

Grays Harbor College Board of Trustees Regular Meeting

July 9, 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: Ashley Bowie Gallegos, Ariel Finfrock, Camryn Scheuber, Cherie Edwards, Cheyenna Carroll, Chris Macht, Colleen Meyers, Derek Edens, Dr. Carli Schiffner, Floyd Plemmons, Gary Arthurs, Heidi Wood, Holly Duffy, Janet Parker, Jared Stratton, Johnny Alavéz, Julie Randall, Kristy Anderson, Kwabena Boakye, Laurie Franklin, Lisa Smith, Lizbeth Sanchez, Matt Edwards, Sarah Dalrymple, Shannon Bell, Sydney Yager

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:02 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 asked for an amendment of the agenda to add "Board Retreat" as a topic under the Board Report. Chair Dr. Paula Akerlund called for an adoption of the agenda with the amendment, motion was made by Dr. Harry Carthum to approve the agenda with the amendment, Jim Sayce seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Shannon Bell, Dr. Paula Akerlund, Dr. Harry Carthum, Jim Sayce, Astrid Aveledo and Aliza Esty shared stories and celebrated Dr. Carli's Schiffner's first year as President at Grays Harbor College.

VII. Action Items & Standing Reports

Action

1. Approval of June 11, 2024 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the June 11, 2024 minutes as submitted. Motion was made by Dr. Harry Carthum to approve the minutes, Aliza Esty seconded the motion. Motion carried.

2. First Reading Operational Policy 656 Remote Work and Flexible Work Hours

Discussion and questions on Operational Policy 656 were addressed. Additional discussions on employees and remote work standards. Operational Policy 656 Remote Work and Flexible Work Hours will have a second reading at the next board of trustees meeting.

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

Discussion and questions on Board Policy 103 were addressed. A request was made to have a study session or training on ethics in a rural community. Chair Dr. Paula Akerlund entertained a motion to adopt Board Policy 103 Ethical Standards and Conflicts of Interest. Motion made by Jim Sayce to adopt Board Policy 103, seconded by Dr. Harry Carthum to adopt Board Policy 103. Motion carried.

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

Discussion and questions on Operational Policy 627 were addressed. Discussion on providing future trainings to staff on ethics. Chair Dr. Paula Akerlund entertained a motion to adopt Operational Policy 627 Code of Ethics All Employees. Motion made by Jim Sayce to adopt Operational Policy 627, seconded by Aliza Esty. Motion carried.

5. Approval of FY2024-2025 Student Life Department Budget

The board discussed the Student Life Department budget. After extensive discussions, the board requested that Student Life resubmit the budget with updates and revisions. The FY2024-2025 Student Life Department budget will be reviewed at the August 13 board meeting.

Standing Reports

1. Student Government (Sarah Dalrymple)

Student government has been very busy with completing the FY2024-2025 student life department budget. In exciting news, Isaac Humiston welcomed a baby boy late last night. Congratulations to Isaac and his family!

Classified Staff Report (Jared Stratton)

The classified staff report included congratulating Jackie Blumberg for receiving the classified employee of the year award. Crystal Woods received the classified quarterly staff award for spring quarter. Looking for new memberships for the Staff Development and Training Committee group, please contact Matt Holder if you are interested. Planning for classified break-away day will be July 25.

2. Represented Exempt Staff Report (Chris Macht)

The Exempt Staff report included congratulating Chris Macht for receiving the Exempt Employee of the Year award. The report also expressed gratitude to Dr. Carli Schiffner for her continued work with the union, reviewing the MOU, and recognizing years of service.

3. Faculty report (Tom Kuester)

No report.

4. Administrative Services Report (Kwabena Boakye)

Administrative Services reviewed and discussed the recent budget managers meeting. The request for qualifications (RFQ) for the Bishop Trust Investment is ongoing and hope to have a review for the board at the August meeting. The exit audit interview took place on July 3 will provide the report to the board.

5. Human Resources Report (Colleen Meyers)

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

- Cathy LeCompte, Dean of Workforce Education
- Camryn Scheuber, Athletics Support Specialist
- Daniel Nogales, Chemistry Faculty
- Sofia Martinez, ELA/Bridge Faculty
- Angela Drake, Fiscal Technician 3

Ongoing open searches include:

- Curriculum Affairs Manager
- Dean of Arts, Sciences and Extended Learning
- 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

6. Instruction Report (Dr. Carli Schiffner and Heidi Wood)

The Instruction report included reviewing and watching summer and fall enrollment closely. Recently discovered fraudulent applications for summer quarter. Will be hosting a listening session in Ilwaco for a CNA program on August 12. Additional updates included receiving additional funding for the new arrivals grant and I-BEST expansion. Continuing to offer conversational English classes.

7. Student Services Report (Laurie Franklin)

The Student Services report included updates on the new FAFSA application, if students' applications need corrections the corrections to applications will not be processed until the middle of August. Continue to monitor fraudulent applications for fall quarter. Received positive feedback on the identity stoles at graduation, tribal member blankets, and affiliation cords. The Big Fish production will be July 18-21 at the Bishop for Performing Arts Center.

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

The President's report included updates on employees who attended the June 18, government to government summit at Evergreen State College's House of Welcome in Olympia. Grays Harbor College Tribal Navigator, Cherie Edwards, presented on: Centering Tribal Student Success. Cherie Edwards, Heidi Wood and Janet Parker attended and shared their experiences. 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.

Accreditation (Kristy Anderson)

The Northwest Commission on Colleges and Universities' (NWCCU) Board of Commissioners approved the request from Grays Harbor College to add a Prison Education Program (PEP), on June 18, 2024. Stafford Creek Correctional Center (SCCC) is approved for offering an Associate of Applied Science (AAS) - Business Management (90 Quarter Credits) to be delivered via face-to-face modality.

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. Final punch-list is being completed.

9. Board Report

a. Board Retreat (Dr. Paula Akerlund)

Discussion on board topics please send board topics to Dr. Paula Akerlund.

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

The Foundation report, the Foundation is meeting this upcoming Thursday in person will update the board on the meeting in August. The Foundation will be reviewing Dr. Carli Schiffner's strategic requests.

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

Finalizing tribal art contracts.

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

Dr. Harry Carthum shared the building turned out great. The board has parking spaces and the ADA spots are very close to the building. Astrid Aveledo would like a comprehensive visual chart of all the various budgets at the college, along with it the funding sources for each of the budgets. Jim Sayce shared the Tokeland marina built a clubhouse that's hoping to act as a café. The clubhouse has enough equipment to offer additional training for culinary arts or hospitality classes. Dr. Carli Schiffner shared Representative Derek Kilmer will be on campus this Friday to discuss Lake Swano Dam.

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

No non-public session.

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. Harry Carthum shared there are concerts every other week on Broadway. Also, would like to hear from new employees about their roles three months after starting. Sydni Yager echoed everyone's comments about Carli and her one-year anniversary. Jim Sayce shared about a recent finished construction project with the help from a FEMA grant. Repaired an agricultural dike that continued to flood businesses, parks and homes. Aliza Esty shared that July her calendar is empty. Lisa Smith shared her excitement for the Lake Swano Dam tour.

XIV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 12:56 p.m. The Board of Trustees will hold its next meeting on August 13, 2024 at the Grays Harbor College in Aberdeen and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair