

## Grays Harbor College Board of Trustees Regular Meeting

August 22, 2023

Board Meeting 1:00 p.m.

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

Members Absent: Astrid Aveledo, Aliza Esty

Others Present: Caitlin Dulin, Cal Erwin-Svoboda, Carli Schiffner, Darin Jones, Derek Edens, Elisa Harvey, Floyd Plemmons, Justin Kjolseth, Karen Carriker, Keith Penner, Lindsey Phernetton, Lisa Smith, Lizbeth Sánchez, Nicole LaCroix, Paige Mellon-Jackson, Paige Pierog, Paulette Lopez, Penny James, Shannon Bell, Shelly Hoffman, Sydni Yager

### I. Call to Order/Roll Call

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

### II. Pledge of Allegiance

Jim Sayce led attendees in the Pledge of Allegiance.

### III. Land Acknowledgment

Jim Sayce read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked Jim Sayce for reading the land acknowledgement.

### IV. Agenda Adoption

Chair Dr. Paula Akerlund 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

Chair Dr. Paula Akerlund and Dr. Carli Schiffner celebrated the following staff Paige Mellon-Jackson for the success of the Prom musical. Elisa Harvey for receiving the Region A Exemplary Staff award for 2022-2023. Caitlin Dulin for receiving a 2023-2024 Washington Public Employees Association Scholarship.

## VII. Action Items & Standing Reports

### **Action**

1. Approval of July 18, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the July 18, 2023 minutes as submitted motion moved by Dr. Harry Carthum and Jim Sayce seconded the motion. Motion carried.

### **Standing Reports**

1. Student Government (no report)

No report.

2. Classified Staff Report (Karen Carriker)

Classified staff update on July 26 the Staff Development and Training committee hosted a break-away day, twenty-three employees attended. Staff visited the museum of glass and the Washington State history museum. Dr. Carli Schiffner gifted the group a coffee card to all thank you Dr. Carli Schiffner. Eight classified staff attended the annual Staff Training for Technical and Community Colleges (STACC) conference on August 9 and 10 at Green River College. Elisa Harvey received the STACC Region A Exemplary Award for a classified staff member. On August 16 the Staff Development and Training committee held an all-day planning retreat day to schedule and brainstorm training and fund-raising activities for this year. SDCT is hosting a BBQ on Monday, September 11 for all staff for Fall kick-off week. All staff are invited to participate.

3. Represented Exempt Staff Report (Deanna Shedley)

No report.

4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Sydni Yager)

Administrative Services update on the State Auditor's Office has completed the financial audit the report will be released on August 31, 2023. End of year processes have been completed and ctLink closed all FY 2023 transactions on August 15, 2023. Annual 4<sup>th</sup> quarter budget report will be available in Fall 2023. Operating budget received additional funding:

- I-BEST received an additional \$117,188.

6. Human Resources Report (Darin Jones)

Human Resources update on and introductions of new 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

Other updates include successful implementation of the payroll changes for the new fiscal year. Supervisor trainings provide monthly one-hour training sessions for thirty-eight supervisors at Grays Harbor College. Recent topics included: Change Management., Collective Bargaining Agreement Updates, Psychological Safety, Performance Management and Evaluation, Supervising in a Hybrid Environment. 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. Finalizing budget allocations for work-study positions. Grays Harbor College has received \$60,613 in Federal allocations for work-study positions waiting on receiving State allocation funding before finalizing allocations for the year.

7. Instruction Report (Nicole Lacroix)

Instruction update on new hires. 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. Destiny Kirkwood will be starting the tenure track process at the beginning of September as Faculty for Human Services. Destiny brings an impressive list of awards and acknowledgements directly related to human services curriculum. In October tenure faculty will be introduced to the board. Every year Grays Harbor College submits the Workforce Education Investment Act (WEIA) report to the State Board for Community and Technical Colleges. The reports includes reporting on Guided Pathways, Nurse Educator Salaries, High Demand Salaries, Senate Bill 5194, Senate Bill 5227 and Nursing Simulation Lab Equipment funding. Nicole Lacroix thanked Kristy Anderson and Cal Erwin-Svoboda for collaborating with her on the report. Discussion on ESL classes.

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

Enrollment update for fall quarter currently up 10.4 percent from last year. Summer quarter ended on August 10 enrollment is up 9.9 percent from last year. TRiO program finished the six-week summer course. Cal thanked the TRiO team for all the hard work. Continuing to offer the Take a Class on Us program through fall quarter. Conducted a fall calling campaign on July 27 successfully called over 600 students who were registered for Spring 2023 but have not

registered for Fall 2023 quarter. Formalized a partnership with the city of Aberdeen to restore the lower field. Planning on opening the field Fall of 2024. The Bishop center is celebrating the 50<sup>th</sup> anniversary this year working on finalizing performance schedule for the year.

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

Past month's presidential visits include: The Prom performance, Lions Club presentation, Greater Grays Harbor presentation and participating in the k-12 Gray Pac Superintendent retreat. Other meetings included: Pac Mountain Workforce Development, Circle Seafoods, The Evergreen State College, Department of Ecology, Aberdeen Mayor and the City Administrator for Aberdeen.

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 Fall kick-off, the opening of the Student Services and Instructional building and preparing for the Northwest Commission on Colleges and University accreditation visit.

Grays Harbor college has been selected for the Free and Reduced Lunch Pilot Program. The pilot is for three years to help reduce food insecurity amongst students. Discussion on what the campus is doing in Fall quarter for food service.

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

Update on the Student Services and Instructional building budget. The budget report is from last month do not have a current budget report for this month but will have an updated budget report at the September board meeting. Walls are going up; concrete and asphalt are getting poured. The IT cutover is happening next week. Inside the building finishes are coming together. Discussion on what is on the contingency list.

10. Board Report

a. Foundation Meeting Report

No Foundation Report for the month of August.

b. Appointment of Jim Sayce as Board's Legislative Representative (Chair Dr. Paula Akerlund)

Jim Sayce has agreed to serve as the Board's Legislative representative this year. Chair Dr. Paula Akerlund thanked Jim.

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

Update on committee work, the proposal is moving forward and plan to release the call for artists soon. Chair Dr. Paula Akerlund thanked all involved with finalizing the call for artists.

d. Board Goals (Chair Dr. Paula Akerlund)

Reviewed board goals for the year will be adopting the goals at the September Board meeting. Discussion on additional board goals and future study session items: fiscal responsibility, DEI efforts, and accessibility for all when visiting the campus.

e. Items of Interest

No items of Interest.

#### IX. Executive Session

Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

No Executive Session

#### X. Action Items as a Result of the Executive Session

No Executive Session

#### XI. Good of the Order

Chair Dr. Paula Akerlund asked if there was anything good of the order.

Jim Sayce commented on the air quality in Seaview last was green.

#### XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 2:01 p.m. The Board of Trustees will hold its next meeting on September 19, 2023 at Grays Harbor College and online over zoom.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair