



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

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## **Grays Harbor College Board of Trustees Regular Meeting**

**November 12, 2024**

**Board Meeting: 10:00 a.m.**

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

**Members Absent: Aliza Esty**

**Others Present: Ja'Shonae Cooks, Dr. Carli Schiffner, Derek Edens, Kwabena Boakye, Penny James, Lisa Smith, Kristy Anderson, Colleen Meyers, Laurie Franklin, Heidi Wood, Julie Randall, CJ Brendt, Jared Stratton, Isaac Humiston, Sydney Yeager.**

**Zoom Attendees: Ariel Finrock, Ashley Bowie Gallegos, Berta Gibby, Cathy LeCompte, Cheyenna Carroll, Crystal Bagby, Holly Duffy, Jeb Thornton, Jeremy Winn, Jonni Dawson, Justin Kjolseth, Jason Lee, PJ Moore, Timothy Ringkamp.**

A study session was provided at 9:00am regarding financial aid resources by interim Vice President for Student Services, Laurie Franklin, and Executive Director of the GHC Foundation, Lisa Smith. Students also joined to share their experiences with funding and college affordability.

### **I. Call to Order/Roll Call**

Chair Dr. Paula Akerlund called the meeting to order at 10:11 a.m. Roll call taken by Ja'Shonae Cooks.

### **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 adoption of the agenda. Motion was made by Dr. Harry Carthum to approve the agenda, Jim Sayce seconded the motion. Motion carried.

### **V. Public Comments**

No public comments.

### **VI. Celebration**

Dr. Carli Schiffner thanked Colleen Meyers for her time serving as the Interim Associate Vice President of Human Resources.

## **VII. Action Items & Standing Reports**

### **Action**

1. Approval of October 8, 2024 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the October 8, 2024 minutes as corrected. Jim Sayce moved to approve the minutes, and Astrid Aveledo seconded the motion. The motion carried.
  
2. Review and Adoption of Policies from College Council
  - a. Operational Policy 312—Accreditation of Instructional Programs and Services
    - i. Chair Dr. Paula Akerlund called for a motion to approve Operational Policy 312 as submitted. Jim Sayce moved to approve, and Dr. Harry Carthum seconded the motion. The motion carried.
  
3. Bishop Scholarship Trust
  - a. Chair Dr. Paula Akerlund called for a motion to approve the RFP Evaluation Committee for the Bishop Scholarship Trust. Chair Akerlund appointed Dr. Harry Carthum to chair the RFP Evaluation Committee. Jim Sayce moved to approve the RFP Evaluation Committee as presented. Dr. Harry Carthum seconded the motion. The motion carried.

### **Standing Reports**

1. **Student Government** (Isaac Humiston)

Student Government currently has six senators, with two additional members expected to join soon. Preparations are underway for the upcoming holiday turkey basket distribution. The campus food pantry served 584 clients in October, highlighting its vital role in supporting students. Additionally, Student Government has received student concerns about pricing at Charlie’s Café. A discussion on affordability and access ensued.

2. **Classified Staff Report** (Jared Stratton)

Jared provided an update that the WPEA is working to engage with the Office of Financial Management (OFM) to resume bargaining discussions. However, there has been pushback from OFM regarding proposed dates. Jared’s team remains prepared to return to the table and work toward reaching an agreement. No additional updates were shared.

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

No report.

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

No report.

**5. Administrative Services Report (Kwabena Boakye)**

*TIAA Bishop Scholarship Investment Review:*

Jason Lee, Portfolio Manager at TIAA, presented an overview of the Bishop Scholarship Investment as of June 30, 2024. TIAA has managed the portfolio since 2015, and this marked their first presentation to the Board. Key highlights include an average annual portfolio return of 6.29%, with a net annual return of 5.82% after expenses.

*FY2024-25 Budget Status:*

Vice President for Administrative Services, Kwabena Boakye, presented the FY2025 First Quarterly Budget Report, covering the period from July 1, 2024, to September 30, 2024. Faculty salaries will be more prominently reflected in the second quarter. The current budget process includes quarterly reviews of enrollment FTE targets, revenue estimates, and expenditure estimates for course corrections. At the end of the first quarter, the college is on track to meet the FY2025 budget targets established by the Board in June 2024. First-quarter FTE is 99.7% of the set target of 902, while Running Start FTE is exceeding expectations. Actual Running Start FTE to date (summer and fall) is 101.12 FTE (27.5%) above the target. As a result, the budget estimates are maintained without revision, pending actual FTE data for Winter and Spring quarters. Dr. Schiffner provided a brief update on the OFM budget reduction projections. There was also discussion on potential future legislative impacts on the budget, particularly regarding Running Start. Kwabena thanked his team for their continuous hard work. A Budget Managers Meeting was held on October 8, and Budget Request Template will be sent to budget managers in November, with submissions due by December 31, as part of the annual budget development process.

*Auxiliary Services Update:*

Laurie Franklin, Interim Vice President of Student Services and Sydni Yager, Dean of Financial Services/Controller, presented an update on the Bishop Center. A discussion ensued about fundraising, mini grants, and the budgets that go to support the performing arts center.

Zach Queen, Interim Bookstore Manager provided an update on the bookstore. The sales system has been converted and a new website is in development. Faculty collaboration is ongoing to collect course information for textbooks. Efforts are also underway to return deadstock items and recover funds. Additionally, the bookstore is partnering with athletics and other departments to offer apparel and gifts. Collaboration with workforce funding is underway, with the goal of enhancing food access for students.

Kwabena Boakye provided a food services update. Dr. Schiffner noted that the college is addressing wayfinding for both instructional purposes and vendor use of the space in tulaW.

**6. Human Resources Report (Colleen Meyers)**

Human Resources provided an update on new hires and open searches. Colleen recognized all new hires by name and title, as well as those who experienced changes in employment status. She also reviewed the current active searches and their respective statuses. Colleen was thanked again for her service as Interim Associate Vice President of Human Resources.

**7. Instruction Report (Julie Randall)**

The Instruction Division is making progress on the development of the Computer Science program. A recent \$30,000 grant will support curriculum development, training, marketing, and resources for the program.

In the History program, a Latin American History course was reintroduced this quarter after several years and nearly filled to capacity, with only two seats remaining. Moving forward, Latin American History will be offered every other year, alternating with African American History. Before the end of the quarter, the Diversity Advisory Committee will begin the process of establishing the first "D" (Diversity) designated classes.

The Art Department received \$500 from the Foundation to support students in completing their coursework. Additionally, Art Professor, Nathan Barnes, and the Library staff hosted an art gala last Friday. The annual GHC Small Schools Band Festival will take place on campus next week.

The Tutoring Center has served 86 students this term so far, compared to 96 students in total last spring, marking a significant increase. She thanked the tutors for their efforts. The center is also planning to host a Student Success Conference in November. A discussion ensued about the tutoring hours and services.

The Nursing Program recently applied for national endorsement of the college's simulation lab. Nursing Professor, Monica Todd, prepared the application, and thanks were extended for her efforts. A discussion ensued about the potential addition of a BSN program.

Nina Urioste, the new Culinary Arts Professor, started last month and has hit the ground running. She and Candi Bachtell are actively developing the curriculum, while Dean Cathy LeCompte is working on building local partnerships. Continuing Education classes have been well-received, with 52 students attending as of late October. The numbers have increased since then, as two additional classes have been completed.

The Transitions Program was awarded an additional \$10,071 through the Digital Equity Grant from the State Board. The funds will be used to purchase additional laptops for students to check out.

Julie highlighted the Advisory Committee Fall Dinner, which hosted over 60 members from various technical backgrounds in the community. The event was catered by Candi Bachtell and Stacey Bonnell from Charlie's Café.

**8. Student Services Report (Laurie Franklin)**

Registration for Winter Quarter 2025 is now open to all students. There was a “TRiO 1<sup>st</sup> Gen” event on November 8<sup>th</sup> that celebrated all students and employees who identify as the first in their family to graduate with a college degree. Student Life has taken over concessions for the Bishop Center shows, with all proceeds going to support the food pantry. Financial Aid is hosting 28 educational outreach events, in anticipation of the FAFSA being available for submission on December 1<sup>st</sup>. The Student Resource Fair was highlighted, and Laurie expressed gratitude to the organizers for their efforts. Basketball season is underway, with game dates listed in the written report. Laurie also spotlighted upcoming Bishop Center events, which are also detailed in the written report.

**9. President’s Report (Dr. Carli Schiffner)**

Accreditation Report – Work continues on drafting the report for the upcoming accreditation due dates.

Thanks were extended to trustees, Campus Operations, and other campus personnel involved in hosting the State Board meeting last week. Personnel updates included the introduction and welcome of Erin Tofte as the Associate Vice President of Human Resources and Ja’Shonae Cooks as the Executive Assistant to the President and Special Projects.

OFM updates – The college is awaiting guidance from OFM on the timeline for returning funds due to their error. It has been confirmed that the next two fiscal years will also see a budget reduction on the college’s base allocation, and the Cabinet is actively planning for this adjustment. The OFM Executive Director issued a memo to state agencies with a callout to higher education, requesting budget reduction exercises to commence.

Additionally, the Executive Director of the State Board for Community and Technical Colleges has stepped down, and a permanent interim director will be appointed soon.

**b. SSIB (Floyd Plemmons)**

Floyd Plemmons presented on the status of the building project. He is tracking warranty issues and anticipates it being ongoing through February 28, 2025. The state art installation on the building’s exterior is currently in production and is expected to be completed within the next few months. Solar panel work is scheduled for March, with paperwork currently in process. A discussion ensued regarding if there have been any major problems with the building.

**10. Board Report**

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

Astrid Aveledo asked Lisa Smith to provide the update and to assist with Foundation updates moving forward. The Foundation is currently running an employee giving campaign, with participants receiving a keychain or earrings as a thank-you. Donations from this campaign will support either the food pantry or the all-campus fund. A second campaign, the annual campaign, will launch in late November or early December. The college was recently named a

grant recipient by Puget Sound Energy. Additionally, a new scholarship endowment in honor of Butch Jobst has been announced. The Foundation also covered the funding needed for welding program equipment with an existing fund. A discussion ensued regarding how donations are distributed and utilized.

b. Board Art Committee Update (Astrid Aveledo)

Major art pieces are nearly complete. The committee is working to spend the remaining funds, which may be used to acquire smaller, pre-made pieces, create placards, or host a community event to celebrate the new art. Further updates will be provided as plans develop.

c. Items of Interest (Dr. Paula Akerlund)

Several items of interest were discussed:

- Usage and distribution of funds from the Board account.
- Board support for the Foundation event planned for September 2025.
- Statistics related to Hallo-Weekend events and sexual assault rates on college campuses nationwide.

The meeting recessed at 12:21 p.m. and reconvened in executive session at 12:30 p.m.

**XI. Executive Session**

The Board entered a closed executive session at 12:30 p.m. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation. The session was scheduled to last approximately 30 minutes. The Board returned to the open meeting at 1:18 p.m.

**XII. Action Items as a Result of the Executive Session**

No action items resulted from the executive session.

**XIII. Good of the Order**

Chair Dr. Paula Akerlund asked if there were any items for the good of the order. Dr. Schiffner highlighted her presentation with Dr. Paula Akerlund at the national ACCT conference in October. Dr. Paula Akerlund recognized the success of the gala held at the library.

**XIV. Adjournment/next meeting**

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:25 p.m. The Board of Trustees will hold its next meeting on December 3, 2024 at the Grays Harbor College in Aberdeen and via Zoom.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair