

Board of Trustees Regular Meeting

July 18, 2023 at 2:00 PM



Hybrid Meeting: Manspeaker Building Room 2255 (Aberdeen Campus)

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

Join by Phone: 253-205-0468

July 18, 2023 - Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, July 18, 2023, at 2:00 pm. Ms. Astrid Aveledo, Board Vice 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	
VII.	Action Items <ol style="list-style-type: none">1. Approval of June 20, 2023 Minutes2. Second Reading: 100 and 200 Section Operational Policies (separate attachment)3. 2023-24 Student Fee Funded Operating Budget Proposals4. Associated Students of Grays Harbor College (ASGHC) Budget Proposal: Brewster Athletic Complex Construction Project	
VIII.	Standing Reports <ol style="list-style-type: none">1. Student Government (no report)2. Classified Staff Report (verbal report out will be provided)3. Represented Exempt Staff Report (no report)4. Faculty Report (no report)5. Administrative Services Update6. Human Resources Report7. Instruction Report8. Student Services Report<ol style="list-style-type: none">a. Enrollment9. President's Report	No Report Ms. Cara Beth Stevenson Ms. Deanna Shedley Mr. Tom Kuester Mr. Kwabena Boakye Mr. Darin Jones Ms. Nicole Lacroix Dr. Cal Erwin-Svoboda Dr. Carli Schiffner

	<ul style="list-style-type: none"> a. Student Services & Instructional Building Update <p>10. Board Report</p> <ul style="list-style-type: none"> a. Foundation Meeting Report b. Board Art Committee Update c. Board Retreat: August 3, 2023 d. Items of Interest 	<p>Mr. Floyd Plemmons & Mr. Keith Penner</p> <p>Ms. Astrid Aveledo Ms. Astrid Aveledo</p>
IX.	<p>Executive Session</p> <p>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	

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

June 20, 2023

Study Session – 1:00 p.m.

Board Meeting – 2:00 p.m.

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

Members Absent: None

Others who participated: Ms. Kristy Anderson, Dr. Ed Brewster, Mr. Derek Edens, Dr. Cal Erwin-Svoboda,
Ms. Penny James, Mr. Justin Kjolseth, Ms. Nicole Lacroix, Dr. Joseph Malik,
Mr. Keith Penner, Ms. Cara Beth Stevenson, Ms. Sandy Zelasko

Dr. Carthum welcomed Board members and guests to the meeting.

Study Session – Budget Process

Mr. Boakye led a discussion on the budget process and reviewed the FY 24 budget that will be presented to the Board at today's meeting for approval. Highlights included the following:

2023-24 Operating Budget Fact Sheet
2023-24 Operating Budget Summary
2023-24 Revenue Estimates
2023-24 Expenditure Estimates
FY 2023-24 Student Activities Funds
FY 2024-24 Tuition and Fee Schedules
FY 2023-24 Salary Schedules

Mr. Boakye addressed questions from the Board. He stated that when the FY 24 Operating Budget is presented for approval later in the agenda more detailed information will be discussed.

Board Meeting

I. Call to Order/Roll Call

Roll was called and all members of the Board were present.

II. Pledge of Allegiance

Dr. Carthum led attendees in the Pledge of Allegiance.

III.

Land Acknowledgement

Dr. Carthum read the Land Acknowledgement.

IV. Agenda Adoption

Dr. Erwin-Svoboda requested adding an agenda item under action to present the proposed FY 2023-24 Student Government fees. His request was approved.

V. Public Comments

None

VI. Celebration

Dr. Carthum introduced Dr. Joseph Malik, president of Grays Harbor College from 1972 to 1989. He hired Ms. Zelasko in 1983 as his assistant. She is retiring June 30. He complimented her on her many years of service to the college.

VII. Action Items

1. Approval of Board Minutes

Ms. Avelado asked that agenda item 9 b Board Report be amended to read as follows: The Board Art Committee met and heard informative presentations from three people who have been involved in equitable art solicitation processes.

It was moved and seconded to approve the May 16 2023 minutes as amended. Motion carried.

2. Appointment of Representative to Greater Grays Harbor, Inc.

It was moved and seconded to appoint Dr. Schiffner as the college's designated representative to the Greater Grays Harbor, Inc. Board. Motion carried.

3. Trustees' Fund

It was moved and seconded to transfer the signature authority and associated delegated authority on the Trustees' Fund from Dr. Brewster to Dr. Schiffner. Motion carried.

4. 2023/2024 GHC Budget Proposal

It was moved and seconded to approve the FY 2023-2024 Operating Budget. Motion carried.

5. Service and Activities Fees and Tech Fee

Dr. Erwin-Svoboda reported that each year student government committees propose expenditures from the Service and Activities Fees and the Tech Fee. ASGHC President, Mr. Aidan McMurdo reviewed the proposed budgets. Because of events occurring after the budgets were proposed the report today was not accurate. After discussion, it was agreed to postpone approving the budgets until the July, 2023 Board meeting.

VIII. First Reading

100 and 200 Section Operational Policies

Dr. Brewster reported the Board approved reviewing all operational policies over a five year period. Revised 100 and 200 section Policies were presented for a first reading. All policies go through two readings at College Council. Suggestions from those meetings are incorporated into final versions of the policies. They will be presented for a second reading and approval at the July Board meeting.

IX. Information

X. Standing Reports

1) Student Government Report (Mr. Aidan McMurdo)

ASGHC President Mr. McMurdo thanked faculty and staff for their support. He said the month of June has been busy for student government – Mayhem, Budget Committee, selections and appointments and graduation.

2) Classified Staff (Ms. Cara Beth Stevenson)

Ms. Stevenson reported the following:

The classified staff union is offering scholarships for union members. The deadline is June 30. The Staff Development and Training Committee held their Spring Quarter fund raiser. It netted \$740.84 that included a \$500.00 donation from the GHC Foundation.

- 3) Represented Exempt Staff Report (Ms. Deanna Shedley)
None
- 4) Faculty Report (Mr. Tom Kuester)
None
- 5) Administrative Services Update (Mr. Kwabena Boakye)
Mr. Boakye thanked the Board for approving the budget for next year. He will meet with budget managers tomorrow and there will be an all-college meeting in July to discuss the budget.
- 6) Instruction Update (Ms. Nicole Lacroix)
Ms. Lacroix presented updates on instructional goals for 2021 – 2023, 2023 – 2025, and 2022-2023 accomplishments.
- 7) Vice President for Student Services (Dr. Cal Erwin-Svoboda)
Dr. Erwin-Svoboda's report was included in backup materials received prior to the Board meeting. Highlights included:
Enrollment – Currently we are up 10% from this time last year. More accurate numbers will be available at the July Board meeting. The Take a Class on Us program for eligible students has been extended through Summer and Fall Quarters. The College will cover the costs of one class each quarter, up to five credits or \$1,000.00.
E-Sports – Three e-sports teams from GHC competed in the national e-sports competition. They won several awards including one championship.
End of the Year Events – Several celebrations are taking place including GED/High School completion graduation, Running Start celebration, student awards and recognition, TRIO celebration, commencement and several offerings at the Bishop Center.
- 8) President's Update (Dr. Ed Brewster)
Dr. Brewster's report was included in backup materials received prior to the meeting. Highlights included the following:
 - Updates on the college's five priorities.
 - Employee Climate Survey Results have been posted on the intranet.
 - Charlie's Café and the GHC Bookstore will open in January 2024 in the SSIB.
 - Listening sessions for students were held to help us better understand the college's climate as it relates to the equity, diversity and inclusion strategic plan.

Dr. Brewster thanked the Board for their support during the past three years when he returned to the college as interim president. He congratulated the Board for selecting Dr. Schiffner as the college's next president.

 - a. SSIB Update (Mr. Keith Penner)
Mr. Penner presented the following update on progress of construction on the SSIB:
 - Starting June 2023 the construction zone will be increased which includes removing some walking paths for the summer. By September 15 walking paths will be completed and ADA accessible.

- Selecting furniture, fixtures and equipment for the building is proceeding.
- Completion of the building is on schedule to open Winter Quarter 2024.

9) Board Report

Dr. Carthum thanked Dr. Brewster for coming out of retirement to lead the college these past three years.

- Foundation Report (Ms. Astrid Aveledo)
Ms. Aveledo reported the Foundation naming campaign has raised a total of \$455,000.00.
- Board Art Committee (Ms. Astrid Aveledo and Dr. Paula Akerlund)
Ms. Aveledo reminded the Board that they will make the final decision on selecting Tribal and local artists who will display artwork in the new building. The Call for Artists/Requests for Qualifications document will be available soon.
- End of the Year Events
Board members reported on end of the year events they plan to attend.
- Board Retreat
The Board will hold a retreat August 3rd at the Trade Winds Conference Center in Tokeland. The naming of the new building will be discussed.
- Board Elections – It was moved and seconded to nominate Dr. Akerlund as Board Chair and Ms. Aveledo as Vice Chair. Motion carried

XI. Non-Public Session

The Board entered into a non-public session at 3:40 p.m.-for approximately fifteen minutes.

The regular meeting was reconvened at 3:50 p.m.

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

It was moved and seconded to accept the collective bargaining agreement as presented by Mr. Jones. Motion carried.

XIII. Executive Session

None

XIV. Good of the Order

None

XV. Adjournment

The meeting was adjourned at 4:00 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
July 18, 2023**

Written Report

Background Information:

Agenda Item: VII – 2– Second Reading - Action
Topic: Approval of 100 and 200 Section Operational Policies
Prepared By: Dr. Carli Schiffner
Attachments: 100 and 200 Section Operational Policies

The 100 and 200 Section Operational Policies were scheduled to be reviewed this year. Operational Policies 100 and 200 have been reviewed by College Council and approved to move forward to the Board for a second reading.

ACTION REQUESTED:

Approval of 100 and 200 Section Operational Policies.

GRAYS HARBOR COLLEGE
Board Policy

**Subject: THE LEGAL AUTHORITY OF THE BOARD OF TRUSTEES
AND ITS OPERATING PRINCIPLES**

Page 1 of 1

Board Policy Number: 101

Date adopted: 8/1/75 Revised: 3/21/00, 2/21/06 Reviewed: 11/20/18; July 2023

The Board of Trustees of Grays Harbor College is the legal authority for Community College District No. 2 as stipulated by RCW 28B.50.140. As such the Board is responsible for the policies, operations and fiscal integrity of the Grays Harbor College district. Specific aspects of these responsibilities are further defined in other board policies.

It is the intent of the Board of Trustees of Grays Harbor College to speak with one voice. As the representative of the citizens of the State of Washington, the Board is committed to actively solicit input from all the stakeholders of GHC in our community. The Board desires to encourage open, honest and respectful dialogue on issues relevant to its governance of GHC at its meetings. Only the Board Chair, however, is recognized to speak for the Board.

Complaints, concerns and other issues regarding personnel or operations communicated to GHC Board members should be referred to the president or designee for investigation. Issues related to governance, the president or other affairs within the Board's purview should be discussed at the official board meeting. Individual board members should defer action on all issues to the Chairman or college president unless specifically agreed upon by the GHC Board.

GRAYS HARBOR COLLEGE
Board Policy

Subject: MEETINGS OF THE BOARD OF TRUSTEES

Page 1 of 1

Board Policy Number: 102

Date adopted: 8/1/75 Revised: 1/26/81, 1/17/95, 1/18/2000, 2/21/06, 3/15/11

The Board of Trustees shall establish and submit to the Washington State Code Reviser an annual schedule of regular meetings for publication in the Washington State Register by January of each year. Regular meetings will ~~normally~~ be held ~~monthly unless the Board decides otherwise, during the months of September, October, November, February, March, April, May, and June~~. In addition, the Board may hold special meetings as the need arises.

The Board of Trustees will announce in advance through the news media the date, time and place of all regular meetings. Special meetings of the Board will be announced through the media at least twenty-four hours in advance. The president shall be responsible for executing this policy.

Citizens of the college district shall be encouraged to attend meetings of the Board.

GRAYS HARBOR COLLEGE
Board Policy

Subject: ETHICAL STANDARDS AND CONFLICTS OF INTEREST

Page 1 of 1

Board Policy Number: 103

Date adopted: 6/20/00, 2/21/06 Reviewed: 11/20/18; xx 2023

Policy Regarding the Washington Ethics Law:

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board of Trustees and of all employees at Grays Harbor College. Board members and employees shall perform in accordance with this law in their dealings with fellow college employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities to Grays Harbor College.

Policy Regarding Conflicts of Interest:

Each member of the Board of Trustees and all employees of Grays Harbor College are expected to place the interests of the college above ~~their~~^{his or her} self-interests. When there are questions with regard to the meaning of the Washington Ethics Law and an individual's self-interests, Board members and employees are expected to resolve them in favor of good, ethical judgment and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving questions regarding conflicts of interest, the following statements from state law shall be considered:

- Board members and college employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
- Board members and college employees may not use their official position to secure special privileges for themselves or any other person.
- Board members and college employees may not receive compensation from any person, except the State of Washington, for performing their official duties.

GRAYS HARBOR COLLEGE
Board Policy

Subject: CODE OF ETHICS FOR THE BOARD OF TRUSTEES

Page 1 of 2

Board Policy Number: 104

**Date adopted: 1994 Revised: 6/20/00, 2/21/06 Reviewed: 11/20/18; Revised xx
2023**

POLICY STATEMENT

PREAMBLE

The trustees should set the ethical tone for their institutions through both their personal conduct and their institutional leadership.

Therefore, each trustee should adhere to the highest ethical standards and promote the moral development of the college community.

To achieve these goals, trustees should support active moral reflection, dialogue, and principled conduct among themselves, the president and administrators, faculty, staff, and students.

While no code of ethics alone can guarantee ethical behavior, the values and principles set forth in the code are intended to guide trustees in carrying out their duties. The trustees recognize their responsibilities (Attachment A) and pledge to work together according to the trustee tenets (Attachment B).

ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE

To promote individual development and the common good, trustees should strive to promote basic values about how people should conduct themselves when dealing with others at Grays Harbor College. These values should represent a shared ideal which should permeate the institution and become for trustees a primary responsibility to uphold and honor.

Honesty. Honest persons are truthful, sincere, forthright, straightforward, frank, candid; they do not cheat, steal, lie, deceive, or act deviously.

Integrity. Persons with integrity are principled, honorable and upright; they are courageous and act on convictions; they will fight for their beliefs and will not adopt an ends justifies the means philosophy that ignores principles or be expedient at the expense of principle, be two-faced, or unscrupulous.

Promise-keeping. Persons worthy of trust keep promises, fulfill commitments, abide by the spirit as well as the letter of an agreement; they do not interpret agreements in an unreasonably technical or legalistic manner in order to rationalize noncompliance or create justifications for escaping their commitments.

Fidelity. Persons worthy of trust demonstrate fidelity and loyalty to persons and institutions by friendship in adversity and devotion to duty. They do not use or disclose information learned in confidence for personal or political advantage. They safeguard the ability to make independent professional judgments by scrupulously avoiding conflicts of interest.

Fairness. People who are fair are open minded, manifest a commitment to justice, treat all individuals equally, and have a tolerance for an acceptance of diversity. They are willing to adhere to and support the majority decision.

Caring. Concern for the well-being of others manifests itself in compassion, giving kindness to and serving others; it requires one to attempt to help those in need and to avoid harming others.

Respect. Ethical persons demonstrate respect for human dignity, privacy, and the right to self-determination of all people.

Citizenship. In a democracy, responsible citizenship is an ethical obligation; it involves lawfulness (abiding by laws and rules of society), participation (by voting and expressing informed views), social consciousness and the obligation of public service.

Excellence. Ethical persons are concerned with the quality of their work; they pursue excellence, they are diligent, reliable, industrious, and committed. A public servant must be well informed and well prepared to exercise public authority.

Accountability. Ethical persons accept responsibility for their decisions, and for the foreseeable consequences of their actions and inactions.

Protection of Public Trust. Persons in public service have a special obligation to protect the trust given to them by the public by using the Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine says that ~~you~~ trustees must not only act fairly and honorably, ~~you~~ they must do it in such a way that any outsider will acknowledge ~~their~~ your fairness. ~~You~~ Trustees must avoid even the appearance of impropriety or conflict of interest.

TRUSTEE RESPONSIBILITIES

1. To devote time, thought, and study to the duties and responsibilities of a college board member so that I may render effective and creditable service.
2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue.
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision of the board.
4. To remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the community college staff, the local citizenry, and all media of community on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as a community college board member to benefit either myself or any other individual or agency apart from the total interest of the community college district.
6. To recognize that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation.
7. To bear in mind under all circumstances that the primary function of the board is to establish the policies by which the community college is to be administered, but that the administration of the educational program and the conduct of college business shall be left to the president of the college and the professional and non-professional staff.
8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current college operation and proposed future developments.
9. To support the state and national community college trustees association.

TRUSTEE TENETS

Acting as a whole. The board of trustees of a college can legally function only as a group. Individual acts of a trustee in relation to college matters are considered those of a private citizen. A board member should not misrepresent individual opinions as board opinions.

Managing conflicts of interest. Conflicts of interest relate not only to the individual trustee, but also to his or her family and associates. Business relationship between the college and trustees, including hiring relatives, friends, and business associates as college employees should be avoided.

Handling special interest groups. Trustees, once appointed, are responsible for representing the general interests of the college district or service area, and should act only on the basis of what is in the best interests of the entire college and community.

Using appropriate channels. It's important for the board to establish appropriate relationships between and with the president, college employees, students, and citizens and the appropriate ways to request information to address concerns or complaints of others.

Maintaining appropriate conduct at board meetings. In order to facilitate good decision-making at board meetings, conduct at board meetings should model respect and consideration for other board members, citizens, students, and college staff.

Exercising authority as a trustee. When assuming the role as a board member, trustees assume the following responsibilities: to be knowledgeable of and support the mission and philosophy of community or technical colleges, to be knowledgeable of fiscal and legal responsibilities, to commit time and energy to discharging the duties of being a trustee, to participate as a leader in making policy, to support the college in the community, and to function as a team member.

Handling administrative matters. Board members should understand the distinction between policy making and the administration providing direction in policy development and implementation, as a resource to trustees to help them maintain their governing role.

Monitoring compensation and expense accounts. Trustees are responsible for ensuring that public funds are spent wisely and legally, including those that relate to their expenses. Questions board should ask include "Is it an authorized, legitimate, direct and reasonable expense?"

GRAYS HARBOR COLLEGE
Board Policy

Subject: EXECUTIVE ADMINISTRATOR FOR THE BOARD

Page 1 of 1

Board Policy Number: 105

Date adopted: 8/1/75 Revised: 1/17/95, 12/14/98, 2/21/06, 7/20/10, 3/15/11

Reviewed: 11/20/18; Revised xx 2023

The chief administrative officer for Community College District No. 2 shall be the president of the college district.

The administration of Community College District No. 2 in all of its aspects shall be delegated to the president, who shall carry out all functions in accordance with the policies adopted by the Board of Trustees. The execution of all decisions made by the Board of Trustees concerning the internal operation of the district shall be delegated to the president, and the president shall act in behalf of the Board of Trustees on any and all matters which concern the administrative functions of the college insofar as such actions do not conflict with any other policies heretofore or hereafter adopted by the Board.

The Board of Trustees shall appoint the president and fix ~~his or her~~ **their** duties and compensation as provided under RCW 28B.50.140 (3). The Board of Trustees reserves the right to determine and fix the accrual, accumulation, usage, and cashing out of vacation leave for the president pursuant to RCW 43.01.042.

The president shall be responsible for organizing all of the functions of the college district in a manner that is effective, efficient and consistent with the philosophy of the institution. This responsibility includes the preparation and updating of an organizational chart and the development of appropriate job descriptions for all employees.

In situations arising within Community College District No. 2 for which the Board has provided no guidelines for administrative action, the president shall have the power to act, any such actions shall be subject to review by action of the Board of Trustees at its next regular meeting. It shall be the duty of the president to inform the Board if a policy statement is needed to provide guidance in a particular area in which no policy exists.

In the development of administrative rules, regulations and arrangements for the operation of the district, the president shall include at the planning stage, whenever feasible, those professional employees who will be affected by such provisions.

The president shall develop, whenever possible, channels of communication for ideas and views of the ~~faculty employees and staff~~ **faculty** regarding the operations of the college. The president shall weigh with care the counsel given by the employees especially that given by groups designated to represent large segments of the **faculty employees**, and shall inform the trustees of such counsel in making recommendation to them for action.

The Board reserves the authority to modify, approve or deny changes in the following areas:

Tenure
Collective Bargaining Budget
Reduction-in-force
Hiring of the President

The enumeration of the above reserved authority does not preclude the Board from exercising authority in any areas otherwise delegated.

GRAYS HARBOR COLLEGE

Operational Policy

Subject: Vision, Mission, and College Priorities

Page 1 of 1

Operational Policy Number: 106

**Date adopted: 2/21/06, Revised 2/15/11, 11/20/18, 3/15/22; Reviewed xx
2023**

Grays Harbor will have a mission, vision, and college priorities that provide the basis for institutional effectiveness including planning, assessment, and resource allocation activities. The college will review its mission, vision, and college priorities every seven years as part of its ongoing system of planning and may review/revise them more often as needed. The mission, vision, and college priorities will be made available on the college web site.

GRAYS HARBOR COLLEGE
Board Policy

Subject: NAMING OF COLLEGE BUILDINGS
Board Policy Number: 107
Date adopted: September 17, 2019; Revised xx 2023

Page 1 of 1

The Board of Trustees will consider from time to time the naming of new or existing buildings in honor of some persons who have contributed significantly to Grays Harbor College. It is the intent of the board that such naming conveys the highest honor and is reserved for those who have made extraordinary contributions to Grays Harbor College through personal service or financial support.

No facility may be named for any individual who is currently serving on the Board of Trustees or employed by the college. In addition, any individual so chosen to be honored pursuant to this policy shall satisfy at least one of the following criteria: (A) a former member of the Board of Trustees; (B) a former employee who has made an outstanding contribution to Grays Harbor College, (C) a citizen who has made a substantial monetary or personal service contribution to Grays Harbor College (D) a name which honors the culture and/or heritage of the Grays Harbor College District 2 service region.

Naming buildings in honor of persons or culture/heritage is the responsibility of the Board of Trustees. ~~Naming of rooms or facilities other than buildings is addressed in procedures attached to this policy.~~
~~No procedures~~

GRAYS HARBOR COLLEGE
Operational Policy

Subject: EXECUTIVE ADMINISTRATOR FOR PERSONNEL

Page 1 of 1

Operational Policy Number: 200

**Date adopted: 8/1/75 Revised: 3/21/77, 12/14/98, 1/18/2000, 3/21/06, 3/15/11 Reviewed:
11/20/18; Revised xx 2023**

It shall be the duty of the president or designee(s) to perform as the appointing authority and personnel administrator for the employees who are classified under the rules and regulations of the Department of Personnel, Higher Education Unit and to classify and compensate those employees within the wage schedules, rules and regulations of that Board.

It shall also be the duty of the president, or designee(s) to perform as the appointing authority and personnel administrator for any employees who are exempt from the rules and regulations of the Department of Personnel, Higher Education Unit. The president or designee shall reappoint and/or employ, assign their duties, and establish salary placement of the full-time faculty members, part-time faculty members, administrators and other employees who, in the judgment of the president, are required to perform the necessary functions of the college.
~~Any modification in the professional salary schedule shall be approved by the Board of Trustees.~~

GRAYS HARBOR COLLEGE

Operational Policy

Subject: **COLLEGE COUNCIL**

Page 1 of 1

Operational Policy Number: 201

Date adopted: 9/17/19

Revised xx 2023

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The President shall be responsible for convening the College Council of Grays Harbor College on a monthly basis during the course of the academic year. The purpose of the Council is twofold: (1) provide a venue for communication between college constituency groups to perpetuate understanding and appreciation for the work and accomplishments done by all parts of the college community; (2) serve as the approving body for all college administrative procedures providing detail to the implementation of college operational policies as set by the Grays Harbor College Board of Trustees (see procedures 101.1).

Membership:

Students (3)

(1 Associated Student Body President, 1 Associated Student Activities Board member, 1 student-at-large)

Faculty (3):

(1 Faculty Union President and 2 faculty-at-large members)

Classified Staff (3)

(1 union representative, 1 Staff Development Committee, 1 member-at-large)

Represented Exempt (1)

Non-Represented Exempt (1)

Students (3)

(President, ASGHC Executive Board; One (1) Executive Board Member; One (1) Student at large)

Executive Team (8)

GRAYS HARBOR COLLEGE
Operational Policy

**Subject: PRINTED MATERIAL, ADVERTISEMENTS,
ANNOUNCEMENTS, SPEAKERS**

Page 1 of 1

Operational Policy Number: 204

Date adopted: 8/1/75 Revised: 1/17/95, 3/21/06 Reviewed: 11/20/18

~~It shall be the duty of the president to develop reasonable rules, regulations, and guidelines to direct, manage, or control any advertising or announcing on campus or off campus in the district. The president shall also provide rules, regulations, and guidelines for the control and regulation of speakers who wish to speak on campus, or any individuals who wish to distribute printed material or display or distribute other visual material to students, faculty, or classified employees on campus.~~

~~Do we need an expanded procedure beyond News Stories and Publicity?~~

~~Advertising from the first half goes to Kristy's office for determination of need and if needed to develop a policy.~~

~~The rest goes to Cal some already covered 408.~~

GRAYS HARBOR COLLEGE
Operational Policy

Subject: ACADEMIC FREEDOM

Page 1 of 1

Operational Policy Number: 205

Date adopted: 8/1/75 Revised: 3/21/06 Reviewed: 11/20/18; Reviewed xx2023

Institutions of higher education exist for the common good. The common good depends upon the free search for truth and its free expression. Hence, all faculty shall be free to pursue scholarly inquiry and to voice and publish conclusions.

All faculty shall be free from the fear that others whose views may differ, whether inside or outside the college community, could threaten those faculty members' professional careers.

All faculty shall have freedom in the instructional setting, and in presenting the subjects that they teach, within established course outlines. Faculty must have adequate safeguards of their academic freedom to ensure freedom of learning, teaching, investigation, and publishing. Faculty shall be free from institutional censorship or discipline when they speak, write, or act as long as they exercise academic responsibility in the instructional setting. Academic responsibility entails attention to the learning objectives of one's teaching assignment and respect for the dignity and uniqueness of other people.

It shall be the duty of the president to see that the necessary guidelines are established to protect academic freedom and the freedom of speech of the individual.

GRAYS HARBOR COLLEGE
Operational Policy

Subject: FUND RAISING IN THE NAME OF GRAYS HARBOR COLLEGE Page 1 of 1

Operational Policy Number: 207

**Date adopted: 7/10/89 Revised: 1/18/2000, 2/21/06, 3/21/06 Reviewed: 11/20/18; Revised xx
2023**

It shall be the policy of Grays Harbor College that no person shall request, solicit or collect funds or other gifts from any other person in the name of Grays Harbor College, whether by solicitation of contribution, sale of goods, or otherwise, without prior ~~written~~ authorization from the president or designee.

~~Proposals for permission to request, solicit or collect funds or other gifts in the name of Grays Harbor College shall be in accordance with procedures established for these purposes~~

~~The president of the college is directed by the Board of Trustees to establish appropriate administrative accountability procedures for all monies collected, by any person, in the name of Grays Harbor College.~~

Operational Policy

Policy Name	SOCIAL MEDIA POSTING AND USE POLICY
Policy Number	209
Date Adopted	<i>5/17/2022</i>
Date(s) Revised	

I. Purpose

~~Social media sites including, but not limited to Facebook, Twitter, and Instagram are important and influential external communication channels for Grays Harbor College (GHC) where current and prospective students, alumni, employees, and the community can easily connect and learn about topics related to the college. We encourage their development and use. GHC social media sites are limited public forums subject to this policy. To assist in posting content and managing these sites, the college has developed these guidelines and standards for use of GHC social media.~~

~~This policy and related procedures do not apply to an individual's private use of social media on private resources. Instead, it establishes standards for public use of, and for employees and students who create, administer, post to, or comment on, social media pages owned by the college or on behalf of GHC.~~

II. Use of Social Media for Emergency Management

~~A. During an emergency situation, individual departments should refrain from posting any content on social media, except to re-blog or share the exact post from GHC's main social media accounts. Such measures should be followed until emergency protocols are lifted.~~

III. Public Interaction with GHC Social Media

~~We encourage engagement with GHC through our social media. In order to maintain a constructive space, we require the public and GHC employees to abide by the following guidelines:~~

- ~~A. Excessively long comments—as determined by the site's editor—are subject to editing for length, clarity and space limitations.~~
- ~~B. The following will not be tolerated when interacting with the GHC social media, blogs, and other online forums:
 - ~~1. Potentially slanderous or libelous comments—as determined by the site's editor—that could be damaging to a person's reputation~~
 - ~~2. Content that constitutes discrimination on the basis of race, creed, color, age, religion, sex, gender identity, marital status, status with regard to public assistance, national origin, physical or mental disability, veteran or military status, or sexual orientation~~
 - ~~3. Obscenity~~~~

4. ~~Sexual content or links to sexual content~~
5. ~~Illegal activity or encouragement of illegal activity~~
6. ~~Threats, harassment, bullying, or personal attacks~~
7. ~~Comments or links not directly related or relevant to the post, discussion, or particular topic presented as determined by the site's editor.~~
8. ~~Repetitive or duplicative posts of the same material that disrupt normal operation of the forum~~
9. ~~Information that may compromise the safety of an individual or the public or the security of public systems~~
10. ~~Content that violates an intellectual property interest of any other party (e.g. copyright and fair use)~~
11. ~~Postings of, or requests for, other participants' personal information, such as phone number, address, financial accounts, etc.~~
12. ~~Impersonation of someone else~~
13. ~~Promotion of gambling, illegal drugs, adult or sexual activity, alcohol or tobacco products.~~
14. ~~Advocacy of, promoting, or discussing commercial activity or private business interests, including links to or advertising commercial activity, solicitations, or spam.~~
15. ~~Support for or opposition to political campaigns or ballot measures (RCW 42.52.180).~~

~~At GHC's sole discretion, posts, comments, replies, or any public commentary containing any of the above may be hidden from the page. Multiple violations may result in GHC restricting your ability to use or interact on GHC's social media, blogs, or other online forums. If you have been sanctioned under this policy, you have a right to submit an appeal as outlined in the social media procedure.~~

~~We respect the privacy of your identity; however, persons engaging in or encouraging others to engage in illegal activity, including but not limited to threats and harassment, may be reported to law enforcement. Students who engage in bullying, personal attacks, and other violations of the student conduct code may be subject to disciplinary action.~~

IV. Use of Social Media by College Employees and Representatives

- A. ~~Social media accounts created on behalf of GHC are the sole property of the college; creators and administrators have no ownership rights. College employees may operate and maintain a social media account at a department level that is associated with the college, provided they receive authorization for such use from GHC's Director of Marketing and College Relations.~~
- B. ~~Students' personal information should not be shared on GHC's social media without written permission. This includes, but is not limited to students' names, addresses, personal email, photos, phone numbers, date or place of birth, grade level, or location on campus.~~

~~If any of this information is disclosed, including a photograph of the student and/or a photograph of the student's intellectual property, you must have a signed release form with~~

permission from the student prior to the post going live. The account manager must retain all signed photo and information releases and be able to provide a copy upon request. Permission for minors must be obtained from parents or guardians.

- C. Individual employees, students, or someone associated with GHC should not be named or discussed or information about them released on GHC's social media without their permission. Confidential and proprietary information or similar information regarding third parties also should not be released or discussed on GHC's social media. Information about students who are minors requires written permission from their parent or guardian.
- D. When using an officially recognized social media channel associated with GHC, assume at all times that you are representing the College. Be professional and respectful. Avoid personal opinions and views that are not those of the college, program, department, etc. Before posting on or interacting with GHC's social media, keep in mind that content can spread anywhere once posted.
- E. GHC social media accounts are not the right place to discuss or speculate on internal policies or operations. Internal college information (e.g. internal policies, procedures, information from informal conversations) should not be released or discussed on GHC's social media.
- F. Exercise discretion, thoughtfulness, and respect for your colleagues, associates, and the College's supporters/community (social media followers). Do not use derogatory or inflammatory language.
- G. A healthy dialogue with constructive criticism can be useful but refrain from engaging in such dialogue when using GHC's social media.
- H. Use of copyrighted material is prohibited without permission. If you obtain permission to use or link to material or images, give proper credit to the original source. Do not take images, videos, or other assets from places like Google/Bing image search or clipart unless they are royalty free or otherwise explicitly licensed for open use. Keep records of permissions received.

V. Monitoring and Maintenance

- A. GHC reserves the right to dissolve or suspend GHC departmental level accounts if they are not actively used for six months or are found to be in violation of this policy.
- B. As a public institution, content published by GHC and its employees on official social media accounts is public record and is subject to the Washington State Public Records Act, RCW 42.56. All content posted by on GHC's social media accounts must be archived by the account holder at least annually.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
July 18, 2023

Written Report

Background Information:

Agenda Item: VII – 3-Budget Approval - Action
Topic: Approval of 2023-24 Student Fee Funded Operating Budget Proposals
Prepared By: Dr. Cal Erwin-Svoboda
Attachments: None

Pursuant to the [Financial Code of the Associated Students of Grays Harbor College](#), a student-led committee with the support of college personnel from multiple functional areas have prepared balanced operating budgets for both the Services & Activities (S&A) and Technology Fee budgets for the 2023-2024 fiscal year.

The Vice President for Student Services and College President(s) have reviewed the student budget committee recommendations and have no concerns with the proposed budgets.

The proposed operating budgets are being submitted to the Board of Trustees for consideration and final action/approval.

July Update

Since the Board initially reviewed the proposed budgets at the June Board meeting and provided feedback, we (1) re-titled the “Women’s Golf” budget buy-line (\$14,000) as Women’s Volleyball and (2) notified the Athletic Director about following the budget amendment/revision process as numerated in the Financial Code about reallocating funds.

ACTION REQUESTED:

Approval of 2023-24 Student Fee Funded Operating Budget Proposals.

Proposed 2023-2024 Services & Activities Operating Budget

Organization	23-24 Allocation
Athletics Department	
Athletics Administration	\$ 41,000
Men's Basketball	\$ 24,000
Men's Golf	\$ 14,000
Women's Volleyball (previously Golf)	\$ 14,000
Women's Basketball	\$ 24,000
Softball	\$ 29,000
Women's Soccer	\$ 24,000
Baseball	\$ 29,000
Women's Cross Country	\$ 13,000
Subtotal	\$ 212,000
Auxiliary Programs	
Bishop Center/7th Street	\$ 1,000
Contingency/Encumbered	\$ -
Subtotal	\$ 1,000
Student Funded Program Centers	
Diversity & Equity Center	\$ 4,500
Harbor Landing Food Pantry	\$ 6,000
Esports Program	\$ 10,000
Subtotal	\$ 20,500
Associated Students of Grays Harbor College	
Student Government	\$ 2,000
Grays Harbor Activities Board	\$ 20,000
Subtotal	\$ 22,000
Clubs & Organizations	
New Student Orientation	\$ 2,250
Tabletop Gaming Club	\$ 1,800
Phi Theta Kappa	\$ 700
SNA	\$ 2,500
Minecraft Club	\$ 200
Subtotal	\$ 7,450
Student Wages	
Hourly Wages	\$ 60,000
AmeriCorps (multiple positions)	\$ 30,000
Subtotal	\$ 90,000
Student Life	
Goods & Materials	\$ 5,500
Travel	\$ 5,500
Professional Staff Salaries/Benefits	\$ 259,740.00
Subtotal	\$ 270,740.00
TOTAL	\$ 623,690.00

Proposed 2023-2024 Tech Fee Operating Budget

Student Life	
Professional Staff Salaries/Benefits	\$ 86,132.18
Student wages (non-work-study)	\$ 26,496.00
TOTAL	\$ 112,628.18

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
July 18, 2023

Written Report

Background Information:

Agenda Item: VII – 4 - Budget Approval – Action
Topic: Approval - Associated Students of Grays Harbor College (ASGHC) Budget Proposal: Brewster Athletic Complex Construction Project
Prepared By: Dr. Cal Erwin-Svoboda
Attachments: None

At the June 21 Student Government business meeting, approval was granted by the student-led governing board to commit a total of \$450,000 to improve athletic facilities in the Building 500 – Brewster Athletic Complex. Note, this remodel project is being funded 100% from student fees.

The project will remodel the weight room and fit lab to make them collegiate caliber athletic facilities. Exact details of the remodel will be determined with the involvement of the ASGHC and athletic staff late summer and early Fall 2023.

This student-fee funded remodel project would coincide with two other projects that the College has secured funding for and will be completed Summer 2024: (1) minor programs budget (state dollars) to build two additional offices in the 500 building for faculty and academic advising, and (2) URF (unanticipated repair funds, also state dollars) to replace failing doors and windows in the 500 Building.

Combining three projects will benefit Associated Students of Grays Harbor College (ASGHC) and GHC by reducing overall costs due to efficiencies realized through a unified design, lower contractor overhead as compared to three separate projects, and the ability to complete all three projects in the current biennium rather than running them sequentially over multiple biennium.

Background & Context: Since state dollars cannot fund improvements to athletics facilities, for over ten years the Associated Students of Grays Harbor College (ASGHC) have funded numerous feasibility studies about upgrading athletic program facilities and amenities; expanding the footprint of the gymnasium, raising the gymnasium ceiling, a batting cage and a housing study. At one point, the ASGHC committed \$500,000 towards a lower campus athletics project in partnership with the City of Aberdeen Parks Department. Due to a variety of factors, the aforementioned proposals never materialized. The College is in the process of restoring a long-standing agreement with the City to make the lower field usable once again for both city-organized initiatives (recreational use) and collegiate-level athletics.

About the Project: The building remodel will include (1) patch, paint, flooring, demo, hazmat, and minor carpentry, (2) architecture and engineering fee plans, all required permits, (3) minor mechanical, electrical and plumbing (MEP) and may include: unit ventilator for additional HVAC or mini-split, upgrade water fountain to water bottle fill station, and relocation of existing monitor screen. Exact details of the remodel, based on total funding available, will be determined with the involvement of ASGHC and athletic staff late summer and early Fall 2023.

About the Fund Balance: As the stewards of student fees, the ASGHC has the ability to invest additional monies from the *Fund Balance* to support capital purchases and student-use facility improvement. The *Fund Balance* is the account containing the remaining unencumbered cash balance and any unallocated revenues from student fee monies at the end of the year. Monies in this fund are intended for, but not

limited to: (1) Capital purchases (items with an anticipated life of more than 12 months), (2) Acquisition of real property; and (3) support of extraordinary, unbudgeted, and one-time programs.

Pursuant with Article IX (Fund Balance), Section 3, Number 4 (Appropriation) of the ASGHC Financial Code, *if the amount approved exceeds \$50,000 the ASGHC President will present the approved proposal to the Board of Trustees to seek final budget approval.*

ACTION REQUESTED: Authorize Student Government to allocate \$450,000 from the Fund Balance account towards a remodel of the Brewster Athletic Complex concurrently with two other construction projects in the building to improve the student athlete experience, provide more opportunities to support Choker athletes and enhance the College's ability to recruit and compete.

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
July 18, 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 include Business Office Operations, Campus Operations, Procurement and Auxiliary Services.

FY 2024 Operating Budget Update

At the June 20, 2023 meeting, the Board approved the FY 2024 budget. Since that time, the college received the final state allocation on June 30, 2023. Except for three proviso allocation items, the final state allocation is essentially the same allocation received as draft on May 10, 2023, which was used to prepare the approved operating budget. The three changes on the final allocation are the following:

Description	Draft Allocation	Final Allocation	Difference
Students Experiencing Homelessness HB1166 Expansion	\$0	\$130,000	\$130,000
Apprenticeship & Higher Educ ESSB 5764	\$0	\$11,185	\$11,185
Student Emergency Assistance (WEIA)	\$150,000	\$178,235	\$28,235

It is noteworthy that proviso allocations are intended to achieve specific legislative purpose, and therefore unavailable for discretionary use by the college.

ACTION REQUESTED

None

**Grays Harbor College
Board of Trustees
July 18, 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 Starting in June and July:

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

Newly Developed (May 2023) Human Resources Office Mission and Vision Statements:

Human Resources Mission Statement

We foster a culture that builds competent and productive employees whose sense of purpose, engagement, success, and pride, creates a positive impact.

Vision Statement

We support the mission, vision, and priorities of Grays Harbor College by:

Developing teamwork, equity, and respect.

Demonstrating excellence, a caring attitude, and a pursuit of continuous improvement in our day-to-day operations.

Communicating openly, equitably, and consistently with a diverse workforce.

Participating in activities to improve involvement, interaction, and visibility in the college and the community.

Process Improvement Initiatives for New Employee Onboarding:

The Human Resources office is working on improving the onboarding experience for newly hired employees. Here are some of the updates so far:

- Working with IT to improve the online employee directory, including pictures (optional) and job functions.
- Working with Welcome Committee to provide community information packets to new employees.
- Updates to HR web pages to be more focused on the needs of job applicants and newly hired employees.
- Developing a standardized new employee training presentation filled with information about the college's history, college programs and services, culture, mission, vision, and goals.
- Updates to checklists for HR and for supervisors.
- Improve new employee orientation and training completion and tracking.
- Working with Student Services Division to help with their new employee onboarding processes.

ACTION REQUESTED

None

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting**

July 18, 2023

Written Report

Background Information:

Agenda Item: VIII – 7 – Standing Report – Vice President of Instruction
Topic: Instruction Update
Prepared By: Nicole Lacroix
Attachments: Project Proposal: CHEF Greater Grays Harbor, Inc. and Grays Harbor College

Narrative

Program Updates

Culinary Arts

- Confirmed grant partnership with Greater Grays Harbor to research local need related to hospitality, restaurant management, food projection, and sustainability. See grant attachment.
- Major equipment funding secured.
- Funding still needed for small-wares and start-up cost.
- Identified and working on cost analysis of original culinary plan from 2018.
- Prospective local candidates identified to research and revise/develop curriculum proposal.
- BlueZones Summit July 19, 2023. The May 2023 Grays Harbor Discover Report on food systems identifies five goals that align with the research process for the culinary arts program: 1) build food skills, 2) Make healthy food accessible and affordable, 3) increase healthy food environments, 4) grow long-term community health, 5) grow the local food supply.

Computer Science

- Collaboration with South Puget Sound Community College (SPSCC) continues. Current plans are to develop a computer science pathway at GHC to articulate with SPSCC Bachelor in Science Computer Science program.
- The first of three computer science AA-level courses have been approved through curriculum council and offered this past year. The second course to be proposed in the fall and the third course potentially by the end of the year. Two additional courses in symbolic logic and critical thinking will also be proposed next year.
- Terri Bell, math faculty, has been very active in the process and a strong representative for GHC.

Network Operating Systems

- Online certification and Associate's in Applied Science programs in collaboration with Clover Park Technical College continues.
- Traveling to Clover Park Technical College next week with the goal of securing an MOU. The collaboration with Clover Park will allow for students to earn a credential at Grays Harbor College in Network Operating Systems with transfer options to Clover Park's Bachelor's in Applied Science in Cybersecurity or SPSCC's Bachelor in Science in Computer Science.

ACTION REQUESTED:

None

Project Proposal: CHEF Greater Grays Harbor, Inc. and Grays Harbor College

Goal

The goal of the project is to research and develop programming options that meet the immediate and long-term needs of the regional workforce and employment sector and expand employment opportunities for underserved and marginalized communities most impacted by the COVID-19 pandemic.

Objectives –Why do we want to do this?

- Research and address the immediate and future workforce skills gap related to the regional industry sectors of Hospitality and Tourism and Food Production.
- Align the project with the broader State sectors of Agriculture and Food Manufacturing, Creative Economy, and Tourism.
- Develop sustainable, nimble, and innovative career and educational pathways.
- Connect regional employers with a skilled workforce from entry-level skills training to associate-level and bachelor-level education.
- Create a pipeline of skilled and talented workers prepared to meet the needs of regional employers today and in preparation for industry growth and expansion.

Outcomes – What will be the result?

- Strategic alliance with at least six industry sector partners in Food and Accommodations and Food Production
- Career pathway and curriculum design for short-term training, industry certification, and associate-level education
- Review and identification of funding opportunities to deliver training to underserved communities
- At least twelve (12) individuals will participate in the employment event/job fair.

Activities – How will this happen?

- Develop business outreach survey tool in partnership with organizations such as, but not limited to, Washington Retail Federation, Washington Hospitality Association, and the Pacific Mountain Workforce Development Council.
- Distribute the business outreach survey and analyze results to determine the training needs of the industry.
- Convene with regional Food and Accommodations and Food Production employers and professionals in round-table discussion of the future workforce needs and the direction of the food and hospitality industry.
- Contract industry and educational professionals to design training and curriculum for career pathways including an inventory of necessary equipment, tools, and teaching materials.
- Host at least two employment events/job fairs.

Expected Delivery Dates: When will it come together?

June-July: Develop and distribute survey tool

August: Analyze data / host round-table / identify consultants / draft career pathway

Sept –December: Consultants develop training and curriculum / employment event / mid-year reporting

January –March: GHC opens training site / inventory / curriculum review

April –June: Industry and community event / employment event / final grant reporting

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
July 18, 2023

Written Report

Background Information:

Agenda Item: VIII – 8 a - Standing Report – Vice President of Student Services
Topic: Enrollment Reports
Prepared By: Dr. Cal Erwin-Svoboda
Attachments: Outreach & Recruitment Calendar & Bishop Center for Performing Arts Calendar

Narrative

Summer Quarter Enrollment

FTE: Summer 2023	Summer 2022	Summer 2023	Year to Year Diff		Summer 2022 Finals	
	07/12/2022 Day # 6	07/11/2023 Day # 5			08/16/2022 FINAL	
	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	146.85	178.09	31.24	21.3%	-26.64	120.21
2-Transition Programs	26.70	49.01	22.31	83.5%	7.36	34.06
3-Career and Technical Ed.	69.79	66.57	-3.23	-4.6%	7.06	76.85
4-BAS Programs	-	3.66	3.66	0.0%	-	0.00
State Support Total	243.35	297.33	53.98	22.18%	-12.22	231.13
3-Running Start	-	6.46	6.46	0.0%	18.98	18.98
State Support + Running Start Total	243.35	303.79	60.44	24.8%	6.76	250.11

Summer Quarter Enrollment – 5th Day of the Quarter

Last Year to This Year

Comparing July 12, 2022 – 6th day of the quarter, to July 11, 2023 – 5th day of the quarter.

On July 12, 2022, we had reached **62.6%** of our **389 FTE State-Funded** quarterly goal. As of July 11, 2023, we are at **76.4%** of our estimated* **389 FTE State-Funded** quarterly goal.

As currently coded, total **State-Funded FTE** is at +54.0 FTE compared to the same-day last year. Including coded running start FTE, summer is at +60.4 FTE compared to the same-day last year.

Last Week to This Week (July 5, 2023 to July 11, 2023)

State-Funded FTE changed +8.6 FTE since last week’s snapshot. Combining state-funded and running start FTE, there has been a change of +8.6 since last week.

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **35** out of a **196** quarterly goal (**18%**). *Summer WRT is not expected to reach the quarterly goal, but 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 July 11, 2023

Last Year to This Year

Comparing July 12, 2022 – 69 days prior to the quarter, to July 11, 2023 – 69 days prior to the quarter.

On 7/12/2022, we had reached **27.7%** of our **1604 FTE State-Funded** quarterly goal. As of 7/11/2023, we are currently at **30.8%** of our estimated* **1604 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at +50.7 FTE compared to the same day last year. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +83.2 FTE compared to the closest date for fall 2022.

Per Lori, we are currently missing 122 Running Start verification forms for fall.

Last Week to This Week (July 4, 2023 to July 11, 2023)

State-Funded FTE changed +33.0 FTE since last week's snapshot. When combining state-funded and running start FTE, the total changed +37.6 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

- Sending emails, post cards and text messages (current students only), and making follow-up phone calls about enrolling for summer and fall quarters to current and prospective students.
- We are extending the Take a Class on Us Program for eligible students through summer and fall quarters. GHC will cover the costs of one class each quarter, up to five credits or \$1,000 per quarter. Learn more about this opportunity by visiting www.ghc.edu/on-us.
- The admissions team is finalizing their summer outreach calendar. Want to volunteer at an event this summer across Grays Harbor & Pacific County? Check out the recruitment calendar and let us know what community events you want to sign-up for!
- This summer we will be hosting weekly campus tours and *3 Steps, 1 Day Events* on June 29 (1:00 p.m.-5:30 p.m.), July 17 (1:00 p.m.-5:30 p.m.) and September 7 (9:00 a.m.-1:00 p.m.)
- TRIO Upward Bound is hosting a six-week summer program that is bringing rising and/or graduating seniors to campus from Hoquiam, Ocosta, and Raymond High School.
- The Admissions Team, Dual Enrollment and TRIO EOC are out in the community hosting registration workshops, info nights, mobile office hours, sharing all the College news, career fairs and more!

Student Services Division

- What a season of celebration it was! Thanks to all that were involved with our Running Start Celebrations, Student Awards & Recognition Ceremony, TRIO Celebration, GED/HS Completion Ceremony, and Commencement Ceremony [*College Priority 2*]
- Purchased student success and customer relationship management systems. The implementation of these EAB systems will allow the college to holistically support students throughout the entire student lifecycle, from first contact to degree/certificate completion and address barriers to recruitment and retention and improve educational outcomes. [*College Priority 2,3,4,5*]
- College Priority 5 consists of two groups: Guided Pathways (retention and completion) and outreach/recruitment and entry process. Leadership team has met with co-chairs, met with the committee in June and is working on next year's work plans. [*College Priority 1,2,3,4,5*]
- It has been a busy few months as we race to major milestones on the Student Services & Instructional Building project; making final decisions on furniture and signage. [*College Priority 2, 4*]
- The ASGHC has submitted proposed operating budgets to the Board. Annually student fees fund a robust set of initiatives that are designed engage, retain & complete students [*College Priority 2&4*]
- Hired *Blake Cleveringa* (Student Success Navigator for Athletics) and *Ariel Finfrock* (Career and Technical Education & K-12 Support Specialist) [*CP 2, 4*]
- We are hiring for a variety of career opportunities: Visit www.schooljobs.com/careers/ghc for more information about the positions and to share with your networks. [*College Priority 4*]

Bishop Center for Performing Arts

We wrapped up June with the production of Gilbert & Sullivan's *The Gondoliers* by the GH Opera Workshop. Be sure and join us July 20-23 for our summer musical, *The Prom*, winner of the Drama Desk Award for Best Musical. To find out more, and to purchase tickets, visit www.ghc.edu/bishop. Check out Bishop Center for Performing Arts calendar if you are curious about date and time details for our upcoming 2023-2024 Season.

Choker Athletics – Summer Months

Over the summer months the department will be hard at work preparing for the upcoming year, including building a comprehensive collegiate athletic experience for our student athletes, hiring head coaches for women's soccer (Fall '24), women's volleyball (Fall '24) and men's baseball (Spring '24), creating an onboarding program for both coaches and student athletes, and preparing athletic program facilities for the start of fall quarter.

ACTION REQUESTED

None



2023 Summer Outreach & Recruitment Calendar

Community Events

Location	Date	Time
Pacific County Pride – Long Beach	June 24	12:00p-6:00p
Pacific County Pride – Raymond	June 25	12:00p-4:00p
Aberdeen Sunday Market	July 2 July 16 July 30 August 13 September 3 September 17	10:00a-4:00p
Chief Taholah Days	July 3	12:00p-6:00p
McCleary Bear Festival	July 7 – 9	Friday, 1:00p-7:00p Saturday, 10:00a-7:00p Sunday, 10:00a-4:00p
Illwaco Saturday Market	July 22	TBD
Willapa Harbor Festival	August 4 – 5	TBD
Tokeland Woodfest	August 12	TBD
Aberdeen Summerfest	August 19	TBD
Loggers Playday	September 9	TBD
Grays Harbor Pride	September 23	TBD

Three Steps, One Day - Express Enrollment Events

Aberdeen Campus	June 29 July 17 September 7	9:00a-4:00p
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Tours

Aberdeen Campus	Mondays & Wednesdays	3:00p
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Bishop Center for Performing Arts | 2023-2024 Season

Date & Time Details

Touring Season*

- Saturday, September 30, 7:30p
- Saturday, October 14, 7:30p
- Fall Drama, November 2-5 at 7:30p and November 6 at 2:00p
- Saturday, December 2, 7:30p
- Friday, January 26, 7:30p

Spring Musical*

- March 1, 2, 8 & 9, 7:30p
- March 3 & 10, 2:00p

**The 2023-2024 Touring Season & Spring Musical will be officially announced later this summer*

Small Schools Bands & GHC Jazz Festival

- Small Schools Bands Festival, Thursday, November 16 (9a-3p)
- GHC Jazz Festival (9a-3p) & Evening Performance (7:00p), Thursday, January 18

Grays Harbor Symphony

- Sunday, November 19, 7:00p
- Sunday, June 2, 7:00p

Grays Harbor Civic Choir & Concert Band

- Sunday, December 10, 2:00p
- Sunday, June 9, 2:00p

GHC Jazz Concert

- Thursday, November 30, 7:00p
- Thursday, March 14, 7:00p
- Thursday, June 13, 7:00p

GHC Drama Department Spring Production

- Thursday, June 24, 7:00p (tentative)

Grays Harbor Opera Workshop

- Saturday, December 16, 7:30p
- Sunday, December 17, 2:00p
- Spring Workshop Date - To Be Determined

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
July 18, 2023

Written Report

Background Information:

Agenda Item: VIII – 9 – Standing Report – President’s Report
Topic: President Update
Prepared By: Dr. Carli Schiffner
Attachments: None

Narrative

June and July Events:

Student Art Show reception, June 14, volunteer
Running Start graduation celebration, mid-June, volunteer
End of the Year Celebration, June 14, volunteer
Medical Assisting Pinning Ceremony, June 21, volunteer
Grays Harbor College Graduation, June 23, volunteer
Pacific County Pride Event, June 25, volunteer
Classified Luncheon, July 7
Aberdeen Founder’s Day, July 8, parade

Meetings:

Greater Grays Harbor State of the Region Presentation, June, volunteer
Association of Washington Business, Regional Meeting, June, volunteer
Tribal Stewards Summit, June, volunteer
Several Grays Harbor College staff and faculty meetings in June and July.
Washington Association for Community and Technical Colleges (WACTC) Presidents’ Retreat, Tacoma, July 11-14.
Representative Derek Kilmer, upcoming, July 24.

Outreach Planning Efforts:

Welcome Center Summer Outreach Events

K-12 Outreach planning tour, August and September

Community Based Organization Outreach planning tour, August and September

Tribal Outreach planning tour, August, September, and October.

System Work:

WACTC Operating Budget, Vice Chair

WACTC Corrections Committee, Member

Planning:

Board Retreat, August 3

Fall Kick Off Week, September 11-15

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.

Good Jobs Initiative, administered by Career Connect Washington, Letter of Interest submitted to pursue expansion of healthcare workforce in the two county service district.

Free and Reduced Lunch Pilot Program, application submitted to State Board for Community and Technical Colleges. Colleges will be notified by end of summer if selected for pilot.

ACTION REQUESTED:

None

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting**

July 18, 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 & Progress
Prepared By: Floyd Plemmons & Keith Penner
Attachments: SSIB Construction Budget Review; SSIB Construction Timeline

Narrative

The Student Services Instructional Building (SSIB) project proceeds on budget and on time. See attached documents for details.

Milestones of note include:

Furniture selection has been approved by all stakeholders, approved by Washington State Board for Community and Technical Colleges (SBCTC), and Office of Financial Management (OFM) for compliance with state law. Furniture scheduled for September delivery.

Kitchen equipment has been approved by all stakeholders, and submitted to SBCTC and OFM to review for compliance with state law. Delivery and installation dates pending this review and subsequent orders.

Status reports for various construction activities:

Site work:

- Approximately 50% of geowell drilling has been finished.
- Grading of emergency road access to the east of the building has finished, paving is partially complete, and will be fully complete before fall classes.
- Excavation of bus loop and construction of retaining walls is ongoing. Paving of ADA compliant pedestrian walkways to campus will be complete before fall classes.

Building Envelope:

- Waterproofing, brickwork, and windows close to completion. Will be complete before fall classes.
- Building entrances and doors are next, and will be fully complete before fall classes.
- Roofing is complete.

Building Interiors:

- Framing on levels 1 and 2 is complete. Level 3 is mostly complete.
- Mechanical/Electrical/Plumbing (MEP) rough-in complete levels 1 & 2. MEP rough-in continues on level 3.

- Fire suppression rough-in complete on all levels.
- Drywalls and paint partially finished on all levels.
- Flooring and ceilings partially finished on all levels.

ACTION REQUESTED:

None

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

JULY 18, 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%	<u>\$ (30,904,787.59)</u>
BALANCE DUE (31%)	\$ 13,645,835.72

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>	

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

JULY 18, 2023 MEETING

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