

Board of Trustees Regular Meeting

November 21, 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

November 21, 2023 - Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, November 21, 2023, at 1:00 pm.

Dr. Paula Akerlund, Board Chair, will preside.

Lunch and a tour of the Industrial Technology building will be at 12:00 p.m.

	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 <ol style="list-style-type: none">1. Sarina Tung and Molly Zinkle2. Holiday Food Baskets3. Harvest Cart4. IT Team	
VII.	Action Items <ol style="list-style-type: none">1. Approval of October 17, 2023 Minutes2. First Reading: Operational Policy Number: 515 (separate attachment)	Dr. Carli Schiffner
VIII.	Standing Reports <ol style="list-style-type: none">1. Student Government2. Classified Staff Report3. Represented Exempt Staff Report4. Faculty Report5. Administrative Services Report	Katrina Gomery Matt Holder Deanna Shedley Tom Kuester Kwabena Boakye

	6. Human Resources Report 7. Instruction Report 8. Student Services Report a. Enrollment 9. President’s Report a. Accreditation b. Enrollment c. Student Services & Instructional Building Update 10. Board Report a. Foundation Meeting Report b. Board Art Committee Update c. Naming Committee d. Items of Interest	Darin Jones Dr. Evi Buell & Dr. Paulette Lopez Dr. Cal Erwin-Svoboda Dr. Cal Erwin-Svoboda Dr. Carli Schiffner Kristy Anderson Dr. Carli Schiffner Floyd Plemmons Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Dr. Harry Carthum 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 11/13/2023 SB

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 2023

Agenda: VI-3 Celebrations
Topic: Harvest Cart Celebration
Prepared By: Classified Staff



Grays Harbor College Board of Trustees Regular Meeting

October 17, 2023

Board Meeting 1:00 p.m.

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

Members Absent: Aliza Esty

Others Present: Annalee Atwell-Tobar, Ashley Bowie Gallegos, Cal Erwin-Svoboda, Cara Beth Stevenson, Carli Schiffner, Carmen Hammonds, Chris Macht, Danielle Plessner, Darin Jones, Derek Edens, Evi Buell, Floyd Plemmons, Gordon Williams, Heidi Wood, Holly Duffy, Janet Parker, Jonni Dawson, Justin Kjolseth, Katrina Gomery, Keith Penner, Kenji Seta, Kristy Anderson, Kwabena Boakye, Lisa Krause, Lisa Smith, Matt Edwards, Paige Pierog, Paulette Lopez, Penny James, PJ Moore, Shannon Bell, Susan Moyles, Susan Schreiner, Sydney Yager, Tom Kuester

A study session was provided by Derek Edens, Kwabena Boakye and Susan Schreiner at noon to review College Priority #4 Ensure effective, efficient, and sustainable use of college resources. A tour of the Riverview Education Center was given after the study session.

I. Call to Order/Roll Call

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

II. Pledge of Allegiance

Chair Dr. Paula Akerlund 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 add a non-public session to the agenda. Chair Dr. Paula Akerlund asked for an adoption of the updated agenda, a motion was made by Jim Sayce to approve the updated agenda, Astrid Aveledo seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Chair Dr. Paula Akerlund and Dr. Cal Erwin-Svoboda celebrated Ashley Bowie Gallegos the new Dean of Student Services and Enrollment Management. Ashley has been the director of TRIO Educational Opportunity Center. Ashley is thrilled to eliminate the gaps and create resources to students and the community. Chair Dr. Paula Akerlund thanked Ashley and congratulated Ashley in her new role.

VII. Action Items & Standing Reports

Action

1. Approval of September 19, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the September 19, 2023 minutes as submitted. Motion moved by Dr. Harry Carthum and Jim Sayce seconded the motion. Motion carried.

2. Approval of Faculty Excellence Awards – Exceptional Faculty Funds

The Board is requested to approve \$11,087.14 (4% of \$277,178.49) for the 2023 Exceptional Faculty Award. Chair Dr. Paula Akerlund entertained a motion to approve the Faculty Excellence Awards – Exceptional Faculty Funds of \$11,087.14 as submitted, motion moved by Jim Sayce and Dr. Harry Carthum seconded the motion. Motion carried.

Standing Reports

1. Student Government (Katrina Gomery)

Student government had a rough start to year with losing members over the summer, currently hiring for the open positions. Members attended the summer Council of Unions and Student Programs (CUSP) conference. Student government is working on updating policies and by-laws. Current projects included: snack cabinets throughout campus, scavenger hunts, making an ofrenda for Día de los Muertos and planning for Halloween week. The food pantry has a new location and the first day the pantry served ninety-six students. Chair Dr. Paula Akerlund thanked Katrina for all the hard work.

2. Classified Staff Report (Cara Beth Stevenson)

Classified staff have been busy updating information on the Grays Harbor College website. Jordan Wolfe is the newest member for the Staff Development and Training Committee. On October 31 the Staff Development and Training Committee will be hosting the annual Fall Harvest cart. Proceeds earned will benefit professional development for staff.

3. Represented Exempt Staff Report (Deanna Shedley)
No report.
4. Faculty report (Tom Kuester)
Faculty are approaching mid-terms. Faculty have been working on accreditation and the tenure process. The process has been open and very collaborative. Advising and registration is underway for winter quarter.
5. Administrative Services Report (Kwabena Boakye)
Administrative Services reviewed the FY2024 first quarterly report is based on budget information for the period July 1, 2023 to September 30, 2023. Reviewed how the college budget is for FY2024. The report includes enrollment FTE, revenues and expenses compared to projections. Currently set to meet target set by the Board at the June 2023 meeting.
6. Human Resources Report (Darin Jones)
Human Resources update on and introductions of new 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

Other updates include Human Resources employee highlight, Carmen Hammonds. Carmen Hammonds began working for the college on March 5, 2005 as a Fiscal Technician 2. 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. Dr. Harry Carthum and Dr. Paula Akerlund both thanked Carmen for all the hard work and ensuring employees receive paychecks.

Summary of 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. Review of the college's Insurance Management.

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

Instruction update on the Network Operating and Security Systems Curriculum Development: a collaboration with Grays Harbor College and Clover Park Technical College (CPTC) on the Network Operating Security Systems curriculum agreement continues to move forward. Commercial Driver's License training started a new Fall 2023 cohort beginning October 9th. A great partnership with the GHC Foundation and Port of Grays Harbor at the Satsop Business Development Center. Advisory Committees: All professional/technical division chairs received an electronic self-assessment form to assess their current status of their program advisory committees.

Faculty have redesigned assessment intake while giving faculty an opportunity 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. 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.

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 high school counselors at our annual outreach breakfast where GHC updates and resources were shared, heard directly from high schools counselors, and discussed future collaboration opportunities.
- Participating in Grays Harbor RISE's Hispanic Heritage Celebration event, October 14.
- Prior to the start of fall GHC college employees contacted new applicants (campaign #1), students who applied but not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).

Current activities in Student Services: preparing for HALLOWEEK 2023 (a week full of games, activities, prizes and fun); facilitating the 2023 All-USA Academic Team Award selection process. This program, sponsored by Phi Theta Kappa, recognizes students with outstanding academic rigor; and the Fall drama, Puffs, November 2-5 at the Bishop Center.

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

Past month's presidential visits include: Grays Harbor College staff and faculty meetings, Grays Harbor College Foundation, Pac Mountain West, Women Presidents Affinity Group Meeting, Gray Pac Superintendents Meeting, Blue Zones Action Plan Meeting, Derek Kilmer Office Meeting, Dr. Val Sundby, Director of Transfer Education, SBCTC, Paul Francis, SBCTC Executive Director, and John Carmichael, President of the Evergreen State College, Meeting, Department of Labor Grant, Dr. Julie Garver, Director of Policy, Council of Presidents, Kim Tanaka, Director of Trustee Relations, SBCTC, Department of Corrections and SBCTC delegation meeting, Rebecca Chaffe, GHC Foundation Board member and WACTC (Presidents Meeting).

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. 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.

Grays Harbor College has been selected for 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. The Recompete Grant was submitted on October 1, 2023.

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. A job description and process for the Vice President of Instruction search is underway the application is set to commence January 2024.

Student Services and Instructional Building Update (Floyd Plemmons and Keith Penner)
Update on the Student Services and Instructional Building budget. West Fire Lane and entry to campus is open to pedestrian traffic. All concrete work is complete. Geo-Well work is complete. Drywall and painting are progressing per floor and area. Work continues on the fire lane, stairs and ramps adjacent to the new building entry. Reviewed update calendar timeline.

10. Board Report

a. Foundation Meeting Report (Astrid Aveledo)

The Foundation is bringing back the Journey campaign. Additional details will be

released soon on the Journey campaign.

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

The Call for Artists is released, share out with your networks. The Call for Artists closes on November 24, 2023.

c. Naming Committee (Dr. Harry Carthum)

Gary Arthur is co-chairing the committee with Dr. Harry Carthum. The committee is meeting next week. Committee is planning on having a name for approval at the December board meeting.

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

Items of interest included: ongoing conversations for needs and interests for our Spanish community wanting to learn English and the barriers. Child care offerings and different modalities.

Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140

Action Items as a Result of the Non-Public Session

Chair Dr. Paula Akerlund entertained a motion to approve and sign the Memorandum of Understanding records agreements made between Grays Harbor College and the Grays Harbor College Federation of Teachers, AFT Local 4984, regarding temporary changes resulting from not having a VPI for the 2023-24 academic year. Motion moved by Jim Sayce and seconded by Astrid Aveledo. Motion carried.

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. Dr. Harry Carthum recognized the Bishop Center and the performances this year have been amazing. Also, the need for getting conversations about running start starting early with younger children. Jim Sayce apologized for missing the September board meeting. On a recent ninety-six-hour business trip Jim experienced the wisest experience letting six elk pass along the road, preventing an accident.

XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:46 p.m. The Board of Trustees will hold its next meeting on November 21, 2023 at the Grays Harbor College in Aberdeen and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 2023**

Written Report

Background Information:

Agenda Item: VII – 2– First and Final Reading - Action
Topic: Approval of Operational Policy Number: 515
Prepared By: Dr. Carli Schiffner
Attachments: Operational Policy Number: 515

The 515 Operational Policy has been eliminated due to lifted governor order. Operational Policies 515 has been reviewed by College Council and approved to move forward to the Board for a first and final reading.

ACTION REQUESTED:

Approval of 515 Operational Policy.

~~Operational Policy Number: 515~~

~~Date adopted: 7/20/21~~

~~Pursuant to Proclamation 20-12.3 issued by Governor Jay Inslee on July 1, 2021, Grays Harbor College will operate as a Fully Vaccinated Campus effective August 1, 2021 and continuing during the period of time the proclamation remains in effect.~~

~~All Grays Harbor College students, staff, and faculty who participate in or attend courses, operations, or other activities in person must be fully vaccinated against COVID-19, subject to any medical exemptions required by law and religious or philosophical exemptions.~~

~~For purposes of this policy, a person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine authorized for emergency use by the FDA (e.g., Pfizer BioNTech or Moderna) or two weeks after they have received a single dose COVID-19 vaccine authorized for emergency use by the FDA (e.g., Johnson & Johnson (J&J)/Janssen).~~

~~For purposes of this policy, Grays Harbor College considers a person fully vaccinated against COVID-19 two weeks after they have received all recommended doses of a COVID-19 vaccine that is listed for emergency use by the World Health Organization (WHO).~~

~~Grays Harbor College will implement a procedure to verify the vaccination status of students, staff, and faculty who are not exempt from the vaccination requirement which will allow for:~~

- ~~• Verification of the vaccination status of all staff and faculty who do not wear face coverings in the workplace, as required by the Department of Labor & Industries (L&I).~~
- ~~• Verification of the vaccination status of all students by obtaining or observing documentary proof of full vaccination, such as a CDC vaccination card, documentation of vaccination from a health care provider, or a state immunization information system record, or obtaining a hard copy or electronically signed self attestation from the student on the GHC Vaccination Attestation Form posted on the Grays Harbor College website.~~

~~Every Grays Harbor College student, staff member, and faculty member who claims an exemption to the vaccination requirement and every volunteer, contractor, and visitor is required to wear a face covering at all Grays Harbor College locations, including the Main Campus in Aberdeen, satellite campuses in Raymond and Ilwaco, and any Grays Harbor College facilities or premises in accordance with the Secretary of Health's face covering order [20-03.3](#), effective June 30, 2021 and to comply with any applicable L&I workplace safety requirements.~~

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 2023

Written Report

Background Information:

Agenda Item: VIII – 5 - Standing Report – Vice President for Administrative Services
Topic: Administrative Services Update
Prepared By: Kwabena Boakye
Attachments: None

Narrative

1. FY 2024-25 Budget Development
 - Budget Managers meeting on November 29 to kick start the FY25 budget request process.
 - Budget Request Template to be sent out to budget managers, due January 31.
 - Local revenue projection in January 2024, after winter enrollment census.
2. FY 2023-24 Budget Status
 - 1st Quarterly Budget Report was presented at the October Board meeting.
 - 2nd Quarterly Budget Report will be presented at the January 11 Board meeting.
3. Food Service for Fall 2023
 - Local vendors – Wild Pine Coffee, Powell Market Gardens, Smitty’s Dog.
 - Campus options – Bookstore, Micro Mart, vending machines.
 - Student Life – Free food events/activities, Harbor Landing Food Pantry.
4. Food Service Beyond Fall 2023, ending June 2024
 - SSIB will be open.
 - Cafeteria self-operation on pause.
 - Cafeteria as Food Court for local vendors.
 - Tentative commitment by 2 local vendors (Wild Pines and Powell Market).
5. Food Service Beyond June 2024
 - Request for Qualification (RFQ) to select a food service partner.

ACTION REQUESTED

None

**Grays Harbor College
Board of Trustees
November 21, 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:

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

HR Employee Spotlight

Susan Moyles, Associate Director of Human Resources

Susan Moyles (she/her) joined the Human Resources Department at Grays Harbor College in January 2023, where she serves as Associate Director of Human Resources and is responsible for Benefits, Student Employment Processes, Training, and Protected Leave. In this role she also assists the Associate Vice President for Human Resources with investigations and labor relations.

Prior to joining GHC, Susan served as Human Resources Manager at Pacific Seafood in Westport, a 250-employee seafood processing facility, where she was the sole HR practitioner and was responsible for seasonal employee housing and facility safety.



Susan moved to the Pacific Northwest from Honolulu, Hawaii, where she was Director of Human Resources at Chaminade University of Honolulu, a 2,200-student private Catholic University. Susan has extensive experience in the not-for-profit world and spent much of her career with The Salvation Army, where she filled diverse roles, including running a 152-student music school in San Diego, CA; fund-raising and donor development in Northern CA; and serving as Business Administrator for a social services facility in Concord, CA; conducting and performing with various musical groups throughout the Western United States and internationally. Susan gained her

Series 7 securities trading license while at a private investment firm and has worked with a U.S.-based Airline. She is a featured artist on several albums, including the early music ensemble *Trobairitz*, and is a published composer of choral music.

Susan holds her SPHR (Senior Professional in Human Resources) certification and her MA in Music Education. In her spare time, Susan enjoys:

- playing drums with various GHC music ensembles (she loved playing in “The Prom” this summer)
- composing music (come hear her latest composition, “Lady Gray” at the GHC Steel Drum Ensemble concert, on November 30 at 1:00 p.m.)
- mountain biking (especially sending it! and the really fast downhill parts)
- golfing (enjoy might be the wrong word for golf)
- surfing (Westport is one of the best surf spots in WA)
- and working on never-ending house projects (old houses are like onions – peel back a layer and there’s another one waiting underneath)

Susan lives with her husband JT and three (too many) cats in Westport.

HR Functional Area Report

As part of the WA State Community and Technical College System, Grays Harbor College offers eligible employees a range of benefits as set by the State Public Employees Benefits Board (PEBB), Department of Retirement Systems, and the State Board Retirement Plan:

- Medical & Dental Insurance (WA State Health Care Authority). Employee pays a premium based on the plan they choose. Providers for health care are either Kaiser or Regence; providers for dental care are Delta Dental (DeltaCare or Uniform Dental Plan) or Willamette Dental Group
- Life Insurance (MetLife). Accidental Death & Dismemberment Insurance (MetLife) & Long-Term Disability Insurance (The Standard). Employees are provided at no cost with basic coverage and may purchase additional coverage.
- Flexible Spending Arrangement/Health Savings Accounts/Health Reimbursement Accounts. Employees may choose to enroll in a plan in which they contribute pre-tax dollars into a medical savings account or towards dependent care expenses like daycare.
- Wellness Program (SmartHealth) for employees enrolled in Medical coverage.
- Auto/Home insurance discounts through Liberty Mutual
- Employee Assistance Program (EAP) offers private & confidential resources for many different life issues.
- Guaranteed Education Tuition (GET) account assists guardians in savings for dependent education.
- Mandatory Retirement Plans =- Employees also participate in a mandatory retirement plan through either the WA Department of Retirement Systems (DRS) or the State Board (managed by TIAA CREF). Options are available to employees depending on the employee classification and desired investment and retirement benefit options.
- Voluntary Retirement Savings: Employees may participate in voluntary retirement savings account(s) through DRS or the State Board. Options include both pre- and post-tax savings contributions.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 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

College Priority 1

The first meeting of the College Priority 1 workgroup was Thursday, November 2. This general meeting was used to select work for subgroups and to assemble messaging around those tasks. The work delineated for immediate attention is related to how to complete the assessment cycle by closing the loop, the development of master syllabi, and streamlining the VALUE rubrics for GHC's Desired Student Abilities and tethering them directly to courses on a regular schedule.

Division Chairs

November 20 is the scheduled Division Chairs meeting for the month. The agenda contains second reads for course and program changes and had multiple information items. Updates to computer science, automotive, Transitions, and other areas are set for a vote at Instructional Council/Curriculum Committee.

Workforce and Transitions

Tenure committees and classroom observations are well underway. Most Career and Technical Education Program Advisory Committees have met. There are a few that are in the works. Self-assessments are completed and data is being compiled with resources to support committee members.

Diesel Tech Program

Through the efforts of the Office of College Development, the diesel program received a generous gift of a 2020 Kenworth T680 from the PACCAR Foundation worth \$72,475.37 (October 27, 2023).

Carpentry Program

On November 11, the carpentry program faculty, staff, and students visited the Canoe House at the YMCA's Camp Bishop to finish some small tasks for the project.

Service Employees International Union Healthcare 1199NW 15th Multi-Employer Training Fund Anniversary

Representing Grays Harbor College, Dr. Paulette Lopez attended the SEIU Healthcare 1199NW 15th Multi-Employer Training Fund Anniversary dinner. The SEIU is a nonprofit, labor-management partnership between 14 hospital employers across seven healthcare systems and the largest healthcare

union in Washington State. The SEIU mission is to support training, education, and career development for healthcare workers that maximizes their talents, proactively meets industry needs, and ensures high-quality patient care through a diverse and skilled healthcare workforce.

Nursing Assistant Certified (NAC)

Grays Harbor College has won approval of the new mandatory Nursing Assistant Certified curriculum. According to the nursing director, Grays Harbor College is one of the first NAC programs in the state to meet this milestone. These efforts were led by nursing faculty Lindsey Kargbo and Carol O'Neal. In addition, approval has been granted to offer a didactic live online modality and Harbor Regional Health was added as an approved clinical site for some clinical hours. Both of these approvals will provide more flexibility in offering the course, meet the needs of GHC healthcare partners, and have a greater reach in GHC service district area. Program changes are in process for approval by the State Board.

Future Westport Offerings

Planning is underway to offer ELA classes in Westport. Two ELA classes are on the schedule for winter quarter 2024. In addition to the course offerings, the college is planning on offering a continuing education class in Westport in conjunction with the public library.

Worker Retraining FTEs

Worker retraining has expanded eligibility; this change will help Grays Harbor College meet FTE targets and support students in these specific programs.

“ On October 16, 2023, the Workforce Training Customer Advisory Committee has voted to expand the Worker Retraining Program eligibility to students in Pre-Nursing DTA programs. Only those students in Pre-Nursing DTA who are taking prerequisites in advance of applying for a selective admission allied health or nursing program at the CTCs are eligible; this objective should be reflected in the eligible students' educational plans. SBCTC Data Services team will implement changes to reporting to ensure that students with WRT attribute and RENPNAS plan code are counted towards colleges' WRT enrollment targets.”

Commercial Driver's License graduation

The CDL program held their graduation ceremony on November 17 at Satsop Business Park and awarded certificates of completion to all ten students who completed the program. The next CDL class will begin in January 2024.

Math Placement

GHC staff members attended a conference in Wenatchee on November 16 to discuss math placement. Faculty and staff have expressed concern regarding the current processes as they may not fit with the goal of student success. Staff brought back points raised and will be discussing with faculty and staff for future action.

Tribal Navigator/Stewards Program

Hiring of the initial Tribal Navigator continues. First-round interviews were held Friday, November 3, with finalist interviews held at a later date. Faculty in natural resources and science have expressed eagerness to begin liaising with Tribal governments and working to build Native wisdom into curricula.

Faculty continue to also be involved in the Tribal Stewards program, engaging in conversations around curricula and specific initiatives with Tribal partners.

Bachelor of Science in Computer Science

Course and program approval has gone through second reads in Division Chairs and will be moving to the Instructional Council/Curriculum Committee in a couple of weeks. GHC is on track to offer this degree in partnership with SPSCC starting fall of 2024.

Winter Scheduling and Enrollment

Winter enrollment management continues with Instruction monitoring waitlists and the need for additional sections. Instruction is also beginning to watch sections with low enrollment for action before faculty workload for winter becomes a concern. Reports are sent weekly to the division chairs, Instructional Management Team, advising, and enrollment.

Stafford Creek: Associate of Arts–Direct Transfer Agreement

Dean Peterson reports that AA-DTA courses at SCCC are running with good enrollment. In the summer, 3 classes ran, while there are 5 running in the fall.

Fall Gala

The annual Fall Gala returned on November 3 and was a successful, well-attended event. Thanks to Susan Schreiner and Haley Adair from the Spellman Library, to Carrie Larson and Matthew Coyle for their work coordinating and advising the Gala, and to the juror of the 2023 GHC Fall Gala, Robert Hunter. The 2023 Fall Gala is dedicated to, and in remembrance of, Valerie Busch, who oversaw the gallery in the Spellman Library for nearly 20 years.

ACTION REQUESTED

None

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 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	
	11/08/2022 Day # 37	11/07/2023 Day # 37			12/20/2022 FINALS	
	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	481.18	543.11	61.93	12.9%	-2.86	478.32
2-Transition Programs	127.09	123.56	-3.54	-2.8%	-0.04	127.05
3-Career and Technical Ed.	296.02	305.27	9.24	3.1%	10.59	306.61
4-BAS Programs	52.55	39.89	-12.65	-24.1%	-	52.55
State Support Total	956.84	1011.83	54.98	5.75%	7.69	964.53
3-Running Start	300.24	367.78	67.54	22.5%	0.27	300.51
State Support + Running Start Total	1257.09	1379.61	122.52	9.7%	7.95	1265.04

Fall Quarter Enrollment as of November 7, 2023

Last Year to This Year - Allocation Target & Enrollment

Comparing November 8, 2022 – day 37 of the quarter, to November 7, 2023 – day 37 of the quarter.

On November 8, 2022, we had reached **59.7%** of our **1604 FTE State-Funded** quarterly goal. As of November 7, 2023, we are currently at **63.1%** of our **1604 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at +55.0 FTE compared to the same day last year. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +122.5 FTE compared to the closest date for fall 2022.

Budget Target Status

Fall quarter state-funded FTE is currently at **1,012** 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 - October 31, 2023 to November 7, 2023

State-Funded FTE changed +0.2 FTE since last week’s snapshot. When combining state-funded and Running Start FTE, the total changed +0.8 since last week’s snapshot.

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **116** out of a **192** quarterly goal (**60%**).

Winter Quarter Enrollment

FTE: Winter 2024	Winter 2023	Winter 2024	Year to Year Diff		Winter 2023 Finals	
	11/08/2022 Day # -57	11/07/2023 Day # -57			03/28/2023 FINALS	
	<u>2022-23</u>	<u>2023-24</u>	<u>Difference</u>	% Diff from 2023 to 2024	Winter 2023 FTE change to end of quarter	Final FTE Numbers for Winter 2023
1-Academic Transfer & Pre-College	417.72	411.46	-6.26	-1.5%	61.01	478.73
2-Transition Programs	-	-	0.00	0.0%	128.44	128.44
3-Career and Technical Ed.	132.84	119.06	-13.78	-10.4%	167.50	300.34
4-BAS Programs	27.72	14.06	-13.66	-49.3%	29.58	57.30
State Support Total	578.28	544.57	-33.70	-5.83%	386.52	964.80
3-Running Start	97.50	78.26	-19.24	-19.7%	202.14	299.64
State Support + Running Start Total	675.78	622.84	-52.95	-7.8%	588.66	1264.44

Winter Quarter Enrollment as of November 7, 2023

Last Year to This Year - Allocation Target & Enrollment

Comparing November 8, 2022 – 57 days prior to the quarter, to November 7, 2023 – 57 days prior to the quarter.

On November 8, 2022, we had reached **36.5%** of our **1586 FTE State-Funded** quarterly goal. As of November 8, 2023, we are currently at **35.0%** of our **1554 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at -33.7 FTE compared to November 8, 2022. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at -53.0 FTE compared to the closest date for winter 2023.

Running Start & Enrollment Events

Lori Christmas reports that 248 Running Start students (headcount, not FTE) have enrolled for winter quarter, but not yet turned in their verification form. This means their enrollments are still showing as “state-funded” FTE. Verification forms are due November 22, but they will likely roll in until the start of winter quarter.

Budget Target Status

Winter quarter state-funded FTE is currently at **545** out of a **929 budget FTE target** for the quarter (59% of target).

Last Week to This Week - October 31, 2023 to November 7, 2023

State-Funded FTE has changed +63.4 FTE since last week. When combining state-funded and Running Start FTE, the total changed +68.0 since last week’s snapshot.

Worker Retraining

Worker retraining FTE is not yet coded for winter quarter.

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

Increasing Enrollment

- Student Services recently hosted two winter enrollment initiatives: an express enrollment, “Three Steps, One Day” event on November 7 (assisted 30 attendees) and a student athlete registration lab on November 9. Staff reported an increase in current students utilizing these enrollment labs for registration assistance. The next express enrollment event is scheduled for Tuesday, 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 was in Napavine and Olympia last week enrolling students and providing college resources. TRIO Educational Opportunity Center team members were in Aberdeen, Raymond and Illwaco last week in partnership with RISE, promoting GHC’s English Language Acquisition courses and transitional programs, such as GED and High School Plus.
- The Dual Enrollment Office hosted high school counselors for the annual outreach breakfast and shared updates, heard directly from high schools and discussed future collaboration opportunities.

Student Services Division

- Student Life hosted 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 employees. Thanks to all that made this year’s program such a success. *[College Priority 2]*
- Personnel located in Student Services, Student Life, President’s Office and College Foundation are coming together to provide holiday food baskets in the month of November and December to students and employees *[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 December Board meeting. *[College Priority 2]*
- Student services and information technology (IT) continue to work on back-end details so GHC can launch EAB student success and customer relationship management (CRM) systems. These systems will allow GHC to support students throughout the entire student lifecycle. The CRM component will be launched in December and student success platform in winter quarter. *[College Priority 2,3,4,5]*
- Last week student services, communication/marketing and IT personnel completed a soft-launch of a third-party multilingual AI assistant on the front page of the GHC website. This tech solution will deliver relevant information and support students 24/7. This program will be managed by Student Services with the official launch to be winter quarter. *[College Priority 2&4]*

Bishop Center for Performing Arts

This year’s Fall Drama Production was a huge success. Thanks to Plank Island Theatre Company who directed the production, Sandy Lloyd who sponsored the show, the nearly 650 people who saw the show and the GHC team that made it happen (Jonni, Art, Sarah, Sara). Thanks to donors past and present, GHC was able to offer free tickets to all students in Grays Harbor and Pacific Counties. There is an exciting line-up of things coming up in November and December. To purchase tickets and see the complete line-up, please visit www.ghc.edu/bishop.

Choker Athletics – Fall Sports

The month of November means spring sports who have organized practices and scrimmages in the fall are done for the quarter (men’s baseball, women’s softball and men’s golf). The College is actively recruiting for a new Athletic Director; more information to come about how the college will approach this transition period while we recruit for a new director. To find out more about men and women’s wrestling and men’s basketball competition schedule in the months of November and December, please visit www.ghcathletics.com.



Upcoming Calendar of Events

Outreach & Recruitment

when you are out in the community this month, stop by and say hello to the GHC team at the following community events:

- Montesano Festival of Lights, Saturday, December 9, 2023

Grays Harbor College

- Fall Gala – Art Exhibition (1500 Building (November 4 – December 8)
- CDL Graduation & Hiring Event (Satsop)– Thursday, November 16, 2023, 12:00p-2:00p
- Three Steps, One Day event; Tuesday, September 12, 2023; 9:00 a.m.-3:00 p.m.
- Winter Start - New Student Orientation; Thursday, December 14 (Times & locations TBD)

Bishop Center for Performing Arts

Here is what is coming up in November and December

- November 16, Thursday from 9:00a – 3:00p – Small Schools Band Festival
- November 19, Sunday at 7:00p – GH Symphony: The Snowman
- November 30, Thursday at 7:00p - GHC Jazz Concert
- December 2, Saturday at 7:30p – Erwilian (Aberdeen’s Winterfest)
- December 10, Sunday at 2:00p – Grays Harbor Civic Choir & Concert Band
- December 16 & 17 (Saturday, 7:30p & Sunday, 2p) – GH Opera Workshop: Babes in Toyland

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

Choker Athletics

Here are home games for our student athletes this November and December.

- Women’s Wrestling – GH Choker Open – Saturday, December 2 – Hoquiam, WA
- Men’s Wrestling – GH Choker Open – Sunday, December 3 - Hoquiam, WA

To find out more about athletics and the competition schedule, please visit www.ghcathletics.com

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 2023**

Written Report

Background Information:

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

Events:

Harbor 100 Women, Community Foundation, October 10
Never Come Down, Bishop Center, October 14
Hoquiam High School, Upward Bound, Trio Career Presentation, October 18
Grays Harbor College, Town Hall, October 18
Department of Health, Grays Harbor County, Community Symposium, panelist, October 20
High School Guidance Counselor Breakfast, October 23
City of Aberdeen, Mayoral Panel, October 24
Puffs, Bishop Center, November 4
Blue Zones Community Event, Summit Pacific, Elma, volunteer, November 4.



Meetings:

Several Grays Harbor College staff and faculty meetings in October and November.
Grays Harbor College Foundation, October 12
TwinStar Community Outreach Director, October 18
State Board for Community and Technical Colleges, Board Meeting, October 19
Dr. Linda Kaminski, Yakima Valley College, President, October 19
Swano Lake Dam, Department of Ecology and Pacific County Conservation, October 24

Dr. Jessica Clark, independent educational consultant, October 24
Dr. Chris Frye, Blue Zones Executive Director, October 25
Greater Grays Harbor, Inc. Board Meeting, partial attendance, October 26
SBCTC Panel Presentation on Competency Based Education, October 30
Twin Harbors Skills Center, Lynn Green, CTE Director, November 1



System Work:

WACTC Operating Budget Committee Update: The committee met in early October and early November. The committee confirmed the legislative budget requests, created a detailed way forward for the allocation formula review, and approved an end-run policy that was taken (and approved) by WACTC.

WACTC Allocation Formula Review Taskforce, met in early October to determine organization of the review process. Six components of the allocation formula were identified for sub-committee research and analysis. The taskforce members are convening in their respective groups on a semi-monthly basis from now until late spring 2024. At that time, the recommendations from the sub-committees will be compiled and the larger taskforce will determine next steps.

Planning:

- NWCCU Accreditation preparations, ongoing. Spring 2024 visit—Faculty led additional assessment-focused work on October 6 (all faculty day) to continue what got underway during Kick Off Week. A draft report is being worked on with the intention of it being complete by January 2024.
- 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.
- Policy Review Process and Procedure is under development.

President's Goals for 2023-24:
Enrollment: Create and implement a living strategic enrollment action plan that serves the entirety of the college district (see attached).
Infrastructure: Build systems that support the work of the college.
Fiscal: Stabilize current financial situation and create long-term growth plan.
Morale: Create an inclusive, safe, equitable, and positive environment for all employees and students to thrive.
Partnerships: Establish and nurture external and internal relationships to support the mission of Grays Harbor College.

Sample work related to each goal:

Enrollment: Strategic Enrollment Action Plan (K-12, Adult Reengagement, Curriculum Expansion, Transfer, Continuing Education, Advising)

Infrastructure: Instruction / Curriculum development and management processes; Clarify shared governance responsibilities and engagement; Policy Review Cycle in compliance; Transparency in decision making; Elimination of silos, centered around the student experience; Audit student experience from first contact through graduation; etc.

Fiscal: Variegated funding streams through grants; Reexamining current funding and allocation spend downs; Commitment to improved infrastructure internally; Increased prowess with CTC Link and systems; Budget Process and Engagement.

Morale: Increased communication channels (district emails, open office hours, monthly Town Hall meetings); Eliminating unnecessary bureaucracy / removing barriers for employees and students; Celebrating the good; Training and Evaluation Cycles current and progressive; Succession Planning; Inclusion of all campus locations (Aberdeen, Stafford Creek Corrections Center, Ilwaco, and Raymond).

Partnerships: Internal focus, System focus, and community focus (school districts, elected officials, community leaders, etc.). Clear articulations of pathways to college. Business Community connections to support college efforts. Foundation as a partner in the work to center students.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 2023

Written Report

Background Information:

Agenda: VIII-9-a Accreditation
Topic: Institutional Accreditation Update
Prepared By: Kristy Anderson
Attachments: None

Narrative

Grays Harbor College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). NWCCU has a seven-year cycle for Accreditation with various reports due either by timeline-requirement or by Commission request during the cycle.

Coming up this spring, GHC has an **Ad-Hoc Report with a visit** on its three remaining recommendations from the 2022 Mid-Cycle Evaluation. The Ad-hoc Report is due six weeks prior to the visit this spring. The College does not have an exact date for the visit yet. What is known at this time is that there will be three peer evaluators on site and the visit will be in April. GHC's three recommendations 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.

Through the work of the college-wide planning process, budget process, instructional assessment, and the college priority work groups, GHC has made significant progress in the three areas above. More information about the College's response to these three areas will be provided at future meetings.

In addition to the Ad-Hoc Report and visit, the College has also been asked to submit a **Financial Resource Review Report** this spring. This report contains information on enrollment and financial data. The focus of the report is on fiscal sustainability. Kwabena Boakye and Matt Edwards are currently working on this report, which is due March 1, 2024.

GHC's 2023-24 Accreditation Steering Committee membership:

- Kristy Anderson (Accreditation Liaison Officer/Chair)
- Kwabena Boakye
- Dr. Evi Buell
- Matt Edwards
- Ariel Finfrock
- Darin Jones
- Dr. Paulette Lopez
- Michelle O'Connor
- Dr. Carli Schiffner
- Dr. Cal Erwin-Svoboda

ACTION REQUESTED

No action requested at this time.

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
November 21, 2023**

Written Report

Background Information:

Agenda Item: VIII – 9 c – Standing Report
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:

- Phase 4 ADA Parking lot is complete and open.

MAJOR MILESTONE WORK IN PROGRESS:

- Ceilings are being installed.
- Flooring is being installed.
- Kitchen equipment is being installed.
- Furniture is being installed.
- Construct remaining retaining walls, ramps and stairs adjacent to the building
- Complete electrical and mechanical trim out of all spaces.

MAJOR MILESTONE WORK AHEAD:

- Work continues on the fire lane, stairs and ramps adjacent to the new building entry.
- Install stair and ramp handrails at phase two entry.
- Complete east handicap parking area.
- Have elevators certified for use.

Start Date	End Date	Item
9/1/2023	10/30/2023	ADA parking lot construction
9/1/2023	11/9/2023	Elevators Complete
11/17/23	11/22/23	Elevator Inspection-Subject to Labor and Industries availability
10/29/2023	12/08/2023	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
	12/11/2023	Partial Occupancy
12/15/2023	12/31/2023	GHC Custodial Clean
11/20/2023	12/31/2023	Punchlist Completion
	12/27/2023	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

NOVEMBER 21, 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
31 APPROVED CHANGE ORDERS TO DATE	\$ 930,445.80
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 44,704,302.80</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 44,704,302.80
21 PAY APPLICATIONS - 88%	<u>\$ (39,308,108.83)</u>
BALANCE DUE (12%)	\$ 5,396,193.97

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-31

Design Errors/Omissions	\$ 150,290.42	16%
Agency - (Owner Requested Change)	\$ 299,089.72	32%
Latent Condition -(Unforeseen Conditions)	\$ 277,016.30	30%
Code Requirements	\$ 72,758.54	8%
Value Engineering (Cost saving ideas)	\$ (134,828.33)	-14%
Delay	\$ 259,467.51	28%
	<u>\$ 923,794.16</u>	

SSIB CONSTRUCTION TIMELINE

NOVEMBER 21, 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
ADJUSTED BUILDING SUBSTANTIAL COMPLETION	DECEMBER 27, 2023
ADJUSTED FINAL COMPLETION	FEBRUARY 25, 2024

CONTRACT TIME TRACKING	
ELAPSED CONTRACT DAYS	665
CONTRACT DAYS REMAINING TO SUBSTANTIAL COMPLETION	36
PERCENTAGE OF ELAPSED CONTRACT TIME	95%

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