

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