

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 24th. 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.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair