 1 Priorities for 2023-2024

Following changes to Instruction and especially changes to assessment processes, the College Priority 1 workgroup, Enrich Student Learning, adopted the following actions as priorities for this academic year:

- Mechanism and action plan process for closing the loop on assessed courses.
- VALUE rubric element streamlining and aligning.
- Outcome tethering between VALUE rubric elements and courses.
- Schedule development to ensure all DSAs are being assessed as advertised.
- Program review process, schedule, and timeline.
- Data dashboard development for course and program assessment reflection and action steps.

Additional priorities for this year include analyzing all of our prerequisites and developing a master syllabus to use across courses at GHC, a kind of baseline for our policies and practices.

Division Chairs/Instructional Council

Division chairs met for the first time on September 18. Several items received a first read and there were a few informational items as well. Due to the catalog deadline and the need to work through curriculum, we opted to use the placeholder date in December for Instructional Council and turn the November Instructional Council meeting into an additional Division Chairs meeting. Additional first readings can then be held on October 16 and still make the catalog.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
October 17, 2023

Written Report

Background Information:

Agenda Item: VIII – 8 a - Standing Reports – Vice President of Student Services
Topic: Enrollment Reports
Prepared By: Dr. Cal Erwin-Svoboda
Attachments: Upcoming Calendar of Events

Narrative

Fall Quarter Enrollment

FTE: Fall 2023	Fall 2022	Fall 2023	Year to Year Diff		Fall 2022 Finals	
	10/04/2022 Day # 12	10/03/2023 Day # 12			12/20/2022 FINAL S	
	2022-23	2023-24	Difference	% Diff from 2022 to 2023	Fall 2022 FTE change to end of quarter	Final FTE Numbers for Fall 2022
1-Academic Transfer & Pre-College	480.45	552.30	71.85	15.0%	-2.13	478.32
2-Transition Programs	107.94	116.30	8.36	7.7%	19.11	127.05
3-Career and Technical Ed.	282.02	304.07	22.05	7.8%	24.59	306.61
4-BAS Programs	54.34	40.03	-14.32	-26.3%	-1.80	52.55
State Support Total	924.76	1012.70	87.94	9.51%	39.77	964.53
3-Running Start	298.71	362.25	63.54	21.3%	1.80	300.51
State Support + Running Start Total	1223.47	1374.95	151.47	12.4%	41.57	1265.04

Fall Quarter Enrollment as of October 3, 2023

Last Year to This Year - Allocation Target & Enrollment

Comparing October 4, 2022 – day 12 of the quarter, to October 3, 2023 – day 12 of the quarter.

On 10/4/2022, we had reached **57.7%** of our **1604 FTE State-Funded** quarterly goal. As of 10/3/2023, we are currently at **63.1%** of our **1604 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at +87.9 FTE compared to the same day last year. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +151.5 FTE compared to the closest date for fall 2022.

Budget Target Status

Fall quarter state-funded FTE is currently at **1,013** out of a **965 budget FTE target** for the quarter (105% of target). We are currently meeting the fall quarter budget target!

Last Week to This Week - September 26, 2023 to October 3, 2023

State-Funded FTE changed -21.2 FTE since last week’s snapshot. When combining state-funded and running start FTE, the total changed -22.8 since last week’s snapshot. This is mostly due to no-show drops (see below.)

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **107** out of a **192** quarterly goal (**56%**).

Topic: Other Report Items
Prepared by: Dr. Cal Erwin-Svoboda

Increasing Enrollment

- Hosting high school counselors at our annual outreach breakfast where we shared GHC updates and resources, heard directly from high schools and discussed future collaboration opportunities.
- Participating in Grays Harbor RISE's Hispanic Heritage Celebration event on October 14.
- The Admissions Team, K-12 Outreach, and TRIO Educational Opportunity Center have been out in the community all summer sharing about academic programs, services and registering for fall!
- Prior to the start of fall we contacted new applicants (campaign #1), students who applied but not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).

Student Services Division

- Grays Harbor College is collaborating with local businesses to provide coffee service, pastries, sandwiches and/or a hot food option during fall quarter. To find out more about campus food option and vendor schedule, visit www.ghc.edu/student-services/food-options-campus. [College Priority 2,3, 5]
- Staff are attending the ArtsNW Booking Conference this week as the first step of our process to book performances for the Bishop Center's 51th season next year. [College Priority 4]
- Preparing for HALLOWEEK 2023; a week full of games, activities, prizes and fun. This all-campus initiative is designed to enhance collaboration, teamwork and boost morale amongst staff. Be sure to check out GHC social media October 25-31 to see event photos. [College Priority 2]
- Facilitating the 2023 All-USA Academic Team Award selection process. This program, sponsored by Phi Theta Kappa, recognizes students with outstanding academic rigor. This year's nominees will be announced at the November Board meeting. [College Priority 2]
- Purchased student success and customer relationship management systems. These systems will allow GHC to support students throughout the entire student lifecycle. We anticipate implementing the CRM early November and student success platform in winter quarter. [College Priority 2,3,4,5]
- Hired Jonni Dawson, *Assistant to the Vice President of Student Services (communications consultant)*, Chris Boeger, *Head Coach – Men's Wrestling (assistant coach)*, and Ashley Bowie Gallegos, *Dean of Student Services & Enrollment Management (TRIO EOC Director)*. [CP 2, 4]

Bishop Center for Performing Arts

We kicked-off the 50th season in September with LOCARNO in partnership with Grays Harbor RISE Coalition and Never Come Down last Saturday. Here are the upcoming events this fall quarter:

- October 14 – Never Come Down
- November 2-5, Fall Drama Production: "PUFFS" produced by Plank Island Theatre Company
- November 19 – GH Symphony: The Snowman
- November 30: GHC Jazz Concert
- December 2 – Erwillian (Aberdeen's Winterfest)
- December 10 – Grays Harbor Civic Choir & Concert Band
- December 16 & 17 – Grays Harbor Opera Workshop: Babes in Toyland

To purchase tickets and see the complete line-up, please visit www.ghc.edu/bishop.

Choker Athletics – Fall Sports

If you are on campus in the morning or afternoon, you will likely see student athletes from multiple teams participating in workouts. Fall quarter marks the start of practices, workouts, and competition for multiple teams: men and women wrestling, men's golf, men's baseball and softball, and women's softball. We continue recruitment for women's soccer (Fall '24) and women's volleyball (Fall '24), and an athletics outreach support specialist. To find out more about Choker Athletics, and our fall quarter competition schedule, please visit www.ghcathletics.com.

Upcoming Calendar of Events

Bishop Center for Performing Arts

Here is what is coming up in October and early November:

Never Come Down

Saturday, October 14, 2023 – 7:30 p.m.

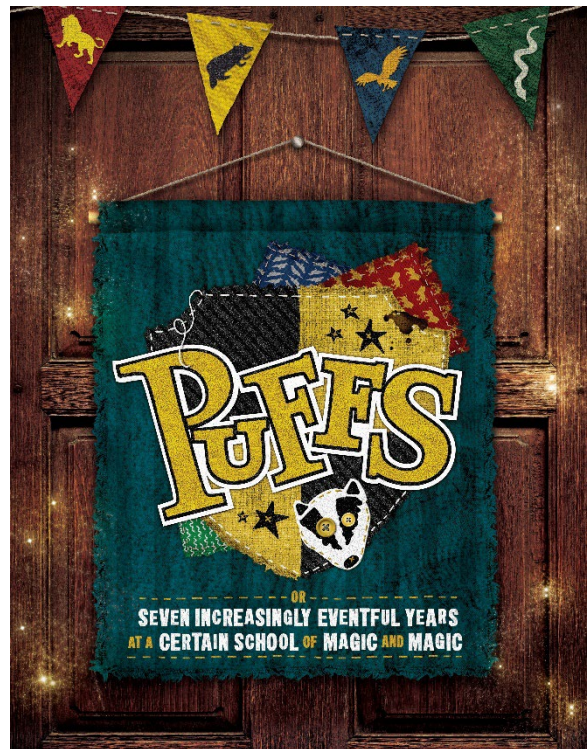
Prepare to be captivated by the sounds of Never Come Down, a band that defies genres and takes you on an exhilarating musical ride. With a fusion of rock, funk, blues, and soul, their performances are a mesmerizing sonic adventure that leaves audiences in awe. Fronted by a powerhouse vocalist and backed by a band of incredibly talented musicians, their electric stage presence and raw passion resonate with every beat. From soul-stirring ballads to infectious, high-energy anthems, their music strikes a chord with all who listen. Get ready to elevate your musical experience as Never Come Down sets the stage ablaze with their artistry and unwavering commitment to the spirit of rock 'n' roll.



Fall Drama – Puffs

November 2-4, 7:30p & November 5, 2:00p

PUFFS, or Seven Increasingly Eventful Years at a Certain School of Magic and Magic is written by New York-based playwright Matt Cox. The play is a parody of a certain boy wizard, told from the perspective of the Puffs.



**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
October 17, 2023**

Written Report

Background Information:

Agenda Item: VIII – 9 – Standing Report – President’s Report
Topic: President Update
Prepared By: Dr. Carli Schiffner

Narrative

Events:

Greater Grays Harbor, Inc., Showcase, Westport, September 15

Executive Team Retreat, Facilitated by Pierce College Chancellor Emerita, Michele Johnson, September 25

Stafford Creek Corrections Center Graduation, September 27

Western Interstate Council of Higher Education, Annual Conference, Tacoma, October 4

Meetings:

Several Grays Harbor College staff and faculty meetings in August and September.

Grays Harbor College Foundation, September 14

Pac Mountain West, September 20

Women Presidents Affinity Group Meeting, EAB, September 21

Gray Pac Superintendents Meeting, September 22

Blue Zones Action Plan Meeting, September 26

Derek Kilmer Office Meeting, September 28

Dr. Val Sundby, Director of Transfer Education, SBCTC, September 28

Paul Francis, SBCTC Executive Director, and John Carmichael, President of the Evergreen State College, Meeting, September 28

Pac Mountain West, Director Meeting, September 29

Department of Labor Grant, exploratory meeting with regional presidents, September 29

Dr. Julie Garver, Director of Policy, Council of Presidents, Meeting, September 29

Kim Tanaka, Director of Trustee Relations, SBCTC, September 29

Department of Corrections and SBCTC delegation meeting, October 3

Rebecca Chaffe, GHC Foundation Board member, October 4

WACTC (Presidents Meeting), Centralia, October 5-6

System Work:

- WACTC Operating Budget, Vice Chair, will provide update at board meeting (meeting will take place after this report is submitted to the board).
- WACTC Allocation Formula Review Taskforce, will provide update at board meeting.

Planning:

- NWCCU Accreditation preparations, ongoing. Spring 2024 visit—faculty sub-group led efforts for faculty meeting during Kick Off Week and will be doing additional assessment-focused work on October 6 (all faculty day).
- College committees and assignments are in progress for the academic year. Each committee is organized under the umbrella of one of the five college priorities.

Grants and External Partnerships:

Recompete Grant, as part of the 2022 CHIPS Act (Creating Helpful Incentives to Produce Semiconductors and Science), provides a community based approach to inviting industry to a region in support of strengthening or developing a high demand, high wage workforce pipeline. Grays Harbor College, Grays Harbor College Foundation, Greater Grays Harbor, Inc., and other stakeholders, collaborated on an application. Rock Project Management firm took the lead on writing the application for both the planning and implementation grants that were submitted October 1.

Grays Harbor College received notice in early October that the college's request for funds related to Ukrainian refugees was awarded. **The Refugee Assistance Grant**, administered by the Adult Basic Education Department at the State Board for Community and Technical Colleges, provides support to colleges serving Ukrainian or Afghani refugees.

Good Jobs Initiative, administered by Career Connect Washington, submitted on July 31, 2023 to pursue expansion of healthcare workforce in the two county service district. Awards to be determined by late September—no word yet!

As part of the **Department of Labor's** efforts to grow workforce, there are grants available to entities who are in the workforce development pipeline. A small confederation of college presidents are meeting to determine if a joint application is feasible to pursue that would focus on hospitality and tourism along the coastline of Washington. Applications are due by November.

Additional Updates:

Drs. Evi Buell and Paulette Lopez are taking on some components of the Vice President of Instruction's position during this period of transition in leadership. Thank you to both deans for leaning in to provide leadership both internally and externally to the college. Work is just getting underway on a job description and process for the Vice President of Instruction search to commence January 2024.

While the college's **enrollment** is slightly up over last year's enrollment at this point in time, it is not where it needs to be to stabilize the fiscal health of the college—both short term and long term. An immediate focus on an action-oriented strategic enrollment plan is underway and will be shared widely as soon as details are solidified.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
October 17, 2023

Written Report

Background Information:

Agenda Item: VIII – 9 a – Standing Report – Capital Project Manager & Assistant Vice President of Campus Operations
Topic: Student Services Instructional Building Budget Update & Progress
Prepared By: Floyd Plemmons & Keith Penner
Attachments: SSIB Construction Budget Review; SSIB Construction Timeline

MAJOR MILESTONE WORK COMPLETED:

- West Fire Lane and entry to campus is open to pedestrian traffic. All concrete work is complete. Handrails for stairs and ramp will be installed this month so the entire area can be open to the public.
- Library entry area demolished and repaired to address drainage and tree root damage.
- Geo-Well work is complete.
- Emergency generator and battery backup for MDF (central computer servers) complete.

MAJOR MILESTONE WORK IN PROGRESS:

- Drywall and painting are progressing per floor and area.
- Ceilings are being installed in sector A.
- Flooring is being installed in the kitchen areas.
- Kitchen equipment is being installed.
- Furniture is scheduled for installation October 30-December 1.
- Work continues on exterior building siding and the remaining storefront glass is being installed.
- Most building siding has been installed, windows on central stair tower continues.
- The two main elevators have been installed and the food service elevator installation is in progress.
- The Phase 4 ADA parking lot, next to the Manspeaker Building, is getting started with curbs being poured so final grading can take place. Paving and striping are scheduled for October 25-26th, with the lot opening on or about October 30, 2023.

MAJOR MILESTONE WORK AHEAD:

- Work continues on the fire lane, stairs and ramps adjacent to the new building entry.
- Complete east ADA parking area.
- Landscaping throughout, including rain gardens near 800 and 1500.
- Hardscaping throughout, including emergency access roads connecting SSIB to the rest of campus.

ANTICIPATED TIMELINE:

Start Date	End Date	Item
9/1/2023	10/30/2023	ADA parking lot construction
9/1/2023	11/17/2023	Elevators Complete
11/29/2023	12/01/2023	Furniture Installation
10/05/2023	12/07/2023	Malik Commons South paving and landscaping
10/30/2023	12/12/2023	Contractors leave building in "broom clean" status
11/29/2023	12/12/2023	Punchlist Inspection
	12/15/2023	Partial Occupancy
12/15/2023	12/31/2023	GHC Custodial Clean
11/20/2023	12/31/2023	Punchlist Completion
	12/22/2023	Certificate of Occupancy
1/16/2024	1/19/2024	Move GHC Staff-Bookstore & ASGHC/Student Life
1/22/2024	1/26/2024	Move GHC Staff-TRIO EOC, partial Welcome Center, Financial Aid
1/29/2024	2/2/2024	Move GHC Staff-VPSS, partial Welcome Center, Student Support
2/9/2024	2/10/2024	Wax floor 3
2/16/2024	2/17/2024	Wax floor 1 & 2

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

OCTOBER 17, 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
27 APPROVED CHANGE ORDERS TO DATE	\$ 885,003.13
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 44,658,860.13</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 44,658,860.13
19 PAY APPLICATIONS - 79%	<u>\$ (35,288,060.11)</u>
BALANCE DUE (21%)	\$ 9,370,800.02

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-27

Design Errors/Omissions	\$ 132,410.03	15%
Agency - (Owner Requested Change)	\$ 290,533.49	33%
Latent Condition -(Unforeseen Conditions)	\$ 267,062.75	30%
Code Requirements	\$ 70,357.69	8%
Value Engineering (Cost saving ideas)	\$ (134,828.33)	-15%
Delay	<u>\$ 259,467.51</u>	29%
	\$ 885,003.14	

SSIB CONSTRUCTION TIMELINE

OCTOBER 17, 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	46 DAYS
ANTICIPATED ADJUSTED CONTRACT TIME	695 DAYS
ADJUSTED BUILDING SUBSTANTIAL COMPLETION	DECEMBER 21, 2023
ADJUSTED FINAL COMPLETION	FEBRUARY 19, 2024

CONTRACT TIME TRACKING	
ELAPSED CONTRACT DAYS	630
CONTRACT DAYS REMAINING TO SUBSTANTIAL COMPLETION	65
PERCENTAGE OF ELAPSED CONTRACT TIME	90%

NOTE:

THE SSIB CONSTRUCTION PROJECT CONSISTS OF FOUR PHASES

PHASE 1 - THE SSIB BUILDING - DELAYED OVER THREE MONTHS WITH STORM WATER PERMIT ISSUE THE DELAY MOVED THE CONSTRUCTION ONE FULL SEASON SO WE COULD NOT OPEN FOR FALL QUARTER OF 2023. WE WILL NOW OPEN **DURING** WINTER QUARTER 2024

PHASE 2 - THE MAIN ENTRY MODIFICATIONS - WORK IN PROGRESS

PHASE 3 - DEMOLITON OF THE HUB - COMPLETED LAST SUMMER

PHASE 4 - THE NEW PARKING LOT AND OTHER SITE WORK - WORK IN PROGRESS