

# Board of Trustees Regular Meeting

July 9, 2024 at 10 AM



Hybrid Meeting: tulalW Student Center Boardroom (Aberdeen Campus)

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

Join by Phone: 253-205-0468

## July 9, 2024 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, July 9, 2024, at 10:00 a.m. Dr. Paula Akerlund, Board Chair, will preside.

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>Celebrations</b> 1. Dr. Carli Schiffner	
VII.	<b>Action Items</b> 1. Approval of June 11, 2024 Minutes 2. First Reading Operational Policy 656 Remote work and flexible work hours 3. Second Reading Board Policy 103 Ethical Standards and Conflicts of Interest 4. Second Reading Operational Policy 627 Code of Ethics All Employees 5. Approval of FY2024-2025 Student Life Department Budget	
VIII.	<b>Standing Reports</b> 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  
July 9, 2024



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

Updated 6/26/2024 SB

## Grays Harbor College Board of Trustees Regular Meeting

June 11, 2024

Board Meeting 10:00 a.m.

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

Members Absent: None

Others Present: Annalee Atwell-Tobar, Ariel Finrock, Barb Dyer, Brittany Ferry, Cheyenna Carroll, Chris Macht, Colleen Meyers, Deanna Shedley, Derek Edens, Dr. Carli Schiffner, Floyd Plemmons, Holly Duffy, Janet Parker, Jared Stratton, Jayme Peterson, Jonna Bishop, Julie Randall, Justin Kjolseth, Kenji Seta, Kristy Anderson, Kwabena Boakye, Laurie Franklin, Lori Christmas, Matt Edwards, Matt Holder, Nancy Estergard, Naomi Chavez, Penny James, Sara Burkhart, Sarah Dalrymple, Shannon Bell, Sydney Yager, Tatiana Tejada

A study session to review the FY2025 budget 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; no members were absent.

### II. Pledge of Allegiance

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

### III. Land Acknowledgment

Jim Sayce read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked Jim Sayce for reading the land acknowledgement.

### IV. Agenda Adoption

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

### V. Public Comments

No public comments.

### VI. Celebration

Dr. Carli Schiffner celebrated the visit from the House Postsecondary Education & Workforce Committee on May 22. Additionally, she honored the retirements of Kathy Barker and Jayme Peterson.

## VII. Action Items & Standing Reports

### **Action**

1. Approval of May 9, 2024 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the May 9, 2024 minutes as submitted. Motion was made by Jim Sayce to approve the minutes, Aliza Esty seconded the motion. Motion carried.

2. First Reading Operational Policy 523 Donations/acquisitions of Works of Art to the College

Discussion and questions on Operational Policy 523 were addressed. The art committee will return with an amended policy based on the feedback received.

3. First Reading Board Policy 103 Ethical Standards and Conflicts of Interest

Discussion and questions on Board Policy 103 were addressed. Board Policy 103 will have a second reading at the next board of trustees meeting.

4. First Reading Operational Policy 627 Code of Ethics All Employees

Discussion and questions on Operational Policy 627 were addressed. Operational Policy 627 will have a second reading at the next board of trustees meeting.

5. Approval of updated National Evaluation Series Test Fee

Discussed the new updated reduced testing fee, the fee has been reduced from \$240 to \$165. Chair Dr. Paula Akerlund entertained a motion to approve the amended National Evaluation Series test fee of \$165. Motion was made by Jim Sayce to approve the amended test fee, Dr. Harry Carthum seconded the motion. Motion carried.

6. Approval FY2025 Operating College Budget

Discussed and reviewed the FY2025 Operating College Budget. Chair Dr. Paula Akerlund entertained a motion to approve the Operating College budget. Motion was made by Jim Sayce to approved the budget as submitted, Aliza Esty seconded the motion. Motion carried.

### **Standing Reports**

1. Student Government (Naomi Chavez)

Student government has been very busy spring term. Recently had mayhem, cap decorating and mental health activities. Recruiting for open student government positions for next year.

2. Classified Staff Report (Jared Stratton)

The classified staff report included looking for new memberships for the STTACC group. Planning for classified break-away day. The WPEA began collective bargaining.

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 the ongoing State Auditor's Office financial audit. Updates from the Business Affairs Commission (BAC) meeting in May were shared. The request for qualifications (RFQ) for the Bishop Trust Investment is ongoing. There was also a review of the District Enrollment Allocation Base FTE analysis, with a request for a deep dive into the allocation model at a future meeting.

6. Human Resources Report (Colleen Meyers)

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

- Ryan Decker, Library and Archives Paraprofessional 3.
- Jax Bonifer, now a Student Success Navigator.
- Johnny Alavéz, now the Director of Recruitment and Admissions.
- Stephanie Gibson, now the Associate Director of Financial Aid.

Ongoing open searches include:

- Dean of Workforce Education
- ELA/Bridge Faculty
- Athletic Support Specialist.
- Assistant Dean of Student Aid and Scholarships
- Student Life Intramural Sports Specialist
- Bachelor of Organizational Management Faculty
- Campus Safety and Security Coordinator
- Bachelor of Applied Science – Teacher Ed Faculty
- Associate Dean of Stafford Creek
- Program Specialist 2
- Executive Director of Human Resources

7. Instruction Report (Dr. Carli Schiffner)

The Instruction report included reviewing and approving the 300 series policies and procedures. Additional updates included reviewing summer quarter and adding classes with waitlists. The recruitment for the dean search is wrapping up. A shout-out was given to Heidi Wood, Carol O'Neal, and Crystal Woods for their support to the Instruction office.

8. Student Services Report (Laurie Franklin)

The Student Services report included updates on recruitment, enrollment labs are currently taking place. Fall FTE is currently up as of May 24<sup>th</sup>. Grays Harbor College awarded funding from HB 1835 provides the ability to hire two financial aid outreach specialists. Lori Christmas updated the board on the Running Start program. Sara Burkhart shared her personal experience as a Running Start student.

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

The President's report included updates on staffing updates, the recent accreditation visit and the College Presidents meeting in May. Updates on external funding included applying for the Metallica Scholars Initiative. Jody Pope has been invited and awarded a scholarship to the NCAA Women Coaches Academy.

Student Services and Instructional Building Update (Floyd Plemmons)

Major construction is complete on the tulalW Student Center and is fully occupied by staff and students. Permitting for the kitchen is ongoing.

10. Board Report

a. Board Retreat (Dr. Paula Akerlund)

Discussion on what date works best for trustees, determined August 7 works best. Location will be determined at a later time.

b. Elections

Discussion on open positions. Dr. Harry Carthum made a nomination and motion to elect Dr. Paula Akerlund as the board chair. Jim Sayce seconded the motion. Motion carried. Dr. Harry Carthum made a nomination and motion to elect Astrid Aveledo as vice chair. Jim Sayce seconded the motion. Motion carried. Jim Sayce agreed to continue to serve as the legislative representative. Dr. Harry Carthum agreed to continue to serve as the K-12 representative. Astrid Aveledo agreed to continue to serves as the Foundation representative.

c. Foundation Meeting Report (Lisa Smith for Astrid Aveledo)

The Foundation report, strategic planning is underway. The foundation received a \$2.8 million-dollar endowment. Review of grant funding which included: marketing grant and a grant that can help with the install and purchase of a sink in the new building.

d. Board Art Committee Update (Astrid Aveledo)

Nothing new to report, finalizing tribal art contracts.

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

Aliza Esty is looking for volunteers or seniors who need to fulfill their community service hours for Rusty Scuppers Pirate Daze June 28-30. Please reach out to Aliza Esty if you would like to volunteer. Jim Sayce shared an update on South Bend Boat shop it's currently under repair and serves 200 boats a year.

### VIII. Non-Public Session

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

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

Approval of Dr. Carli Schiffner's contract. Motion made by Jim Sayce to approve Dr. Carli Schiffner's contract. Aliza Esty seconded the motion. Motion carried.

### 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

None.

### XIII. Good of the Order

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

Dr. Carli Schiffner shared the college will have a booth at Rusty Scuppers Pirate Daze. Astrid Aveledo shared the need to have an equity tool for decision making, and insights on the policy development process for grants would be beneficial.

#### XIV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:30 p.m. The Board of Trustees will hold its next meeting on July 9, 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



## VII.2. - Operational Policy 656

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** First Reading Operational Policy 656 Remote and Flexible Work Hours

**Prepared by:** Colleen Meyers

**Attachments:** Original and Proposed Operational Policy 656 Remote and Flexible Work Hours

## Narrative

The Operational Policy 656 Remote and Flexible Work Hours has been reviewed by College Council and approved to move forward to the Board for a first reading.

## Action Requested:

Approve to move forward to the Board for a second reading.

## Follow-Up

None

**Operational Policy**

Policy Name	<b>REMOTE AND FLEXIBLE WORK HOURS</b>
Policy Number	<b>656</b>
Date Adopted	<b>2/15/2022</b>
Date(s) Revised	XX/XX/2024

Grays Harbor College in compliance with RCW 70.94.547, RCW 41.04.390, and Executive Order 14-02 has adopted this policy on Remote and Flexible Work Hours. As stated in Executive Order 14-02 remote and flexible work hour studies have shown that employers enjoy economic and organizational benefits resulting from increased employee productivity and morale, reduced use of employee sick leave, reduced hiring and training costs, and reduced office space and parking needs. Remote and flexible work hours are valuable tools for reducing commute trips, eliminating tons of pollutants from release into the atmosphere, and saving energy by reducing gasoline consumption.

Remote and flexible work hours are not an employee entitlement or right; they are management tools, business strategies and employee benefits. The College mission and quality of service provided must be maintained or improved by allowance of remote and flexible work hours arrangements.

It is the policy of the College to allow eligible employees to participate in approved remote and flexible work hours programs.

Faculty workload is governed by the collective bargaining agreement.

## VII.3. – Board Policy 103

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** Board Policy 103

**Prepared by:** Kwabena Boakye

**Attachments:** Board Policy 103 - Ethical Standards and Conflicts of Interest

## Narrative

The Board Policy 103 Ethical Standards and Conflicts of Interest has been reviewed by College Council and approved to move forward to the Board. The Board considered the policy for first reading at the June meeting.

## Summary & Next Steps

Board Policy 103 was previously reviewed by College Council and considered for first reading by the Board.

## Action Requested:

Approve Board Policy 103.

## Follow-Up

None

**GRAYS HARBOR COLLEGE**  
**Board Policy**

**Subject: ETHICAL STANDARDS AND CONFLICTS OF INTEREST**

**Page 1 of 1**

**Board Policy Number: 103**

**Date adopted: 6/20/00, 2/21/06 Reviewed: 11/20/18 Revised: 7/18/2023, x/xx/2024**

**Policy Regarding the Washington Ethics Law:**

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board of Trustees and of all employees at Grays Harbor College. Board members and employees shall perform in accordance with this law in their dealings with college employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities to Grays Harbor College.

**Policy Regarding Conflicts of Interest:**

Each member of the Board of Trustees and all employees of Grays Harbor College are expected to place the interests of the college above their self-interests. When there are questions with regard to the meaning of the Washington Ethics Law and an individual's self-interests, Board members and employees are expected to resolve them in favor of good, ethical judgment and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving questions regarding conflicts of interest, the following statements from state law shall be considered:

- Board members and college employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
- Board members and college employees may not use their official position to secure special privileges for themselves or any other person.
- Board members and college employees may not receive compensation from any person, except the State of Washington, for performing their official duties.

A board member with questions about ethics and conflicts of interest may contact the Washington State Executive Ethics Board. Phone: 360-664-0871, email: [ethics@atg.wa.gov](mailto:ethics@atg.wa.gov). Website: <https://ethics.wa.gov/about-us/contact-us>

Each member of the Board of Trustees of Grays Harbor College will acknowledge agreement with this policy annually.

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## VII.4. – Operational Policy 627

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** Operational Policy 627

**Prepared by:** Kwabena Boakye

**Attachments:** Operational Policy 627 – Code of Ethics- All Employees

## Narrative

The Operational Policy 627 Code of Ethics-All Employees has been reviewed by College Council and approved to move forward to the Board. The Board considered the policy for first reading at the June meeting.

## Summary & Next Steps

Operational Policy 627 was previously reviewed by College Council and considered for first reading by the Board.

## Action Requested:

Approve Operational Policy 627.

## Follow-Up

None



# GRAYS HARBOR COLLEGE

## Operational Policy

Policy Name	<b>CODE OF ETHICS- All employees</b>
Policy Number	<b>627</b>
Date Adopted	3/15/11
Date(s) Revised	4/20, 6/22, <span style="color: red;">xx/xx/2024</span>

All employees of Grays Harbor College will be in compliance with RCW 42.52, the Executive Ethics Law.

Employees with questions about ethics and conflicts of interest may contact the Washington State Executive Ethics Board. Phone: 360-664-0871; Email: [ethics@atg.wa.gov](mailto:ethics@atg.wa.gov). Website: <https://ethics.wa.gov/about-us/contact-us>

Each employee of Grays Harbor College will acknowledge agreement with this policy annually.

To access RCW 42.52, please hit control and click on the links below that will take you directly to the ethics law on the designated subject:

- [42.52.010](#)      Definitions.
- [42.52.020](#)      Activities incompatible with public duties.
- [42.52.030](#)      Financial interests in transactions.
- [42.52.040](#)      Assisting in transactions.
- [42.52.050](#)      Confidential information—Improperly concealed records.
- [42.52.060](#)      Testimony of state officers and state employees.
- [42.52.070](#)      Special privileges.
- [42.52.080](#)      Employment after public service.
- [42.52.090](#)      Limited assistance by former state officers and employees.
- [42.52.100](#)      Conditions on appearance before state agencies or doing business with the state—Hearing—Judicial review.

<a href="#"><u>42.52.110</u></a>	Compensation for official duties or nonperformance.
<a href="#"><u>42.52.120</u></a>	Compensation for outside activities.
<a href="#"><u>42.52.130</u></a>	Honoraria.
<a href="#"><u>42.52.140</u></a>	Gifts.
<a href="#"><u>42.52.150</u></a>	Limitations on gifts.
<a href="#"><u>42.52.160</u></a>	Use of persons, money, or property for private gain.
<a href="#"><u>42.52.170</u></a>	Giving, paying, loaning, etc., anything of economic value to state employee.
<a href="#"><u>42.52.180</u></a>	Use of public resources for political campaigns.
<a href="#"><u>42.52.185</u></a>	Restrictions on mailings by legislators.
<a href="#"><u>42.52.190</u></a>	Investments.
<a href="#"><u>42.52.200</u></a>	Agency rules.
<a href="#"><u>42.52.220</u></a>	Universities—Administrative processes.
<a href="#"><u>42.52.310</u></a>	Legislative ethics board.
<a href="#"><u>42.52.320</u></a>	Authority of legislative ethics board.
<a href="#"><u>42.52.330</u></a>	Interpretation.
<a href="#"><u>42.52.340</u></a>	Transfer of jurisdiction.
<a href="#"><u>42.52.350</u></a>	Executive ethics board.
<a href="#"><u>42.52.360</u></a>	Authority of executive ethics board.
<a href="#"><u>42.52.365</u></a>	Executive branch agencies—Ethics advisors—Ethics training.
<a href="#"><u>42.52.370</u></a>	Authority of commission on judicial conduct.
<a href="#"><u>42.52.380</u></a>	Political activities of board members.
<a href="#"><u>42.52.390</u></a>	Hearing and subpoena authority.
<a href="#"><u>42.52.400</u></a>	Enforcement of subpoena authority.
<a href="#"><u>42.52.410</u></a>	Filing complaint—Whistleblower protection—Penalty for reprisal or retaliation.
<a href="#"><u>42.52.420</u></a>	Investigation.
<a href="#"><u>42.52.425</u></a>	Dismissal of complaint.
<a href="#"><u>42.52.430</u></a>	Public hearing—Findings.
<a href="#"><u>42.52.440</u></a>	Review of order.
<a href="#"><u>42.52.450</u></a>	Complaint against legislator or statewide elected official.
<a href="#"><u>42.52.460</u></a>	Citizen actions.
<a href="#"><u>42.52.470</u></a>	Referral for enforcement.
<a href="#"><u>42.52.480</u></a>	Action by boards.
<a href="#"><u>42.52.490</u></a>	Action by attorney general.
<a href="#"><u>42.52.500</u></a>	Optional hearings by administrative law judge.
<a href="#"><u>42.52.510</u></a>	Rescission of state action.
<a href="#"><u>42.52.520</u></a>	Disciplinary action.
<a href="#"><u>42.52.530</u></a>	Additional investigative authority.
<a href="#"><u>42.52.540</u></a>	Limitations period.
<a href="#"><u>42.52.550</u></a>	Compensation of ethics boards.
<a href="#"><u>42.52.560</u></a>	Communications from an employee organization or charitable organization— Distribution by state employee.

- 42.52.570** Private business activity policy—Department of fish and wildlife—Parks and recreation commission.
- 42.52.575** Information about scholarship opportunities.
- 42.52.800** Exemptions—Solicitation for state capitol historic furnishings and preservation and restoration of state legislative building.
- 42.52.801** Exemption—Solicitation to promote tourism.
- 42.52.802** Exemption—Solicitation for Washington state legacy project, state library, and archives account.
- 42.52.8021** Exemption—Solicitation for Washington state flag account.
- 42.52.8022** Exemption—Informational or educational meetings regarding legislative issues.
- 42.52.8023** Exemption—Gina Grant Bull memorial legislative page scholarship account.
- 42.52.8024** Exemption—Rosa Franklin legislative internship program scholarship.
- 42.52.803** Exemption—Solicitation for legislative oral history account.
- 42.52.804** Exemption—Health profession board or commission—Professional opinions.
- 42.52.805** Solicitation for charitable activities of executive branch state employees—  
Limitations—Definitions.
- 42.52.810** Solicitation for the legislative international trade account—Report.
- 42.52.820** Solicitation for hosting national legislative association conference.
- 42.52.821** Exemption—Solicitation to host conference of a national association.
- 42.52.900** Legislative declaration.
- 42.52.901** Liberal construction.
- 42.52.903** Serving on board, committee, or commission not prevented.
- 42.52.904** Effective date—1994 c 154.
- 42.52.906** Construction—Chapter applicable to state registered domestic partnerships— 2009 c 521.



## VIII.1. – Student Government Report

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** ASGHC Report

**Prepared by:** Isaac Humiston

**Attachments:** S&A Budget Memo, ASGHC approved budgets for S&A, Athletics, Tech fee

## Narrative

### Student Government Report

Commencement went smoothly, and Naomi Chavez was able to speak in place of Isaac Humiston, who missed the event because his wife is having a baby.

This year, the student government undertook a significant project by updating the ASGHC constitution and bylaws, ensuring that our governing documents are current and reflective of our evolving community needs. Additionally, we had a tremendously successful year for events, including a highly attended and enjoyable Mayhem. We hope to continue updating some of our documentation this next year, as well as continue to plan successful events that bring our community at GHC together.

As ASGHC president, I aim to improve my presence at board reports and other significant events. I recognize the importance of being more engaged and visible in these areas and I am committed to doing better in this upcoming year.

Baby update: My family is eagerly anticipating a new addition, as my wife is due for a c-section on the 8th of July. However, we are hopeful and anxious that our little boy may arrive even earlier. We are staying in Seattle near the hospital awaiting his arrival. For now, we cherish our time as a family of three, soon-to-be four!

We are excited to work together as the new board for 24/25:

**President** – Isaac Humiston

**Executive Vice President** – Rebekah Stone

**Vice President for Diversity and Awareness** – Selena Guzman

**Vice President for Community Engagement** – Madeline Schaeffer

We are still recruiting ASGHC Senators from TRiO, Esports, Diversity and Equity Center (DEC), Intramural Programs, Performing Arts, Athletics, BA Programs, Career Technical Education (CTE), Phi Theta Kappa, IBEST, WorkFirst, the Satellite Campuses of Ilwaco, Raymond, and Stafford Creek and will present them at the first Board of Trustees meeting in Fall term 2024.

Action Requested:

Approve the student government budget.

Follow-Up

None

**To:** ASGHC Budget Committee

**From:** Sarah Dalrymple, Director of Student Life

**Date:** June 16, 2024

**Re:** FY 2024-2025 Budget Proposal for the Student Life Department

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I am delighted to present the proposed budget for the Student Life Department for Fiscal Year 2024-2025. Requesting an increase from \$427,190 to \$556,150, this budget thoughtfully allocates resources to meet the growing demands of our student body and adapt to the dynamic shifts within our campus community. Moreover, it underscores our dedication to revitalizing robust, engaging programs that have dwindled during the pandemic. This budget is a testament to our commitment to reconstructing a lively and inclusive environment at Grays Harbor College, ensuring that our offerings not only recover but thrive, enriching the collegiate experience for all students.

### **Key Budget Enhancements:**

**Diversity & Equity Center:** We are requesting an additional \$15,000, raising the total to \$20,000 to expand our programming and outreach efforts. This increase is crucial for advancing our commitment to inclusivity and creating a supportive environment that embraces students from diverse backgrounds.

**Esports & Harbor Landing Food Pantry:** A combined increase of \$6,000 will bolster these essential services. The funding will support the growing interest in eSports (\$2,000 increase to \$12,000) and enhance support through the Food Pantry (\$4,000 increase to \$10,000), addressing student food insecurity.

**Student Government & New Student Orientations:** An increase of \$4,000 for Student Government, raising the allocation to \$6,000. The allocation for New Student Orientation will remain at \$2,250, ensuring continuity in our successful orientation programs that are vital for boosting student engagement and retention.

**Professional Staff Salaries and Benefits:** A significant one-time increase of \$110,260, will support both mandated staff raises and the hiring of a full-time Intramural Specialist. This role is pivotal in promoting physical health, mental well-being, and community through sports. Intramural activities are proven to enhance student engagement and satisfaction, contributing to a vibrant campus life. Pending the creating of a successful intramural program, the position will be funded after this year via a student-imposed intramural fee of approximately \$30 per student/per term. Additionally, Student Life will assume 90% of the Associate Director of Diversity and Equity position salary. This allows the Associate Director to concentrate their efforts on the engagement and retention of historically underrepresented and marginalized GHC students.

**Strategic Reductions:**

**Contingency/Encumbered Funds:** We propose eliminating this allocation entirely, reallocating the \$20,000 to more immediate needs.

**AmeriCorps:** With the AmeriCorps program grant concluding, we will reallocate the \$30,000 previously designated for this initiative.

**Goods & Materials:** We suggest a modest decrease of \$2,500, reflecting our ongoing commitment to cost-efficiency and fiscal responsibility.

**Student Hourly Wages:** We propose an initial decrease of \$60,000, funding student employee positions for Student Life, the Diversity and Equity Center, and outreach for the Director of Recruitment and Admissions at current levels, and requesting additional funds as through contingency as needed.

**Overall Objective:**

The proposed increase from the previous year is meticulously designed to fortify the frameworks that support student success, well-being, and community engagement—cornerstones of Grays Harbor College’s esteemed reputation and continued growth. This budget addresses critical funding gaps and aligns with Grays Harbor College’s strategic priorities to enrich student experiences, promote engagement and retention, and prepare graduates who are community-focused and ready for the modern workforce. I appreciate your consideration of this budget proposal and am eager to discuss any elements in further detail to elucidate our strategic vision.

Warm regards,

Sarah Dalrymple  
Director of Student Life  
Grays Harbor College

Organization	23-24 Allocation	24-25 Request	Difference
<b>Auxiliary Programs</b>			
Bishop Center/7th Street	\$ 1,000	\$ 1,000	\$ -
Contingency/Encumbered	\$ 20,000	\$ -	\$ (20,000)
<b>Subtotal</b>	\$ 21,000	\$ 1,000	\$ (20,000)
<b>Student Funded Program Centers</b>			
Diversity & Equity Center	\$ 4,500	\$ 20,000	\$ 15,000
eSports	\$ 10,000	\$ 12,000	\$ 2,000
Harbor Landing Food Pantry	\$ 6,000	\$ 10,000	\$ 4,000
<b>Subtotal</b>	\$ 20,500	\$ 42,000	
<b>Associated Students of Grays Harbor College</b>			
Student Government	\$ 2,000	\$ 6,000	\$ 4,000
GHAB	\$ 20,000	\$ 15,000	\$ (5,000)
<b>Subtotal</b>	\$ 22,000	\$ 21,000	
<b>Clubs &amp; Organizations</b>			
New Student Orientation	\$ 2,250	\$ 2,250	\$ 750
Phi Theta Kappa	\$ 700	\$ 1,000	\$ 300
TRiO (Snack Cabinet)	\$ -	\$ 2,400	\$ 2,400
<b>Subtotal</b>	\$ 2,950	\$ 5,650	
<b>Student Wages</b>			
Hourly Wages	\$ 60,000	\$20,000	\$ (40,000)
Americorp	\$ 30,000	\$0	\$ (30,000)
<b>Subtotal</b>	\$ 90,000	\$ 20,000	
<b>Student Life</b>			
Goods & Materials	\$ 5,500	\$ 2,000	\$ (2,500)
Travel	\$ 5,500	\$ 5,500	\$ -
Professional Staff Salaries/Benefits	\$ 259,740.00	\$460,000.00	\$ 20,260
<b>Subtotal</b>	\$ 270,740.00	\$ 467,500	
<b>TOTAL</b>	<b>\$427,190</b>	<b>\$ 556,150</b>	

**To:** Services & Activities (S&A) Fee Budget Committee Student Government

**From:** Laurie Franklin, Interim Vice President of Student Services

**cc:** Kwabena Boakye

**Date:** February 29, 2024

**Re:** S&A Budget Recommendations for 2024-2025

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### **ASSUMPTIONS & EXPECTATIONS**

- Tuition rate was considered and approved by the SBCTC. For FY 2024-25, the maximum for S&A is \$11.28 per 15 credit hours.
- Enrollment numbers have been consistently down 15% since physical-distancing and remote operations were instituted to stop the spread of COVID-19 in March 2020. For FY 2024-25, enrollment is estimated to grow 2.5%.
- Outside programs, workforce training and contracts are not charged S&A fees (i.e. non-college, certificate/contracts and Stafford Creek Correctional Facility).
- Three statutorily mandated waivers waive all tuition and fees:
  - o Children/Spouses of Deceased or Disabled Law Enforcement or Firefighters
  - o Children/Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members
  - o Wrongfully convicted person
- SBCTC has two mandatory waivers: ABE/ESL/GED and Apprenticeship.
- Optional Waivers Granted by Grays Harbor College:
  - o SHB 1706 authorizes waivers of building fees and services and activities fees for military service members eligible to participate in the United States department of defense tuition assistance program.
  - o High School Completion

- For 2024-2025 academic year, Running Start is projected to generate about \$75,000 in allocated funds to S&A revenue.
- For 2024-2025 academic year, the operations fee (implemented in FY22) is projected to generate about \$105,000 in revenue.
- \$348,264 was generated in S&A in revenue (including running start) to date (FY) as of March 1, 2024.
- The estimated balance of ASGHC Fund Balance/Reserves is \$1,664,002 effective June 30, 2024.
- Based on carry forward to the Fund Balance from the unspent dollars from prior years the committee has an additional \$100,000 in reserve funds that can be used for projects and programs that align with the spirit of this funding source.
- If enrollment estimates change in the coming months or next fiscal year, this recommendation may change and necessitate the reconvening of the student-led budget committee.

Based on these expectations, ***I am recommending an operating budget for 2024-2025 of \$572,000.*** This recommendation is made with the expectation that enrollment estimates underlying the S &A revenue estimate for FY2024-2025 will remain the same next year.

Laurie Franklin

Interim Vice President for Student Services

**To:** ASGHC Budget Committee

**From:** Sarah Dalrymple, Director of Student Life

**cc:** Derek Edens

**Date:** May 7, 2024

**Re:** Subject: Budget Request for Student Tech Fee

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I am submitting a budget request for the fiscal year 2024-2025 that includes funding for technology upgrades specifically the replacement of existing laptops, as well as the continued support of the Lab Manager position.

#### **Justification for Technology Upgrades:**

Based on the attached asset tracking and needs assessment, there is a crucial requirement to replace aging laptops with newer models to ensure our technology keeps pace with current educational demands. The details are as follows:

**Chromebooks:** Replacement of 44 HP Chromebook 14 G5 models. These units are essential for library services and student use, facilitating access to digital resources and learning platforms. The total cost for these replacements is projected at \$22,000.

#### **Proposed Arrangement for Office/Position Reallocation**

To effectively manage our upgraded technology resources and to ensure the optimal functioning of our open lab, it is proposed that the Esports Specialist be located in the center office between the open lab and Esports Arena. This arrangement will provide:

- Engaging students in the open lab and creating Help Desk tickets for any IT issues
- Administering the laptop checkout program, a vital service that enhances student access to technology.
- Ensuring technology use compliance with institutional standards and policies.
- The two Student Employee positions will be moved to the Student Life hourly employee budget.

#### **Proposed Budget Overview**

The total funding request for the replacement laptops is \$22,000. Additionally, the annual salary for the full-time Lab Manager, including benefits, is estimated at \$85,000. The combined total for this budget request is \$107,000.

#### **Conclusion:**



The approval of this budget will directly contribute to enhancing our technological capabilities and operational efficiency. It will support our ongoing commitment to providing students with the necessary tools and resources to succeed academically.

Thank you for considering this essential enhancement to our educational infrastructure. I am available for any further discussion or to provide additional information as needed.

Sincerely,  
Sarah Dalrymple  
Director of Student Life



# Technology Equipment Replacements

Data Downloaded From Asset Tracker on 1/3/2024 and Manual Update 1/31/2024

Department/Area:

Tech Fee

	2000	2019	2021	2022	2023	2024	2025	Total
Desktop	0	0	0	0	0	0	0	0
Laptop	0	0	0	0	0	0	0	0
Chrome	0	0	0	0	0	40	4	44
Tablet	0	0	0	0	0	0	0	0
Projector	0	0	0	0	0	0	0	0
Printer	0	0	0	0	0	1	0	1

## Replacement Years: 2000-2024

0

	2000-2024	Cost	Amount
Desktop	0	\$650.00	\$0.00
Laptop	0	\$800.00	\$0.00
Chrome	44	\$500.00	\$22,000.00
Tablet	0	\$800.00	\$0.00
Projector	0	\$1,500.00	\$0.00
Printer	1	\$1,300.00	\$1,300.00

Tag	Room	Item Type	Model	Assigned To	Funding Source	Repl. Year
583	1550	Chrome	HP Chromebook 14	Library	Tech Fee	2024
8576	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8577	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8578	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8579	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8580	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8581	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8582	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8584	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8585	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
8586	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI220387	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
89984	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
89985	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90003	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90005	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90009	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90010	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90031	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90032	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90041	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90044	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI21323	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210340	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210339	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210338	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210337	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210336	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210335	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210334	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210333	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210332	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210331	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210330	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210329	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210328	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210327	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210325	1550	Chrome	HP Chromebook 14 G5	LIBRARY	Tech Fee	2024
DNI210324	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
DNI210312	1550	Chrome	HP Chromebook 14 G5	Library	Tech Fee	2024
90108	1550	Chrome	Chromebook 3	Library	Tech Fee	2025
90106	1550	Chrome	Chromebook 3	Library	Tech Fee	2025
90089	1550	Chrome	Chromebook 3	Library	Tech Fee	2025
90061	1550	Chrome	Chromebook 3	Library	Tech Fee	2025

**To:** Dr. Carli Schiffner, Vice President, Laurie Franklin

**From:** ASGHC Budget Committee

**Date:** June 16, 2024

**Re:** Revised 2024/2025 Athletics Department Allocation

The ASGHC Budget Committee has completed its review of the revised athletics funding request. We will allocate the amounts requested in the final proposal (attached) with some exceptions - noted below. This allocation allows us to focus our resources on addressing student basic needs, student employment, and programming for the entire student body. If additional funds are needed to support athletics, we are happy to consider contingency requests on a case-by-case basis.

ASGHC S&A Budget Committee  
 The approved 24-25 allocation/notes/stipulations:

2024-2025 S&A Fee Athletics Budget Allocation	
Organization	24-25 Allocation
<b>Athletics Department</b>	
Athletics Administration	\$ 39,634*
Men's Basketball	\$ 39,094
Men's Golf	\$ -
Women's Volleyball (Previously Golf)	\$ -
Women's Basketball	\$ 4,325
Softball	\$ 49,240
Women's Soccer	\$ -
Baseball	\$ 29,000
Athletic Trainer	\$ 74,000
Team Photography & Branding	\$ 6,000
<b>Total</b>	<b>\$ 241,293</b>

\* Athletics Administration amount reflects two changes: 1) the Student Life budget will cover all game management student employee wages, so that amount was changed to \$0. 2) ASGHC has elected to fund assistant coach numbers at

current levels as posted on the website. ASGHC will fund one assistant coach per sport at the increased stipend amount of \$4,200 for a total of \$16,800. These changes reduce the Athletics Administration allocation to \$39,634. We are including the following stipulations:

1. All personnel stipend/salary increases are to be reviewed and approved by the Vice President for Student Services.
2. All fundraising proposals and initiatives are to be reviewed and approved by the Vice President for Student Services.
3. When in travel status teams will assign 4 players per hotel room and all student athletes will receive the full state per diem as approved by ASGHC. If this hotel arrangement presents a hardship for some teams/players, ASGHC asks that a contingency request be submitted.
4. All unspent funds allocated for 24/25 will be returned to Student Life fund balance.
5. In the event that there are a sufficient number of women wrestlers to field a team, ASGHC will consider a contingency request in the amount of \$45,000

## VIII.5. - Administrative Services Report

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** Administrative Services Report

**Prepared by:** Kwabena Boakye

**Attachments:** None

## Narrative

### FY2023-24 Year End

Year-end processing for FY2023-24 Fiscal Year is ongoing. The fiscal year ends on June 30, but accounting processing is expected to continue through the first week of August. Subsequently, annual budget report will be prepared and presented to Board at the September meeting.

### FY2024-25 Budget

Budget upload for the approved FY2024-25 budget is ongoing, and expected to be ready in ctcLink on July 1.

### Business Affairs Commission Meetings Update

- The last BAC meeting for FY24 was held on May 30-31.
- Topical discussion was rioting/protest on campus.

### Audit Update

- State Auditor's Office financial audit completed, pending draft audit report.
- Audit exit conference scheduled on July 3, at 8 a.m.

### Bishop Trust Investment

Draft Request for Qualification (RFQ) to select an investment manager for the Bishop Trust Investment is under review. It is expected that the draft RFQ will be presented to the Board for consideration at the August meeting.

## Summary & Next Steps

FY24 year end will close June 30. FY25 approved budget will be ready in ctcLink on July 1. Business Affairs Commission has concluded its meeting for FY24 discussing rioting/protests on campus. FY23

audited is completed pending audit exit conference and draft audit report. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

Action Requested:

None

Follow-Up

None

## Written Report

### Item Information:

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

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

**Attachments:** None

## Narrative

### New Employees:

- Cathy LeCompte, Dean of Workforce Education – starts in September
- Camryn Scheuber, Athletics Support Specialist – starts in July
- Daniel Nogales, Chemistry Faculty - starts in September
- Sofia Martinez, ELA/Bridge Faculty – starts in September
- Angela Drake, Fiscal Technician 3 (Cashier) – starts in July

### Changes in Employment:

#### Searches:

- Curriculum Affairs Manager (replacement for Becky Fischer)
- Dean of Arts, Sciences and Extended Learning (replacement for Dr. Evi Buell)
- Assistant Dean of Student Aid and Scholarships (replacement for Interim Director Crystal Bagby)
- Student Life Intramural Sports Specialist (new position, student funding)
- Bachelor of Organizational Management Faculty (replacement for Chris Dugan)
- Campus Safety and Security Coordinator (replacement for David Parkinson)
- Bachelor of Applied Science – Teacher Ed Faculty (replacement for Sherri Jordan)
- Associate Dean of Stafford Creek (replacement for Jayme Peterson)
- Program Specialist 2 (replacement for Stephanie Thornton)

### Action Requested:

None

### Follow-Up

None



## VIII.8. – Student Services Report

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** Student Services Report

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

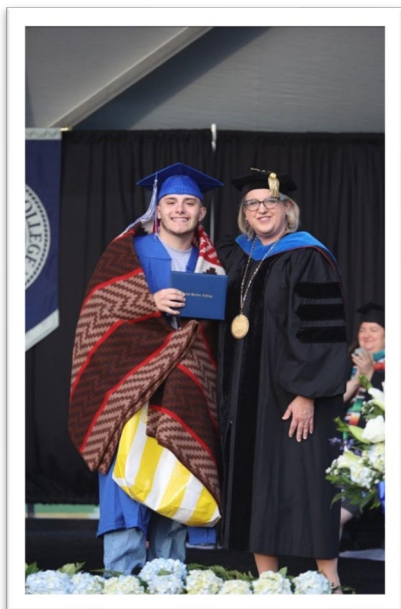
**Attachments:** Upcoming Calendar of Events

## Narrative

### Student Services Division Overview

tu1aW opened in the spring providing a renewed excitement for students and staff to be on campus. Student Life added more events this year to build upon inclusivity and belonging with Mayhem and the Pride Prom. Outreach and Recruitment provided enrollment events that were offered in English and Spanish. Grays Harbor College Athletics produced four teams that represented the college with post-season participation, including a national championship. 200 students were awarded the pilot Food Grant. Altogether, over 500 students completed a certificate or diploma from GHC this year!

### 2024 Commencement:



A total of 236 graduates participated in this year's commencement. 197 Associate Degrees, 24 High School Completions, and 15 applied baccalaureate degrees. There were over 1000 people who attended the graduation ceremony as evidenced by the stands being full. It was the first-time high school completion and GED students were included in this ceremony and the beautiful sea of grays, blues, and black regalia made it very special. The identity stoles, tribal member blankets, and affiliation cords were physical representations of our diverse students and community. Thank you to the Trustees for participating in the 2024 commencement.

Also, Gordon Williams, Veterans Coordinator, will be working with a GHC alum to create challenge coins to present to veterans upon graduation for next year. This is an important ritual known by service members and will be a grand gesture from GHC to commemorate their achievement.

## Financial Aid and Scholarships:

The Financial Aid Office has begun processing financial aid applications for Summer Quarter 2024. Although there are “bugs” (as referred to by the Department of Education), students are getting notifications of applications being received and are receiving award letters. As was reported to you last month, all 34 community and technical college presidents agreed to provide protected time for two weeks in June for their financial aid offices to concentrate on training and file review. Beginning the week of Jun 24<sup>th</sup>, the financial aid staff has re-engaged their full-time customer service to students. At this time, all students who are registered for summer quarter have been reviewed. To continue to prioritize, the staff is now reviewing students enrolled in fall quarter. One big challenge students and staff across the country are experiencing is that students are unable to make corrections to their federal aid application until mid-August. The staff will continue to monitor this process and communicate to this challenge to students.

## Enrollment:

### Summer Quarter Enrollment Snapshot for Tuesday, June 25<sup>th</sup>

FTE: Summer 2024	Summer 2023	Summer 2024	Year to Year Diff		Summer 2023 Finals	
	06/27/2023 Day # -8	06/25/2024 Day # -6			09/05/2023 FINALS	
	<u>2023-24</u>	<u>2024-25</u>	<u>Difference</u>	% Diff from 2023 to 2024	Summer 2023 FTE change to end of quarter	Final FTE Numbers for Summer 2023
1-Academic Transfer & Pre-College	148.05	132.94	-15.12	-10.2%	-3.60	144.46
2-Transition Programs	27.27	1.33	-25.94	-95.1%	26.67	53.94
3-Career and Technical Ed.	63.17	61.06	-2.11	-3.3%	3.46	66.63
4-BAS Programs	3.66	-	-3.66	-100.0%	-	3.66
<b>State Support Total</b>	<b>242.16</b>	<b>195.33</b>	<b>-46.83</b>	<b>-19.34%</b>	<b>26.54</b>	<b>268.69</b>
3-Running Start	6.13	50.22	44.09	719.4%	0.27	6.40
<b>State Support + Running Start Total</b>	<b>248.29</b>	<b>245.55</b>	<b>-2.74</b>	<b>-1.1%</b>	<b>26.80</b>	<b>275.09</b>

FTE: Fall 2024	Fall 2023	Fall 2024	Year to Year Diff		Fall 2023 Finals	
	06/20/2023 Day # -90	06/25/2024 Day # -90			12/19/2023 FINALS	
	<u>2023-24</u>	<u>2024-25</u>	<u>Difference</u>	% Diff from 2023 to 2024	Fall 2023 FTE change to end of quarter	Final FTE Numbers for Fall 2023
1-Academic Transfer & Pre-College	258.21	246.76	-11.45	-4.4%	284.57	542.78
2-Transition Programs	-	0.33	0.33	0.0%	123.56	123.56
3-Career and Technical Ed.	132.71	154.08	21.38	16.1%	172.56	305.27
4-BAS Programs	18.71	16.12	-2.60	-13.9%	21.18	39.89
<b>State Support Total</b>	<b>409.63</b>	<b>417.29</b>	<b>7.66</b>	<b>1.87%</b>	<b>601.86</b>	<b>1011.50</b>
3-Running Start	96.24	151.26	55.01	57.2%	271.14	367.38
<b>State Support + Running Start Total</b>	<b>505.88</b>	<b>568.55</b>	<b>62.67</b>	<b>12.4%</b>	<b>873.00</b>	<b>1378.88</b>

## Outreach and Recruitment:

*Summer Quarter is buzzing with events! Trustees are always welcome to join any of these events!*

Pacific County Pride in Raymond and Long Beach: June 22-23.

Rusty Scupper Pirate Days in Westport: June 28-30.

GHC Enrollment Days: June 25-26, July 23-24, September 9-10.

Aberdeen Founders Day: July 6.

Aberdeen Sunday Market: July 14, July 21, August 11, September 1, September 15.

Grays Harbor County Fair: July 31-August 3.

Summerfest: August 17.

Grays Harbor Pride: August 17.

Pacific County Fair: August 21-24.

Loggers Playday: September 7.

## Calendar of Events

### Bishop Center

#### Jazz Concert



The Grays Harbor Jazz Concert under the expert direction of Dr. Bill Dyer and Kari Hasbrouck, for the June Ensemble delivered a thrilling performance to an excited audience of 128 patrons. The concert featured an eclectic mix of classics, including 'Round Midnight' by Hanighen, Monk & Williams, McCartney's 'Got to Get You Into My Life,' and 'Portrait of Louis Armstrong'

from Duke Ellington's New Orleans Suite, among many other captivating pieces.

Our talented students from Grays Harbor College's music programs shone brightly, showcasing the incredible skills of both our choir and jazz ensemble groups.

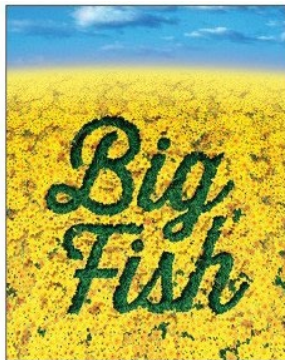
#### Gray Harbor Opera Workshop



Also, in June the Grays Harbor Opera Workshop dazzled audiences with their spring showcase, featuring delightful excerpts from Mozart's *The Marriage of Figaro* and *The Magic Flute*. Directed by the talented Ian and Joy Dorsch, who also provide private voice lessons at Grays Harbor College, this workshop brought the stories and songs of Mozart to life, highlighting both the acting skill and musical excellence of our students.

A remarkable 189 community supporters and opera lovers attended, reveling in the rich, captivating sounds of music. This event not only showcased the exceptional talent within our college but also celebrated the timeless beauty of opera, creating a memorable experience for all.

#### Final Event 23-24 Bishop Season-Big Fish



Broadway musical "Big Fish" by Andrew Lippa and John August, based on a 1988 novel by Daniel Wallace. This musical takes you on a journey through Edward Bloom's life, as he is battling cancer. This production overflows with heart, humor and spectacular stagecraft.

Show Dates: July 18-21

Tickets: [ghc.edu/bishop](http://ghc.edu/bishop)

Adults \$25, Students \$15 and Children 12 and under \$10

## VIII.9. – President's Report

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** President's Monthly Report

**Prepared by:** Carli Schiffner, PhD

**Attachments:** Accreditation Report and SBCTC Press Release

## Narrative

### EVENTS:

Town Hall Meeting, June 4

TRIO End of Year Event, June 6

NWCCU Board of Commissioners Training, June 10

End of Year Employee Celebration, June 12

Town Hall Meeting, Budget Focus, June 17

Gainful Employment Webinar, SBCTC, June 18

NWCCU Commission Meeting, June 18-20

Grays Harbor College Graduation, June 21

Open Office Hours, June 24

Greater Grays Harbor, Inc., Presentation, June 25

### MEETINGS:

WACTC Executive Team Prep, May 16

Allocation Model Review Taskforce, Meetings, June 5, June 21, and June 25

SBCTC Capital Committee Meeting, June 6

Computer Science Development Meeting, June 6

Guided Pathways Workplan Development Meeting, June 11

CNA Program Development for Pacific County (Ilwaco), June 11

Washington State Arts Commission Meeting, June 12

Pac Mountain Grant Development Meeting, June 12

Grays Harbor College Foundation, College Support Committee Meeting, June 13

Grays Harbor College Foundation, Meeting June 13

Office of Civil Rights, Meeting, June 14

EAB Navigate Software Update Meeting, June 17

Dr. Michael Meotti, Executive Director of Washington Student Achievement Council (WSAC), June 18

Pac Mountain Board Meeting, June 20

Greater Grays Harbor Board Meeting, June 20

Stafford Creek Corrections Center Staff Meeting, June 21

Office Hours, June 24

Guided Pathways Work Plan Working Session, June 25.

## STAFFING

Cathy LeCompte, current director of the Alaska Vocational Technical Center for the State of Alaska's Department of Labor and Workforce Development, will begin as the Workforce Education Dean on September 1. Ms. LeCompte is a graduate of Grays Harbor College and has over two decades of workforce development leadership experience at the collegiate level in Alaska.

Interviews are scheduled for the Associate Dean for Stafford Creek Corrections Center; and the recruitment period for the Arts, Sciences, and Extended Learning Dean position is wrapping up this week. The intention is to have positions with named hires by the end of August.

## ACCREDITATION

Please see Kristy Anderson's report on accreditation (attached).

At the end of June, I attended my first Board of Commissioners Meeting for the Northwest Commission on Colleges and Universities (NWCCU) as a newly minted commissioner. My term is for three years—with requirements of in-person bi-annual meetings as well as the annual conference (usually held in Seattle). I am delighted to be a part of this commission and am looking forward to my own professional development and what I can bring back to better serve Grays Harbor College.

## EXTERNAL FUNDING

Building upon the success of the past year's Tribal Stewards pilot program that was offered to Grays Harbor College through a Perkins Special Project grant, the college was one of 6 community colleges in Washington State to be named as a key partner in a federal grant through the National Oceanic and Atmospheric Administration (NOAA). This grant will provide community colleges and regional tribal partners the opportunity to collaborate on developing college going pathways as well as indigenizing the curriculum of college programs especially with Natural Resources.

## WACTC UPDATE

College presidents met in late May for their regular monthly business meeting, corrections education meeting, all academic luncheon, and the allocation model review. The business meeting discussed: the state of financial aid (FAFSA Simplification and related delays in dispersing aid); Title 9 changes; NWAC waivers; the system process of identifying a third-party student success software option; and the finalization of the slate of priorities for the next Legislative Session.

The corrections education meeting focused on the continued discussion about implementing Pell approved academic programs; welcoming Olympic College as a new corrections partner taking over for Tacoma Community College in the women's facilities; and the challenges in providing secure internet in corrections centers despite funding from the Legislature.

The Allocation Model Review Taskforce is preparing for draft recommendations and the formal taskforce presentation at the July WACTC Retreat. The draft recommendations will be presented to the State Board at their retreat in August. Feedback from both retreats will be considered and a modified draft will be sent for system-wide consideration—with the intention of having a formal vote by WACTC in December/January.

## GOVERNMENT TO GOVERNMENT SUMMIT

On June 18, the State Board for Community and Technical Colleges and the Evergreen State College hosted a government to government summit at the College's House of Welcome in Olympia. Grays Harbor College Tribal Navigator, Cherie Edwards, presented on: Centering Tribal Student Success. Also, in attendance from Grays Harbor College were Heidi Wood and Janet Parker. The goal of the summit is "to build meaningful relationships in higher education with Washington Tribes. The vision of these summits is to advance local Indigenous knowledge(s) and improve access and pathways to post-secondary education, and career and technical training in ways that serve our Indigenous communities." Grays Harbor College was well represented at this event.

## ATHLETICS

Interim Athletic Director, Jody Pope, attended the **NCAA Women Coaches Academy**-- a multi-day growth & development program available to collegiate women coaches in all sports, collegiate levels, and years' experience. WCA is designed for women coaches who are ready to elevate their holistic coaching effectiveness by learning advanced leadership skills and strategies that directly affect their personal and team success. Participants focus on non-sport specific concepts in an environment that fosters inclusion across the sports community.

Men's Wrestling and Men's Golf have been suspended for the AY 2024-25. Coach searches continue for Women's Basketball and Women's Wrestling.

## Action Requested:

This is informational, no action requested at this time.

Follow-Up

None





News Release  
**Washington State Board for  
Community and Technical Colleges**  
1300 Quince Street | P.O. Box 42495  
Olympia, WA 98504-2495  
360-704-4400

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FOR IMMEDIATE RELEASE — June 11, 2024

Corrected June 12, 2024

Contact: Laura McDowell, SBCTC communications director, 360-704-4310,

[lmcdowell@sbctc.edu](mailto:lmcdowell@sbctc.edu)

[Find this release on the SBCTC website.](#)

Note: This is a corrected version of a release that was sent Tuesday, June 11. The original version misspelled "Nor Rel Muk Wintu Nation and Hupa" and contained an error in the quote by Maya Esquivido. My apologies to Maya Esquivido and the media -- Laura McDowell, SBCTC communications director.

## **WA community and technical college system wins \$9.3 million federal grant to build a climate-ready workforce**

OLYMPIA, Wash. -- The [Washington State Board for Community and Technical Colleges \(SBCTC\)](#) will receive a \$9.3 million grant from the National Oceanic and Atmospheric Administration (NOAA) to develop a climate-ready workforce. NOAA announced the grant today at a news conference focused on the [Climate-Ready Workforce for Coastal States, Tribes and Territories initiative](#).

The NOAA grants aim to help Americans secure well-paying jobs to advance climate resilience in local communities, focusing on economically disadvantaged communities, people of color, and Indigenous people. Over the next four years, SBCTC will use the funds to support the “Tribal Stewards Program,” an initiative to cultivate a new generation of Tribal leaders and non-Tribal

environmental co-stewards skilled in natural resources management.

“Indigenous communities have a deep historical knowledge of sustainable environmental practices,” said **Paul Francis**, SBCTC executive director. “We aim to integrate this knowledge into community and technical college workforce programs to enhance climate resilience in Tribal communities and other communities throughout Washington.”

**Glenda Breiler**, SBCTC director of tribal government affairs and a member of the Colville Confederated Tribes, highlighted the vulnerability of Tribal communities to climate change due to their close ties to the natural environment. “As the First Peoples of this land, Washington Tribes have been leading the front lines of environmental protection and managing their lands since time immemorial” she said. “Tribal communities are the best protectors of natural resources as our culture, health, and livelihoods are tied to the natural environment.”

The Tribal Stewards Program will involve training faculty to better serve Tribal students, integrating Tribal natural-resource knowledge into college workforce programs, and recruiting and supporting more Tribal students. The programs will be available both on campuses and Tribal lands, creating opportunities for Tribal students to enter natural resource careers and serve Tribal communities.

Six community colleges will partner with five Tribes to advance the project:

- [Peninsula College](#) with the [Makah Tribe](#).
- [Grays Harbor College](#) with the [Quinault Indian Nation](#).
- [Green River College](#) with the [Muckleshoot Indian Tribe](#).
- [South Puget Sound Community College](#) with the [Squaxin Island Tribe](#).
- [Spokane Community College](#) and [Wenatchee Valley College](#) with the [Colville Confederated Tribes](#).

Additional collaborating organizations include employers, [The Evergreen State College](#), the NOAA-affiliated [University of Washington Climate Impacts Group](#), and the [Office of the Washington State Climatologist](#).

**Maya Esquivido**, a member of the Nor Rel Muk Wintu Nation and Hupa, co-created the Tribal Stewards Program and is the faculty training facilitator. She said the program supports the success of Tribal students in college and the workforce. “Our goal is to support pathways and reduce disparities in the natural sciences for Tribal students in the community and technical college system,” she said. “It’s crucial that our institutions acknowledge and incorporate local Traditional Knowledges into course curricula.”

Graduates from the workforce programs, Tribal and non-Tribal students alike, will learn skills to contribute to collaborative efforts involving scientific advancements and climate resilience. Equipped with these skills, graduates will be prepared to secure well-paying jobs in natural resource management fields, create equitable community-based solutions, and help address the impacts of climate change. Students will also learn how to collaborate for effective co-stewardship of the environment.

**Irene Shaver**, SBCTC climate solutions program manager, said the Tribal Stewards Program will teach students six key skills: climate adaptation, climate justice, integrating traditional ecological knowledge, Tribal natural resource policy and governance, leadership and communication skills, and environmental co-stewardship. “The Tribal Stewards program will immerse students in place-based learning and create career pathways with Tribal and non-Tribal employers,” she said.

All graduates will receive support in applying for available positions with partnering Tribal and non-tribal employers who have committed to hiring qualified graduates. The colleges and Tribes will also share their model partnerships and curriculum with all 34 community and technical colleges in Washington.

The SBCTC grant was one of nine projects funded by NOAA in a highly competitive application process. Other projects will be based in Alaska, California, Massachusetts, American Samoa, Hawaii, Louisiana, Ohio, Puerto Rico, and Texas.

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## Links within this release

- State Board for Community and Technical Colleges: [sbctc.edu](https://sbctc.edu)
- Climate-Ready Workforce for Coastal States, Tribes and Territories Initiative: <https://www.noaa.gov/news-release/biden-harris-administration-invests-60-million-to-build-climate-ready-workforce#:~:text=Today%2C%20the%20Department%20of%20Commerce,under%20the%20Inflation%20Reduction%20Act.>
- Peninsula College: <https://pencol.edu/>
- Makah Tribe: <https://makah.com/>
- Grays Harbor College: <https://www.ghc.edu/>
- Quinault Indian Nation: <https://quinaultindiannation.com/>
- Green River College: <https://www.greenriver.edu/>
- Muckleshoot Indian Tribe: <https://www.muckleshoot.nsn.us/>
- South Puget Sound Community College: <https://spscc.edu/>
- Squaxin Island Tribe: <https://squaxinland.org/>
- Spokane Community College: <https://scc.spokane.edu/>
- Wenatchee Valley College: <https://www.wvc.edu/>
- Colville Confederated Tribes: <https://www.colvilletribes.com/>
- The Evergreen State College: <https://www.evergreen.edu/>
- University of Washington Climate Impacts Group: <https://cig.uw.edu/about/#:~:text=The%20Climate%20Impacts%20Group%20is,as%20communications%20and%20administrative%20professionals.>
- Office of the Washington State Climatologist: <https://climate.washington.edu/dr-guillaume-mauger-named-washington-state-climatologist/>



**About the Washington State Board for Community and Technical Colleges**

The Washington State Board for Community and Technical Colleges is led by a governor-appointed board and provides leadership, advocacy, and coordination for Washington's system of 34 public community and technical colleges. Each year, about 273,000 students train for the workforce, prepare to transfer to a university, gain basic math and English skills, or pursue continuing education.

## VIII.9.a. – Accreditation Report

GHC Board of Trustees Meeting

July 9, 2024

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# Written Report

## Item Information:

**Topic:** Institutional Accreditation

**Prepared by:** Kristy Anderson

**Attachments:** None

## Narrative

GHC's is awaiting official word from the Northwest Commission on the status of our Ad-Hoc and Financial Resource Review reports. The Commission met June 18<sup>th</sup>-21<sup>st</sup> and GHC should be notified of the results in the next 30 days.

As we wait to hear from the Commission, the Accreditation Steering Committee is working on the Annual Report, due August 1<sup>st</sup> and making plans to begin work on the ***Year-Six Policies, Regulations, and Financial Review (PRFR)*** report which is due September 1, 2025.

This report addresses the following:

- **Mission Fulfillment** – The institution provides a one-page executive summary, which describes the institution's framework for its ongoing accreditation efforts. This might include evidence of institutional effectiveness, Core Themes, or other appropriate mechanisms for measuring fulfillment of its mission.
- **Eligibility Requirements** – The institution provides an attestation that it remains compliant with NWCCU's Eligibility Requirements. Citations and reports in support of specific Eligibility Requirements may be included in the Year Six and Year Seven reports as appropriate.
- **Standard Two** – The institution addresses each component of Standard Two in a concise and informative manner through narrative and appropriate hyperlinks to policies, website and Catalog pages, and other procedural materials.

The Accreditation Steering Committee is currently reviewing examples of other college's year-six reports to gain insights into our own engagement with Standard 2 and the Eligibility Requirements.

Also, as noted at the June Board Meeting, Dr. Schiffner has been elected to the Northwest Commission's Board of Commissioners representing the community college sector in the northwest region. Dr. Schiffner attended training for this new role during the week of June 17th and has already brought several insights from that training to GHC's Accreditation Steering Committee!

## Action Requested:

This is informational, no action requested at this time.

Follow-Up

None

## VIII.9.b. – tulalW Student Center Report

GHC Board of Trustees Meeting  
July 9, 2024

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# Written Report

## Item Information:

**Topic:** tulalW Student Center Construction Report

**Prepared by:** Floyd Plemmons

**Attachments:** tulalW Student Center Construction Contract Review

## Narrative

Major Construction is complete on the tulalW Student Center (formerly known as the SSIB) and is fully occupied by staff and students.

## Work Remaining

- Completion of all punchlist work is finishing up.
- Freight elevator should be functional and certified in early July.
- Commissioning of mechanical and electrical systems is still in progress.

## Construction Budget

Attached is a current construction budget report for review.

## Summary & Next Steps

Forma to work towards completing all close out items.

## Action Requested:

This is informational, no action requested at this time.

## Follow-Up

None



# GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

## JULY 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
38 APPROVED CHANGE (Including the \$407K Forma Delay Claim)	\$ 1,614,718.35
REVISED CONTRACT AMOUNT ( INCLUDING WSST)	<u>\$ 45,388,575.35</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 45,388,575.35
28 PAY APPLICATIONS - 99%	<u>\$ (45,131,183.68)</u>
BALANCE DUE (1%)	\$ 257,391.67

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

Design Errors/Omissions	\$ 290,823.64	18%
Agency - (Owner Requested Change)	\$ 365,161.66	23%
Latent Condition -(Unforeseen Conditions)	\$ 323,963.24	20%
Code Requirements	\$ 72,758.54	5%
Value Engineering ( Cost saving ideas)	\$ (155,689.24)	-10%
Delay ( Including the \$407K Forma Delay Claim)	\$ 717,700.59	44%
	<u>\$ 1,614,718.43</u>	