

Board of Trustees Regular Meeting

February 8, 2024 at 9 AM



Hybrid Meeting: Manspeaker Building Room 2255 (Aberdeen Campus)

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

Join by Phone: 253-205-0468

February 8, 2024 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Thursday, February 8, 2024, at 9:00 am. Dr. Paula Akerlund, Board Chair, will preside.

A student panel highlighting the TRIO program will be at 8:30 a.m.

Item	Topic	Presenter
I.	Call to Order/Roll Call	
II.	Pledge of Allegiance	
III.	Land Acknowledgement 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 <ol style="list-style-type: none">All-USA Academic Team Charles Gumecindo Emily Fry Lillie PerdueWashington Student Achievement Council Veterans' Education and TrainingWomen's Wrestling	
VII.	Action Items <ol style="list-style-type: none">Approval of January 11, 2024 MinutesCall for Local Artist Approval	Dr. Paula Akerlund & Astrid Avelo
VIII.	Standing Reports <ol style="list-style-type: none">Student GovernmentClassified Staff ReportRepresented Exempt Staff Report	Isaac Humiston Cara Beth Stevenson Chris Macht

Regular Meeting Agenda

Grays Harbor College Board of Trustees
February 8, 2024



Item	Topic	Presenter
	4. Faculty Report 5. Administrative Services Report 6. Human Resources Report 7. Instruction Report 8. Student Services Report a. Enrollment 9. President’s Report a. Accreditation b. BAS Progress Report c. Update on Strategic Enrollment Action Plan d. Student Services & Instructional Building Update 10. Board Report a. Trustee Choker Account b. Foundation Meeting Report c. Board Art Committee Update d. Naming Committee e. Items of Interest	Tom Kuester Kwabena Boakye Jamie Quigg Dr. Evi Buell & Dr. Paulette Lopez Student Services Team Dr. Carli Schiffner Dr. Carli Schiffner Dr. Carli Schiffner Julie Randall Floyd Plemmons Dr. Paula Akerlund Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Dr. Harry Carthum Dr. Paula Akerlund
X.	Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XI.	Action Items as a Result of the Non-Public Session	
XII.	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.	
XIII.	Action Items as a Result of the Executive Session	
XIV.	Good of the Order	
XV.	Adjournment	

Updated 1/31/2024 SB

Grays Harbor College Board of Trustees Regular Meeting

January 11, 2023

Board Meeting 9:00 a.m.

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

Members Absent: None

Others Present: Adrienne Roush, Barbara Dyer, Cara Beth Stevenson, Cherie Edwards, Chris Jez, Chris Macht, Derek Edens, Dr. Cal Erwin-Svoboda, Dr. Carli Schiffner, Dr. Evi Buell, Dr. Paulette Lopez, Floyd Plemmons, Haley Adair, Heidi Wood, Holly Duffy, Jacquelyn Ryker, Jamie Quigg, Jayme Peterson, Jonni Dawson, Julie Randall, Justin Kjolseth, Keith Penner, Lisa Smith, Kristy Anderson, Kwabena Boakye, Lizbeth Sánchez, Matt Edwards, PJ Moore, Shannon Bell, Shiloh Winsor, Susan Schreiner

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 9:00 a.m. Roll call was made; all members were present.

II. Pledge of Allegiance

Chair Dr. Paula Akerlund 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 with the intention of transitioning to special guest Paul Francis upon his arrival, motion was made by Jim Sayce to approve the agenda, Aliza Esty seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

The library team celebrated and recognized Cara Beth Stevenson for over 20 years of service at Grays Harbor College as a library and archives specialist. Chair Dr. Paula Akerlund recognized Cara Beth for her years of service to Grays Harbor College.

VII. Action Items & Standing Reports

Action

1. Approval of December 19, 2023 Minutes

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

Standing Reports

1. Student Government (Dr. Cal Erwin-Svoboda)

Student government update included a change in leadership new Student Body President Isaac Humiston will be joining the next board in February. Katrina Gomery moved to the Vice President for Community Relations role. Dr. Cal Erwin-Svoboda thanked Katrina Gomery for her serving as student body president.

2. Classified Staff Report (Cara Beth Stevenson)

Classified staff update included upcoming event Staff Development and Training Committee Winter Soup Cookoff on January 16 from 11:30 to 1:00 p.m. This is a fundraising event to support the development and training activities for classified staff.

3. Represented Exempt Staff Report (Chris Macht)

Chris Macht is looking forward to being the new representative for the exempt staff. Will address the board more thoroughly at the February board meeting.

4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Kwabena Boakye)

Administrative Services reviewed the Business Affairs Commission (BAC) which is organized under the authority of the Washington Association of Community and Technical Colleges (WACTC). Kwabena Boakye sits a representative for Grays Harbor College. The commission acts on matters on behalf of the presidents. Assists other Vice Presidents for Administrative Services in the Washington system. The second quarter budget report will be reviewed at the upcoming February board meeting. Discussion on state energy performance compliance.

6. Human Resources Report (Jamie Quigg)

Human Resources update on and introductions of new employees:

- Chris Jez – Instruction & Classroom Support Tech 2/IBEST Instructor for Welding

- Nancy Deverse – Interim Director of Enrollment Services
- Julie Randall – Executive Director of Project Management & Strategic Initiatives
- Miranda Shumate – Nursing Faculty
- Cherie Edwards – Tribal Navigator
- Jacquelyn Ryker – Program Assistant – Placement and Testing
- Dalton Johnson – Humanities Faculty
- Jamie Quigg – Interim Executive Director of Human Resources

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

Instruction update the automotive technology program received Grays Harbor College's first Career Launch endorsement. This endorsement allows GHC to apply for funding to support the program. As a required by Strengthening Career and Technical Education for the 21st Century Act (Perkins V), the Comprehensive Local Needs Assessment (CLNA), GHC is currently working on the new CLNA due with its annual Perkins Plan grant submission. The first draft of the CLNA is due January 31, 2024. English classes are being offered on Tuesday and Thursday evenings at the Westport Timberline Library from 6:00 to 7:30 p.m. Hired a tribal navigator, Cherie Edwards. This position is part of the Tribal Stewards Pilot with the State Board; Grays Harbor College is one of two community and technical colleges selected for the pilot.

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

Enrollment update as of December 26, 2023, Winter Quarter enrollment is currently at 48.7% of the 1554 FTE State-Funded quarterly goal. Continuing to increase enrollments by making contact, by both email and phone, with continuing students who have not yet enrolled for Winter Quarter. Recent student services work includes distributing holiday baskets to students and employees, completing the soft-launch of a third-party artificial intelligence communication platform and chatbot on GHC's website, and selecting three students to the 2024 All-USA Academic Team who will be introduced to the Board in February. Upcoming Bishop Center for Performing Arts includes Seattle Women's Jazz Orchestra and the Matt Baker Comedy Stunt Show.

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

Past month's presidential visits include: Guided Pathways, Coaches and State Director, summit preparations on December 13 and Radio Spot on Local Matters with Johnny Manson, December 21. Additional meetings include: Several Grays Harbor College staff and faculty meetings, Dr. Michele Johnson, chancellor emerita of Pierce College District, Greater Grays Harbor Inc., Board Meeting, Meeting with SBCTC Director of Dual Credit and Adult Reengagement, Meeting with Council of Presidents, Director of Policy, Meeting with SBCTC Director of Transfer, Meeting with Department of Enterprise Services and GHC Staff about SSIB, Operating Budget Committee

meeting, College in the High School meeting with Aberdeen Public School District, meeting with Jerry Salstrom, Aberdeen School District, meeting with SBCTC Director of Tribal Governmental Affairs, planning meeting with Dr. Jessica Clark, higher educational contractor, Tribal Stewards Pilot Program, planning meeting with SBCTC's Dr. Irene Shaver.

Dr. Schiffner is 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 All College Day, Annual Schedule, 2024-2025 is being built, and Budget Planning Process for 2024-2025. The federal government announced that the joint grant proposal that Greater Grays Harbor, Inc, and Grays Harbor County submitted, "Washington State Coastal Counties Initiative" was selected for the Strategy Development Grant component of the funds from the Distressed Area Recompete Pilot Program (Recompete).

Student Services and Instructional Building Update (Floyd Plemmons)
Update on the Student Services and Instructional Building include struggling to complete all the concrete work due to the weather. Slowly completing projects over the next few weeks and able to turn over areas over to the college.

10. Board Report

a. President's Evaluation (Dr. Paula Akerlund)

The board agreed to a mid-year review of the president, chair Dr. Paula Akerlund will gather all board feedback by January 26. The mid-year evaluation report will be presented at the February board meeting in executive session.

b. Foundation Meeting Report (Astrid Aveledo)

With the new date and time of the board meeting the foundation meeting is now meeting after the board meets will give an update at the February board meeting. The Journey Campaign is ongoing and raised \$125,000 so far.

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

The Call for Artists Ad Hoc Committee is reviewing local artist proposals at the end of January. Contracts are underway for the tribal artists.

d. Naming Committee (Dr. Harry Carthum)

The committee is in the process of organizing a meeting for early February.

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

Aliza Esty asked when the fall honor list would be released. The honor roll list will be released in the next week. Astrid Aveledo shared the Journey Campaign is ongoing and should bring in \$140,000.

IX. State Legislative Report

Executive Director, Washington State Board for Community and Technical Colleges, Paul Francis discussed and updated the board with state legislative session.

X. Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140
No non-public session.

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

None

XII. 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 closed executive session.

XIII. Action Items as a Result of the Executive Session

None

XIV. Good of the Order

Chair Dr. Paula Akerlund asked if there was anything good of the order. Everyone celebrated Jim Sayce's birthday. Jim Sayce shared information on the Washington Sea Grant, an opportunity for the port and area.

XV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 11:32 a.m. The Board of Trustees will hold its next meeting on February 8, 2024 at the Grays Harbor College in Aberdeen and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VIII. 5. Administrative Services Report

GHC Board of Trustees Meeting

February 8, 2024



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Kwabena Boakye

Attachments: FY2024 Second Quarterly Budget Report

Narrative

FY2023-24 Budget Status

The FY2024 second quarterly budget report is based on budget information for the period July 1, 2023 to December 31, 2023. Current budget process includes quarterly review of enrollment FTE target, revenue projection and expenditure estimates for course correction. The FY2024 second quarterly budget report presents information on how the college is doing on the FY2024 budget at the end of the second quarter, including how actual enrollment FTE, revenues and expenses are tracking compared to budget estimates.

Based on analysis of actual enrollment FTE, revenues and expenses, the initial budget estimates underlying the FY2024 Operating Budget approved by the Board at the June 2023 meeting, are on course to meet and/or overperform targets. Therefore, the budget estimates are maintained without revision. The estimates will be reviewed again at the third quarterly period ending March 31, 2024.

FY2024-25 Budget Development

- Budget Request Template sent out to budget managers, due January 31.
- Local revenue projection in process.
- State revenue pending, will be known after Governor's budget approval/SBCTC budget allocation.

Summary & Next Steps

FY24 budget status, FY25 budget development and Business Affairs Commission meetings are ongoing administrative services activities. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

Action Requested:

None, informational only.

Follow-Up

None

Board of Trustees Meeting

FY2024 Second Quarterly Report

Kwabena J. Boakye
Vice President for Administrative Services

FEBRUARY 8, 2024



Overview

- How Are We Doing?
- Q2 Revenue Tracking
- Q2 Expenses Tracking
- Change in State Allocation
- Q2 Revised Budget
- Budget Development Timeline
- Feedback



How Are We Doing at Q2 – July 1 to December 31, 2023?

Enrollment Overview (Tuition Bearing FTE, Excludes Transition Programs) to Date – 1/23/24

- Winter FTE after census is 800, about -2% lower than budget estimate of 816 for tuition revenue
- Fall FTE was 889, about 6% above budget estimate of 838 for tuition revenue
- Summer FTE was 215, about 9% above budget estimate of 197 for tuition revenue
- Actual Tuition FTE to date (summer, fall, winter) is 2% or 52 FTE more than tuition revenue estimate
- Actual Running Start FTE for fall is 367, about 22% or 66 FTE more than estimate of 301 for RS revenue

Revenue

- Q2 Change in state allocation \$67,714
- Q2 Running Start revenue estimate unchanged. Positive FTE gain to date. Spring FTE on watch.
- Q2 Tuition and fees revenue estimate unchanged. Positive FTE gain to date. Spring FTE on watch

Expenses

- Q2 Personnel expenses approximately 45% of annual budget. Last year Q2 was 48% of annual budget
- Q2 Total expenses 46.4% of annual budget. Last year Q2 was about 47% of annual budget

Budget Status

- Local revenue on target, trending slightly above annual budget estimate with mixed outlook
- Personnel expenses on target, trending below annual budget estimate (savings from unfilled positions)
- Non-personnel expenses on target, slightly above budget estimate (payment of \$200K administrative fines)

Q2 - Actual Revenue Tracking

Description	FY24 Budget	FY24 Actuals	FY24 % Budget
State Allocation	\$15,704,458	\$7,202,190	45.9%
Tuition	\$2,836,206	\$2,074,511	73.1%
Fees/Miscellaneous	\$325,260	\$233,091	71.7%
Running Start*	\$2,367,191	\$1,027,303	43.4%
GAP	\$482,347		
Total	\$21,715,462	\$10,537,094	
Local Revenue	\$5,528,657	\$3,334,905	60.3%
*RS is for fall only.			



Q2 - Revenue Tracking Compared to Last Year

Description	FY24 Budget	FY24 Actuals	FY24 % Budget	FY23 Budget	FY23 Actuals	FY23 % Budget
State	\$15,704,458	\$7,202,190	45.9%	\$14,607,287	\$7,585,795	51.9%
Tuition	\$2,836,206	\$2,074,511	73.1%	\$2,739,843	\$1,656,488	60.5%
*RS	\$2,367,191	\$1,027,303	43.4%	\$2,300,461	\$894,305	38.9%
Fees/Misc.	\$325,260	\$233,091	71.7%	\$390,989	\$224,333	57.4%
Total	\$21,233,115	\$10,537,094	49.6%	\$20,038,580	\$10,360,921	51.7%

*RS – Actual is fall only. Winter billing pending.

Q2 - Actual Expenses Tracking

Description	FY24 Budget	FY24 Actuals	FY24 % Budget
Salaries/Wages	\$13,224,544	\$5,783,115	43.7%
Benefits	\$4,298,121	\$2,089,827	48.6%
Total Personnel	\$17,522,665	\$7,872,942	44.9%
Goods/Services	\$2,726,976	\$1,570,201	57.6%
Travel	\$137,588	\$28,115	20.4%
Capital Equipment	\$153,000	\$33,364	21.8%
Grants/Subsidies	\$1,175,233	\$563,069	47.9%
Total	\$21,715,462	\$10,067,691	46.4%

Q2 - Expenses Tracking Compared to Last Year

Description	FY24 Budget	FY24 Actuals	FY24 % Budget	FY23 Budget	FY23 Actuals	FY23 % Budget
Salary	\$13,224,544	\$5,783,115	43.7%	\$12,169,461	\$5,756,421	47.3%
Benefits	\$4,298,121	\$2,089,827	48.6%	\$3,856,651	\$1,953,427	50.7%
Total Personnel	\$17,522,665	\$7,872,942	44.9%	\$16,026,112	\$7,709,848	48.1%
Goods/Services	\$2,726,976	\$1,570,201	57.6%	\$2,832,243	\$1,279,991	45.2%
Travel	\$137,588	\$28,115	20.4%	\$137,691	\$40,125	29.1%
Equipment	\$153,000	\$33,364	21.8%	\$105,500	\$334,578	317.1%
Grants/Subs	\$1,175,233	\$563,069	47.9%	\$571,559	\$273,882	47.9%
LI				\$868,011		
Total	\$21,715,462	\$10,067,691	46.4%	\$20,541,116	\$9,638,424	46.9%

Q2 - Change in State Allocation

Q2 Allocation	\$15,704,458.00
Q1 Budget	\$15,636,744.00
Change	\$ 67,714.00
How State Allocation Changed in Q2	
Goldstar Families	\$ 3,714.00
Refugee and Immigrant Education	\$ 64,000.00
	\$ 67,714.00

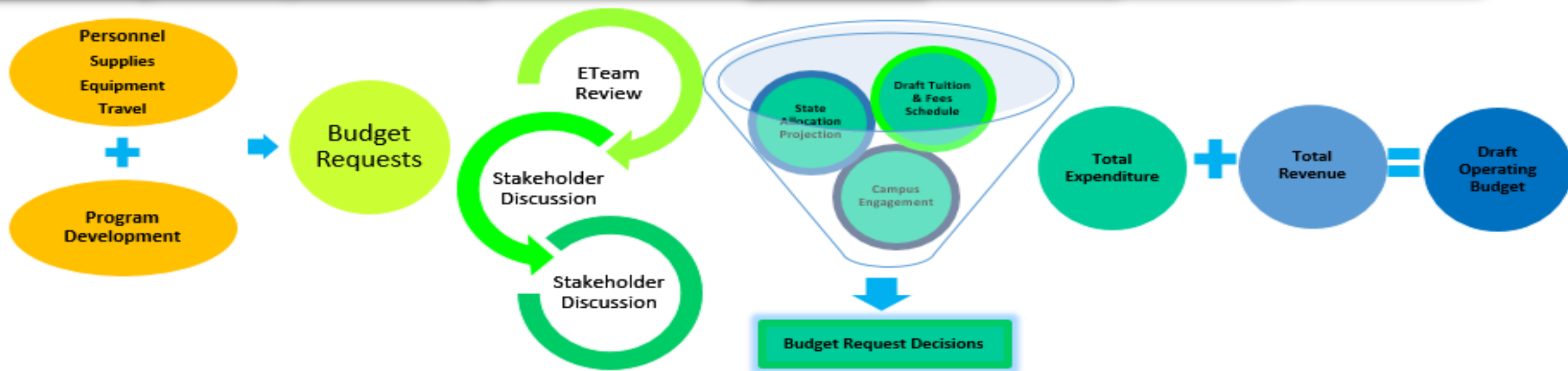
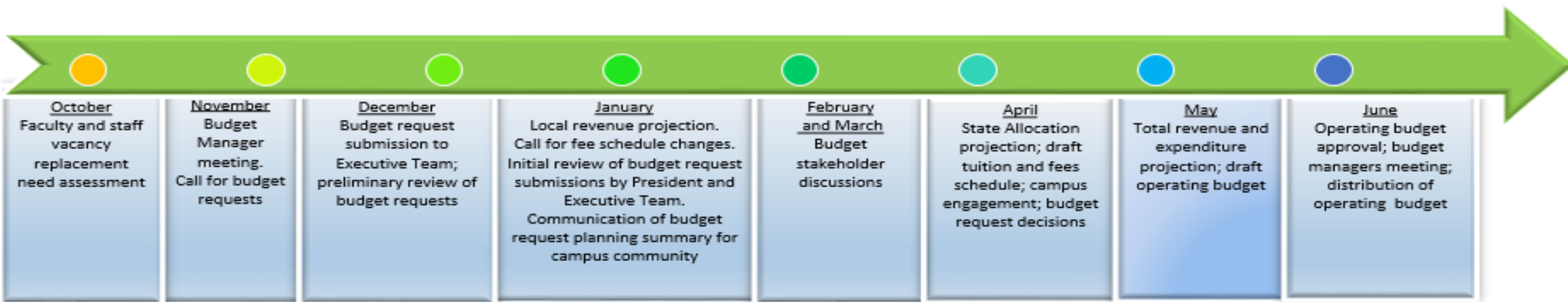
Q2 - Revised Budget

	<u>Proposed</u>	<u>Revision</u>	<u>Revised</u>
Revenue			
State Allocation	\$ 15,636,744	\$ 67,714	\$ 15,704,458
Tuition	\$ 2,836,206		\$ 2,836,206
Fees/Misc.	\$ 325,260		\$ 325,260
Running Start	\$ 2,367,191		\$ 2,367,191
GAP	\$ 482,347		\$ 482,347
Total Revenue	<u>\$ 21,647,748</u>	<u>\$ 67,714</u>	<u>\$ 21,715,462</u>
Expenditures			
Salaries and Wages	\$ 13,184,544	\$ 40,000	\$ 13,224,544
Benefits	\$ 4,288,121	\$ 10,000	\$ 4,298,121
Goods and Services	\$ 2,716,976	\$ 10,000	\$ 2,726,976
Travel	\$ 133,588	\$ 4,000	\$ 137,588
Equipment/Technology	\$ 153,000	\$ -	\$ 153,000
Grants/Subsidies	\$ 1,171,519	\$ 3,714	\$ 1,175,233
Legislative Initiatives	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 21,647,748</u>	<u>\$ 67,714</u>	<u>\$ 21,715,462</u>

Budget Development Timeline – AP 503.01

Timeline	Action
July	New Budget Year; budget upload to accounting system
August	
September	
October	Faculty & staff vacancy replacement need assessment (also done anytime there is vacancy in the year)
November	Budget manager meeting; call for budget request
December	Budget request discussions
January	Local revenue projection; call for fee schedule changes; initial review of budget request submissions by President and Cabinet; communication of budget request summary to campus community
February	Budget stakeholder discussions
March	Budget stakeholder discussions
April	State allocation projection; draft tuition and fees schedule; campus engagement; budget request decisions
May	Total revenue and expenditures projection; draft operating budget
June	Operating budget approval; budget manager meeting, distribution of operating budget

BUDGET DEVELOPMENT TIMELINE



Feedback

- Send ideas to budget@ghc.edu
- How to increase revenue at the college
- How to decrease expenditures in your area or other areas of the college
- Best ways to increase enrollment at the college
- Other

Written Report

Item Information:

Topic: Grays Harbor College Human Resource Report

Prepared by: Jamie Quigg, Executive Director for Human Resources

Attachments: None

Narrative

New Full-Time Employees:

- No new Full-Time Employees

Promotions:

- Jody Pope to Interim Athletic Director
- Berta Gibby to Interim Director of Workforce Funding & Support Projects

Retirements:

- Cara Beth Stevenson

Searches:

- Vice President for Instruction, position posted review of applications to begin February 1, 2024
- Director of Enrollment Services/Registrar
- Assistant Dean of Student Aid and Scholarships
- Chemistry Faculty, 2nd set of interviews January 26, 2024
- Executive Director of Human Resources, interviews January 25-26, 2024
- Maintenance Mechanic 3 – HVAC Technician
- Resource Navigator – WorkFirst, waiting on 2nd interview
- TRIO Support Specialist
- TRIO Upward Bound Educational & Student Success Specialist, interviewed January 23, 2024
- Student Success Navigator

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

VIII.7 – Instruction Report

GHC Board of Trustees Meeting

February 8, 2024



Written Report

Item Information:

Topic: Instruction Report

Prepared by: Dr. Paulette Lopez and Dr. Evi Buell

Attachments: None

Narrative

Curriculum

Instruction continues to move to an annual schedule, with feedback on the 2024–2025 schedule due in by the end of January. Instruction is developing a process to solicit feedback from faculty, students, and community stakeholders. Combined with institutional priorities for course and program availability, GHC will be able to enter the fall 2024 quarter developing the 2025–2026 calendar in a comprehensive manner.

Assessment

The College Priority 1 (CP1) work group continues to condense and tether the indicators for the desired student abilities (DSAs) to specific courses. There is also a plan from CP1 to close the loop on program assessment each September and DSA assessment during faculty professional day in October.

Workforce

Career Connect Washington—On January 25th, GHC received notification from the State Board for Community and Technical Colleges that the career preparation and launch equipment grant application to support the automotive career launch program (recently endorsed) was approved for funding. The total amount authorized is \$113,865.00. The funds will support the purchase of a Dynamometer (\$92,754.00) and additional accessories needed for use, installation, and training.

Community Education

Lenka Cech is the new Community Education instructor for the Westport community education class. The first conversational English class was held on January 23rd. The instructor reported that the class went well. All six students are Ukrainian and speak very good English. Most of the students have a Bachelor degree or higher education and came here due to the political situation in their home country. Many of the students are interested in pursuing a degree here in nursing, dental assistant, or business administration. College staff will be providing programming about FAFSA and different pathways to an education at GHC.

Stafford Creek

The IT specialist at Stafford Creek Corrections Center, Brandon Hennes, was able to create an app that scans and checks out student materials, including books, laptops, and calculators, much more efficiently. The app scans the student ID card, then their checked-out materials for the quarter, and downloads the information into an excel spreadsheet for easy tracking. It was used this quarter, and staff held a “Bookstore Callout” for students to come to the building and pick up their needed equipment and materials a of couple days before the quarter started. Students who attended their designated callout were able to be ready for the first day of class. Also, Stafford Creek had twenty-four students named to the President’s Honor List for fall quarter.

Action Requested:

None, informational only.

Follow-Up

None

VIII.8.a. – Student Services Report

GHC Board of Trustees Meeting
February 8, 2024



Written Report

Item Information:

Topic: Student Services Report

Prepared by: Student Services Team

Attachments: Winter Quarter Enrollment and Upcoming Calendar of Events February 2024

Narrative

Enrollment

As of January 23, 2024, Winter Quarter enrollment is currently at 59.8% of the 1554 FTE State-Funded quarterly goal, which is at -13.4 FTE compared to January 24, 2023. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +60.9 FTE compared to the closest date for Winter 2023. For more info about winter enrollment including budget target status, please see the included attachment.

Student Services Division

Advising:

David “Zag” Zagorodney has returned part-time to assist students with advising needs. Zag is a great asset to the advising group. and knows all the GHC resources to best support new and current students.

Running Start:

Enrollment is robust for the winter quarter and will continue through spring. Lori Christmas, Director of Educational Partnerships, K-12 Outreach and Recruitment, is completing degree audits for seniors graduating in June and will share details about graduation numbers soon.

K-12 outreach/partnerships and general student support:

A group of employees from advising and recruitment have been co-hosting financial aid workshops at area high schools. There are still glitches with the new FAFSA for parents without social security numbers, but overall, the new application is quicker with fewer questions. The college is promoting the spring GHC Foundation Scholarship cycle (deadline Feb. 28th). Ariel Finrock, Career and Technical Education and K-12 Support Specialist and Johnny Alavéz, Recruitment and Admissions Manager, are scheduling tours for both junior and high school students.

Food Pilot Grant-low income free and reduced lunch service

As part of the food pilot, Grays Harbor College is contracting with Aberdeen High School to provide 30 meals a day 4 days a week, which can be scaled up as needed. Gift cards to local grocery stores will be

purchased and provided to students. Food baskets were distributed to 188 students in November and 145 in December. Student Life has two more baskets planned for March and June. Shelf staple of beans and rice package “bean basket” will be available for students in the food pantry and looking to bring in more of these options. The college is excited to have the ability to bring this opportunity to our students.

Bishop Center for Performing Arts

In January, the Bishop Center hosted the Grays Harbor College Music Department Jazz Festival which featured eight area middle and high schools and an evening performance from the Seattle Women’s Jazz Orchestra. Additionally, Matt Baker’s Comedy + Stunt Show did school outreach in the community prior to the full-length performance on January 26th. And, coming in March is the spring musical, Oklahoma! To see the complete list of upcoming performances in the spring, please visit www.ghc.edu/bishop.

Choker Athletics

League play has started for the Men’s basketball team, with five home games coming up in February. To find out more about winter (men’s basketball, men and women wrestling) game schedules, please visit www.ghcathletics.com.

Jody Pope has stepped in as interim Athletic Director effective Monday, January 22.

Summary & Next Steps

The division has many things in the pipeline this winter! Some of these efforts are our continued focus on enrollment, financial aid and advising, continuing to search for talent to join the Grays Harbor College team, the design and implementation of our student success software (EAB) and the hopeful move into the new Student Services and Instructional building.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

Winter Quarter Enrollment

FTE: Winter 2024	Winter 2023	Winter 2024	Year to Year Diff		Winter 2023 Finals	
	01/24/2023 Day # 15	01/23/2024 Day # 15	Difference	% Diff from 2023 to 2024	Winter 2023 FTE change to end of quarter	03/28/2023 FINALS Final FTE Numbers for Winter 2023
1-Academic Transfer & Pre-College	2022-23 481.06	2023-24 444.67	-36.39	-7.6%	-2.33	478.73
2-Transition Programs	114.48	129.10	14.63	12.8%	13.98	128.44
3-Career and Technical Ed.	289.41	311.42	22.01	7.6%	10.93	300.34
4-BAS Programs	57.30	43.70	-13.60	-23.7%	-	57.30
State Support Total	942.25	928.90	-13.35	-1.42%	22.56	964.80
3-Running Start	301.04	375.31	74.27	24.7%	-1.40	299.64
State Support + Running Start Total	1243.29	1304.21	60.92	4.9%	21.16	1264.44

Winter Quarter Enrollment as of January 23, 2024,

Last Year to This Year - Allocation Target & Enrollment

Comparing January 24, 2023– day 15 of the quarter, to January 23, 2024 – day 15 of the quarter.

On January 24, 2023, we had reached 59.4% of our 1586 FTE State-Funded quarterly goal. As of January 23, 2024, we are currently at 59.8% of our 1554 FTE State-Funded quarterly goal.

Total State-Funded FTE is at -13.4 FTE compared to January 24, 2023. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +60.9 FTE compared to the closest date for winter 2023. *FTE Status* 10th day of the quarter was on 1/17. Enrollment Services reports that all no-show drops have been processed. At this point of the quarter, we are generally fairly close to final enrollment numbers. We do typically see a little shift as the quarter goes on, especially around W Day (2/22 for winter 2024), but it's hard to predict how much we should expect.

Last Week to This Week [January 16, 2023, to January 23, 2024]

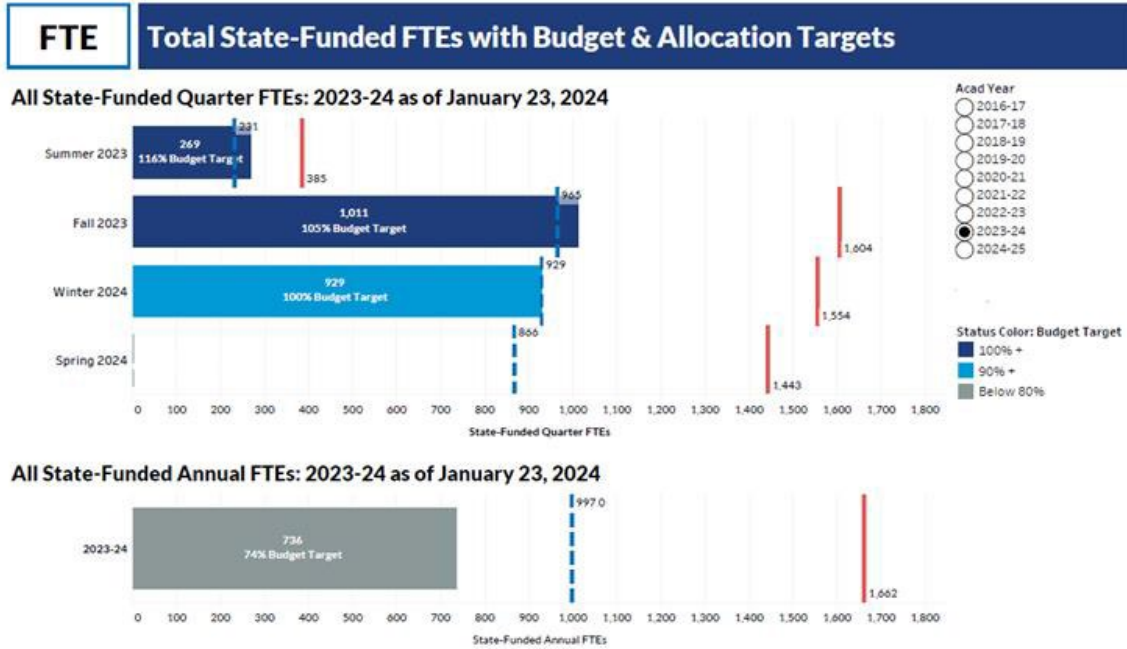
State-Funded FTE has changed +13.4 FTE since last week. When combining state-funded and running start FTE, the total changed +13.1 since last week's snapshot.

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at 117 out of a 192-quarterly goal (61%).

Budget Target Status

Winter quarter state-funded FTE is currently at 929 out of a 929 budget FTE target for the quarter (100% of target). See below for more info about Total State-Funded FTEs with Budget & Allocation Targets!



Sum of 10th day State-Funded FTES for selected Academic Year.

Blue dotted lines are state-funded budget/revenue FTE targets. (We need to meet these targets to fulfill the budget approved in May/June.)

Red solid lines are state-funded allocation FTE targets.

Color of Bar ("Status Color") is based on % of budget target attained.



Upcoming Calendar of Events

Choker Athletics

- Men's Basketball vs. Centralia College – Wednesday, February 7 at 6:00p
- Men's Basketball vs. Green River College – Saturday, February 17 at 3:00p
- Men's Basketball vs. South Puget Sound – Wednesday, February 21 at 6:00p
- Men's Basketball vs. Tacoma – Saturday, February 24 at 3:00p
- Men's Basketball vs. Highline – Wednesday, February 28 at 6:00p

Bishop Center for Performing Arts

Oklahoma!

March 1, 2, 8 & 9 at 7:30p

March 3 & 10 at 2:00p

OKLAHOMA! is the first musical written by Rodgers and Hammerstein. It's based on Lynn Riggs' 1931 play, *Green Grow the Lilacs*. Set in farm country in 1906, it tells the story of Laurey Williams and her courtship by two rival suitors, cowboy Curly McLain and the sinister and frightening farmhand Jud Fry.

Directed by Dr. Andrew Gaines



VIII.9 – President’s Report

GHC Board of Trustees Meeting

February 8, 2024



Written Report

Item Information:

Topic: Grays Harbor College President’s Report

Prepared by: Dr. Carli Schiffner

Attachments: All College Day Agenda & Summary of SBCTC Enrollment & Allocation Monitoring Reports for Fall 2023

Narrative

Events:

President’s Cabinet Retreat, Michele Johnson, facilitator, January 9.

GHC Men’s Basketball Game, Brewster Athletic Complex, January 17.

Seattle Women’s Jazz Concert, Bishop Center, January 18.

American Association of Community Colleges, Workforce Development Institute, January 22-25.

Meetings:

Allocation Model Review Taskforce, Meeting, January 8.

Cheryl Brown, Director of Grays Harbor Youth Works, January 8.

Jon Martin, Interim Executive Director, Greater Grays Harbor Inc, January 10.

Dr. Val Sundby, Director of Transfer Education, SBCTC, January 10.

Dr. Tim Cook, President, Clackamas Community College, January 10.

Kairie Pierce, Senior Policy Director, Washington State Labor Council, January 10

Dr. Claire Peinado, Vice President for Student Services, Skagit Valley College, January 18.

Student Achievement Initiative (SAI) sub-committee for Allocation Model Review, January 18.

Dr. Joyce Hammer, Deputy Executive Director for Education, SBCTC, January 18.

Allocation Model Review Taskforce, Meeting, January 19.

Operating Budget Committee, WACTC Meeting, January 19

WACTC Business Meeting, January 25

Will Durden, Director of Adult Basic Education and Corrections, January 26.

Strategic Enrollment Action Plan

Julie Randall, Director of Strategic Initiatives, began her tenure at Grays Harbor College in early January. She has met with a variety of departments on campus, focusing primarily in Student Services and Instruction. Julie’s work to create baselines, identify infrastructure challenges, and to elevate any additional barriers is seminal to get Grays Harbor College with some forward momentum. The Strategic Enrollment Action Plan continues to guide the work—especially around advising and professional development/training. Dr. Jessica Clark is underway with two contract projects—development of a curriculum committee handbook and a business plan for community education. Both will be ready for use by end of Spring Quarter 2024.

All College Day

On February 2, the college will be closed to the public to host All College Day—a day of professional development and learning for all college employees (see attached agenda). The keynote speaker will be Dr. Tim Cook, President of Clackamas Community College (Oregon), who will speak on the future of higher education. This will be followed by a discussion on the future of Grays Harbor College, a review of enrollment and retention, and an activity to align each employee’s work with the college’s priorities.

Cyber Defense through Incident Command, Risk Assessments, and Prevention

Last July, Grays Harbor College Information Technology Department was notified that Community and Technical Colleges were eligible to apply and receive funding from the State and Local Cybersecurity Grant Program (SLCGP). The purpose of the SLCGP is to enhance the cybersecurity capabilities of state and local governmental agencies by strengthening their defenses against cyber threats. This federal initiative aims to protect critical infrastructure, sensitive data, and public services through various activities such as cybersecurity training, technology upgrades, incident response planning, and risk assessments. It is an effort to improve the overall resilience of government entities against cyberattacks.

Grays Harbor College applied for funding through the State of Washington and was awarded approximately \$110,000 to increase the college’s cybersecurity posture. The grant focuses on the development of a comprehensive cyber incident response and recovery plan, cyber risk assessments, and prevention education for employees. GHC is planning to partner with Structured, a trusted partner with extensive experience in Information Assurance, specifically in Risk Management, Security Policies and Procedures, Incident Response, Compliance, Security Technology, and Security Auditing. This grant opportunity provides significant opportunity to strengthen GHC's cybersecurity position.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None



GRAYS HARBOR COLLEGE

All College Day Agenda

Friday, February 2, 2024, 9:00 am to 4:30 pm

Start Time	Topic	Presenter/Lead
<i>Bishop Center for Performing Arts</i>		
9:00 am	Welcome & Introductions	Dr. Carli Schiffner
9:15 am	The Future of Higher Education	Dr. Tim Cook
10:00 am	The Future of Grays Harbor College <ul style="list-style-type: none"> • Fiscal Health of GHC • FTE Projections • Future Opportunities • Upcoming Accreditation Reports & Peer Review Visit (Spring) 	Dr. Carli Schiffner Kwabena Boakye Matt Edwards
10:45 am	Activity – College Planning & Our Daily Work	Matt Edwards
<i>Schermer Building Lobby</i>		
11:45 am	Break and Transition to Upper Campus	All
12:00 pm	Lunch & Building Community	Jamie Quigg
<i>Administrative Services – 4138</i> <i>Human Resources -President’s boardroom</i> <i>Instruction – 4140/41</i> <i>Students Services – 800 lecture hall</i> <i>Information Technology – IT workroom</i> <i>Institutional Effectiveness & College Relations – 4237</i>		

<i>General Union - 4141/4140</i>		
<i>Classified Union - 4138</i>		
<i>Faculty Union - 4141/4140</i>		
1:00 pm	Division Meetings: <ul style="list-style-type: none"> • Planning Activity – Part II • Division Business 	President’s Cabinet Division Leads
2:30 pm	General Union Meeting	Union Leadership
3:30 pm	Individual Union Meetings	Union Leadership

Mission, Vision, and College Priorities

Vision

Grays Harbor College inspires our students and enriches our community by providing positive growth through learning.

Mission

Grays Harbor College provides meaningful and engaging learning opportunities and support services to enhance the knowledge, skills, and abilities of our students and support the cultural and economic needs of our community.

College Priorities

- Enrich student learning
- Promote student, faculty, and staff success
- Foster a diverse, equitable, and inclusive learning environment
- Ensure effective, efficient, and sustainable use of college resources
- Strengthen enrollment, partnerships, and pathways to student achievement

The Mission, Vision, and College Priorities, GHC’s College Plan, and the College Plan Scorecard can be found at: <https://www.ghc.edu/ghc-vision-mission-and-values>.

FTE Terms Glossary

FTE

FTE Stands for Full Time Equivalency

- 1 Quarter FTE = 15 Credits
- 1 Annual FTE = 45 Credits

Fiscal Year

The budget year for the college. It runs the same as GHC's academic year (July 1 to June 30).

Fiscal Year 2024 refers to the 2023-24 academic year.

Allocation & Allocation FTE Target

Allocation refers to the money given to the colleges by the State Board to operate the college. Part of the allocation is based on estimated enrollment for the college for that upcoming year. This estimated enrollment is the **Allocation FTE Target** or just Allocation Target.

If the college's actual enrollment does not meet or exceed the Allocation FTE Target, we risk losing money in the next allocation cycle.

Budget FTE Target

The **Budget FTE Target** is how much state-funded FTE that GHC needs to realize to fund the fiscal year budget as approved by the board.

Fund Source

Fund source generally refers to how the class is paid for, before tuition and fees are collected.

Contract-funded courses are paid for by a contract. GHC's courses through Stafford Creek are contract-funded, as are any training courses we would offer to a local employer, for example.

Self-funded courses are paid for by the student. Most of GHC's community service and continuing education courses are considered self-funded.

State-funded courses are those that are initially funded by the allocation from the State Board. Most of the college-level, basic education for adults (BEA), and English language acquisition (ELA) courses offered at Aberdeen, Raymond, and Ilwaco are considered state-funded. FTE from these courses counts towards meeting the Allocation FTE Target.

Running Start is an example of a contract-funded enrollment in a state-funded class. In this case, the specific enrollment is paid for by the contract with OSPI/the high school, while the class itself is state-funded. Running Start enrollments paid for by the Running Start contract do not count towards meeting the Allocation FTE Target.

Tuition-Bearing Enrollment

Tuition-Bearing Enrollment is any enrollment that brings in tuition. This is going to be our pre-college READ, ENGL, and MATH courses, and all college-level courses. By growing tuition bearing enrollment, GHC will meet our allocation FTE target more easily, but also have the secondary revenue of the tuition to increase the operating budget.

Earning Extra FTE

Certain enrollments can count for more than 1 FTE. Some of these apply up front and help GHC meet its Allocation FTE Target, while others apply after allocation is calculated.

Counts towards Allocation FTE Target

IBEST

IBEST courses are those where a second instructor is embedded in the main course to help students with basic math and writing skills.

	Normal	IBEST
Credits	16	28
FTE	1.07	1.87

IBEST enrollments count for **x1.75 FTE**. That means, that for every 1 FTE an enrollment would normally generate, it instead counts for 1.75 FTE. This additional FTE counts towards meeting the Allocation FTE Target and is intended to cover the costs of the additional embedded instructors that IBEST requires.

GHC currently has IBEST sections in our automotive, carpentry, diesel, and welding programs.

After Allocation

Weighted/Enhanced FTE

The State Board currently recognizes four types of **weighted FTE** (sometimes called enhanced FTE). It is important to note that weighted FTE **does not** help the college meet its allocation FTE target.

FTE in these categories receive an additional weight of 0.3 FTE, that is used to generate a bonus for the college that is added on *after* the allocation amount is calculated.

Note that in order to qualify, the FTE in these categories must be state-funded. FTE from GHC's Department of Correction enrollments does not count. Enrollments paid by the Running Start contract do not count, but enrollments by Running Start students above and beyond their RS contract do count. There are other specific coding requirements not detailed here.

Weighted FTE Categories:

- BAS Enrollments
- STEM enrollments – meet a state-level list of STEM course criteria
- Skills Gap Enrollments – specific focus areas for state-wide economic development
- Basic Education for Adults (BEA)

Enrollments can only count in one of the four categories.

Allocation Model Terms

- **MOA – Minimum Operating Allowance:** Every college gets a flat sum to keep the lights on.
 - **District Enrollment Allocation Base:** the part of the annual allocation that is based on estimated enrollment. GHC refers to this as the Allocation FTE Target or just the Allocation Target.
 - **Weighted FTE:** As defined above, the bonus that GHC receives from certain types of enrollment. Does not count towards the Allocation FTE Target
 - **Student Achievement Initiative (SAI):** The part of the annual allocation that is based on student performance.
-

Notes:

Summary of SBCTC Enrollment & Allocation Monitoring Reports for Fall 2023

January 22, 2024

SBCTC recently released the [Quarterly Enrollment & Allocation Monitoring reports](#) for fall 2023. Data in this brief is taken from those reports. This report compares data from summer and fall 2023 to summer and fall 2022.

Summary

When comparing FTEs from summer and fall 2022 to summer and fall 2023, GHC is in the top third of Washington CTC districts when ranked by percent change in total FTEs since last year. When looking at state-funded FTEs, GHC is in the middle third of districts, showing growth but not as much as other districts. However, when looking at estimated allocation attainment for 2023-24, GHC is in the bottom third of all 30 districts.

- For 2023-24 total FTEs through fall 2023, the WA CTC system was up **+7.5%** over FTE through fall 2022.
 - GHC was up **+11%** in total FTEs in 2023-24 compared to 2022-23, 8th place out of 30 districts¹.
 - Last year, at the end of fall 2022, GHC was up **+2%** in total FTEs compared to the end of fall 2021, 9th place out of 30 districts.
- For 2023-24 state-funded FTEs through fall 2023, the WA CTC system was up **+6%** compared to 2022-23.
 - GHC was up **+5%** in state FTEs at the end of fall 2023 compared to fall 2022, 18th place out of 30 districts.
 - Last year, at the end of fall 2022, GHC was up **+1.2%** in state FTEs compared to the end of fall 2021, 10th place out of 30 districts.
- SBCTC currently predicts the system will realize **70%** of its 2023-24 state allocation.
 - The State board predicts GHC will reach **63%** of its allocation (1,061 state-funded FTE), position 27 out of 30 in the current estimates.
 - GHC's internal estimates for 2023-24 are **~1,008** state-funded FTE, or **60%** of allocation.
 - In 2022-23, the system realized **68%** of the 2022-23 allocation, and GHC realized **58%** of its allocation (position 27 out of 30).
 - None of the districts are currently projected to pass 100% of allocation, and no districts are predicted to realize more than 90% of allocation. (Columbia Basin is highest at 88%.)

Enrollment Monitoring Report:

Total FTEs: Summer & Fall 2023 compared to Summer & Fall 2022

For summer and fall 2023, the WA CTC system was up **+7.5%** compared to summer and fall 2022.

- 28 colleges show increases over 2022-23, with Green River the highest at +19%
- Pierce had the highest decline over 2022-23, with -12%
- Looking at % lost:
 - 28 out of 30 districts showed **gains** over 2022-23 (including GHC, +11%)
 - 2 out of 30 districts had lower FTE compared to 2022-23

GHC was up **+11%** in total FTES in for summer and fall 2023 compared to summer and fall 2022.

- 8th place out of 30 districts

¹ Pierce, Seattle Colleges, & Spokane are combined into districts for this report.

Peer Colleges

When compared with our Peer Colleges (Big Bend, Peninsula, Lower Columbia, Centralia, & Walla Walla), GHC is 3rd out of 6 in terms of percent change from 2022-23 to 2023-24.

- The % change in Total FTE among GHC and its peer colleges ranges from **+19%** to **-1%** comparing 2022-23 to 2023-24
 - Only 1 out of 6 colleges experienced some sort of loss (Lower Columbia)
- The overall change for our peer colleges combined (excluding GHC) was **+8%**

State FTEs: 2021-22 to 2022-23

For state FTEs, the WA CTC system was up **+6.4%** at the end of fall 2023 compared to the end of fall 2022.

- 29 out of 30 colleges saw **increases** ranging from 1.2% to 19%
- Renton had the only decline in state FTE, with -0.6%
- Looking at % lost:
 - **8** out of 30 districts saw growth of 10% to 19%
 - **21** out of 30 districts saw growth of +1% to +9.4%
 - **1** out of 30 districts had a decline of -0.6%

GHC was up **+5%** in state FTEs at the end of fall 2023, compared to the end of fall 2022.

- 18th place out of 30 districts

Peer Colleges

When compared with our Peer Colleges (Big Bend, Peninsula, Lower Columbia, Centralia, & Walla Walla), GHC is 5th out of 6 in terms of percent change from fall 2022 to fall 2023.

- The range of change in State FTE among GHC and its peer colleges is from **+2%** to **+18%**
 - None of our peers experienced a loss in state-funded FTE
- The overall change for our peer colleges combined (excluding GHC) was **+6%**.

Allocation Monitoring Report

In 2023-24, the system allocation is 140,417 FTE. The system as a whole is predicted to realize **70%** of that amount, 98,921 FTE. (In 2022-23, the system as whole realized 68% of the allocation target.)

The State board predicts GHC will reach **63%** of its allocation for 2023-24, position 27 out of 30 in the current estimates. (Last year, GHC reached 58% of its allocation target, position 27 out of 30 districts.)

- Currently, no districts are expected to make $\geq 90\%$ of their allocation
- 4 of 30 districts are predicted to reach 80-89% of their allocation
- 13 of 30 districts are predicted to reach 70-79% of their allocation
- 10 of 30 districts are predicted to reach 60-69% of their allocation (including GHC)
- 3 of 30 districts are predicted to reach 50-59% of their allocation
- 0 of 30 districts are predicted to reach $< 50\%$ of their allocation

GHC's current internal estimates for 2023-24 are **~1,008** state-funded FTE, or **60%** of allocation.

Peer Colleges

Looking at GHC's 5 peer colleges:

- GHC and its peer colleges are predicted to reach between **55%** to **80%** of their allocation targets
- GHC is 5 out of 6, with an estimated final of **63%**
- Excluding GHC, the 5 peer colleges combined are expected to meet **65%** of their allocation target

Who are GHC's Peers?

GHC has identified 5 peer colleges within the Washington state Community & Technical College system. In general, the colleges serve a mostly rural area.

	State FTE (2022-23) ²	Total FTE (2022-23)	Service Area Population ³	BAS Pgm.?	DOC Pgm.?
Grays Harbor College	1,024	1,566	93,248	Y	Y
Big Bend Community College	1,247	1,697	124,747	Y	
Centralia College	1,317	2,022	351,631	Y	Y
Lower Columbia College	1,813	2,391	109,301	Y	
Peninsula College	1,142	1,517	105,343	Y	Y
Walla Walla Community College	1,617	3,082	88,798	Y	Y

With the exception of Walla Walla, GHC plus Big Bend, Centralia, Lower Columbia, and Peninsula comprise 5 of the 7 smallest CTC's in the state by total FTE.

- In 2022-23, the FTE for these 5 colleges ranged from 1,517 (Peninsula) to 2,391 (Lower Columbia).
- In 2022-23, Walla Walla was 19 out of 30 colleges/districts with 3,082 total FTE.

The other two colleges in that "smallest 7" are Bellingham Technical College and Cascadia College. Cascadia is located in Bothell, and serves an urban population, and Bellingham's status as a technical college means they are focused on vocational degrees rather than a mix of vocational and transfer degrees like GHC and the other 5 colleges chosen as GHC's peers.

Other Similarities:

- As of fall 2021, all 5 peer colleges offer BAS degrees
- Centralia, Peninsula, and Walla Walla each serve at least one correctional institution

Note that Centralia College's service area encompasses southern Thurston county, an area shared with South Puget Sound Community College and containing a good chunk of the Olympia/Thurston/Lacey metropolitan area. Most of the students from the metropolitan area choose to go to SPSCC, rather than make the trip down to Centralia.

Despite their positions close to the I-5 corridor, neither Centralia nor Lower Columbia are big "commuter" colleges for the major cities that are close (Olympia/Tumwater and Portland/Vancouver, respectively.) They seem to draw mostly from their local populations.

² From the State Board Enrollment Monitoring Report

³ Service Area Population defined as People 18+ Without High School Diploma or Equivalent as reported by Census data from the American Community Survey 5-year estimates detailed tables for 2018.

Written Report

Item Information:

Topic: Grays Harbor College Institutional Accreditation Update

Prepared by: Kristy Anderson, AVP, Institutional Effectiveness & College Relations

Attachments: Accreditation Timeline and Important Dates

Narrative

Spring 2024 Ad-Hoc Report & Site Visit

[Report & Visit Update](#)

The Ad-Hoc Report on Gray Harbor College's three recommendations from the Northwest Commission is getting closer to completion, with about 3/4 of the writing done and 2/3 of the appendices collected. The Ad-Hoc Report will be ready to share later this month. It will go to the commission on or about March 1st. A presentation will be arranged at an upcoming Board Meeting to provide overview of the document's contents.

A short overview handout of the Ad-Hoc Report will be available to the College prior to the visit and the Accreditation Steering Committee is currently making plans to get on the agenda of several college committees and work groups to give an overview of the report and talk about the questions that might be asked by the evaluation team.

[Engaging Employees with the College Plan](#)

One of the important items we are reporting out in the ad-hoc report is about engaging the college community with the college priorities. At All College Day on February 2nd, employees will have the opportunity to spend some time thinking about their individual work and how it fits into the College Plan. Then in the afternoon, divisions will start to discuss and roll-up that information into a document that shows how their division supports the College Plan and the College's identified indicators of success. This is another opportunity for the Planning Committee to help the College engage with its mantra of *Plan What We Do, and Do What We Plan*.

Important Dates

- Financial Resource Review Report Due no later than March 1st
- Ad-Hoc Report is due no later than 6 weeks prior to the visit – we are planning to send by March 1st



Peer-Evaluator Site-visit for the Ad-Hoc Report is on **Monday, April 22nd**

PLAN WHAT WE DO DO WHAT WE PLAN



Spring 2024 Financial Resource Review Report

GHC also has a Financial Resource Review Report due to the Northwest Commission this spring. This report has essentially two parts, enrollment reporting/estimates and a report on the financial health of the College.

At the January 16th meeting, the President’s Cabinet approved enrollment estimates for 2024-25 that included an estimated increase of 2.5% for state FTE. This would amount to a change from an estimated 1,008 state-funded FTE for 2023-24 to 1,033 FTE for 2024-25. (This does not include Running Start, which is estimated separately.) Estimating future enrollment is quite challenging in a post-COVID situation as there are no solid enrollment trends to rely on from the past several years. Of course, the College hopes and has plans to try to exceed this estimate, and, at the same time, realistic estimates are needed for financial decision-making.

Estimating enrollment and basing the tuition and fee projections on those estimates is part of GHC’s integrated planning and budgeting process. This integration of planning and budgeting is at the center of Recommendation 3 which states, “The commission recommends that Grays Harbor College integrate the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity.”

Summary & Next Steps

Reports sent to the Northwest Commission will be shared with the Board of Trustees. A presentation with an overview of the Ad-Hoc Report is planned for an upcoming Board of Trustees Meeting.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

Written Report

Item Information:

Topic: Strategic Enrollment Action Plan Update

Prepared by: Julie Randall

Attachments: None

Narrative

It has been a whirlwind start for this work but a fruitful one. Listening tours are being conducted across Student Services leadership to get an understanding for the work, identifying strengths, weaknesses and needs within the respective areas. A shared understanding for the need to innovate and change has been met and excitement and hope for the work is present.

Through the listening sessions the need to create solid systems and process has been identified, along with the need to document and train staff. The focus of this work will begin with admissions, financial aid and advising. These are the three critical areas to the beginning of any student's academic experience.

The mapping retreat process has begun for advising and admissions and will happen soon with financial aid. This process has identified a lack of clear systems and process within the areas, and will allow the design of a system from the ground that will support the changing needs of the students and also address the impacts ctLink has on students and staff.

These efforts will align with work already underway with the Strategic Enrollment Action Plan for 2023-24 and will connect with College Priority 5, to strengthen enrollment, partnerships and pathways to student achievement. The work will also be connected and embedded into the Guided Pathways framework focusing on the essential practices of intake and onboarding, educational planning and progress monitoring. There is a long-range goal of providing students with exploratory experiences and program degree maps, which will allow them to map their academic journey both academically and financially.

Although this work is urgent it must be done with thoughtfulness, ensuring we are capturing all the elements of the student experience and addressing any barriers a student may encounter. This work can also not be done without engaging the student voice into our work. The student voice is vital in fully mapping the student experience and need. Working in coordination and support of Student Life, students will be gathered to engage in listen sessions and their voice will be embedded and seen in creation of the process. The students voice and engagement will be a continuous part of the work.

One common concern throughout the listening sessions is how siloed areas feel. A cross-functional process will be designed to ensure connections are created between departments to enhance the student experience.

Grays Harbor College is fortunate to have a significant amount of funds to serve student need, however, there are not strong processes, systems and locations for those funds to live and be distributed to students. This work will identify areas of accessibility to locate those funds and create a process for student to access.

Summary & Next Steps

Listening sessions will continue with staff. Mapping the student experience within the key three areas will be completed and aligned with the Strategic Enrollment Action Plan, CP5, Guided Pathways, and the students voice. Performance measures will be established and data reviewed for continual improvement.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

VIII.9.d. – Student Services and Instructional Building Report

GHC Board of Trustees Meeting
February 8, 2024



Written Report

Item Information:

Topic: Student Services and Instructional Building Report

Prepared by: Floyd Plemmons and Keith Penner

Attachments: Construction Contract Review

Narrative

Building Construction Schedule

Forma is completing the final details inside the building and bringing all the mechanical and electrical systems online. The goal is to achieve Substantial Completion by mid to late February. Grays Harbor College staff are scheduled to start moving into the building in phases, starting late February and continuing into March. The plan is to open the building to the students for Spring Quarter. The two main elevators will be working at that time, but the parts for the freight elevator are still a couple of months out.

Construction Budget

The project is getting close to finalizing all open cost issues. Attached is a current construction budget report for review.

Furniture

The furniture and kitchen equipment provided by GHC is in the building and will be ready for use when the building is turned over to the college.

Outside the Building

The exterior is completing as the weather permits. Work in progress includes sidewalks, stairs, ramps and railings and landscape completion.

Summary & Next Steps

The next goal is to get the final occupancy permit sometime in February.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

FEBRUARY 8, 2024 MEETING

CONSTRUCTION CONTRACT 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
34 APPROVED CHANGE ORDERS TO DATE	\$ 986,819.04
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 44,760,676.04</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 44,760,676.04
23 PAY APPLICATIONS - 94%	\$ (41,881,313.70)
BALANCE DUE (6%)	<u>\$ 2,879,362.34</u>

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-34

Design Errors/Omissions	\$ 178,820.30	18%
Agency - (Owner Requested Change)	\$ 312,952.70	32%
Latent Condition -(Unforeseen Conditions)	\$ 304,231.76	31%
Code Requirements	\$ 72,758.54	7%
Value Engineering (Cost saving ideas)	\$ (155,689.24)	-16%
Delay	\$ 273,744.98	28%
	<u>\$ 986,819.04</u>	