

Board of Trustees Regular Meeting

August 22, 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

August 22, 2023 - Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, August 22, 2023, at 1:00 pm. Dr. Paula Akerlund, Board Chair, will preside.

| | 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. Paige Mellon-Jackson2. Elisa Harvey3. Caitlin Dulin | |
| VII. | Action Items <ol style="list-style-type: none">1. Approval of July 18, 2023 Minutes | |
| VIII. | Standing Reports <ol style="list-style-type: none">1. Student Government (no report)2. Classified Staff Report3. Represented Exempt Staff Report (no report)4. Faculty Report (no report)5. Administrative Services Report6. Human Resources Report7. Instruction Report8. Student Services Report<ol style="list-style-type: none">a. Enrollment9. President's Report<ol style="list-style-type: none">a. Student Services & Instructional Building Update | No Report Karen Carriker Deanna Shedley Tom Kuester Sydni Yager Darin Jones Nicole Lacroix Dr. Cal Erwin-Svoboda Dr. Carli Schiffner Floyd Plemmons |

| | | |
|------|--|--|
| | <p>10. Board Report</p> <ul style="list-style-type: none"> a. Board Art Committee Update b. Appointment of Jim Sayce as Board’s Legislative Representative c. Review Draft of Board Goals for 2023-2024 d. Items of Interest | <p>Dr. Paula Akerlund Dr. Paula Akerlund 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 8/17/2023 SB

Grays Harbor College Board of Trustees Regular Meeting

July 18, 2023

Board Meeting 2:00 p.m.

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

Members Absent: Dr. Paula Akerlund,

Others Present:

Amber Hatley, Ariel Finrock, Cal Erwin-Svoboda, Cara Beth Stevenson, Carli Schiffner, Chris Dugan, Chris Macht, Darin Jones, Deanna Shedley, Derek Edens, Elizabeth Bay, Evi Buell, Gary Arthur, Haley Adair, Heidi Wood, Holly Duffy, Janet Parker, Jayme Peterson, Jeremy Winn, Johnny Alavéz, Keith Penner, Kelsey Stegner, Kenji Seta, Kristy Anderson, Kwabena Boakye, Lisa Smith, Lizbeth Sánchez, Lori Christmas, Matt Edwards, Matt Holder, Mitch Margaris, Nicole LaCroix, Paige Pierog, Penny James, Sara Oliver, Sarah Dalrymple, Shannon Bell, Sharon English, Susan Schreiner, Sydney Yager

I. Call to Order/Roll Call

Vice-chair Astrid Aveledo called the meeting to order at 2:00 p.m. Roll call was made, Dr. Paula Akerlund was absent.

II. Pledge of Allegiance

Jim Sayce led attendees in the Pledge of Allegiance.

III. Land Acknowledgment

Gary Arthur read the Land Acknowledgment. Vice-chair Astrid Aveledo thanked Gary Arthur for reading the land acknowledgement.

IV. Agenda Adoption

Vice-chair Astrid Aveledo called for an adoption of the agenda, a motion was made by Dr. Harry Carthum to approve the agenda, Jim Sayce seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Vice-chair Astrid Aveledo celebrated Dr. Schiffner's first meeting. Vice-chair Astrid Aveledo thanked Dr. Harry Carthum for his leadership the past two years serving as chair and all the work he completed moving the board forward.

VII. Action Items & Standing Reports

Action

1. Approval of June 20, 2023 Minutes

Vice-chair Astrid Aveledo entertained a motion to approve the June 20, 2023 minutes as submitted motion moved by Jim Sayce, Aliza Esty seconded the motion. Motion carried.

2. Second Reading: 100 and 200 Section Operational Policies (separate attachment)

Dr. Carli Schiffner presented the 100 and 200 Section Operational Policies for a second reading. All policies go through two readings at College Council. Suggestions from College Council meetings are incorporated into final versions of the policies. Shannon Bell will be in charge of the policy and procedure manual moving forward the process will not change. Vice-chair Astrid Aveledo asked for any comments, no comments were made. Vice-chair Astrid Aveledo entertained a motion to approve the 100 and 200 Section Operational Policies. Jim Sayce made a motion to approve the 100 and 200 Section Operational Policies, Aliza Esty made the second motion. Motion carried.

3. 2023-24 Student Fee Funded Operating Budget Proposals

The 2023-24 student fees provide services to students including: clubs, organizations, and tech fees. Vice-chair Astrid Aveledo asked for questions. Jim Sayce asked if this budget is this fiscal year is the same as the state fiscal year? Yes, correct the budget is the same fiscal year as the state fiscal year. Vice-chair Astrid Aveledo entertained a motion to approve the 2023-24 Student Fee Funded Operating Budget Proposal. Dr. Harry Carthum made a motion to approve, Jim Sayce seconded the motion. Motion carried.

4. Associated Students of Grays Harbor College (ASGHC) Budget Proposal: Brewster Athletic Complex Construction Project

Proposal includes three projects in one proposal. Improvement to the Brewster Athletic Complex includes Project #1: Student-fee funded remodel will remodel the weight room and fit lab to make a collegiate caliber athletic facility. Project #2: minor programs budget (state dollars) to build two additional offices in the 500 building for faculty and academic advising. Project #3: URF (unanticipated repair funds, state dollars) to replace failing doors and windows in the 500 Building. Vice-chair Astrid Aveledo asked for questions. Jim Sayce asked about improvements to the lower field and possible RCO funding. Dr. Cal Erwin-Svoboda will find out about this possible

funding and report back. Jim Sayce made a motion to approve the budget. Aliza Esty seconded the motion. Motion carried.

Standing Reports

1. Student Government (no report)
No report.
2. Classified Staff Report (Cara Beth Stevenson)
Classified staff update on July 7 the Staff Development and Training committee hosted a cook-out to all college staff and invited the construction crew. Employee of the quarter awarded to Johnny Alavéz. Staff Development and Training committee have a break-away day scheduled for July 26, 2023. The committee will be sending staff to the annual Staff Training for Technical and Community Colleges (STACC) conference on August 9 and 10 at Green River College. Dr. Carli Schiffner hosted a meeting with long term classified staff members and had a positive conversation on campus climate currently.
3. Represented Exempt Staff Report (Deanna Shedley)
No report.
4. Faculty report (Tom Kuester)
No report.
5. Administrative Services Report (Kwabena Boakye)
Administrative Services update on the finalized state budget received funding in the following areas:
 - Students Experiencing Homelessness Expansion HB1166 received \$130,000.
 - Apprenticeship and Higher Education ESSSB 5764 received \$11,185.
 - Student Emergency Assistance (WEIA) received additional \$28,235.

Dr. Harry Carthum asked how these funds are dispersed? Students will receive funding after completing enrollment process. Additional follow-up question is this formula based on enrollment or projected enrollment? Yes, the formula is enrollment based.
6. Human Resources Report (Darin Jones)
Human Resources update on and introductions of new employees:
 - Ariel Finrock – Career & Technical Education & K-12 Support Specialist
 - Carli Schiffner – President

- Ginelle Hanaway – TRIO Student Support Specialist
- Jozette James – Program Manager Records and Registration in the Welcome Center
- Kathrine Powell – Office Assistant 3 at Stafford Creek Correctional Center
- Michael Lick – TRIO Upward Bound Program Coordinator
- Sarah Dalrymple – Director of Student Life
- Shannon Bell – Executive Assistant to the President and Special Projects

New mission and vision statement for the department is displayed in the Human Resources office. Working on updating new employee onboarding process, along with updating the online directory and adding employee pictures.

7. Instruction Report (Nicole Lacroix)

Instruction update on Culinary Arts program secured grant partnership with Grater Grays Harbor to research local needs related to hospitality, restaurant management, food preparation, and sustainability. In collaboration with South Puget Sound Community College reviewing a Bachelor in Science in Computer Science Program. Continue to collaborate with Clover Park Technical College in areas of Computer Science.

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

a. Enrollment

Student Services update on enrollment currently up 12 percent for summer quarter. Continuing to work on ways to prevent fraudulent applications. Vice-chair Astrid Aveledo asked what the college's real enrollment is at? We are currently at 263 FTE. Vice-chair Astrid Aveledo asked what's best practice to deal with fraudulent applications? Working on next steps to prevent future fraudulent applications and following the guidelines released by the State Board for Community and Technical Colleges. Aliza Esty asked if we have identified fraudulent applications for fall quarter? Yes, some fall applications are being flagged as fraudulent and needing follow-up in order to approve the application. Vice-chair Astrid Aveledo asked the three steps events is that helpful with the balance of not getting fraudulent applications? Yes, anything where we can get students in person works best to prevent fraudulent applications.

Take a class on us campaign continuing through December 31, 2023. Dr. Cal Erwin-Svoboda thanked the board for a wonderful season of celebrations including all the graduations.

Bishop Center for performing arts Prom is this week please attend. Dr. Harry Carthum made a comment – the performances we do at the Bishop are absolutely amazing! We have a lot of talent in the Harbor. Please attend.

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

Upcoming presidential visits include: Representative Derek Kilmer will be on campus next week to discuss needs of the campus and legislative session asks; visiting all of our superintendents in the upcoming months; community based organization outreach, and a tribal community development.

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 board retreat and E-Team retreat. Submitted three grants and working on a fourth. Dr. Carli Schiffner thanked everyone for welcoming her! Also shout-out to the IT department, Campus Operations, the Foundation, and Holly and Kristy for the transition.

Recruitment and Outreach efforts (Elizabeth Bay and Johnny Alavéz)

Update on summer outreach campaign, selected a wide variety of events and locations. Outreach team is looking at translating additional materials in Spanish. Some challenges the outreach team has had is lack of staffing, staff need at least two people to setup the tent at events. Working on an acceptance letter to send to future students. Upcoming event is the call campaign on August 9 and 10 this event will be all day both days. Johnny thanked Jim Sayce who volunteered to help setup the tent for the Ilwaco Saturday Market on July 22, 2023.

Student Services and Instructional Building Update (Floyd Plemmons)

Update on the Student Services and Instructional building budget. Paid sixty-nine percent of the contract. Discussion on change orders and who pays for it. Continued discussion on getting compensation paid due to the delay claims.

10. Board Report

a. Foundation Meeting Report (Astrid Aveledo)

Foundation update, the foundation had a record-breaking year to support Grays Harbor College. Awarded \$847,000 plus in scholarships. Common student support ask is child care. Vice-chair Astrid Aveledo thanked Lisa Smith for her continued work and collaborations. Jayme Peterson thanked the foundation for the recent music donation which purchased new key boards. Stafford Creek Corrections Center received the old keyboards from the music department and is now offering a music appreciate course at Stafford Creek Corrections Center.

b. Board Art Committee Update (Astrid Aveledo)

Update on committee work, the proposal is moving forward and plan to release the call for artists soon.

c. Board Retreat: August 3, 2023

The board is meeting at the Trade Winds Conference Center in Tokeland on August 3, 2023.

d. Items of Interest

Jim Sayce updated the Bendiksen Landing formerly Bendiksen's East Point Seafood the owner approached the Port of Willapa to purchase it. The Port of Willapa Harbor purchased the Bendiksen Landing in January of 2023. Goal is partnering and leasing with small business manufacturing, some retail and food carts. Port staff rebuilt the first building and is now working on rebuilding the second building. Community has been very supportive of the Port's efforts as Bendiksen's has a long history with South Bend and the Port's goal is to keep the facility looking somewhat as it was and provide economic development opportunities. Jim is very proud of staff and worker's efforts to put some life back into the site as it means a lot to the community.

Jim Sayce updated Chris Foss from South Bend Boat the boat repair and boat building is on track to receive State and Federal dollars to get it the company up and running. This company supports the industry of fishing and shellfish. Everyone in the community is very positive.

Vice-chair Astrid Aveledo updated that coming to the meeting today found herself lost with all of the construction. Scott Stubblefield helped me get to the building today. Thank you, Scott.

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.

The meeting was reconvened at 4:15 p.m.

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

Vice-chair Astrid Aveledo asked if there was anything good of the order.

No comments.

XII. Adjournment/next meeting

There being no further business, Jim Sayce made a motion to adjourn the meeting, Vice-chair Astrid Aveledo seconded the motion. Motion carried, meeting adjourned at 4:25 p.m. The Board of Trustees will hold its next meeting on August 22, 2023 at Grays Harbor College and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

**Grays Harbor College
Board of Trustees
August 22, 2023**

Written Report

Background Information:

Agenda Item: VIII – 2 – Standing Report – Classified Staff
Topic: Classified Staff Report
Prepared By: Cara Beth Stevenson
Attachments: None

Narrative

- At the monthly meeting of the Staff Development and Training Committee (SDTC) on July 13, 2023 two classified staff; Caitlin Dulin and Kristen Dublanko received approval for funding requests to support their educational endeavors.
- On July 26, 2023 Staff Development and Training Committee (SDTC) held our annual Breakaway Day, with twenty-three classified staff in attendance. We drove two college vans to Tacoma to visit the Museum of Glass in the morning, and the Washington State History Museum after lunch. I would like to thank Dr. Schiffner for gifting us a Starbucks gift card to energize us for the drive.
- On August 9-10, 2023 we had eight classified staff attending the annual Staff Training for Technical and Community Colleges (STTACC) Conference at Green River College in Auburn. Elisa Harvey one of our Grays Harbor College team members is the recipient of the STTACC Region A Exemplary Award for a classified staff member. Congratulations for this prestigious award Elisa Harvey!
- On August 16, 2023 the SDTC had an all-day Planning Day retreat to schedule and brainstorm our training and fund-raising activities for the coming calendar year. At the time of this writing, we hope to have three new committee members join us for planning day. Their terms will begin in January 2024 as three other members complete their terms.
- SDTC is planning to host a barbeque luncheon during kickoff week in September with support from Dr. Schiffner and/or the ACE fund. Everyone on campus is invited. In the spirit of inclusion, we invite all faculty, staff, administrators, Board members, and the construction crew. If there is someone I'm forgetting, you are invited, too!

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
August 22, 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: None

Narrative

Administrative Services updates for August are the following.

FY 2022 Financial Audit

1. The State Auditor's Office has indicated conclusion of its financial audit of the college after 8 months of fieldwork.
2. Tentative date for State Auditor's Office audit report is August 31, 2023.
3. The board will be informed of the exit meeting when scheduled by the auditors.

FY 2023 Operating Budget

1. Allocation #15 includes \$125,000 additional funds from SBCTC reserves distribution.
2. End of year closing processes completed.
3. ctcLink is closed for FY23 transactions as of August 15, 2023.
4. Annual/4th Quarterly report presentation in September.

FY 2024 Operating Budget

1. Allocation # 2 includes \$117,188 for I-BEST.
2. ctcLink budget upload completed and open for FY24 transactions.
3. Budget monitoring is continuing. 1st Quarterly report presentation in October.

ACTION REQUESTED

None

**Grays Harbor College
Board of Trustees
August 22, 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:

- Ariel Finfrock – Career and Technical Education & K-12 Support Specialist
- Dr. Paulette Lopez – Interim Dean of Workforce Education
- Destini Kirkwood – Human Services Faculty
- Billie Reese – Office Assistant 3 Stafford Creek Correctional Center

Successful implementation of payroll changes for the new fiscal year which includes:

- Updated pay rates for all employees
- Classified staff COVID Booster incentive pay processed per MOU
- Classified position pay range changes for select positions as identified by OFM
- 1050 positions transition to part-time classified positions
- Washington CARES deductions
- Paid Family Medical Leave deduction codes set up in the system for represented exempt
- Exempt and Stafford Creek contracts entered.
- Update combo codes to align with the new 23-24 budget codes.
- New contracts for faculty.

Supervisor training

GHC conducts a monthly 1 hour training session for 38 supervisors. The training sessions are presented by Darin Jones and Susan Moyles, as well as guest presenters from the college and other organizations. The GALLUP State of the Global Workplace 2023 Report states: “The manager is the linchpin of engagement. Seventy percent of team engagement is attributable to the manager. But many or most of your managers are quiet quitting too. They are waiting for the tools to build great teams. The good news is that cutting-edge, science-based management can be taught.”

At Grays Harbor College we believe we can make a difference by providing our supervisors with the tools to build great teams. The supervisor training series will:

- Foster employee engagement in all areas
- Break down inter-departmental silos

- Create a leadership pipeline
- Address potential employee concerns before they happen
- Build relationships
- Grow our leaders' skills

Recent Topics:

- Change Management
- Collective Bargaining Agreement Updates
- Psychological Safety
- Performance Management and Evaluation
- Supervising in a Hybrid Environment

Future Proposed Topics:

- Family Medical Leave Act & Leave Management
- Campus Safety
- Emotional Intelligence
Servant Leadership
- ADA Accommodation
- Unconscious Bias
- Economic Development in Grays Harbor & Pacific Counties
- Civility in the workplace
- Diversity Equity Inclusion and Belonging
- Leading with Empathy
- Gender neutrality in the workplace
Hiring the right candidate
- Empowering leaders & teams

HR is improving GHC's training programs through strategic planning; the Supervisor Training series strategic plan will include an annual outline of topics and presenters, and a targeted approach to collecting and reviewing information, which will provide quantifiable data about impact and need.

Work-Study:

We are currently working on the final budget allocation. We have received the Federal allocation (\$60,613). We are still waiting on the State allocation amount. We are hoping to finalize allocations this month.

**Grays Harbor College
Board of Trustees
August 22, 2023**

Written Report

Background Information:

Agenda Item: VIII – 7 – Standing Report – Vice President of Instruction
Topic: Instruction Update
Prepared By: Nicole Lacroix

Narrative

Welcome to Grays Harbor College

Paulette Lopez, Interim Dean of Workforce Education

Paulette Lopez will be serving as the Interim Dean for Workforce Education during the 2023-2024 academic year. Paulette brings a wealth of knowledge and experience leading Career and Technical Education programs. Most recently, she served as a Dean of Instruction, Workforce Programs and BAS Pathways at Highline College. Before that, she served as a Dean of Workforce Education at Yakima Valley College. She also has experience working with BEdA programs and Teacher Education. Paulette has an impressive list of accomplishments for vocational excellence, health sciences, faculty development, and racial equity.

University of Washington, Tacoma Ed.D in Educational Leadership
Purdue University, Master of Science – Health, Kinesiology and Leisure Studies
Purdue University, Bachelor of Arts – Health, Kinesiology and Leisure Studies
Sacramento City College, Associate of Arts – Mathematics and Science

Destiny Kirkwood, Faculty, Human Services

Destiny Kirkwood will be starting the tenure track process at the beginning of September. The position is a 210 contract to support the additional community relations and internship experiences required of the human services program. Destiny brings years of education and professional experience to the position. She is currently working at Willapa Behavioral Health & Wellness where she serves as the School-Based Program Manager. Previously, she was the Lead School-Based Therapist, as well as owning her own private practice. Destiny has an impressive list of awards and acknowledgments directly related to the human services curriculum.

North Central University, expected graduation in 2026

Ph.D. in Marriage and Family Counseling, specializing in child and adolescent psychotherapy
2012-2014 Brenau University, M.S. in Clinical Counseling Psychology

Thesis: The Relationship Between Childhood Maltreatment and Obesity Symptoms in Adulthood
2008-2012 Piedmont College, B.A. in Sociology
2003-2005 New York University School of Dentistry

Workforce Education Investment Act (WEIA) Report 2023

In collaboration with Kristy Anderson and Cal Erwin-Svoboda, the annual reporting was submitted July 31, 2023 to the State Board for Community and Technical Colleges. Below is a summary of the initiatives.

Guided Pathways

- 66% The majority of the Guided Pathways funding supports student completion by enhancing the student support services including an Advising & Guided Pathways Director, Student Success Navigator, CTE and K-12 Support Specialist (50%), Welcome Center Coordinator (admissions/entry services), and Asst. Financial Aid Director (50%).
- 4% Faculty received stipends to develop math co-requisite courses and attend professional development conferences focusing on inclusive pedagogy.
- 17% Used a portion of this year's allocation to renew our Career Coach subscription and purchase two EAB student success management modules; EAB Navigate Core Platform and Recruitment Management. The two EAB modules will allow us to; plan, automate and track outreach to specific student groups, utilize case management tools to deliver better support to students, provide dashboards to track key academic performance and progress indicators and metrics on student appointments and communications, and assess the impact of interventions.
- 13% of the funding supports a program coordinator who focuses on building the annual schedule and oversight of course maintenance like making sure prerequisites are correct and courses align with the pathway maps.

Nurse Educator Salaries

- The faculty and associate dean in the nursing department receive a \$25,000 annual, high-demand stipend to help maintain faculty and leadership in nursing programs who deliver high-quality nursing education to meet the needs of the workforce.

High Demand Salaries

- Faculty in programs identified by SBCTC as high demand receive an annual \$7,500 stipend. Programs include STEM, Industrial Tech., and Medical Assisting.

Diversity, Equity, and Inclusion SB 5194 and SB 5227

- Grays Harbor College created and submitted July 2022 a DEI strategic plan using an inclusive process that included staff, faculty, students and administrators. This plan assembles all of the college's current EDI efforts into one comprehensive document and is helping guide the college's work. GHC will be reviewing the plan summer 2023 to ensure continued alignment with the College Priorities, Guided Pathways efforts, and other related projects. In July 2024, we will submit an updated diversity program/strategic plan to the SBCTC.
- The College continues to make progress building upon our current outreach program with an emphasis on recruiting and retaining students from communities of color, students with disabilities, and low-income communities. Grays Harbor College employees from multiple areas of student services, including our TRIO Educational Opportunity Center, Admissions/Entry Services, and our Diversity and Equity Center will operationalize the college's culturally appropriate outreach program.
- During the 2022-2023 academic year, Grays Harbor College provided DEI and anti-racism professional development training for employees during fall, winter and spring quarters.

Trainings were mixture of; in-person/virtual, live/asynchronous, and/or all employees/smaller groups. Additionally, Grays Harbor College shared DEI professional development opportunities to employees throughout the year. During summer 2023 we will be updating our DEI website to include training professional development feedback from this most recent academic year, our EDI training framework, annual calendar, which is our approach to providing DEI and anti-racism professional development for faculty and staff, along with other reporting requirements as noted in SB 5194 and 5227.

- Campus climate assessment for students, including a specific race/ethnicity survey, was conducted during the 2021-2022 academic year which meant during the 2022-2023 academic year Grays Harbor College conducted listening and feedback sessions with students per SB 5227 deliverable guidance. For faculty and staff, Grays Harbor College administered the PACE Climate Survey in January and February 2023, including the racial diversity sub-scale survey. During summer 2023 we will be posting findings from the listening sessions and/or climate survey on our public website.
- During the current academic year (2023-2024) Grays Harbor College will be developing a program on DEI and anti-racism for students to align with the SB 5227 timeline of all degree-seeking students participating the program, regardless of PT or FT status beginning the 2024-2025 academic year. In addition to the development of a structured program for students as noted above, the Associated Students of Grays Harbor College, Diversity & Equity Center and Diversity Advisory Committee has been involved this last year in providing EDI specific programming and events, awareness/information and professional development resources.

Nursing Simulation Lab Equipment

- The simulation grant monies provided by State Board for Community and Technical Colleges has allowed Grays Harbor College Nursing program to diversify our fleet of high-fidelity human patient simulators to better reflect the patients that we serve. In addition, our program has been able to update most of our aging simulation equipment and lab computer systems to support expansion and sustainability of our simulation experiences. Finally, the simulation grant money has allowed our program the opportunity to move into the 21st century and expand our implementation of quality virtual simulation activities that align with our current program goal to use simulation for approximately 25% of our clinical hours.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
August 22, 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

Summer Quarter Enrollment

| FTE: Summer 2023 | Summer 2022 | Summer 2023 | Year to Year Diff | | Summer 2022 Finals | |
|--|------------------------|------------------------|-------------------|--------------------------|--|-----------------------------------|
| | 08/09/2022 Day # 26 | 08/08/2023 Day # 25 | | | 08/16/2022 FINALS | |
| | 2022-23 | 2023-24 | Difference | % Diff from 2022 to 2023 | Summer 2022 FTE change to end of quarter | Final FTE Numbers for Summer 2022 |
| 1-Academic Transfer & Pre-College | 120.55 | 144.46 | 23.91 | 19.8% | -0.33 | 120.21 |
| 2-Transition Programs | 34.06 | 53.94 | 19.88 | 58.3% | - | 34.06 |
| 3-Career and Technical Ed. | 76.72 | 66.90 | -9.82 | -12.8% | 0.13 | 76.85 |
| 4-BAS Programs | - | 3.66 | 3.66 | 0.0% | - | 0.00 |
| State Support Total | 231.33 | 268.96 | 37.63 | 16.27% | -0.20 | 231.13 |
| 3-Running Start | 18.98 | 6.13 | -12.85 | -67.7% | - | 18.98 |
| State Support + Running Start Total | 250.31 | 275.09 | 24.78 | 9.9% | -0.20 | 250.11 |

Summer Quarter Enrollment – 26th Day of the Quarter

Last Year to This Year

Comparing August 9, 2022 – 26th day of the quarter, to August 8, 2023 – 25th day of the quarter.

On August 9, 2022, we had reached **59.5%** of our **389 FTE State-Funded** quarterly goal. As of August 8, 2023, we are at **69.9%** of our **385 FTE State-Funded** quarterly goal.

As currently coded, total **State-Funded FTE** is at +37.6 FTE compared to the same-day last year. Including coded running start FTE, summer is at +24.8 FTE compared to the same-day last year. The last day of in person instruction for summer is August 10 and the last day for WAOL instruction is August 16.

Last Week to This Week (August 1, 2023 to August 8, 2023)

State-Funded FTE changed +2.7 FTE since last week’s snapshot. Combining state-funded and running start FTE, there has been a change of +3.0 since last week.

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **41** out of a **192** quarterly goal (**21%**). *Summer WRT is not expected to reach the quarterly goal, and will count towards meeting the annualized goal.*

Fall Quarter Enrollment

| FTE: Fall 2023 | Fall 2022 | Fall 2023 | Year to Year Diff | | Fall 2022 Finals | |
|--|-------------------------|-------------------------|-------------------|-------------------------------------|---|---------------------------------------|
| | 07/12/2022 Day # -69 | 07/11/2023 Day # -69 | | | 12/20/2022 FINALS | |
| | <u>2022-23</u> | <u>2023-24</u> | <u>Difference</u> | <u>% Diff from 2022 to 2023</u> | Fall 2022 FTE change to end of quarter | Final FTE Numbers for Fall 2022 |
| 1-Academic Transfer & Pre-College | 266.68 | 303.44 | 36.76 | 13.8% | 211.64 | 478.32 |
| 2-Transition Programs | - | - | 0.00 | 0.0% | 127.05 | 127.05 |
| 3-Career and Technical Ed. | 133.63 | 167.51 | 33.89 | 25.4% | 172.99 | 306.61 |
| 4-BAS Programs | 43.62 | 23.64 | -19.98 | -45.8% | 8.92 | 52.55 |
| State Support Total | 443.93 | 494.59 | 50.66 | 11.41% | 520.60 | 964.53 |
| 3-Running Start | 137.60 | 170.11 | 32.50 | 23.6% | 162.91 | 300.51 |
| State Support + Running Start Total | 581.53 | 664.70 | 83.16 | 14.3% | 683.51 | 1265.04 |

Fall Quarter Enrollment as of August 8, 2023

Last Year to This Year

Comparing August 9, 2022 – 41 days prior to the quarter, to August 8, 2023 – 41 days prior to the quarter.

On August 9, 2022, we had reached **36.0%** of our **1604 FTE State-Funded** quarterly goal. As of August 8, 2023, we are currently at **39.7%** of our **1604 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at +60.4 FTE compared to the same day last year. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +99.6 FTE compared to the closest date for fall 2022.

Last Week to This Week (August 1, 2023 to August 8, 2023)

State-Funded FTE changed +47.0 FTE since last week's snapshot. When combining state-funded and running start FTE, the total changed +49.6 since last week's snapshot.

Worker Retraining

Worker retraining FTE is not yet coded for fall quarter.

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

Increasing Enrollment

- TRIO Upward Bound just completed their six-week summer program which brought rising and/or graduating seniors to campus from Hoquiam, Ocosta, and Raymond High Schools.
- The Admissions Team, K-12 Outreach, and TRIO Educational Opportunity Center are out in the community sharing about academic programs, support services and registering for fall quarter!
- The Take a Class on Us Program has been extended through fall quarter. To date over 1,000 students have benefited from this program. To learn more visit www.ghc.edu/on-us.
- Sending emails, post cards and text messages (current students only), and making phone calls to current and prospective students about enrolling for fall quarter.
- Conducted a phone call campaign to remind continuing students who were registered Spring 2023 but not yet registered for Fall 2023. As of July 27, 2023, there were about 600 students on this list.
- Hosting weekly campus tours and our next *3 Steps, 1 Day Events* September 7 (9:00 a.m.-1:00 p.m.)

Student Services Division

- Preparing to welcome new students to campus and the kick-off to the academic year with New Student Orientation on Thursday, September 14. To find out more about this quarterly program, please visit www.ghc.edu/admissions/new-student-orientation [College Priority 2, 5]
- GHC was selected for the SBCTC Free/Reduced Price Meal Pilot Program, made possible by the State Legislature earlier this year. This pilot is for three years and is intended to provide free and low-cost meal plans or food vouchers to eligible low-income students. [College Priority 1,2,3,4, 5]
- Visit the Student Services & Instructional Building website for more about navigating campus during the summer months as walkways have been impacted due to this project. [College Priority 2, 4]
- Purchased student success and customer relationship management systems. The implementation of these systems will allow the college to holistically support students throughout the entire student lifecycle. We anticipate implementing the CRM over the summer months with the student success platform to be officially rolled-out winter quarter. [College Priority 2,3,4,5]
- The athletics department is hard at work preparing for the upcoming year; hiring head coaches for women's soccer (Fall '24), women's volleyball (Fall '24) and men's baseball (Spring '24), creating an athletics strategic plan, onboarding coaches and student athletes, and preparing athletic facilities for the start of fall quarter. [College Priority 2,3,4,5]
- Beginning the restoration process of the athletic field in partnership with the City of Aberdeen's Park and Recreation Department to make the field useable once again for both city-organized initiatives (recreational use) and collegiate-level athletics. [College Priority 2,4,5]
- Employees attended the *Guided Pathways Rural College Convening* and spent time discussing the current state of our Guided Pathways efforts, continuing to center students at the heart of these conversations about the student experience from intake to completion. [College Priority 2,3,4,5]
- College Priority 5 consists of two groups: Guided Pathways (retention and completion) and outreach/recruitment and entry process. Both groups are in the process of finalizing this year's work plans which will be shared during the September study session. [College Priority 1,2,3,4,5]

Bishop Center for Performing Arts

We wrapped up July with our summer musical, *The Prom*. Thanks to the amazing cast and crew for their work to put on such a wonderful production in under two months. As we prepare for the upcoming 2023-2024, which will also be our 50th anniversary, we anticipate updates to the Bishop Center website, including the ability to purchase tickets to be completed this week.

Upcoming Calendar of Events

Outreach & Recruitment

When you are out and about in the community, be sure and stop by and say hello to the GHC team at the following community events:

- Tokeland Woodfest, August 12, 2023
- Aberdeen Summerfest, August 19, 2023
- Aberdeen Sunday Market, August 27 & September 17, 2023
- Loggers Play day, September 9, 2023
- Grays Harbor Pride, September 23, 2023

Grays Harbor College

- *Three Steps, One Day* event; Thursday, September 7, 2023; 9:00 a.m.-4:00 p.m.
- *Fall Start - New Student Orientation*; Thursday, September 14; 9:00 a.m.-1:00 p.m.
- Fall Kick-off Week; September 11-15, 2023

Bishop Center for Performing Arts

Here is what is coming up in September and October

Locarno

Saturday, September 30, 2023 – 7:30 p.m.

Experience the mesmerizing sounds of Locarno, a band that effortlessly blends Latin, Caribbean, and Mediterranean influences into an electrifying mix of vibrant vocals, soulful instrumentation, and high-energy beats. With each member bringing their own unique flair, their performances are a celebration of unity and diversity, inviting you to dance, sing, and revel in the joyous spirit of their music. Be prepared to be swept away on a musical journey that transcends borders and ignites hearts with the sensational sounds of Locarno.



Never Come Down

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

Prepare to be enthralled by the captivating 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.



**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
August 22, 2023**

Written Report

Background Information:

Agenda Item: VIII – 9 – Standing Report – President’s Report
Topic: President Update
Prepared By: Dr. Carli Schiffner
Attachments: Free and Reduced Lunch Pilot Program Press Release

Narrative

July and August Events:

The Prom, Bishop Center performance, July 20

Lions Club, presentation, July 24

Greater Grays Harbor Luncheon, presentation, July 25

Grays Harbor College Board Retreat, August 3

K-12 Gray Pac Superintendent’s Retreat, August 7

Meetings:

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

Stafford Creek, Department of Corrections, visit, July 19

Pac Mountain Workforce Development Meeting, William Westmoreland, July 24

Representative Derek Kilmer, upcoming, July 24.

GHC Foundation President, Arlene Torgenson, July 25

Circle Seafoods, tour and workforce development, July 26-27

Summit Pacific, Josh Martin, CEO, July 26

Satsop Business Development Center, Port of Grays Harbor, Alissa Shay, July 26

Pacific Conservation District, Mike Nordin, July 26

The Evergreen State College and Native Pathways, July 31

Department of Ecology, August 1

AJAC, apprenticeship council, August 8

Hayden Davis, Representative Kilmer DC staff, August 8

Aberdeen Mayor, Pete Schave, August 10

City Administrator, Ruth Clemens, August 10

System Work:

WACTC Operating Budget, Vice Chair

WACTC Corrections Committee, Member

WACTC Allocation Formula Review Taskforce, Member

Washington Association for Community and Technical Colleges (WACTC) Presidents' Retreat, July 11-14.

Guided Pathways Rural College Convening, August 9

Planning:

Fall Kick Off Week, September 11-15

SSIB, Building Opening and Transitions, Fall 23-Winter 24

NWCCU Accreditation preparations, ongoing. Spring 2024 visit.

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, are collaborating on an application. Underway with writing for planning grant.

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.

Free and Reduced Lunch Pilot Program: selected by the State Board for Community and Technical Colleges, Grays Harbor College is one of four colleges identified to participate in a three year pilot program to reduce food insecurity amongst students. This pilot program originated from SSHB #5519 in the most recent legislative session (see attached press release for more information).



Contact:

Holly Duffy, Director of Marketing & College Relations

Phone: 360-538-4005

Email: publicrelations@ghc.edu

10 August 2023

FOR IMMEDIATE RELEASE

GHC Selected to Participate in Free/Reduced-Price Meal Pilot Program

Grays Harbor College is one of four Washington Community and Technical Colleges awarded funds from the State Board for Community and Technical Colleges (SBCTC) to promote food security for its students. During the 2023 legislative session, Washington State lawmakers passed into law Second Substitute House Bill 1559 (2023), which included the three-year pilot to provide free and low-cost meal plans or food vouchers to eligible low-income students.

The pilot will provide approximately 125-200 students access to free or reduced-cost healthy meal options on-campus, three-days a week each quarter. GHC's Vice President of Student Services, Dr. Cal Erwin-Svoboda explained, "For more than a decade, Grays Harbor College – in close collaboration with dedicated partners including employees, community-based organizations, the Associated Student Government, and the College Foundation – has been committed to enhancing food security among students. Our unwavering dedication is guided by the fundamental belief that nourishment is essential for effective learning. We are thrilled to be part of the SBCTC Free/Reduced-Price Meal Pilot as it will allow us to make huge strides toward improving food security for our students."

Additional planned components of the pilot program include establishing a food security committee, ensuring there are healthy and affordable meal options at the Aberdeen campus for all students, as well as allocating monies for student-led initiatives and educational workshops to provide a platform for in-depth discussions and exploration of food security initiatives.

"The application process was highly competitive—with over 25 colleges submitting applications for the pilot" according to GHC President Dr. Carli Schiffner. "Thank you to our college team for their hard work in securing this resource for our students. This pilot will let us foster an environment on campus where all students have access to reliable food resources that can improve student's overall well-being and academic achievements."

The program will be embedded within the workforce funding and support programs department at GHC, a unit which provides wrap-around services and support to students. It will enhance Grays Harbor College's current efforts to support food security including a newly remodeled on-campus food bank, snack cabinets, and other emergency assistance programs. The program will be located in the College's

new Student Services and Instructional building, slated to open in January, which will feature a cafeteria on its first floor.

Approximately 14.8% of Grays Harbor County residents, totaling 10,950 individuals, experience food insecurity, surpassing the national average by 3%. “Recognizing the significant prevalence of food insecurity in our county emphasizes the urgency and importance of addressing this critical issue through within our rural service area,” said Dr. Erwin Svoboda.

The Fall 2022 Washington Student Experience/Basic Needs Survey unveiled concerning levels of food insecurity among Grays Harbor College respondents. Approximately 44% reported experiencing food insecurity within the previous month, surpassing the state-level average of 38%. Disaggregated state-level data from the 2022 survey highlights significant disparities in food insecurity rates among student subgroups. American Indian/Alaska Native and Black/African American students, former foster youth, and students eligible for need-based funding face disproportionately higher rates of food insecurity compared to their White counterparts. Dr. Erwin Svoboda added, “GHC is dedicated to fostering a supportive and inclusive environment that enables all students to thrive academically, regardless of their socio-economic backgrounds or demographic characteristics. This pilot will allow the College to address the disparities and intricate factors that contribute to food insecurity, and help ensure equitable access to nourishing meals for every student.”

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
August 22, 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:

- Brick work is 98% complete

MAJOR MILESTONE WORK IN PROGRESS:

- Window installation is in progress on the West side of the building with the goal of closing in the building this month.
- Phase 2 Entrance to Campus is underway with completion of retaining walls in the next couple of weeks. The goal is to have this area open for fall quarter.
- Drywall and painting are progressing per floor and area. Sector A first and second floors are mostly complete.
- The elevator installation is scheduled to start this week
- Geo-wells installation is still in progress and will move to the east side this week.

MAJOR MILESTONE WORK AHEAD:

- Complete Mechanical, Electrical and Plumbing for all floors.
- Power and IT switch over scheduled for the week of August 28 of 2023.

SSIB COMMUNICATIONS TO CAMPUS:

- We are working with Forma, E-team, PIO and other parties on campus to develop comprehensive communications to alert the GHC community of any impacts to campus related to SSIB construction.
- Messages will be sent out periodically as we approach key dates, or as additional information is confirmed and finalized.
- More focused messages will be sent to departments directly impacted by specific events. One example of this type of communication will be what to expect as each department plans to move into the new building.

CONSTRUCTION IMPACTS ON CAMPUS:

- Pedestrian walkways are shifting as sidewalks and roadways are paved, we are opening up improved paths across campus throughout August and September.
 - Signs to improve wayfinding for visitors and new students have been posted, more permanent signs are on order (as of August 14, 2023).
 - Maps showing construction changes are posted to the GHC website at <https://www.ghc.edu/ssib/pathways>.
- One component of the SSIB project is a significant upgrade to our data network. The replacement of our “Core Switch” will be happening on August 29-30, 2023. GHC-IT has spearheaded this part of the project, and it will require some network functions to go dark during this time. Impacts will be:
 - Employees working on campus on August 29 and 30 should plan for IT service related disruptions as we cut over our IT infrastructure to the SSIB. The move requires coordination between our K-20 partners, Comcast, and the College and will significantly improve our network infrastructure and security. Below are the anticipated IT related outages:
 - Internet access, Teams, and email/calendar will not be available during this time for employees on campus and for those working remotely.
 - Phones will not be available for those on campus. IT will work with the Welcome Center to make sure our main line number can be answered.
 - Registration and business-related tasks requiring ctcLink will not be available from campus but will be available for employees working remotely.
- Campus departments will be relocated from 2000 & 4000 to SSIB in December and January.
 - Detailed communications on timelines, roles, supplies and what to expect related to the move will be sent out in September.
 - Moving supplies will be delivered to departments in November (sooner upon request).

ANTICIPATED TIMELINE:

| Start Date | End Date | Item |
|------------|------------|--|
| 7/28/2023 | 9/1/2023 | Bus Loop/Upper campus Entrance paving |
| 8/21/2023 | | East road between 4000 & 800 open |
| 8/21/2023 | 9/1/2023 | Walkway from 500-1500 closed |
| 8/21/2023 | 9/1/2023 | Walkway from 1500-2000 closed |
| 8/24/2023 | 11/13/2023 | Commissioning (Training on Building Systems) |
| 8/28/2023 | 9/1/2023 | Core Switch cutover |
| 8/29/2023 | 8/29/2023 | Asphalt Paving |
| 9/1/2023 | 9/30/2023 | ADA parking lot construction |
| 9/1/2023 | 11/1/2023 | Malik Commons paving and landscaping |

| | | |
|------------|------------|--|
| 9/11/2023 | 9/13/2023 | SSIB Tours |
| 10/5/2023 | | Elevators Complete |
| 10/16/2023 | 11/10/2023 | Contractors leave building in "broom clean" status |
| 10/30/2023 | 11/17/2023 | Furniture Installation |
| 11/6/2023 | 11/17/2023 | Punchlist Inspection |
| 11/13/2023 | | Partial Occupancy |
| 11/13/2023 | 11/23/2023 | GHC Custodial Clean |
| 11/20/2023 | 12/31/2023 | Punchlist Completion |
| 12/4/2023 | | Certificate of Occupancy |
| 12/4/2023 | 12/8/2023 | Move GHC Staff-Bookstore & ASGHC |
| 12/11/2023 | 12/15/2023 | Move GHC Staff-Bookstore, Student Life, TRiO |
| 12/18/2023 | 12/22/2023 | Move GHC Staff-VPSS & Student Support |
| 12/21/2023 | 12/22/2023 | Wax floor 3 |
| 12/28/2023 | 12/30/2023 | Wax floor 1 & 2 |
| 1/16/2024 | 2/16/2024 | Move GHC Staff-WX, FA, Testing |

BUDGET REVIEW:

- On budget for construction costs.

TIMELINE REVIEW:

- On schedule to open the building for Winter Quarter of 2024.

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

AUGUST 22, 2023 MEETING

CONSTRUCTION BUDGET 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 |
| 23 CURRENT APPROVED CHANGE ORDERS TO DATE | \$ 776,766.31 |
| REVISED CONTRACT AMOUNT (INCLUDING WSST) | <u>\$ 44,550,623.31</u> |

| | |
|---|------------------------|
| REMAINING CONTINGENCY | \$ 1,220,820.69 |
| FFE | \$ 1,947,043.67 |
| CONTINGENCY AND FFE (BUDGET LESS REVISED CONTRACT AMOUNT) | <u>\$ 3,167,864.36</u> |

| | |
|---------------------------------|-------------------------|
| REVISED CONTRACT AMOUNT TO DATE | \$ 44,550,623.31 |
| 17 PAY APPLICATIONS - 69% | \$ (30,904,787.59) |
| BALANCE DUE (31%) | <u>\$ 13,645,835.72</u> |

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-23

| | | |
|---|----------------------|------|
| Design Errors/Omissions | \$ 113,123.60 | 15% |
| Agency - (Owner Requested Change) | \$ 198,705.58 | 26% |
| Latent Condition -(Unforeseen Conditions) | \$ 263,563.46 | 33% |
| Code Requirements | \$ 54,122.22 | 7% |
| Value Engineering (Cost saving ideas) | \$ (109,687.58) | -14% |
| Delay | \$ 256,939.03 | 33% |
| | <u>\$ 776,766.31</u> | |

SSIB CONSTRUCTION TIMELINE

AUGUST 22, 2023

| 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 |

| CONTRACT TIME REVISIONS | |
|-----------------------------|------------------|
| DAYS ADDED BY CHANGE ORDER | 0 DAYS |
| ADJUSTED CONTRACT TIME | 649 DAYS |
| ADJUSTED BUILDING OCCUPANCY | NOVEMBER 5, 2023 |

| CONTRACT TIME TRACKING | |
|-------------------------------------|-----|
| ELAPSED CONTRACT DAYS | 574 |
| TIME REMAINING TO COMPLETION | 75 |
| PERCENTAGE OF ELAPSED CONTRACT TIME | 88% |

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 FOR 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