

Board of Trustees Regular Meeting

May 9, 2024 at 11 AM



Hybrid Meeting: Columbia Education Center in Ilwaco
(208 Advent Ave. S.E. Ilwaco)

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

Join by Phone: 253-205-0468

May 9, 2024 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Thursday, May 9, 2024, at 11:00 a.m. Dr. Paula Akerlund, Board Chair, will preside.

At 10:00 a.m. there will be a study session on the 3rd quarter budget report, followed by a tour of the Columbia Education Center.

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.	Celebrations 1. Emily Fry Top 3 All-Washington Academic Team	
VII.	Action Items 1. Approval of April 11, 2024 Minutes 2. Resolution for Adoption of Grays Harbor County Multi-Jurisdiction Hazard Mitigation Plan 3. Approval for Contingency Funded Intramural Sports Position	Dr. Carli Schiffner Isaac Humiston
VIII.	Standing Reports 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report	Isaac Humiston Jared Stratton Chris Macht

Regular Meeting Agenda

Grays Harbor College Board of Trustees
 May 9, 2024



	<ul style="list-style-type: none"> 4. Faculty Report 5. Administrative Services Report 6. Human Resources Report 7. Instruction Report 8. Student Services Report <ul style="list-style-type: none"> a. Enrollment 9. President’s Report <ul style="list-style-type: none"> a. Accreditation b. tulalW Student Center Update 10. Board Report <ul style="list-style-type: none"> a. Foundation Meeting Report b. Board Art Committee Update c. Items of Interest 	<p>Tom Kuester Kwabena Boakye Colleen Meyers Dr. Evi Buell Laurie Franklin</p> <p>Dr. Carli Schiffner Kristy Anderson Floyd Plemmons & Keith Penner</p> <p>Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Dr. Paula Akerlund</p>
X.	<p>Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140</p>	
XI.	<p>Action Items as a Result of the Non-Public Session</p>	
XII.	<p>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.</p>	
XIII.	<p>Action Items as a Result of the Executive Session</p>	
XIV.	<p>Good of the Order</p>	
XV.	<p>Adjournment</p>	

Updated 5/3/2024 SB



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.

Grays Harbor College Board of Trustees Regular Meeting

April 11, 2024

Board Meeting 10:00 a.m.

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

Members Absent: Jim Sayce

Others Present: Alana Bertot, Annalee Atwell-Tobar, Cheyenna Carroll, Chris Macht, Colleen Meyers, Deanna Shedley, Derek Edens, Dr. Carli Schiffner, Dr. Evi Buell, Floyd Plemmons, Heidi Wood, Holly Duffy, Jackie Blumberg, Jared Stratton, Jayme Peterson, Johnny Alavéz, Jonni Dawson, Justin Kjolseth, Keith Penner, Kwabena Boakye, Kyle Pauley, Laurie Franklin, Lisa Smith, Matt Edwards, Matt Holder, Paige Pierog, Paula Grow, Penny James, Sarah Dalrymple, Shannon Bell, Susan Schreiner

A study session providing feedback on the tenure process was provided at 9:00 a.m.

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:00 a.m. Roll call was made; Jim Sayce 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 an adoption of the agenda, motion was made by Aliza Esty to approve the agenda, Astrid Aveledo seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Jody Pope celebrated Coach Kevin Pine, the National Women's Wrestling Northwest Conference Coach of the Year for 2024. Celebration for our Women's Wrestling Team winning the National Championship.

VII. Action Items & Standing Reports

Action

1. Approval of March 16, 2024 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the March 16, 2024 minutes as submitted. Motion moved by Dr. Harry Carthum, Aliza Esty seconded the motion. Motion carried.

2. Approval to approve the FY2024-25 fee schedule.

Chair Dr. Paula Akerlund entertained a motion to approve the FY2024-25 fee schedule. Motion to approve the FY2024-25 fee schedule as submitted made by Dr. Harry Carthum, Aliza Esty seconded the motion. Motion carried.

3. Bishop Scholarship Approval

Chair Dr. Paula Akerlund entertained a motion to approve the Bishop Scholarship. Motion to approve the Bishop Scholarship as submitted made by Dr. Harry Carthum, Aliza Esty seconded the motion. Motion carried.

4. Faculty Excellence Awards Approval

Chair Dr. Paula Akerlund entertained a motion to approve the Faculty Excellence Awards. Motion to approve the Faculty Excellence awards as submitted made by Aliza Esty, Astrid Aveledo seconded the motion. Motion carried.

5. Associated Students of Grays Harbor College Revised Constitution Approval

Chair Dr. Paula Akerlund entertained a motion to approve the Associated Students of Grays Harbor College Revised Constitution approval. Motion to approve the Associated Students of Grays Harbor College Revised Constitution made by Aliza Esty, Astrid Aveledo and Dr. Harry Carthum seconded the motion. Motion carried.

6. SSIB Building Name Approval

Chair Dr. Paula Akerlund entertained a motion to approve the SSIB Building name to tulalW Student Center. Motion made by Astrid Aveledo, Aliza Esty seconded the motion. Motion carried. Chair Dr. Paula Akerlund thanked the naming committee and the Quinault Indian Nation for the help provided in naming the building.

Standing Reports

1. Student Government (Sarah Dalrymple)

Student government held several successful events:

- Three student leaders and three professional staff completed extensive CPR and First Aid training provided by the Aberdeen Fire Department.
- A group went for a great hike at Lake Sylvia.
- Showed the movie Hidden Figures for Gym Movie Night.
- ASGHC had a student artist come in to paint a couple of window murals.
- Student Life hosted a reception for the wrestling national champions in the new building.
- Taking about students to College Night at the Mariners on April 12.

2. Classified Staff Report (Jared Stratton)

The Staff Development and Training Committee hosted the classified staff potluck on March 27. The Classified Quarterly Staff Award winner for the Winter Quarter of 2024 is Terry Thompson.

3. Represented Exempt Staff Report (Chris Macht)

No report.

4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Kwabena Boakye)

Administrative Services reviewed and discussed questions on the budget development for FY2024-25. Discussion around enrollments and running start students. Updates included the Third Quarterly Budget Report will be presented in May. The third quarter covers July 1, 2023 to March 31, 2024.

6. Human Resources Report (Colleen Meyers)

Human Resources update on new hires since the last board meeting:

- Javier Gallegos, Maintenance Mechanic 3
- Daniel Nogales, Chemistry Faculty

- Karyn Olson, Resource Navigator for Workforce Funding & Support Programs
- Nancy Estergard, Tutoring Center Coordinator
- Stephanie Thornton, TRIO Student Support Specialist

Ongoing open searches include Associate Director of Financial Aid, Dean of Workforce Funding, ELA/Bridge Faculty, Athletic Support Specialist, Student Success Navigator, Assistant Dean of Student Aid and Scholarships.

7. Instruction Report (Dr. Evi Buell)

Follow-up from March board meeting CDL program had six students in the current cohort, this is the second cohort for the winter quarter. There will be an additional cohort in spring.

Industries or companies that are hiring GHC CDL Students:

- Bayview Redimix
- LeMay
- Various local trucking companies with chip trucks (chip/wood by-products)
- Logging companies (log trucks)
- City of Aberdeen
- City of Ocean Shores
- Dept. of Transportation
- Tank truck companies

Additional updates on the draft of a new curriculum committee handbook. Feedback is being collected and a conversation amongst the division chairs is on the agenda for the April 8 division chairs meeting. Updates on the Westport Conversational English courses.

8. Student Services Report (Laurie Franklin)

The Bookstore, Student Life, Diversity and Equity Center, Student Services Center (formerly known as the Welcome Center), Financial Aid, and Workforce Funding all moved into the Student Service Instructional Building. The Advising and Counseling, Testing, and Accessibility Office will move into their new spaces in April. Discussion and updates on enrollment. Other updates included updates on the Free and Reduced meal pilot.

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

Accreditation Report (Kristy Anderson)

Review and presentation of the three recommendations outlined in the Ad Hoc Report.

- Recommendation 3 - The Commission recommends that Grays Harbor College integrate the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity.
- Recommendation 4 - The Commission recommends that Grays Harbor College fully implement student learning outcomes assessment across all degrees and programs, including the general education program, and use the assessment results to inform planning and improvement.
- Recommendation 5 - The Commission recommends that Grays Harbor College engage in systematic, participatory, self-reflective assessment of its accomplishments, and documents and evaluates its planning processes to ensure institutional effectiveness.

On April 22, 2024, a team of three peer evaluators will visit Grays Harbor College on behalf of The Northwest Commission on Colleges and Universities (NWCCU). Chair Dr. Paula Akerlund and Dr. Harry Carthum thanked Kristy Anderson for the work on the report and preparing for the visit.

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

Update on the Student Services and Instructional Building is near completion and most of the Student Services team is moved in. Working on final punch-list. Discussion on food service and permits.

10. Board Report

a. Foundation Meeting Report (Astrid Aveledo)

The Foundation is meeting today after the Trustee meeting. Update on scholarship requirements, students need to have a 2.0 GPA.

b. Board Art Committee Update (Astrid Aveledo)

Finalizing tribal art contracts. Met with artists to finalize locations.

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

No items of interests.

VIII. Non-Public Session

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

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

None

XI. 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.

XII. Action Items as a Result of the Executive Session

No action items as a result of the executive session.

XIII. Good of the Order

The Derina Harvey band will be at the Columbia Theatre in Longview on April 19, 2024. Tickets are available on online.

XIV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 12:30 p.m. The Board of Trustees will hold its next meeting on May 9, 2024 at the Grays Harbor College at the Columbia Education Center in Ilwaco and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

RESOLUTION NO. 2024-XX
A RESOLUTION OF Grays Harbor College
AUTHORIZING THE ADOPTION OF THE
GRAYS HARBOR COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN

WHEREAS, all of Grays Harbor County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long- term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established requirements for pre and post disaster hazard mitigation programs requiring that "local and tribal government applicants for sub-grants must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of a Hazard Mitigation Grant Program sub-grant funding." The purpose of such local mitigation plan is to represent the Multi-Jurisdiction's commitment to reduce risks from natural and man-made hazards; and

WHEREAS, pursuant to 44 CFR 201.6, a coalition of Grays Harbor County stakeholders with like planning objectives was formed to pool resources and create consistent mitigation strategies to be implemented within each partner's identified capabilities within the Grays Harbor County Planning Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy; and

WHEREAS, pursuant to 44 CFR 201.6, the Grays Harbor County Multi-Jurisdiction Hazard Mitigation Plan has been reviewed and found to meet the regulatory criteria, and following adoption by participating jurisdictions, will be approved by FEMA, making all adopting jurisdictions eligible for mitigation project grants.

NOW, THEREFORE, BE IT RESOLVED by the Grays Harbor College Board of Trustees that:

The Grays Harbor County Multi-Jurisdiction Hazard Mitigation Plan is hereby adopted in its entirety, including the Grays Harbor College Jurisdictional Annex, which represents each planning partner's commitment to reduce risks from natural and man-made hazards; and

PASSED AND ADOPTED on this _____ day of _____ 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dr. Carli Schiffner, President

Attest - Designee



To: Grays Harbor College Board of Trustees

CC: Dr. Carli Schiffner, Grays Harbor College President
Dr. Laurie Franklin, Interim Vice President of Student Services
Sarah Dalrymple, Director of Student Life

From: Isaac Humiston, ASGHC President

Date: April 9, 2024

Re: Board Approval for Contingency Funded Intramural Sports Position

After thorough consideration and discussion, the ASGHC has unanimously voted to allocate contingency funds to create a new position: an Intramural Sports Specialist within the Office of Student Life. This decision reflects our commitment to fostering a vibrant and inclusive campus environment where every student has the opportunity to engage, grow, and succeed.

The introduction of an Intramural Sports Specialist is not just an investment in sports; it is an investment in our peers' physical health, mental well-being, and social connectivity. Intramural sports have been shown to significantly contribute to student engagement, retention, and overall satisfaction with college life. By providing structured, accessible, and diverse sporting clubs and activities, we anticipate a noticeable uplift in campus spirit and student engagement.

This initiative also aligns with our college's mission to offer transformative education that nurtures success, leadership, and community involvement. Through this position, we aim to offer a wider range of accessible sports programs that cater to all levels of skill and interest, thereby promoting a healthy, active lifestyle and enhancing team-building and leadership skills among our students.

ASGHC would like to fund the first year of this position through contingency funds. If we decide to fund the position for future years, we intend to work through the student fee process to implement a small (\$40 per student, per quarter or less) Intramural Sports fee.

Thank you for your consideration of this proposal.

ASGHC President Isaac Humiston
as.pres@ghc.edu

Grays Harbor College
Job Description

Job Title: Student Life Intermural Specialist

Department: Student Life

Reports To: Director of Student Life

Salary: \$52,889.83 (11-month contract)

Approved Date:

FLSA Status: exempt

Summary

Grays Harbor College is now accepting applications for the Student Life Intermural Specialist position. This position is a student-fee funded position for 11-months each year. The specialist is responsible for the management and implementation of all aspects of our intermural sports clubs, associated activities and student organizations. This position will create and maintain the College's intermural sports programs by providing students with recreational athletic activities, hosting and participating in recreational tournaments, and engaging the student body with opportunities for creating a sense of belonging at GHC. This position will advise all intermural athletic clubs and provide athlete oversight. This position reports to the Director of Student Life and provides direct support to student funded programs, organizations and initiatives.

Essential Duties and Responsibilities

Intermural Sports Program Management

- **Intermural Sports Management:** Develop and maintain recreational teams in multiple sports. Organize recreational student athlete program functions such, but not limited to; jersey and equipment check out, the recording of team and individual season statistics, league registration and weekly games, and fundraising activities.
- **Student Athlete Growth:** Must promote the academic success of recreational student-athletes to include the implementation and promotion of study groups and encourage recreational student athletes to maintain a high academic standard. Foster inclusion and growth for non-athlete students by providing opportunities to keep score, record stats, and serve as athletic trainer aides.
- **Community:** Provide regular events for the student body to play recreational and casual games, keeping a student-centered focus on culture and academic success.
- **Inclusivity:** Promote a non-competitive sports environment that embraces the importance of inclusive and diverse athletics spaces.

Student Funded Programs and Initiatives

- Advise GHC students in implementing recreational athletics opportunities and services for all student-funded programs, organizations and initiatives.
- Maintain affiliated social media accounts, in collaboration with student leaders.
- Serve as the staff advisor to students, organizations and programs in assigned areas and provide leadership, guidance and conflict resolution.
- Take an active role in planning special events sponsored by the department as directed

- Support game day management functions (i.e. broadcasting, etc.) of the Choker Athletics Department, during peak periods as directed.
- Participate in regional and state organizations pertinent to the field as the budget allows.
- Represent the department at college meetings and events at the Director's request.
- Attend student-sponsored events, conferences and retreats at night/weekend.

SUPERVISORY RESPONSIBILITIES

- Supervise part-time student employees and volunteers within the Intermural Sports program and Department of Student Life

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Associate's degree (or combination of education and experience)
- Two years of student service in higher education
- Demonstrated understanding of recreational sports programs
- Experience planning events and managing complex projects
- Strong organizational, written and oral communication skills
- High degree of technical computer skills and competencies

DESIRED:

- Bachelor's degree
- Experience with collegiate non-competitive athletic programs
- Experience facilitating student communities and programming initiatives
- Experience in program management including coordinating various projects, stakeholders and deadlines
- Experience with social media and promotion/marketing
- Experience with Adobe Creative Suite including Illustrator, InDesign and Photoshop

VIII.5. - Administrative Services Report

GHC Board of Trustees Meeting

May 9, 2024



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Kwabena Boakye

Attachments: FY24 Third Quarterly Budget Report; Measures of Fiscal Health for CTC; FY23 GHC Fiscal Health Measures

Narrative

FY2023-24 Budget Status

The FY2024 Third Quarterly Budget Report is based on budget information for the period July 1, 2023 to March 31, 2024.

Current budget process includes quarterly review of enrollment FTE target, revenue projection, and expenditure estimates for course correction. The FY2024 Third Quarterly Budget Report presents information on how the college is doing on the FY2024 budget at the end of the third 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. Significantly, actual Running Start FTE to date (fall, winter, spring) is 26.5% or 225 FTE over budget. Therefore, the budget estimates are maintained without revision, except for Running Start revenue estimate, which is increased by \$546,857, due to improved actual FTE over budget.

FY2024-25 Budget Development

- Local revenue projection completed.
- State allocation pending.
- Stakeholder engagement ongoing.

BAC Meeting Update

- Pending state allocation for FY25.
- FY23 Fiscal Health Measures completed by the SBCTC.

SBCTC Fiscal Health Measures

The SBCTC has developed certain fiscal measures to provide insight into institutional fiscal health. At the end of the fiscal year, the SBCTC pulls financial information for each institution to calculate the measures. The SBCTC has put institutions into peer bands, so institutions are also measured compared to their peer band. The Measures of Fiscal Health for CTC document and the FY23 GHC Fiscal Health Measures as calculated by the SBCTC, are included in this report as information for the Board.

Audit Update

- State Auditor's Office financial audit ongoing.
- Formal audit entrance meeting completed April 23

Bishop Trust Investment

At the April meeting, the Board requested information on the Bishop Trust Investment agreement. The requested information was submitted to the Board on April 16.

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

Follow-Up

Bishop Trust Investment agreement requested by the Board during the April meeting was submitted to the board on April 16.

Board of Trustees Meeting

FY2024 Third Quarterly Report

Kwabena J. Boakye
Vice President for Administrative Services

MAY 9, 2024



Overview

- How Are We Doing?
- Enrollment FTE Budget Analysis
- Q3 Revenue Tracking
- Q3 Expenses Tracking
- Change in State Allocation
- Q3 Revised Budget
- Budget Development Timeline
- Feedback



How Are We Doing at Q3 – July 1 to March 31, 2024?

Enrollment Overview (Tuition Bearing FTE, Excludes Transition Programs) to Date – 4/23/24

- Spring tuition bearing FTE after census (4/19) is 746, about -1.2% under budget estimate of 755
- Winter tuition bearing FTE was 797, about -2.4% under budget estimate of 816
- Fall tuition bearing FTE was 889, about 6% over budget estimate of 838
- Summer tuition bearing FTE was 215, about 9.1% over budget estimate of 197
- Actual tuition bearing FTE to date (summer, fall, winter, spring) is 1.5% or 40 FTE over budget
- Actual Running Start FTE to date (fall, winter, spring) is 26.5% or 225 FTE over budget

Revenue

- State allocation is flat, \$2,301 increase
- Tuition/fee revenue estimate is unchanged
- Running Start revenue estimate increased by \$546,857, due to improved actual FTE over budget

Expenses

- Total personnel expenses for Q3 is 69.6% of annual budget. Last year Q3 was 77.6% of annual budget
- Total non-personnel expenses for Q3 is 79.2% of annual budget. Last year Q3 was 76.4% of annual budget
- Total expenses (personnel and non-personnel) for Q3 is 71.4% of annual budget. Last year Q3 was 77.3% of annual budget

Budget Status

- Total revenue on target, trending over budget due to Running Start FTE gains
- Total expenses on target, trending under budget due to savings from unfilled positions
- Actual tuition bearing FTE for local revenue is slightly over budget



Enrollment FTE Budget Analysis					
Tuition Bearing FTE	Summer	Fall	Winter	Spring	Total
Budget	197	838	816	755	2606
Actual	215	889	797	746	2647
Variance - Over(Under)	18	51	(19)	(9)	40
% Variance	9.1%	6.0%	-2.4%	-1.2%	1.5%
Running Start	Summer	Fall	Winter	Spring	Total
Budget		301	281	267	849
Actual		367	375	331	1074
Variance - Over(Under)		66	95	64	225
% Variance		22.1%	33.7%	24.0%	26.5%
District Enrollment Allocation Base (DEAB)					
GHC	2023-24	2020-21	2021-22	2022-23	3-Year AVG
State Allocation Target	1470				
Actual		919	847	901	889
Variance - Over(Under)		(551)	(623)	(569)	(581)
% Variance		-37.5%	-42.4%	-38.7%	-39.5%
SBCTC System Target	130,981				
Actual		95,913	88,314	89,332	91,186
Variance - Over(Under)		(35068)	(42667)	(41649)	(39795)
% Variance		-26.8%	-32.6%	-31.8%	-30.4%

Q3 - Actual Revenue Tracking

Description	FY24 Budget	FY24 Actuals	FY24 % Budget
State Allocation	\$15,706,759	\$11,620,140	74%
Tuition	\$2,836,206	\$2,868,685	101.1%
Fees/Miscellaneous	\$325,260	\$305,376	93.6%
Running Start (RS)*	\$2,914,048	\$2,170,584	74.5%
GAP	\$0		
Total	\$21,782,273	\$16,964,785	77.9%
Local Revenue	\$6,075,514	\$5,344,645	88%
*RS is for fall and winter.			



Q3 - Revenue Tracking Compared to Last Year

Description	FY24 Budget	FY24 Actuals	FY24 % Budget	FY23 Budget	FY23 Actuals	FY23 % Budget
Allocation	\$15,706,759	\$11,620,140	74%	\$14,846,372	\$11,342,441	76.4%
Tuition	\$2,836,206	\$2,868,685	101.1%	\$2,739,843	\$2,774,767	101.3%
Fees/Misc.	\$325,260	\$305,376	93.6%	\$390,989	\$303,219	77.6%
RS*	\$2,914,048	\$2,170,584	74.5%	\$2,300,461	\$1,757,898	76.4%
Total	\$21,782,273	\$16,964,785	77.9%	\$20,277,665	\$16,178,325	79.8%
Local Rev.	\$6,075,514	\$5,344,645	88%	\$5,431,293	\$4,835,884	89%

*RS – Actual is fall and winter only. Spring billing pending.

Q3 - Actual Expenses Tracking

Description	FY24 Budget	FY24 Actuals	FY24 % Budget
Salaries/Wages	\$13,224,544	\$9,106,783	68.9%
Benefits	\$4,298,121	\$3,080,950	71.7%
Total Personnel	\$17,522,665	\$12,187,733	69.6%
Goods/Services	\$2,726,976	\$2,173,004	79.7%
Travel	\$139,889	\$73,720	52.7%
Equipment	\$153,000	\$46,690	30.5%
Grants/Subsidies	\$1,175,233	\$1,030,751	87.7%
Total	\$21,717,763	\$15,511,898	71.4%

Q3 - Expenses Tracking Compared to Last Year

Description	FY24 Budget	FY24 Actuals	FY24 % Budget	FY23 Budget	FY23 Actuals	FY23 % Budget
Salary	\$13,224,544	\$9,106,783	68.9%	\$12,169,461	\$9,483,420	77.9%
Benefits	\$4,298,121	\$3,080,950	71.7%	\$3,856,651	\$2,954,780	76.6%
Total Personnel	\$17,522,665	\$12,187,733	69.6%	\$16,026,112	\$12,438,200	77.6%
Goods/Services	\$2,726,976	\$2,173,004	79.7%	\$2,832,243	\$2,450,607	86.5%
Travel	\$139,889	\$73,720	52.7%	\$137,691	\$101,101	73.4%
Equipment	\$153,000	\$46,690	30.5%	\$532,500	\$358,354	67.3%
Grants/Subs	\$1,175,233	\$1,030,751	87.7%	\$888,100	\$722,015	81.3%
LI				\$363,555		
Total	\$21,717,763	\$15,511,898	71.4%	\$20,780,201	\$16,070,277	77.3%

Q3 - Change in State Allocation

Description	Amount
Q3 Allocation	\$15,706,759.00
Q2 Allocation	\$15,704,458.00
Change	\$ 2,301.00
How State Allocation Changed in Q3	
Guided Pathways Leadership Retreat	\$ 2,301.00

Q3 - Revised Budget

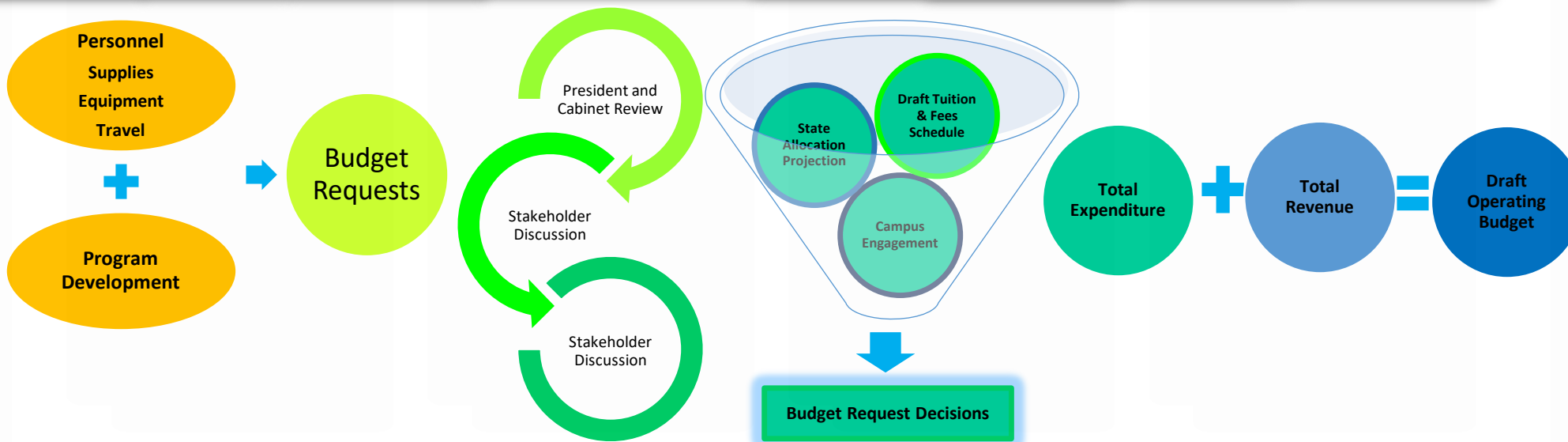
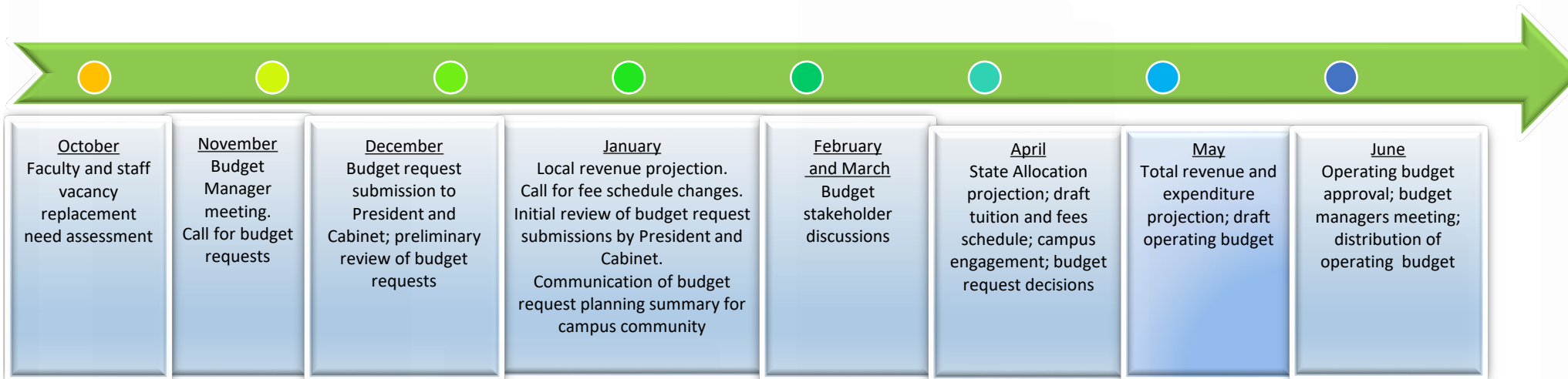
	<u>Proposed</u>	<u>Revision</u>	<u>Revised</u>
Revenue			
State Allocation	\$ 15,704,458	\$ 2,301	\$ 15,706,759
Tuition	\$ 2,836,206		\$ 2,836,206
Fees/Misc.	\$ 325,260		\$ 325,260
Running Start	\$ 2,367,191	\$ 546,857	\$ 2,914,048
GAP	\$ 482,347	\$ (482,347)	\$ -
Total Revenue	<u>\$ 21,715,462</u>	<u>\$ 66,811</u>	<u>\$ 21,782,273</u>
Expenditures			
Salaries and Wages	\$ 13,224,544		\$ 13,224,544
Benefits	\$ 4,298,121		\$ 4,298,121
Goods and Services	\$ 2,726,976		\$ 2,726,976
Travel	\$ 137,588	\$ 2,301	\$ 139,889
Equipment/Technology	\$ 153,000		\$ 153,000
Grants/Subsidies	\$ 1,175,233		\$ 1,175,233
Legislative Initiatives	\$ -		\$ -
Total Expenditures	<u>\$ 21,715,462</u>	<u>\$ 2,301</u>	<u>\$ 21,717,763</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

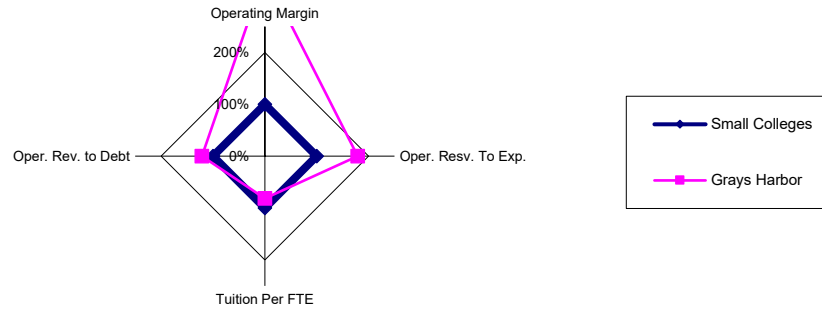
Grays Harbor FYR and Longitudinal Financial Indicators

FYR Analysis

Measures

	Small Colleges	Grays Harbor
Operating Margin	100%	353%
Oper. Resv. To Exp.	100%	179%
Tuition Per FTE	100%	81%
Oper. Rev. to Debt	100%	121%

Financial Indicators



**Fiscal Health Measures
Grays Harbor Summary
Grays Harbor
Fiscal Year 2023**

Operating Funds Cash & Investments (Reserves) Per Operating Expenditures

Operating Funds Cash & Investments	Operating Funds Expenditures	Operating Ratio	Ratio as % of Grp. Avg
14,600,520	25,227,074	0.58	179%

Operating Revenue to Debt

Debt	Total Operating Revenue	Operating Coverage Ratio	Ratio as % of Group Average
(6,922,760)	(10,931,750)	1.6	121%

Local Funds Operating Margin

Expenditures	Revenues	Income (Loss)	Margin	% of Grp. Ave.
10,476,869	(16,164,210)	5,687,341	0.35	353%

Tuition Per FTE

Tuition Collections	FTES	\$/FTES	% of Grp. Avg
(2,535,305)	1,566	1,618.7	81%

source: SBCTC dataLink

Measures of Fiscal Health

For Washington Community and Technical Colleges

Last Modified: November, 2023



Measures of Fiscal Health For Washington Community and Technical Colleges

Objective:

Develop a limited number of measures that when considered together; provide some insights about the fiscal health of a college. Additionally, the measures should be useful to the colleges in assessing the results of their operations and fiscal health relative to other colleges in the system.

Note that ctcLink reports use the Posted Journal Local Ledger data including converted source data and excluding accounting period 999.

Proposed Measures:

Local Funds Operating Margin

This measure compares all revenues for local operating funds (145, 146, 148, 149, 4xx (except 444 & 489) & 5xx (except 561)) against operating expenditures for the same funds. Capital expenditures and operating transfers are excluded. The amount revenues exceed expenditures is considered the operating margin. For comparative purposes, the margin for a given college is expressed as percent of the system average margin.

Since local funds are the primary source for operating and capital reserves, this measure provides information about a college's ability to generate or maintain reserves.

Operating Margin

Amount Revenues Exceed Expenditures

Margin %

Operating Margin/Revenues

Legacy

Revenues

Funds: 145, 146, 148, 149, 4xx, 5xx, excluding 444, 489 & 561

GL: 32xx

Source Rev: All except 06xx, 07xx, 08xx, 09xx

or

Funds: 145, 146, 148, 149, 4xx, 5xx, excluding 444, 489 & 561

GL: 65xx

SOBJ: Sx

Expenditures

Funds: 145, 146, 148, 149, 4xx, 5xx, excluding 444, 489, & 561
 GL: 65xx
 Exp Obj: All except Sx and Jx

ctcLink**Revenues**

Funds: 145, 146, 148, 149, 4xx, 5xx, excluding 444, 489, & 561
 Accounts: Between '4000000' and '4220025, except not between '4030140' and '4030155', not between '4040010' and '4040070', not between '4040090' and '4040200', and not '4210010', '4220010', or '4220025'

Expenditures

Funds: 145, 146, 148, 149, 4xx, 5xx, excluding 444, 489, & 561
 Accounts: Between 5000003 and 5120030, except not between 5030070 and 5030110, and not between 5040003 and 5040720

Tuition Revenue Per FTES

Tuition Revenue for this purpose is defined as revenue source 0424 (Tuition) reported in Fund 149 plus revenue source 0433 (Excess Enrollment Fees) reported in Fund 148. As above, FTES data is taken from college enrollment data provided to SBCTC.

Some of the factors influencing this measure are the number of students on waivers, the volume of ABE/ESL enrollments, the mix of full and part-time students, and the volume of excess enrollments. A significant variance from the "norm" could impact a college's ability to build or maintain reserves.

FTES: From enrollment data reported to SBCTC

Tuition Revenue:**Legacy**

Funds: 148 & 149
 GL: 32xx
 Source Rev: 0424 and 0433

ctcLink

Funds: 149
 Accounts: Between 4000005 and 4000040 and between 4000100

and 4000199
 OR
 Fund: 148
 Account: 4000090

Operating Cash and Investments (Reserves) to Operating Expenditures Ratio

Reserves or Operating Cash and Investments are defined for this purpose as the cash and investment balances in the operating funds; 145, 146, 148, 149, 4xx and 5xx (excluding 444, 489 & 561). Operating expenses are the costs incurred in these same funds with the addition of Funds 001, 08A, 24J and 489.

This ratio attempts to examine the adequacy of reserves to meet ongoing operating expenses. As a measure of adequacy, the college's ratio is compared to the ratio for the system or to peer colleges. Inherent in this ratio is the fact that reserves as defined here can be for a number of different purposes in addition to functioning as a reserve for operations. Colleges can choose to accumulate reserves for future capital projects/acquisitions, for planned equipment replacement, as seed money for new program startup costs, etc. Another important function of reserves and this measure of fiscal health is that they reflect a college's ability to absorb or cushion the effect of budget reductions or revenue shortfalls.

Reserve Ratio: Reserves / Operating Expenditures

Legacy

Reserves:

Funds: 145, 146, 148, 149, 4xx, 5xx, excluding 444, 489 & 561
 GL: 1355, 1205, 1206, and 1210

Operating Expenditures:

Funds: 001, 08A, 24J, 489, 17C, 145, 146, 148, 149, 4xx, 5xx, excluding 444 & 561
 GL: All 65xx except 6511, 6514 & 6515
 SOBJ: All except Sx and Jx and Tx

ctcLink

Reserves:

Funds: 145, 146, 148, 149, 440, 443, 448, 450, 460, 522, 524, 528, 569, 570, 571, 572, 573, 840, 841
 Accounts: Between 1000010 and 1000199, and 1020010, 1020020 and 1020030, and 1110010

Operating Expenditures:

Funds: 001, 08A, 24J, 145, 146, 148, 149, 440 - 443, 448 - 489, 522 - 528, 569-573

Accounts: Between 5000003 and 5120030, except not between 5020410 and 5020411, and not between 5030070 and 5030110, and not between 5040003 and 5040670, and not between 5070010 and 5070080, and not in 5081270, and not between 5120010 and 5120020

Operating Revenue to Debt Ratio

Similar to operating expenditures, operating revenue for this purpose is defined as all revenue in funds 145, 146, 148, 149, 4xx and 5xx except federal grant revenue and Fund 561. This amount is to compare to the total short and long-term debt of the college. For this purpose, the debt associated with obligations for accumulated leave balances has been excluded.

The amount of debt incurred by a college is an indication of its willingness to obligate future resources to fund current activity or to invest in additions to physical plant or equipment to benefit current and future operations.

This ratio is a broad measure of a college's ability to meet its debt obligations. A significantly lower ratio than the "norm" may be an indication that a college may be debt leveraged to the point that a downturn in revenue could seriously impact the ability to fund current operations. It would be important to evaluate the relative strength of supporting revenue streams under this scenario.

Legacy**Operating Revenue:**

Funds: 145,146, 148, 149, 4xx, 5xx, excluding 444, 489 & 561
 GL: 32xx
 Src Rev: All except 03xx, 06xx, 07xx and 08xx
 Or
 Funds: 145,146, 148, 149, 4xx, 5xx, excluding 444, 489 & 561
 GL: 65xx
 SOBJ: Sx

Debt:

Funds: All Funds except 0xx, 24J, 253, 444, 489, 790, 840, 357, 561
 GL: 5xxx except 5116, 5124, 5125, 5127, 5128, 5153, 5155, 5158, 5192, 5225, 5227, 5228

ctcLink**Operating Revenue:**

Funds: 145, 146, 148, 149, 440, 443, 448, 450, 460, 522, 524, 528, 569, 570, 571, 572, 573, 841

Accounts: Between 4000001 and 4220020, except not between 4022000 and 4022340, and not between 4030130 and 4030155, and not in 4030190, and not between 4040010 and 4040070, and not between 4040090 and 4040110, and not 4050010, and not between 4100010 and 4110030, and not between 4200001 and 4220010

Debt:

Funds: 145, 146, 148, 149, 440, 443, 448, 450, 460, 522, 524, 528, 569, 570, 571, 572, 573, 841, 999

Accounts: LIKE 2x
And not between 2010030 and 2010079, and not between 2011010 and 2011210, and not between 2011345 and 2011390, and not in 2010090, 2012040, 2012060, 2020010, 2020020, 2020030, 2040010, 2100010, 2100020, 2100030, 2200010, or 2200100

Longitudinal Measures:**Five-Year Net Change in Local Funds Cash and Investments**

This measure tracks the year-end balance of local funds cash and investments over a five-year period. Its intent is to monitor for unhealthy trends. While it is not uncommon for colleges to use substantial portions of reserves for one-time needs, a continuing trend of decreasing reserves could be a signal of impending fiscal problems.

Funds: 145, 146, 148, 149, 4xx, 5xx excluding 444, 489 & 561

GL: 1355, 1205, 1206, and 1210

Five-Year Average Operating Margin

This measure uses the same data source identified in the annual operating margin ratio but calculates the net margin over a five-year period. The advantage of a multi-year analysis is that one-time expenditures or temporary program losses do not reflect negatively on decisions made from a longer-term perspective. Additionally, a negative margin over a five-year period may indicate a serious problem for the college to build or maintain adequate reserves.

Operating Margin

Amount Revenues Exceed Expenditures

Margin %

Operating Margin / Revenues

Revenues

Funds:	145, 146, 148, 149, 4xx, 5xx, excluding 444, 489, & 561
GL:	32xx
Source Rev.	All except 06xx, 07xx, 08xx, 09xx
GL:	65xx
Exp. Obj.	Sx
Expenditures	
Funds:	145, 146, 148, 149, 4xx, 5xx, excluding 444, 489, & 561
GL:	65xx
Exp Obj	All except Sx and Jx

District Bands:

(based on 2018-19 total FTES – state, contract & student funded)

District	Name
Technical College	
28	Bates
25	Bellingham
29	Clover Park
26	Lake Washington
27	Renton
Small Colleges (to 3,500 FTES)	
18	Big Bend
30	Cascadia
12	Centralia
02	Grays Harbor
13	Lower Columbia
01	Peninsula
15	Wenatchee
Mid-Size Colleges (3,500-8,500 FTES)	
19	Columbia Basin
23	Edmonds
05	Everett
09	Highline
03	Olympic
11	Pierce
14	Clark
07	Shoreline
04	Skagit Valley
24	South Puget Sound
22	Tacoma
20	Walla Walla
21	Whatcom
16	Yakima
Large Colleges (>8,500 FTES)	
08	Bellevue
10	Green River
06	Seattle
17	Spokane

Written Report

Item Information:

Topic: Grays Harbor College Human Resource Report

Prepared by: Colleen Meyers, Interim Executive Director for Human Resources

Attachments: None

Narrative

New Employees:

- Mat Carlisle, Half-time Exempt contract to work on duties for Basic Food Education & Training Program and Opportunity Grant (BFET/OPG)

Searches:

- Associate Director of Financial Aid (replacement for Lindsey Phernetton)
- Dean of Workforce Education (replacement for Paulette Lopez)
- ELA/Bridge Faculty (replacement for Kathy Barker)
- Athletic Support Specialist (replacement for Sara Oliver)
- Student Success Navigator (replacement for Amber Hatley)
- Assistant Dean of Student Aid and Scholarships (revised)
- Executive Director of Human Resources (replacement for Darin Jones)
- Library & Archives Paraprofessional 3 (replacement for Cara Beth Stevenson)
- Student Life Intramural Sports Specialist (new position—student funding)

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

VIII.7. – Instruction Report

GHC Board of Trustees Meeting

May 9, 2024



Written Report

Item Information:

Topic: Instruction Report

Prepared by: Dr. Evi Buell

Attachments: None

Narrative

Curriculum

Instructional Council is approving curriculum changes in Chemistry, Natural Resources, Accounting, and Industrial Technology in order to meet the annual catalog deadline. These are considered minor changes that will be able to be implemented beginning Summer Quarter. This will allow Grays Harbor College to better serve students and community partners in 2024–2025.

Dr Jess Clark provided a final draft of a curriculum committee handbooks to GHC; Instruction will begin a revision process within division chairs as part of intended adoption before the end of the academic year.

Assessment

Members of the faculty, Office of Instruction, and the College Priority 1 (CP1) workgroup met with site visitors from NWCCU on Monday, April 22, to discuss ongoing efforts in assessing student learning. Recommendation #4 states: *Fully implement student learning outcomes assessment across all degrees and programs, including the general education program, and use the assessment results to inform planning and improvement (Standard 1.C.3, 1.C.5, 1.C.6, 1.C.7)*. Work continues on simplifying institution-level outcomes and tethering/scheduling assessment with specific courses at specific times. Three of the DSA-level rubrics have been simplified, and a CP1 subgroup intends to finish all five rubrics before the end of the academic year. Next year's work will focus on:

- Any new courses will need to have their individual course outcomes linked to program and institutional outcomes
- All faculty will complete individual outcome report using simplified rubrics
- Faculty will create a schedule to ensure regular assessment (once created - this schedule will need to be continually updated)
- Faculty will collaborate to discuss/evaluate course outcomes data (including prior year revisions) and determine meaning with regards to program/institutional outcomes
- Faculty will recommend and plan revisions

Further work includes a regular program review process and cycle.

Transitions

The hiring committee for the ELA/Bridge faculty is actively underway this week. The Conversational English Class at the Ocosta High School has been adjusted to better accommodate the needs of the community by shifting to Thursdays and Sundays. With 10 students attending the class this past Sunday. The Conversational English Class at both of our campus extension sites are averaging 6 to 8 students a class. The in-person Advanced ELA Speaking and Listening class on main campus has great attendance with 20 students enrolled.

Our English Language Acquisition (ELA) enrollment numbers are on the rise, in conjunction with other community colleges across Washington State.

Workforce

Instruction Commission (the state consortia of chief academic officers from throughout the system) approved the 2024 update to the Washington State Skill Standards for Professional-Technical College Instructors. From the report: *Two focus groups were convened in 2022 and undertook a thorough review and timely update of the 2012 document: 20-member skill standards focus group, and a 21-member DEI focus group (Volume II, page 4). The skill standards focus group overhauled Critical Work Functions A-H and their attendant key activities, performance indicators, technical knowledge, and employability skills. The DEI focus group aligned DEI competencies to Critical Work Function D and recommended engaging DEI experts to guide the completion of the work. Work on implementation of these standards at the institution level is forthcoming. For GHC, this will mean updating our evaluation process to ensure our faculty are hitting the requirements adopted by the State.*

Grants

The 2024–2025 Perkins grant application has been submitted. Thank you to Paulette Lopez and Christy Lowder for their work, and especially to Ariel Finrock for her coordination and leadership of this project. Further grant applications are in process, including Perkins Leadership Block and Perkins Special Project. Deadlines for those are all within the next few weeks.

The second phase of the Nursing Simulation Grant was successfully spent down. This grant will continue through at least 2025 with the nursing program receiving another \$77,000 primarily reserved for simulator warranties.

The nursing program submitted the round 17 Hospital Employee Education and Training (HEET) grant; results from the current round are expected in July.

Continuing Education

Dr. Jess Clark has completed meetings with college employees and community members for drafting a plan for offering Community and Continuing Education classes. More information will be coming at next month's meeting.

Stafford Creek

Jayne Peterson, Dean for Stafford Creek Correctional Center is retiring. Jayne wanted to share the following message: "I have spent almost 18 years serving our incarcerated population and it has been a

joy. Thank you to all of GHC including the Board of Trustees for their unwavering support of our students, our programs, and myself. You are all very appreciated.” The search process has begun for a replacement Dean and the job posting should be visible soon. Work is continuing with the state and Dept. of Corrections to obtain Pell eligibility for SCCC students.

Miscellaneous

Instruction has forwarded revisions to select 300-series policies and procedures to College Council for further consideration. The review of the 300-series will continue next year as areas such as curriculum and prior learning assessment receive institutional attention.

VIII.8. – Student Services Report

GHC Board of Trustees Meeting

May 9, 2024



Written Report

Item Information:

Topic: Student Services Report

Prepared by: Laurie Franklin, Interim Vice President for Student Services

Attachments: Upcoming Calendar of Events

Narrative

Student Services Division

tulaW Student Center

The Bookstore, Student Life, Diversity and Equity Center, Student Services Center, Financial Aid, Workforce Funding, Advising and Counseling, Testing, and Accessibility Office are all moved in! A huge shout out to Campus Operations for their amazing work on getting everyone settled.

Enrollment:

Spring Quarter Enrollment Snapshot for Tuesday, April 23

FTE: Spring 2024	Spring 2023	Spring 2024	Year to Year Diff		Spring 2023 Finals	
	04/25/2023 Day # 12	04/23/2024 Day # 12	Difference	% Diff from 2023 to 2024	Spring 2023 FTE change to end of quarter	Final FTE Numbers for Spring 2023
1-Academic Transfer & Pre-College	2022-23 444.37	2023-24 426.09	-18.28	-4.1%	-9.66	434.71
2-Transition Programs	124.86	125.48	0.61	0.5%	5.53	130.39
3-Career and Technical Ed.	292.30	275.26	-17.04	-5.8%	0.33	292.63
4-BAS Programs	53.82	44.69	-9.13	-17.0%	-	53.82
6-Missing Inst. Intent	-	-	0.00	0.0%	-	0.00
State Support Total	915.35	871.52	-43.83	-4.79%	-3.80	911.55
3-Running Start	291.79	349.67	57.88	19.8%	-2.46	289.33
State Support + Running Start Total	1207.14	1221.19	14.05	1.2%	-6.26	1200.88

Financial Aid:

The Department of Education's updates regarding financial aid continues to issue messages that there are challenges with the new FAFSA. SBCTC and the Financial Aid directors across the state are being asked to consider manually building aid profiles for each student and then go back to revise them once

the fixes for bugs are uploaded. This will be an average of one hour per student. The risks of this approach: 1) Once the fixes for bugs are uploaded it could completely change the student's award and the award could change by thousands of dollars (either up or down).

Timing: SBCTC now anticipates all colleges will get their applications and begin processing right before summer quarter begins. GHC's financial aid office will implement the following strategy to meet the needs of students: 1) prioritize awarding students registered for summer quarter to ensure they have funds as close to the start of summer quarter as possible; 2) review students registered for fall quarter; 3) unregistered students. What can GHC community do to help? Continue to encourage students to file their FAFSA and WASFA applications and please be patient with the financial aid staff.

Outreach and Recruitment:

3 Step enrollment events are scheduled for May 2 (Aberdeen campus), May 9 (virtually), May 15 (Raymond location) for admission and registration activities for summer and fall quarters. Veteran registration starts May 9 with currently enrolled student registration on May 13.

Direct Admission Initiative (DAI) was a huge success! GHC and school district partners worked very well together to provide the opportunity for students to continue their education.

Upward Bound:

The TRIO Upward Bound attended the Disney Imagination Campus STEM Workshop on May 5. The workshop is an engaging and interactive course designed for students to work in groups while learning about how Disney Imagineers dream, design, and use technology to enhance the guest experience by immersing them in stories.

To be selected for this workshop, students had to undergo a competitive application process, including writing three STEM essays, and only 20 students were chosen. They learned about the history and progression of theme park technologies, why technology is the most valuable and challenging tool to integrate into daily theme park operations, and how to describe Walt Disney's contributions to progress and utilization of technology in theme park experiences.

The workshop also covered topics such as the difference between hydraulics and pneumatics and explained the benefits of each, the impact of sound and light on emotions, and how acoustical engineering applies to the design of our spaces. Participants gained knowledge and experience that they can articulate in various settings. After the STEM workshop, students visited the Griffith Observatory, Chapman University, UC Irvine, and UCLA. TRIO Upward Bound was excited to provide all these opportunities to their students.

Student Life/Diversity and Equity Center:

Nine GHC students attended the State of Washington Community and Technical Colleges Students of Color Conference in late April. This 3-day conference included keynote speakers and workshops on identity, education, careers, and other professional and personal development. Students shared they appreciated being in community with hundreds of other students of color and seeing many faculty, staff, and administrators of color there to support their development. This is an annual event and the Diversity and Equity Center hopes to provide this opportunity to more students next year.

Choker Athletics:

Choker Athletics is wrapping up its year with the strong possibility of softball making its first appearance in years at the NWAC Softball Championships May 16-20 in Portland! Softball has three games left before post-season begins. Baseball has two more home games on May 4th against Shoreline and May 11 against Lower Columbia College. Men's Golf completed their league match's April 30. Golf conference championships will be held in Yakima May 19-20.

Upcoming Calendar of Events

Bishop Center

GHC's Spring Drama



Upcoming in May is our *GHC Drama Departments Spring Production*. Additional information will be introduced when it becomes available. Directed by Dr. Andrew Gaines

Thursday, May 23, 7:00pm

Adults \$5, Students and 12 & under free

To see the complete list of upcoming performances in the spring and summer, please visit

<https://www.ghc.edu/bishop>

VIII.9. – President's Report

GHC Board of Trustees Meeting

May 9, 2024



Written Report

Item Information:

Topic: Grays Harbor College President's Report

Prepared by: Dr. Carli Schiffner

Attachments: None

Narrative

EVENTS:

Aberdeen High School, Business Week, Presentation, March 26

YMCA, Annual Campaign, Kick Off Meeting & Orientation, Team Meeting, April 10 & April 12

Town Hall, Meeting, April 17

Softball Game, April 17

Grounds Tour, April 18

Open Office Hours, April 18

Baseball Game, April 20

Allocation Model Review Taskforce, Summit, April 24

Ad Hoc Site Visit, Northwest Commission on Communities and Universities (NWCCU), April 22

Greater Grays Harbor, Inc., Legislative Session Wrap Up, April 23

All Academic Washington Ceremony and Luncheon, SBCTC, April 25

MEETINGS:

Tony Enzler, Quinault Business Enterprises, March 27

Athletic Department Consultant, Meeting, March 27

Quinten Swanson, Shoalwater Bay, President, Meeting, March 27

Rock Project Management, Lake Swano Dam Meeting, March 27

GHC Associated Student Body, President, Meeting, April 9



Kathryn Kurtz, Executive Director, Pacific Education Institute, Meeting, April 9

Greater Grays Harbor, Inc., CHEF Grant, Meeting, April 9

Dr. Connie Smejkal, Vice President of Instruction, Centralia College, April 9

Recompete Steering Committee, Meeting, April 10

Greater Grays Harbor, Inc., Executive Board, Meeting, April 11

Allocation Model Review Taskforce, Meeting, April 12

Candie Bachtel, Culinary Arts Program, Planning Meeting, April 17

Dan Winter, Montesano School District, Meeting, April 17

Steve Ward, Centralia College, Allocation History Meeting, April 17

Eric Potts, Executive Director Community Foundation, Meeting, April 18

Greater Grays Harbor, Inc., Board Meeting, April 18

Stafford Creek Corrections Center, Site Visit, April 19

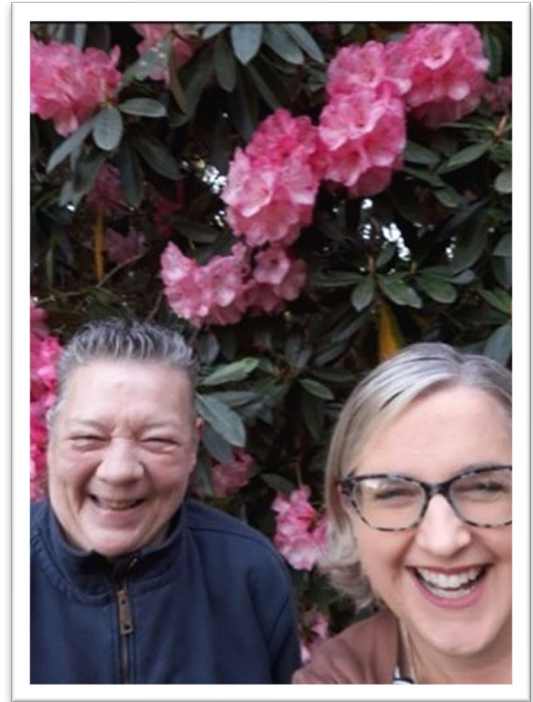
CHEF Grant, Planning Meeting, April 19

Jamie Traugott, Director of K-12 and Dual Credit, SBCTC, April 24

Sophia Agatrap, Director of Equity and Inclusion, SBCTC, April 25

WACTC, Committee and Business Meetings, SBCTC, April 25-26

Dr. Val Sundby, Director of Transfer Education, SBCTC, April 26



STRATEGIC ENROLLMENT ACTION PLAN

Six months into the implementation of the Strategic Enrollment Action Plan, Grays Harbor College has made progress on many of the plan's components. The Direct Admissions Initiative, a renewed dedication to advising/infrastructure, and expansion of social media / marketing are just a few of the successes the college has seen over the past few months. That said, enrollment continues to drive the work the college is doing—and the enrollment is not at a level yet to make the college sustainable. In addition, a dedicated effort around retention will get underway this summer.

STAFFING

There are several searches underway for key leadership positions at the college. The search team for the next Workforce Education Dean are in the process of reviewing applications. The search for the next Human Resources Executive Director is underway with an open recruitment period. By May, the search for the Associate Dean for Stafford Creek Corrections Center will be underway. Searches for both a permanent Athletic Director and Associate Dean of Transitions will commence this summer.

ACCREDITATION

The NWCCU accreditation ad-hoc visit took place on April 22. The three-person evaluation team met with college leadership, faculty, and staff to discuss the remaining three recommendations from the seven-year evaluation report. A report should be available within the next week for review by college administration.

EXTERNAL FUNDING

Grays Harbor College did not receive the Regional Challenge Grant. A meeting with the Washington Student Achievement Council is being arranged to learn more about future funding options.

Planning is underway on Grays Harbor College's Title Three grant application. This federal grant will focus on implementation of a comprehensive advising system that centers students and faculty professional development.

Also, on the horizon, is the preparation / positioning of Grays Harbor College for becoming federally designated as a Hispanic Serving Institution (HSI). The college will be joining Hispanic Association of Colleges and Universities (HACU) as an emerging Hispanic Serving Institution this summer. In order to be considered for HSI status, a college must have 25% Latinx students enrolled. Once designated as an HSI, Grays Harbor College can apply for Title Five funding.

WACTC UPDATE

The system presidents met in late April for their regular monthly business meeting, corrections education meeting, all academic luncheon, and the allocation model review summit. The business



meeting discussed: the local and national state of financial aid (FAFSA Simplification and related delays in dispersing aid); the system process of identifying a third-party student success software option; and planning for the next Legislative Session.

The corrections education meeting focused on Pell approved curriculum processes; new colleges offering corrections education, and the challenges offering financial aid for approved degree programs throughout the system.

The All Academic Washington Awards ceremony and luncheon featured the top academic standing



students at each of the 34 community and technical colleges. Grays Harbor College's top three academic students: Lillie Perdue, Charles Gumecindo, and Emily Fry, were recognized for their outstanding academic standing for the college. Emily Fry was also recognized as the second most prominent academic student standing in Washington State!

These top three Grays Harbor College students were recognized by Governor Inslee at the ceremony.

The Allocation Model Review Taskforce held an all-day summit on April 24 (the day before the WACTC meetings) and focused on the work of the six sub-committees based on the general principles outlined in the charge for the group. Draft recommendations are being crafted in preparation for the formal taskforce presentation at the July WACTC Retreat.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

VIII.9.a. – Accreditation Report

GHC Board of Trustees Meeting

May 9, 2024



Written Report

Item Information:

Topic: Institutional Accreditation

Prepared by: Kristy Anderson

Attachments: None

Narrative

Ad-Hoc Visit Update

On Monday, April 22, Grays Harbor College was visited by three peer evaluators (Dr. Janice Alexander, Dr. Katie Winder, and Chris Martin) sent by the Northwest Commission on Colleges and Universities (NWCCU) to review GHC's progress on the following three recommendations:

- Recommendation 3 - The Commission recommends that Grays Harbor College integrate the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity.
- Recommendation 4 - The Commission recommends that Grays Harbor College fully implement student learning outcomes assessment across all degrees and programs, including the general education program, and use the assessment results to inform planning and improvement.
- Recommendation 5 - The Commission recommends that Grays Harbor College engage in systematic, participatory, self-reflective assessment of its accomplishments, and documents and evaluates its planning processes to ensure institutional effectiveness.

The visit with the team went smoothly, the team was professional and collaborative in their approach. A special thank you to Board of Trustees Chair Dr. Paula Akerlund for participating in Dr. Alexander's meeting with the Planning Committee. Overall, the meetings were well attended, and the visiting team noted a large turnout of faculty in the afternoon session with Dr. Winder. The peer evaluation team will provide the college with a short synopsis of their experience at GHC approximately one week after the visit was completed and will provide the Northwest Commission with a report that the Commissioners will review at their meeting in late June. The College will not receive an official communication from the Commission until about 30 days after the Commission meeting in June.

Summary & Next Steps

GHC has an **Annual Report** due to the Northwest Commission on August 1, 2024. Beyond that, the College will begin preparing the report for the **Year 6 – Standard 2 - Policies, Regulations, and Financial Review** which is due September 1, 2025. This report is extensive in the evidence required and will take some time

and necessitate much collaboration from across the college to put together. There will be a virtual visit with this report in the fall of 2025.

Action Requested:

No action at this time.

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

GHC Board of Trustees Meeting
May 9, 2024



Written Report

Item Information:

Topic: Student Services Instructional Building Construction Report

Prepared by: Floyd Plemmons

Attachments: SSIB Construction Contract Review

Narrative

Occupancy

The Student Services and Administrative departments on the first and second floors are now open and serving students. Departments include:

- Bookstore
- Student Life/Associated Students of GHC (ASGHC)
- Diversity and Equity Center
- Workforce Funding
- Financial Aid
- Student Services (formerly known as Welcome Center)
- Student Support Services

Building Construction Schedule

Substantial completion on SSIB (henceforth tulaW Student Center) was declared on March 1, 2024.

Work Remaining

- Complete all punch-list work.
- Open the espresso stand and kitchen to serve students.
- New lock system installation.
- Freight elevator final adjustment May 6 (Labor and Industries inspection to be scheduled once this is done).
- The remaining exterior railings delivery is unknown at this time. Temporary handrails have been installed for the interim.
- Complete all landscape punch-list work.

Construction Budget

Attached is a current construction budget report for review.

Summary & Next Steps

Gray Harbor College continues to support programs in the building and bring additional sections online.

Action Requested:

This is informational, no action requested at this time.

☒ Follow-Up

Permits

Two permits have been submitted to the Health Department:

Espresso Area: Kim Crawford of Wild Pines Coffee, the vendor, originally submitted her application on March 15. The Health Department requested more information on April 11 and again on April 24. All additional information has been submitted and we are waiting on an inspection date so the permit can be issued.

Cafeteria: Ariel Powel the kitchen vendor, the vendor submitted the application with the Health Department on April 10. On April 22 the Health Department asked for additional information. Collection of the additional information is in process and will be submitted soon.

The goal is to have the espresso area and the cafeteria be permitted and operational sometime in May.

Exterior art on the building

The exterior art on the building is a state contract unrelated to the SSIB construction process.

The art is ready for fabrication but there is a question about color that needs to be addressed before approval is issued for the artist to proceed. After approval fabrication takes 6-8 months.

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

MAY 9, 2024 MEETING

SSIB 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
36 APPROVED CHANGE ORDERS TO DATE	<u>\$ 1,574,069.70</u>
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 45,347,926.70</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 45,347,926.70
26 PAY APPLICATIONS - 98%	<u>\$ (44,497,949.56)</u>
BALANCE DUE (2%)	\$ 849,977.14

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

Design Errors/Omissions	\$ 260,919.36	17%
Agency - (Owner Requested Change)	\$ 358,140.18	23%
Latent Condition -(Unforeseen Conditions)	\$ 320,240.34	20%
Code Requirements	\$ 72,758.54	5%
Value Engineering (Cost saving ideas)	\$ (155,689.24)	-10%
Delay	<u>\$ 717,700.59</u>	46%
	<u>\$ 1,574,069.77</u>	