

## Grays Harbor College Board of Trustees Regular Meeting

September 19, 2023

Board Meeting 1:00 p.m.

Members Present: Aliza Esty, Astrid Aveledo, Dr. Paula Akerlund, Dr. Harry Carthum

Members Absent: Jim Sayce

Others Present: Bill Dyer, Cal Erwin-Svoboda, Cara Beth Stevenson, Carli Schiffner, Chris Macht, Darin Jones, David Macht, David Parkinson, Derek Edens, Floyd Plemmons, Janet Parker, Jason Davidson, Jayme Peterson, Jeremy Winn, Justin Kjolseth, Kathy Young, Keith Penner, Kristy Anderson, Kwabena Boakye, Lisa Krause, Lisa Smith, Lori Christmas, Matt Edwards, Matt Holder, Michelle O'Connor, Nicole Faber, Paula Grow, Paulette Lopez, Penny James, Peter DenAdel, Rick McGuire, Shannon Bell, Sydni Yager, Travis Obias

A study session was provided by Cal Erwin-Svoboda at noon to review College Priority #5 Strengthen Enrollment, Partnerships and Pathways to Student Achievement.

### I. Call to Order/Roll Call

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

### II. Pledge of Allegiance

Dr. Harry Carthum led attendees in the Pledge of Allegiance.

### III. Land Acknowledgment

Dr. Harry Carthum read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked Dr. Harry Carthum for reading the land acknowledgement.

### IV. Agenda Adoption

Chair Dr. Paula Akerlund called for a change to the agenda to move the celebrations to 1:30 p.m. and to have an executive session after the celebrations. Chair Dr. Paula Akerlund asked for an adoption of the updated agenda, a motion was made by Dr. Harry Carthum to approve the updated agenda, Aliza Esty 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 Bill Dyer for receiving the University of Puget Sound alumni of the year award. Grays Harbor College IT team for the completed IT cutover for internet project to the new Student Services and Instructional Building. The Grays Harbor College Campus Operations team for getting the campus ready for Fall quarter, thank you. Chair Dr. Paula Akerlund expressed her deep appreciation to everyone thank you!

## VII. Action Items & Standing Reports

### **Action**

#### 1. Approval of August 22, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the August 22, 2023 minutes as submitted motion moved by Dr. Harry Carthum and Aliza Esty seconded the motion. Motion carried. One abstention was made by Astrid Aveledo due to her absence at the August 22, 2023 meeting.

#### 2. Approval of Board Goals for 2023-2024

Chair Dr. Paula Akerlund asked Aliza Esty to read the board goals out loud. Asking for any comments and having none, Chair Dr. Paula Akerlund entertained a motion to approve the Board Goals for 2023-2024 as submitted, motion moved by Aliza Esty and Dr. Harry Carthum seconded the motion. Motion carried.

### **Standing Reports**

#### 1. Student Government (no report)

No report.

#### 2. Classified Staff Report (Cara Beth Stevenson)

Classified staff update the Staff Development and Training committee hosted a BBQ on Monday, September 11 for all staff for Fall kick-off week. Jordan Wolfe financial aid program specialist 2 joined the committee and is taking over Elisa Harvey's term. Peter DenAdel received the summer quarter Classified Quarterly Staff Award.

#### 3. Represented Exempt Staff Report (Deanna Shedley)

No report.

#### 4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Kwabena Boakye)

Administrative Services reviewed the State Auditor's Office financial audit report. Review of the Annual Budget Report for FY23. The College ended FY23 with a better projected budget outcome. Additional state allocation and more than expected growth in Running Start revenue resulted in improved actual revenue generation, and prolonged vacancies in budgeted positions helped to conserve personnel expenses. Dr. Harry Carthum thanks Kwabena Boakye for a great report.

6. Human Resources Report (Darin Jones)

Human Resources update on and introductions of new employees:

- Destini Kirkwood - Human Services Faculty
- Dr. Paula Grow - Director of Advising, Career & Transfer Services
- Austin Hogue - Head Coach, Men's Baseball

Other updates include Human Resources employee highlight, Lisa Krause. Lisa Krause began working for the college on February 14, 2022 as a part-time Clerical Assistant in the evenings on campus answering evening switchboards and doing projects for the continuing education department. This position did not work summers. On summer break, she received a call from the Dean of Stafford Creek who was looking for an Office Assistant and Lisa had been recommended to her. She started that position part-time which then moved to full-time soon after. She worked in the Education Department at Stafford Creek Correctional Center as an Office Assistant for three years. In 2005, Lisa came to work in Human Resources handling recruiting and contracts. Chair Dr. Paula Akerlund noted Lisa Krause was instrumental in getting through the presidential search. Thank-you Lisa.

Summary of the Public Records Act. Grays Harbor College Receives around 20 public records requests on average each year. Requests can take anywhere from a couple of hours to dozens of hours to fulfill and may involve just the public records officer or many employees at the college.

7. Instruction Report (Dr. Carli Schiffner)

The Instruction Division is in a period of transition. The search for the New Vice President of Instruction will begin in January with a start date of July 1, 2024. Working with faculty and human resources to prepare a search team. A shout-out to Dr. Evi Buell and Dr. Paulette Lopez and faculty for stepping up to help with the operational components of Instruction.

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

Enrollment update for fall quarter currently up 8.3% compared to same day last year. The Student Services team is continuing to work on increasing enrollments in the following ways:

- The Admissions Team, K-12 Outreach, and TRIO Educational Opportunity Center have been out in the community all summer sharing about academic programs, services and registering for fall!
- The Take a Class on Us Program will run through fall quarter (9/22 deadline). To date over 1,000 students have benefited from this program which is being made possible based on pandemic relief funds distributed to the college by the federal government. To learn more visit [www.ghc.edu/on-us](http://www.ghc.edu/on-us).
- Sending emails, post cards, and text messages (current students only) about enrolling for fall.
- We are contacting new applicants (campaign #1), prospective students who have applied but not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).
- Hosting weekly campus tours and our last summer months 3 Steps, 1 Day Event on September 7.

The Bishop Center is celebrating the 50<sup>th</sup> anniversary this year performance schedule can be found on the website, [www.ghc.edu/bishop](http://www.ghc.edu/bishop).

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

Past month's presidential visits include: Greater Grays Harbor Inc, Retreat, Greater Grays Harbor Inc Appreciation Event, Loggers Playday, Aberdeen Police Chief and Deputy, South Puget Sound Community College President, Climate Solutions Taskforce, Department of Health, Leadership team members, PACCAR meeting, State Auditor's Office, Raymond Educational Center tour and visit, Superintendent of South Bend School District, Gene Schermer, and Gary Morean meetings.

Currently serving as the vice chair for the operating budget committee for Washington Association of Community and Technical Colleges (WACTC). Also, participating as a member of the Allocation Formula review taskforce subcommittee.

Planning and work under way for the Northwest Commission on Colleges and University accreditation visit.

Grays Harbor College has been selected for the final round of the Cybersecurity Grant. If awarded, Grays Harbor College would receive \$110,000 for building out its cybersecurity abilities.

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

Update on the Student Services and Instructional Building budget. Provided an updated budget and timeline report the project is now delayed. Building new timeline is set to open Winter 2024. IT cutover was a success and sidewalks and roadways are paved and are continuing opening up improved paths across campus. The first floor is complete and the kitchen is evolving.

10. Board Report

a. Offsite Board Locations (Chair Dr. Paula Akerlund)

Chair Dr. Paula Akerlund reminded board members the October meeting will be at the Raymond campus and the May board meeting will be at the Ilwaco campus.

b. Building Name (Chair Dr. Paula Akerlund)

Chair Dr. Paula Akerlund appointed Dr. Harry Carthum to name the Student Services and Instructional building. Dr. Harry Carthum asked Gary Arthur to sit on a sub-committee to help with naming the building.

c. Trustees' Fund (Chair Dr. Paula Akerlund)

Discussed the Trustees' fund and the three areas the board would like to concentrate funding this year:

- Foundation
- Bishop Center
- Choker Club

d. Foundation Meeting Report (Astrid Aveledo)

The Foundation met this past month and agreed to fund an Executive Director of Project Management and Strategic Initiatives at the college this one-year grant funded position to focus in on policies, procedures, and actions related to enrollment and retention efforts.

e. 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 in October. Gary Arthur is helping with getting the call out for artists in the tribal community. Planning on hosting an event to showcase the art selected.

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

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.

Closed executive session.

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

No action items as a result of the executive session.

#### XI. Good of the Order

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

Lisa Smith recognized and thanked Dr. Carli Schiffner for her leadership. Lisa is very much looking forward to this year.

#### XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:51 p.m. The Board of Trustees will hold its next meeting on October 17, 2023 at the Riverview Education Center in Raymond and online over zoom.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair