

Grays Harbor College Board of Trustees Regular Meeting

October 17, 2023

Board Meeting 1:00 p.m.

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

Members Absent: Aliza Esty

Others Present: Annalee Atwell-Tobar, Ashley Bowie Gallegos, Cal Erwin-Svoboda, Cara Beth Stevenson, Carli Schiffner, Carmen Hammonds, Chris Macht, Danielle Plessner, Darin Jones, Derek Edens, Evi Buell, Floyd Plemmons, Gordon Williams, Heidi Wood, Holly Duffy, Janet Parker, Jonni Dawson, Justin Kjolseth, Katrina Gomery, Keith Penner, Kenji Seta, Kristy Anderson, Kwabena Boakye, Lisa Krause, Lisa Smith, Matt Edwards, Paige Pierog, Paulette Lopez, Penny James, PJ Moore, Shannon Bell, Susan Moyles, Susan Schreiner, Sydney Yager, Tom Kuester

A study session was provided by Derek Edens, Kwabena Boakye and Susan Schreiner at noon to review College Priority #4 Ensure effective, efficient, and sustainable use of college resources. A tour of the Riverview Education Center was given after the study session.

I. Call to Order/Roll Call

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

II. Pledge of Allegiance

Chair Dr. Paula Akerlund 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 add a non-public session to the agenda. Chair Dr. Paula Akerlund asked for an adoption of the updated agenda, a motion was made by Jim Sayce to approve the updated agenda, Astrid Aveledo seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Chair Dr. Paula Akerlund and Dr. Cal Erwin-Svoboda celebrated Ashley Bowie Gallegos the new Dean of Student Services and Enrollment Management. Ashley has been the director of TRIO Educational Opportunity Center. Ashley is thrilled to eliminate the gaps and create resources to students and the community. Chair Dr. Paula Akerlund thanked Ashley and congratulated Ashley in her new role.

VII. Action Items & Standing Reports

Action

1. Approval of September 19, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the September 19, 2023 minutes as submitted. Motion moved by Dr. Harry Carthum and Jim Sayce seconded the motion. Motion carried.

2. Approval of Faculty Excellence Awards – Exceptional Faculty Funds

The Board is requested to approve \$11,087.14 (4% of \$277,178.49) for the 2023 Exceptional Faculty Award. Chair Dr. Paula Akerlund entertained a motion to approve the Faculty Excellence Awards – Exceptional Faculty Funds of \$11,087.14 as submitted, motion moved by Jim Sayce and Dr. Harry Carthum seconded the motion. Motion carried.

Standing Reports

1. Student Government (Katrina Gomery)

Student government had a rough start to year with losing members over the summer, currently hiring for the open positions. Members attended the summer Council of Unions and Student Programs (CUSP) conference. Student government is working on updating policies and by-laws. Current projects included: snack cabinets throughout campus, scavenger hunts, making an ofrenda for Día de los Muertos and planning for Halloween week. The food pantry has a new location and the first day the pantry served ninety-six students. Chair Dr. Paula Akerlund thanked Katrina for all the hard work.

2. Classified Staff Report (Cara Beth Stevenson)

Classified staff have been busy updating information on the Grays Harbor College website. Jordan Wolfe is the newest member for the Staff Development and Training Committee. On October 31 the Staff Development and Training Committee will be hosting the annual Fall Harvest cart. Proceeds earned will benefit professional development for staff.

3. Represented Exempt Staff Report (Deanna Shedley)
No report.
4. Faculty report (Tom Kuester)
Faculty are approaching mid-terms. Faculty have been working on accreditation and the tenure process. The process has been open and very collaborative. Advising and registration is underway for winter quarter.
5. Administrative Services Report (Kwabena Boakye)
Administrative Services reviewed the FY2024 first quarterly report is based on budget information for the period July 1, 2023 to September 30, 2023. Reviewed how the college budget is for FY2024. The report includes enrollment FTE, revenues and expenses compared to projections. Currently set to meet target set by the Board at the June 2023 meeting.
6. Human Resources Report (Darin Jones)
Human Resources update on and introductions of new employees:
 - Christopher Boeger, Head Men's Wrestling Coach
 - Gordon Williams, Financial Aid Program Specialist 2 – Veteran School Certifying Official
 - Jared Stratton, Program Coordinator, Student Support Center
 - Jonni Dawson, Assistant to the Vice President Student Services
 - Regina Hampton, Custodian 2

Other updates include Human Resources employee highlight, Carmen Hammonds. Carmen Hammonds began working for the college on March 5, 2005 as a Fiscal Technician 2. Throughout the years her title has changed from Fiscal Tech 2 to Payroll Coordinator and after taking on additional Human Resource duties her title was changed to Human Resource Consultant 2. Dr. Harry Carthum and Dr. Paula Akerlund both thanked Carmen for all the hard work and ensuring employees receive paychecks.

Summary of the Risk Management Committee. The purpose of the Risk Management Committee is to develop a culture of enterprise risk management in addressing and managing the full spectrum of risk associated with the operation of the college. This committee brings individuals from different areas of campus together adding knowledge and insights from their area-specific programming to develop a culture of risk management across campus. Review of the college's Insurance Management.

7. Instruction Report (Dr. Evi Buell and Dr. Paulette Lopez)

Instruction update on the Network Operating and Security Systems Curriculum Development: a collaboration with Grays Harbor College and Clover Park Technical College (CPTC) on the Network Operating Security Systems curriculum agreement continues to move forward. Commercial Driver's License training started a new Fall 2023 cohort beginning October 9th. A great partnership with the GHC Foundation and Port of Grays Harbor at the Satsop Business Development Center. Advisory Committees: All professional/technical division chairs received an electronic self-assessment form to assess their current status of their program advisory committees.

Faculty have redesigned assessment intake while giving faculty an opportunity to look at the alignment of course outcomes to program outcomes and institutional desired student abilities (DSAs). The result so far has been a revised set of forms that combines the best of prior processes—ones that received commendation from the regional accrediting body—with the baseline pilot the college has been undertaking, creating a comprehensive, collaborative approach that was introduced during kickoff week and revisited during Faculty Professional Day. Division chairs met for the first time on September 18. Several items received a first read and there were a few informational items as well.

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

Enrollment update for fall quarter currently at 63.1% of our 1604 FTE State-Funded quarterly goal. The Student Services team is continuing to work on increasing enrollments in the following ways:

- Hosting high school counselors at our annual outreach breakfast where GHC updates and resources were shared, heard directly from high schools counselors, and discussed future collaboration opportunities.
- Participating in Grays Harbor RISE's Hispanic Heritage Celebration event, October 14.
- Prior to the start of fall GHC college employees contacted new applicants (campaign #1), students who applied but not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).

Current activities in Student Services: preparing for HALLOWEEK 2023 (a week full of games, activities, prizes and fun); facilitating the 2023 All-USA Academic Team Award selection process. This program, sponsored by Phi Theta Kappa, recognizes students with outstanding academic rigor; and the Fall drama, Puffs, November 2-5 at the Bishop Center.

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

Past month's presidential visits include: Grays Harbor College staff and faculty meetings, Grays Harbor College Foundation, Pac Mountain West, Women Presidents Affinity Group Meeting, Gray Pac Superintendents Meeting, Blue Zones Action Plan Meeting, Derek Kilmer Office Meeting, Dr. Val Sundby, Director of Transfer Education, SBCTC, Paul Francis, SBCTC Executive Director, and John Carmichael, President of the Evergreen State College, Meeting, Department of Labor Grant, Dr. Julie Garver, Director of Policy, Council of Presidents, Kim Tanaka, Director of Trustee Relations, SBCTC, Department of Corrections and SBCTC delegation meeting, Rebecca Chaffe, GHC Foundation Board member and WACTC (Presidents Meeting).

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. College committees and assignments are in progress for the academic year. Each committee is organized under the umbrella of one of the five college priorities.

Grays Harbor College has been selected for the Refugee Assistance Grant, administered by the Adult Basic Education Department at the State Board for Community and Technical Colleges, provides support to colleges serving Ukrainian or Afghani refugees. The Recompete Grant was submitted on October 1, 2023.

Drs. Evi Buell and Paulette Lopez are taking on some components of the Vice President of Instruction's position during this period of transition in leadership. A job description and process for the Vice President of Instruction search is underway the application is set to commence January 2024.

Student Services and Instructional Building Update (Floyd Plemmons and Keith Penner)
Update on the Student Services and Instructional Building budget. West Fire Lane and entry to campus is open to pedestrian traffic. All concrete work is complete. Geo-Well work is complete. Drywall and painting are progressing per floor and area. Work continues on the fire lane, stairs and ramps adjacent to the new building entry. Reviewed update calendar timeline.

10. Board Report

a. Foundation Meeting Report (Astrid Aveledo)

The Foundation is bringing back the Journey campaign. Additional details will be

released soon on the Journey campaign.

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

The Call for Artists is released, share out with your networks. The Call for Artists closes on November 24, 2023.

c. Naming Committee (Dr. Harry Carthum)

Gary Arthur is co-chairing the committee with Dr. Harry Carthum. The committee is meeting next week. Committee is planning on having a name for approval at the December board meeting.

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

Items of interest included: ongoing conversations for needs and interests for our Spanish community wanting to learn English and the barriers. Child care offerings and different modalities.

Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140

Action Items as a Result of the Non-Public Session

Chair Dr. Paula Akerlund entertained a motion to approve and sign the Memorandum of Understanding records agreements made between Grays Harbor College and the Grays Harbor College Federation of Teachers, AFT Local 4984, regarding temporary changes resulting from not having a VPI for the 2023-24 academic year. Motion moved by Jim Sayce and seconded by Astrid Aveledo. Motion carried.

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. Dr. Harry Carthum recognized the Bishop Center and the performances this year have been amazing. Also, the need for getting conversations about running start starting early with younger children. Jim Sayce apologized for missing the September board meeting. On a recent ninety-six-hour business trip Jim experienced the wisest experience letting six elk pass along the road, preventing an accident.

XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:46 p.m. The Board of Trustees will hold its next meeting on November 21, 2023 at the Grays Harbor College in Aberdeen and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair