

# Board of Trustees Regular Meeting

January 11, 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

## January 11, 2024 – Regular Meeting Agenda

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

A study session of College Priority 1 Enrich Student Learning will be at 8:30 a.m.

Item	Topic	Presenter
I.	<b>Call to Order/Roll Call</b>	
II.	<b>Pledge of Allegiance</b>	
III.	<b>Land Acknowledgement</b> 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.	<b>Agenda Adoption</b>	
V.	<b>Public Comments</b> Please limit comments to three minutes	
VI.	<b>Celebration</b> 1. Cara Beth Stevenson Retirement	
VII.	<b>Action Items</b> 1. Approval of December 19, 2023 Minutes	
VIII.	<b>Standing Reports</b> 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report 6. Human Resources Report 7. Instruction Report 8. Student Services Report a. Enrollment 9. President's Report	Katrina Gomery Cara Beth Stevenson Chris Macht Tom Kuester Kwabena Boakye Jamie Quigg Dr. Evi Buell & Dr. Paulette Lopez Dr. Cal Erwin-Svoboda Dr. Cal Erwin-Svoboda Dr. Carli Schiffner

**Regular Meeting Agenda**

Grays Harbor College Board of Trustees  
January 11, 2024



Item	Topic	Presenter
	<ul style="list-style-type: none"> <li>a. Accreditation</li> <li>b. Enrollment</li> <li>c. Student Services &amp; Instructional Building Update</li> </ul> <p>10. Board Report</p> <ul style="list-style-type: none"> <li>a. President’s Evaluation</li> <li>b. Foundation Meeting Report</li> <li>c. Board Art Committee Update</li> <li>d. Naming Committee</li> <li>e. Items of Interest</li> </ul>	<p>Kristy Anderson Dr. Carli Schiffner Floyd Plemmons</p> <p>Dr. Paula Akerlund Astrid Aveledo Dr. Paula Akerlund &amp; Astrid Aveledo Dr. Harry Carthum Dr. Paula Akerlund</p>
IX.	<p><b>State Legislative Report</b> Executive Director, Washington State Board for Community and Technical Colleges, Paul Francis</p>	Paul Francis
X.	<p><b>Non-Public Session</b> Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140</p>	
XI.	<p><b>Action Items as a Result of the Non-Public Session</b></p>	
XII.	<p><b>Executive Session</b> 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><b>Action Items as a Result of the Executive Session</b></p>	
XIV.	<p><b>Good of the Order</b></p>	
XV.	<p><b>Adjournment</b></p>	

Updated 1/3/2024 SB

## Grays Harbor College Board of Trustees Regular Meeting

December 19, 2023

Board Meeting 1:00 p.m.

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

Members Absent: Aliza Esty

Others Present: Annalee Atwell-Tobar, Ashley Bowie Gallegos, Cara Beth Stevenson, Danielle Plessner, Darin Jones, Derek Edens, Dr. Cal Erwin-Svoboda, Dr. Carli Schiffner, Dr. Ed Brewster, Dr. Evi Buell, Dr. Paulette Lopez, Floyd Plemmons, Gary Arthur, Gordan Williams, Heidi Wood, Holly Duffy, Janet Parker, Jayme Peterson, Julie Randall, Justin Kjolseth, Kenji Seta, Kristy Anderson, Kwabena Boakye, Lisa Smith, Lizbeth Sanchez, Matt Holder, Paige Pierog, Penny James, Phil Petheram, PJ Moore, Sandy Zelasko, Shannon Bell, Stephanie Gibson, Stephanie Thornton, Susan Schreiner

### I. Call to Order/Roll Call

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

### II. Pledge of Allegiance

Chair Dr. Paula Akerlund led attendees in the Pledge of Allegiance.

### III. Land Acknowledgment

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

### IV. Agenda Adoption

Chair Dr. Paula Akerlund called for an adoption of the agenda, motion was made by Jim Sayce to approve the agenda, Dr. Harry Carthum seconded the motion. Motion carried.

### V. Public Comments

No public comments.

### VI. Celebration

Dr. Carli Schiffner celebrated and recognized Darin Jones for his ten years of service at Grays Harbor College as the Associate Vice President for Human Resources. Chair Dr. Paula Akerlund thanked Darin

for all the work with the presidential search. Dr. Harry Carthum thanked Darin for his years of service. Jim Sayce seconded all the commentary. Dr. Ed Brewster shared a story about Darin Jones.

Dr. Carli Schiffner recognized special guests; Sandy Zelasko and Dr. Ed Brewster thank you for attending the meeting and celebrating Darin Jones.

## VII. Action Items & Standing Reports

### **Action**

#### 1. Approval of November 21, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the November 21, 2023 minutes as submitted. Motion moved by Dr. Harry Carthum, Jim Sayce seconded the motion. Motion carried.

#### 2. Call for Tribal Artists Approval

The Board is requested to approve two tribal artists for the following amounts: Earl Davis at \$40,000 and Mark James at \$5,000. Motion moved by Dr. Harry Carthum, Jim Sayce seconded the motion. One abstention made by Astrid Aveledo. Motion carried.

### **Standing Reports**

#### 1. Student Government (Katrina Gomery)

No Report.

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

Classified staff updates included hosting the fall quarter staff recognition and holiday potluck on December 13. The fall quarter classified employee is Haley Adair. Cara Beth Stevenson is retiring on January 31, 2024.

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

No report.

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

No report.

#### 5. President's Report (Dr. Carli Schiffner)

Follow-up items from the November meeting: Health emergency policy currently do not have an existing policy will utilize current emergency procedures. Having a contagious disease policy is not a common practice by colleges. After nine quarters the President's honor roll is coming back, students who earned twelve or more credits with over a 3.5 GPA will receive the mark of

honor roll on their records. Students achievements will be shared on social media, website, and local newspaper. The Westport library is offering ESL classes. January 6 is the first pilot class from 9:00 to 11:00 a.m. After the January 6 meeting the program will assess needs. Heidi Wood named the new interim associate dean for transitional studies. BAS enrollment information is embedded in board materials.

Strategic Enrollment Action plan presentation and discussion. The board thanked Dr. Schiffner for providing a proactive approach.

Student Services and Instructional Building Update (Floyd Plemmons)  
Update on the Student Services and Instructional Building budget. Wood flooring is being installed. Furniture has been delivered. Discussion of the budget and timeline.

## 6. Board Report

### a. Foundation Meeting Report (Astrid Aveledo)

The Journey Campaign is underway! To date, they have raised \$116,000 in four weeks. The Foundation is directing \$60,000 in scholarship support to medical assisting, nursing, and teacher education to support students during externships, preceptorships and student teaching. Most of these students cannot meet these requirements and work so the support is critical in helping students meet these requirements.

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

The Call for Artists Ad Hoc Committee is reviewing final local artist applications at the end of January.

### c. Naming Committee (Dr. Harry Carthum)

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

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

Jim Sayce shared Raymond and South Bend have over sixty crafters in the community. On average crafters make \$1,600 a month. Around 9% of crafters are doing this for investment. Business development training is needed and the port is creating a plan.

## Non-Public Session

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

Non-public session.

#### Action Items as a Result of the Non-Public Session

Approval of the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984). Chair Dr. Paula Akerlund entertained a motion to approve the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984) motion moved by Jim Sayce, Dr. Harry Carthum seconded the motion to approve. Motion carried.

#### IX. Executive Session

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

Closed executive session.

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

No action items as a result of the executive session.

#### XI. Good of the Order

Chair Dr. Paula Akerlund asked if there was anything good of the order. Kristy Anderson thanked Dr. Carli Schiffner for a lovely holiday lunch today and engaging with all of us, thank you. Darin Jones thanked everyone on the board for the years together and if anyone comes to Idaho Falls give Darin a call. Jim Sayce enjoyed the Industrial Tech building tour at the November board meeting. Dr. Harry Carthum enjoyed recent Bishop Center performance thank you they have been great.

#### XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:33 p.m. The Board of Trustees will hold its next meeting on January 11, 2024 at the Grays Harbor College in Aberdeen and online over zoom.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair

## VIII.5 – Administrative Services Report

GHC Board of Trustees Meeting

January 11, 2024

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# Written Report

## Item Information:

**Topic:** Administrative Services Report

**Prepared by:** Kwabena Boakye

**Attachments:** None

## Narrative

### FY2023-24 Budget Status

- 1st Quarterly Budget Report was presented at the October Board meeting.
- 2<sup>nd</sup> Quarterly Budget Report will be presented at the February 8 Board meeting.

### FY2024-25 Budget Development

- Budget Managers meeting held on November 29 to kick start the FY25 budget request process.
- Budget Request Template sent out to budget managers, due January 31.
- Local revenue projection pending, to be completed after winter enrollment census.
- State revenue pending, will be known after Governor's budget approval/SBCTC budget allocation.

## Business Affairs Commission Overview

The Business Affairs Commission (BAC) is organized under the authority of the Washington Association of Community and Technical Colleges (WACTC). BAC is comprised of vice presidents of administrative services within the Washington State Community and Technical College (SBCTC). Non-voting members include liaisons representing Councils organized under BAC, such as Budget Accounting and Reporting Council (BAR), Operations and Facilities Council (OFC), Purchasing Affairs Council (PAC), and Safety, Security and Emergency Management Council (SSEMC).

BAC activities are organized into committees, including Information Technology, Operating Budget, Operations, Capital and Security/Safety. Each committee meets separately prior to the quarterly BAC meetings. Essentially, BAC's purpose is to:

- Act on matters referred by WACTC.
- Give institutional members opportunities to assist each other with matters of common concern.
- Develop and recommend uniform procedures for member institutions in business affairs when such uniformity is mutually beneficial.
- Consider subjects which may concern the business operations of the community and technical colleges.

- Work with SBCTC, its Information Technology Division, agencies like the Office of Financial Management, the State Auditor’s Office, and other stakeholders with an interest in the business and financial concerns of the community and technical colleges.

## BAC Meetings Update

- BAC quarterly meeting held on December 8 and Operations Committee meeting held on Dec 4.
- BAC Academy – State Auditor’s Office presented on special topics, audits, risks, loss reporting.
- ctLink Improvement Plan – Unify business processes, simplify configurations, update/improve training and documentation, improve communication and streamline governance process.
- Capital supplement – Energy performance submeters to comply with Clean Buildings Act HB 1257.
  - Tier 1 – Buildings more than 220,000 gross sq. ft, comply by June 1, 2026.
  - Tier 1 – Buildings more than 90,000, but less than 220,001 gross sq. ft, comply by June 1, 2027.
  - Tier 1 – Buildings more than 50,000, but less than 90,001 gross sq. ft, comply by June 1, 2028.
  - Tier 2 – Buildings more than 20,000, but less than 50,001 gross sq. ft, comply by June 1, 2027.Compliance involves benchmarking energy utilization index (EUI) and implementation of energy management, and operation and maintenance plans.
- Space utilization survey.
- Tuition rate increase for FY25.
- Allocation model review assigned to WACTC taskforce with BAC liaison representation.

## 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



## Written Report

### Item Information:

**Topic:** Grays Harbor College Human Resource Report

**Prepared by:** Darin Jones, Associate Vice President for Human Resources

**Attachments:** None

### Narrative

#### New Full-Time 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

#### Promotions:

- Kenji Seta promoted to TRIO EOC Director
- Heidi Wood Interim Associate Dean of Transitions

#### 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
- Executive Director of Human Resources
- Maintenance Mechanic 3 – HVAC Technician
- Resource Navigator – WorkFirst
- TRIO Support Specialist
- TRIO Upward Bound Educational & Student Success Specialist

#### Action Requested:

This is informational, no action requested at this time.

#### Follow-Up

None

## Written Report

### Item Information:

**Topic:** Instruction Report

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

**Attachments:** None

### Narrative

#### Career Launch Endorsement!

Congratulations to the automotive technology program! As of November 21, the automotive technology program is the first program at Grays Harbor College to be an endorsed as Career Launch program. The program will be added to the Career Connect Washington program directory at the State Board of Community and Technical Colleges. This endorsement allows GHC to apply for funding to support the program.

#### Comprehensive Local Needs Assessment (CLNA)

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 CLNA helps colleges inform their local Perkins Plan applications and must be aligned with one another. This work takes time and commitment from constituents across the GHC campus. In addition, the CLNA provides an invaluable opportunity for secondary schools and colleges to establish and strengthen partnerships with critical stakeholders while reexamining program offerings, resources, and services to students with an emphasis on equity and equal access.

#### Curriculum Updates

Instructional Council (IC) met on December 4 and approved some additions and changes to the curriculum. IC approved the associates-level pathways for computer science, allowing students to enroll in these areas while the college works to fully build out the Bachelor of Science in Computer Science degree. This also involved the development of three new courses: CS 143—Computer Science 2, PHIL& 115—Critical Thinking, and PHIL& 120—Symbolic Logic. Also approved were eight courses for the network operations and system security program which allows for GHC to continue the conversation around this collaboration with Clover Park Technical College.

Other highlights include major revisions to streamline the automotive technology program, revisions to the lecture/lab ratio for marine biology, updates to the Bachelor of Applied Science in Forestry Management learning outcomes, and minor updates to the Commercial Driver’s License program and to the Bachelor of Applied Science, Teacher Education program. The Teacher Education updates include a

new grade point average requirement for coursework to enter the program to align with peer institutions who offer similar programs.

## Annual Schedule

Work on an annual schedule continues, with the 2024–2025 academic year schedule currently under review by the Office of Instruction. The result will be a full schedule completed for next year, benefiting academic advising and planning to best serve students. The longer-term goal is to have two years available at a time to match the cycle of course for many programs, as well as the possibility of annual registration.

## New Faces

Christopher “Chris” Jez will be joining the welding program Winter Quarter 2024 as the new Integrated Basic Education Skills and Training (IBEST) faculty and Instruction and Classroom Support Technician 2. Chris is an alumnus of GHC’s welding program and is excited to join the team.

Cherie Edwards joins GHC January 2 as our new Tribal navigator. This position is part of the Tribal Stewards Pilot with the State Board; GHC was one of two community and technical colleges selected. The pilot is grant-funded, supporting this position and a Tribal stewards learning community for college faculty and Tribal scholars centered on natural resources. Cherie will be working with our local Tribes specifically around natural resources and the sciences, guiding students into these programs, and also working with faculty to incorporate indigenous knowledge into the college curriculum.

GHC has contracted with Dr. Jess Clark to work on instruction division-based projects—including drafting a curriculum committee handbook and creating a business plan/model for a continuing education/corporate education program.

## VIII.8.a – Student Services Report

GHC Board of Trustees Meeting

January 11, 2024

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# Written Report

## Item Information:

**Topic:** Student Services Report

**Prepared by:** Dr. Cal Erwin-Svoboda

**Attachments:** Winter Quarter Enrollment and Upcoming Calendar of Events January 2024

## Narrative

### Enrollment

As of December 26, 2023, Winter Quarter enrollment is currently at 48.7% of the 1554 FTE State-Funded quarterly goal, which is at 52.9% or -81.3 FTE compared to same day last year (December 2022). Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at -1.9 FTE compared to the closest date for Winter 2023. For more info about winter enrollment, please see the included attachment.

### Increasing Enrollment

Until the first week of Winter Quarter, support is provided across multiple divisions and functional areas to assist new and returning students in getting registered for the quarter. This support includes making contact, by both email and phone, with continuing students who have not yet enrolled for Winter Quarter. As of the report submission, 70% of Fall 2023 state-funded college-level students have enrolled in Winter Quarter (up from 68% last week). In comparison, for Fall 2022 to Winter 2023, 82% of fall 2022 students eventually enrolled in Winter 2023. Note, this data doesn't include transitions or ELA students.

### Student Services Division

It has been a busy month in the division. A few highlights include, 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. Additionally, Grays Harbor College is preparing for changes to the 2024-2025 Free Application for Federal Student Aid (FAFSA) and Washington Application for State Financial Aid (WAFSA). To find out more, including what is changing and additional resources, please visit [www.ghc.edu/financialaid/FAFSA-simplification](http://www.ghc.edu/financialaid/FAFSA-simplification).

### Bishop Center for Performing Arts

The holiday season at the Bishop Center was a resounding success, with over 965 total patrons attending Grays Harbor Symphony, GHC Jazz Concert, Erwilian, Grays Harbor Civic Choir and Concert

Band and Grays Harbor Opera Workshop. There is an exciting line-up of things coming this winter. To purchase tickets and see the complete list of upcoming performances, please visit [www.ghc.edu/bishop](http://www.ghc.edu/bishop).

## Choker Athletics

Basketball season is underway with the men's team competing in multiple tournaments these last two months with league play beginning in January. Women's wrestling is ranked #2 in a recent NCWA coaches polls with two wrestlers (Renaeh Ureste & Kali Hood) being ranked #1 in first season rankings. To find out more about winter (men's basketball, men and women wrestling) game schedules, please visit [www.ghcathletics.com](http://www.ghcathletics.com).

Having completed an initial round of interviews, the College has reopened the recruitment period for the Director of Athletics position. The goal is to broaden the candidate pool with the aim of filling the position by March 1, 2024.

## Summary & Next Steps

The division is looking forward to many things this winter! This includes the opening of the Student Services & Instructional Building this year, filling key positions across the division, refocusing efforts on retention and outreach efforts, and the introduction of EAB Navigate in early 2024 which encompasses two software systems, supporting students throughout the entire student lifecycle and tracking students from point of contact to enrollment.

### 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	
	12/27/2022 Day # -8	12/26/2023 Day # -8			03/28/2023 FINALS	
	<u>2022-23</u>	<u>2023-24</u>	<u>Difference</u>	% Diff from 2023 to 2024	Winter 2023 FTE change to end of quarter	Final FTE Numbers for Winter 2023
1-Academic Transfer & Pre- College	459.55	388.01	-71.54	-15.6%	19.18	478.73
2-Transition Programs	59.82	79.35	19.53	32.6%	68.62	128.44
3-Career and Technical Ed.	263.25	252.60	-10.64	-4.0%	37.09	300.34
4-BAS Programs	55.97	37.31	-18.66	-33.3%	1.33	57.30
<b>State Support Total</b>	<b>838.59</b>	<b>757.27</b>	<b>-81.32</b>	<b>-9.70%</b>	<b>126.21</b>	<b>964.80</b>
3-Running Start	282.13	361.59	79.46	28.2%	17.51	299.64
<b>State Support + Running Start Total</b>	<b>1120.72</b>	<b>1118.87</b>	<b>-1.85</b>	<b>-0.2%</b>	<b>143.73</b>	<b>1264.44</b>

Fall Quarter Enrollment as of December 26, 2023

### Last Year to This Year - Allocation Target & Enrollment

Comparing December 27, 2022 – 8 days prior to the quarter, to December 26, 2023 – 8 days prior to the quarter.

On December 27, 2022, we had reached **52.9%** of our **1586 FTE State-Funded** quarterly goal. As of 12/26/2023, we are currently at **48.7%** of our **1554 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at -81.3 FTE compared to December 27, 2022. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at -1.9 FTE compared to the closest date for winter 2023. Last week, the gap in state + running start was -25.6, and the week prior it was -54.2.

### Running Start

Running Start FTE should be close to final for winter 2024. Running Start FTE is up +79.5 FTE over winter 2023.

### Budget Target Status

Winter Quarter state-funded FTE is currently at **757** out of a **929 budget FTE target** for the quarter (82% of target). This is up from 76% last week!

### Last Week to This Week – December 19, 2023 to December 26, 2023

**State-Funded FTE** has changed +52.0 FTE since last week. When combining state-funded and running start FTE, the total changed +52.3 since last week's snapshot.

### Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **104** out of a **192** quarterly goal (**54%**)

### Upcoming Calendar of Events

#### Choker Athletics

- Men's Basketball vs. Lower Columbia – Saturday, January 13 at 3:00p
- Men's Basketball vs. Pierce College – Wednesday, January 17 at 6:00p
- Men and Women Wrestling – NCWA National Duals – January 27-28

#### Bishop Center for Performing Arts

**Seattle Women's Jazz Orchestra**  
Thursday, January 18, 2024 – 7:00 p.m.

The *Seattle Women's Jazz Orchestra* (SWOJO) stands as a dynamic platform, spotlighting the foremost female jazz talents across the Pacific Northwest. Their performances are a vibrant fusion of scorching blues, innovative progressive jazz, and classic mainstream melodies. Explore the rich tapestry of their musical repertoire and witness the extraordinary artistry of the leading women who define the soulful essence of SWOJO.

*Sponsored by Sandy Lloyd*



**Matt Baker Comedy Stunt Show**  
Friday, January 26, 2024 – 7:30 p.m.

Prepare for an extraordinary blend of stand-up comedy and mind-bending skills with our unparalleled show – a dazzling fusion that is "hip, funny, and well-choreographed; the total package!" The Comedy Stunt Show redefines entertainment with a one-of-a-kind experience that stands unrivaled in its uniqueness. The show sets new standards in entertainment. Get ready for an experience that transcends the ordinary.

*Sponsored by Gary Morean*



## VIII.9 – President’s Report

GHC Board of Trustees Meeting

January 11, 2024

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# Written Report

## Item Information:

**Topic:** Grays Harbor College President’s Report

**Prepared by:** Dr. Carli Schiffner

**Attachments:** Washington State Coastal Counties Initiative

## Narrative

### Events:

Guided Pathways, Coaches and State Director, summit preparations, December 13.

Radio Spot on Local Matters with Johnny Manson, December 21.

### Meetings:

Several Grays Harbor College staff and faculty meetings in November and December (including office hours, one-on-one meetings, and town hall meetings).

Meeting with Dr. Michele Johnson, chancellor emerita of Pierce College District, December 12.

Greater Grays Harbor Inc., Board Meeting, December 13.

Meeting with SBCTC Director of Dual Credit and Adult Reengagement, December 13.

Meeting with Council of Presidents, Director of Policy, December 13.

Meeting with SBCTC Director of Transfer, December 13.

Meeting with Department of Enterprise Services and GHC Staff about SSIB, December 15.

Operating Budget Committee meeting, December 18.

College in the High School meeting with Aberdeen Public School District, December 20.

Meeting with Jerry Salstrom, Aberdeen School District, December 20.

Meeting with SBCTC Director of Tribal Governmental Affairs, December 20.

Planning meeting with Dr. Jessica Clark, higher educational contractor, December 21.

Tribal Stewards Pilot Program, planning meeting with SBCTC’s Dr. Irene Shaver, December 21.



## System Work:

The Presidents' group, WACTC, has several committees that meet outside of the monthly meetings. The Operating Budget Committee has met twice since late November—to dial in the evolving legislative budget ask and for the purposes of the allocation review taskforce.

## Planning:

Northwest Commission on Colleges and Universities (NWCCU) Accreditation preparations, ongoing. The visiting team has scheduled April 22, 2024 for the ad hoc site visit. Complete draft report is ready and being circulated internally for feedback and edits.

All College Day, February 2. Planning is underway—future of higher education, college priorities activity and engagement; and staff training.

Annual Schedule, 2024-2025 is being built so a 'year at a glance' advising is possible.

Budget Planning Process for 2024-2025 is underway.

## Additional Updates:

### Grants:

In late December, 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)** as offered by the EDA. The Recompete Program is designed to target the hardest-hit and most economically distressed areas in the country where prime-age (25-54 years) employment is significantly lower than the national average, with the goal to close this gap through flexible, locally-driven investments. Upon looking into the EDA's PAEG mapping tool, GGHI and GHC identified Grays Harbor County as the highest PAEG of all counties in Washington State at 14.99%, while Pacific County's PAEG was also high at 5.44%. Planning is underway with GGHI to secure the college's place in providing the workforce training of the future to meet the infrastructure needs of the region. Press release attached.

Grays Harbor College received notice from the Washington Student Achievement Council (WSAC) that the college is one of four institutions of higher education in the state to be **awarded funding for wrestling programs**. This funding (\$50k), while administered by WSAC, comes from SB 5687 to support one-time wrestling program expansion at the collegiate level.

## Action Requested:

This is informational, no action requested at this time.

## Follow-Up

None

## **Greater Grays Harbor, GHC, and Partners Awarded \$500,000 for Job Creation**

Grays Harbor College partnered with Greater Grays Harbor, Inc., the Pacific County Economic Development Council, and Rock Project Management Services on a proposal for the Economic Development Association's Recompete Pilot Program. On December 20, 2023, the Biden-Harris Administration announced that Greater Grays Harbor, Inc., the leading organization in the partnership, was selected to receive \$500,000 to help create jobs thanks to the Distressed Area Recompete Pilot Program.

The Recompete Program is designed to target the hardest-hit and most economically distressed areas in the country where prime-age (25-54 years) employment is significantly lower than the national average, with the goal to close this gap through flexible, locally-driven investments. Upon looking into the EDA's Prime Age Employment Gap (PAEG) mapping tool, GGHI and their stakeholders identified Grays Harbor County as the highest PAEG of all counties in Washington State at 14.99%, while Pacific County's PAEG was also high at 5.44%.

After receiving over 560 applications during Recompete's initial competition, the EDA announced the process was the highest in demand of any national program in EDA's history.

"We are excited to collaborate with Greater Grays Harbor, Inc. and our fellow stakeholders in building the workforce of the future," said Grays Harbor College President Dr. Carli Schiffner. "For nearly 100 years, Grays Harbor College has provided workforce training to support our region's economic needs. Our robust industrial technology programs serve as a solid base for future growth, and this historic funding will play a crucial role in equipping our community with essential skillsets for the years ahead."

Visit [Greater Grays Harbor's website](#) to read more.

## VIII.9.a – Accreditation Report

GHC Board of Trustees Meeting

January 11, 2024

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# Written Report

## Item Information:

**Topic:** Grays Harbor College Accreditation Report

**Prepared by:** Kristy Anderson, Associate Vice President for Institutional Effectiveness & College Relations

**Attachments:** None

## Narrative

As noted in the Accreditation Update in the November Board of Trustees packet, Grays Harbor College has two reports due to the Northwest Commission on Colleges and Universities (NWCCU) during winter quarter. The first is a Financial Resource Review (FRR) report which is due on March 1, 2023. This report looks at enrollment data trends and also financial data trends. As enrollment numbers continue to be lower than they were pre-pandemic and lower than the College's state allocation targets, there could be some follow-up questions regarding the college's efforts to impact enrollment and retention.

The second report, an Ad-Hoc Report on the three recommendations GHC has outstanding from the Mid-Cycle Review in 2022, is due no later than March 11<sup>th</sup>. An on-site visit at GHC by three peer evaluators will follow this report on **April 22<sup>nd</sup>**. **GHC's peer evaluation team will likely request to speak to 1-2 members of the Board of Trustees when they visit.**

The report addresses our progress on compliance with the NWCCU's Standards and Eligibility Requirements as they relate to the following 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. (2020 Standard(s) 1.B.1; 2. E.1; 2.E.2; 1.B.3)
- 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. (2020 Standard(s) 1.C.3; 1.C.5; 1.C.6; 1.C.7)
- 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. (2020 Standard(s) 1.B.1; 1.B.4)

## Summary & Next Steps

To ensure that the Ad-Hoc Report is complete and accurate, a draft of the report went out for review to employees in late November. The Accreditation Steering Committee is currently editing the report, incorporating feedback, and gathering the associated artifacts to support the report.

### Action Requested:

This is informational, no action requested at this time.

### Follow-Up

None

## VIII.9.c – Student Services and Instructional Building Report

GHC Board of Trustees Meeting  
January 11, 2024



## Written Report

### Item Information:

**Topic:** Student Services and Instructional Building Report

**Prepared by:** Floyd Plemmons and Keith Penner

**Attachments:** None

### Narrative

#### Building Construction Schedule

There are many finishing details being completed inside the building. The goal is to get a Temporary Occupancy Permit by the end of January, which will allow the college to start moving into the building. Only one of the three elevators will be working at that time, but the building will be functional. We have been told it may take another 18 weeks to get the electrical parts for the other two elevators but they are trying to expedite the order.

#### Construction Budget

Since it is such a short time between the last board meeting and this report, not much has changed with the construction budget for this month. We continue to work on budget issues and will provide an update next month.

#### Furniture

Most of the furniture 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

## State Legislative Report

### Item Information:

**Topic:** Paul Francis Bio

**Attachments:** 2024 Supplemental Capital Budget Request and 2024 Supplemental Operating Budget Request

### Bio

Paul Francis is executive director of the Washington State Board for Community and Technical Colleges (SBCTC), a state agency that oversees Washington state’s system of 34 community and technical colleges. Collectively, the colleges serve 273,000 students across Washington each year.

As an immigrant and first-generation college student who grew up in a financially struggling family, Paul credits education for changing the trajectory of his life. He has devoted his career to giving others the same opportunity. Paul became SBCTC executive director in August 2022 after nine years as executive director of the Council of Presidents, an association of Washington’s six public four-year college and universities. Paul previously served as the lead policy staffer for the Washington state House Democratic Caucus on higher education policy and general government fiscal issues, and as a senior admissions counselor with the University of Washington.



Paul graduated summa cum laude from the University of Arizona with a political science degree. He then earned a Master of Public Administration from the university. In 2019, Paul completed the Senior Executives in State and Local Government program through the John F. Kennedy School of Government at Harvard University.

Paul also represents the community and technical college system on various boards and councils, including the Washington Student Achievement Council, Technology Alliance, Washington State Apprenticeship and Training Council (ex-officio), and Aerospace and Advanced Materials Manufacturing Pipeline Advisory Committee (ex-officio).



# 2024 SUPPLEMENTAL CAPITAL BUDGET REQUEST

DECEMBER 7, 2023

## Investing in College Campuses and Climate Recovery

Our community and technical college system's \$122 million supplemental request targets emergency repairs at Bellingham Technical College, reducing greenhouse gas emissions, and funding two priority capital projects.

### Energy-performance standards

According to the Washington State Department of Commerce, buildings are the most rapidly growing source of greenhouse gas emissions in Washington state. The building sector is the state's second largest carbon polluter behind transportation, and accounts for 27% of statewide emissions. Investing in building energy efficiency is the most cost-effective way to significantly reduce building sector emissions.<sup>1</sup>

With full funding of this request, our colleges would:

- Install energy submeters in individual buildings to ensure compliance with energy performance standards established under the 2019 Clean Buildings Act (HB 1257) and then expanded in 2022 (SB 5722). Fast action is required to meet the first mandatory compliance date of June 1, 2026.
- Develop decarbonization plans for campuses with centralized heating and cooling plants. Decarbonization plans for campuses with centralized energy systems serving at least five buildings and more than 100,000 square feet of building space are required under HB 1390, which sets a due date

of June 30, 2024 for planning to begin, and June 30, 2025 for plans to be submitted to the Department of Commerce for review and approval.

- Tune up and optimize inefficient building systems through a "retro-commissioning" grant program. The grant program would be created through this request and administered by the State Board for Community and Technical Colleges.

These investments would equip colleges to meet state energy performance standards for buildings, reduce greenhouse gas emissions, improve operational efficiencies, and avoid significant penalties, thereby preserving funding for instruction and student services.

### Priority design and construction projects

Our college system's 2024 budget request also seeks funding for repairs to the Bellingham Technical College Campus Center Building and for two major capital projects not funded in the biennial budget: the Center for Vocational and Transitional Studies at Lower Columbia College in Longview, and the Performing Arts Building replacement at Columbia Basin College in Pasco. Funding these requests would serve students while reducing a backlog of capital projects needed across Washington's 34 community and technical colleges.

Source: 1. Department of Commerce website Sept. 2, 2023: <https://www.commerce.wa.gov/growing-the-economy/energy/buildings/clean-buildings-standards/>

Priority	College	Project	Phase	Request	Cumulative
1	Bellingham TC	Campus Center Emergency Repairs *	Design & Construct	\$ 19,384,000	\$ 19,384,000
2	Statewide	CBPS SBCTC Statewide Utility Submeters for Clean Buildings Act	Design & Construct	\$ 8,540,000	\$ 27,924,000
3	Statewide	HB 1390 - Decarbonization Planning	Planning	\$ 724,000	\$ 28,648,000
4	Statewide	CTC Energy Efficiency Program	Grant program	\$ 2,000,000	\$ 30,648,000
5	Lower Columbia	Center for Vocational and Transitional Studies	Construction	\$ 43,704,000	\$ 74,352,000
6	Columbia Basin	Performing Arts Building Replacement	Design & Construct	\$ 47,876,000	\$ 122,228,000

College	Project	Authority
Renton	Building J Renovation	\$ 2,000,000

\* Includes \$5.3 million from reallocated project savings requiring legislative authorization.

#### CONTACT INFORMATION

**Darrell Jennings**  
Capital Budget Director  
360-704-4382  
djennings@sbctc.edu



# 2024 SUPPLEMENTAL OPERATING BUDGET REQUEST

DECEMBER 3, 2023

Washington's 34 community and technical colleges train people across our state for well-paying careers while providing businesses with the talent they need to thrive. Our college system's 2024 supplemental budget request focuses on a critical workforce need: preparing more Washington residents to fill jobs in the fast-growing computer science field while building a diverse, high-tech workforce.

## Strengthening the Computer Science Workforce (\$9 million)

Our college system proposes to create at least 15 more Bachelor of Science in Computer Science programs as authorized by the Legislature in 2021 (SB 5401). With sufficient funding, these programs would help our state meet existing and emerging needs in the tech industry while expanding access to well-paying computer science careers for diverse community and technical college students.

### High tech, low capacity

The demand for high-tech workers in Washington is high. Our state ranks first in the nation for the concentration of tech workers relative to the overall employment base: Nearly one in 10 workers (9.4%) in Washington is employed in the tech industry. High tech careers pay well: The median annual salary for people employed in tech occupations in Washington is \$130,000.<sup>1</sup>

Despite this good news, local employers looking for tech talent continue to encounter a skills shortage. Colleges and universities do not have the capacity to educate enough students to keep up with employer demand. Additionally, access to high-paying jobs is not equitably distributed; Black, Hispanic, and women workers are under-represented in the high tech industry.' According to a 2023 report by CompTIA, in Washington:

- Black or African American employees make up 5% of workers in all jobs but 3% in tech jobs.
- Hispanic or Latino employees make up 12% of workers in all jobs but 5% in tech jobs.
- Women make up 48% of workers in all jobs but 25% in tech jobs.<sup>2</sup>

Expanding access to computer science bachelor's degrees will help fill skill gaps for Washington employers and provide community and technical college students —half of whom are students of color — access to these in-demand degrees right within their local communities.

Sources: 1) [CompTIA. \(2023\). State of the Tech Workforce. Downers Grove, IL: CompTIA](#); 2) Ibid