

Board of Trustees Regular Meeting

September 19, 2023 at noon study session presentation followed by Regular Business Meeting at 1:00 PM.



Hybrid Meeting: Manspeaker Building Room 2255 (Aberdeen Campus)

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

Join by Phone: 253-205-0468

September 19, 2023 - Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, September 19, 2023, at 1:00 pm. Dr. Paula Akerlund, Board Chair, will preside.

A study session will take place at noon College Priority #5 Strengthen Enrollment, Partnerships and Pathways to Student Achievement.

	Topic	Presenter
I.	Call to Order/Roll Call	
II.	Pledge of Allegiance	
III.	Land Acknowledgment 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.	Agenda Adoption	
V.	Public Comments Please limit comments to three minutes.	
VI.	Celebration <ol style="list-style-type: none">1. Bill Dyer2. IT Cutover3. Campus Operations	
VII.	Action Items <ol style="list-style-type: none">1. Approval of August 22, 2023 Minutes2. Approval of Board Goals for 2023-2024 (separate attachment)	
VIII.	Standing Reports <ol style="list-style-type: none">1. Student Government (no report)2. Classified Staff Report (verbal report out will be provided)3. Represented Exempt Staff Report (no report)4. Faculty Report (no report)5. Administrative Services Report6. Human Resources Report	No Report Cara Beth Stevenson Deanna Shedley Tom Kuester Kwabena Boakye Darin Jones

	<ul style="list-style-type: none"> 7. Instruction Report (verbal report out will be provided) 8. Student Services Report <ul style="list-style-type: none"> a. Enrollment 9. President’s Report <ul style="list-style-type: none"> a. Student Services & Instructional Building Update 10. Board Report <ul style="list-style-type: none"> a. Offsite Board Locations b. Building Name c. Trustees’ Fund d. Foundation Meeting Report e. Board Art Committee Update f. Items of Interest 	<p>Dr. Carli Schiffner Dr. Cal Erwin-Svoboda</p> <p>Dr. Carli Schiffner Floyd Plemmons</p> <p>Dr. Paula Akerlund Dr. Paula Akerlund Dr. Paula Akerlund Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo</p>
IX.	<p>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.</p>	
X.	Action Items as a Result of the Executive Session	
XI.	Good of the Order	
XII.	Adjournment	

Updated 9/11/2023 SB

Grays Harbor College Board of Trustees Regular Meeting

August 22, 2023

Board Meeting 1:00 p.m.

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

Members Absent: Astrid Aveledo, Aliza Esty

Others Present: Caitlin Dulin, Cal Erwin-Svoboda, Carli Schiffner, Darin Jones, Derek Edens, Elisa Harvey, Floyd Plemmons, Justin Kjolseth, Karen Carriker, Keith Penner, Lindsey Phernetton, Lisa Smith, Lizbeth Sánchez, Nicole LaCroix, Paige Mellon-Jackson, Paige Pierog, Paulette Lopez, Penny James, Shannon Bell, Shelly Hoffman, Sydni Yager

I. Call to Order/Roll Call

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

II. Pledge of Allegiance

Jim Sayce 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, a 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

Chair Dr. Paula Akerlund and Dr. Carli Schiffner celebrated the following staff Paige Mellon-Jackson for the success of the Prom musical. Elisa Harvey for receiving the Region A Exemplary Staff award for 2022-2023. Caitlin Dulin for receiving a 2023-2024 Washington Public Employees Association Scholarship.

VII. Action Items & Standing Reports

Action

1. Approval of July 18, 2023 Minutes

Chair Dr. Paula Akerlund entertained a motion to approve the July 18, 2023 minutes as submitted motion moved by Dr. Harry Carthum and Jim Sayce seconded the motion. Motion carried.

Standing Reports

1. Student Government (no report)

No report.

2. Classified Staff Report (Karen Carriker)

Classified staff update on July 26 the Staff Development and Training committee hosted a break-away day, twenty-three employees attended. Staff visited the museum of glass and the Washington State history museum. Dr. Carli Schiffner gifted the group a coffee card to all thank you Dr. Carli Schiffner. Eight classified staff attended the annual Staff Training for Technical and Community Colleges (STACC) conference on August 9 and 10 at Green River College. Elisa Harvey received the STACC Region A Exemplary Award for a classified staff member. On August 16 the Staff Development and Training committee held an all-day planning retreat day to schedule and brainstorm training and fund-raising activities for this year. SDCT is hosting a BBQ on Monday, September 11 for all staff for Fall kick-off week. All staff are invited to participate.

3. Represented Exempt Staff Report (Deanna Shedley)

No report.

4. Faculty report (Tom Kuester)

No report.

5. Administrative Services Report (Sydni Yager)

Administrative Services update on the State Auditor's Office has completed the financial audit the report will be released on August 31, 2023. End of year processes have been completed and ctLink closed all FY 2023 transactions on August 15, 2023. Annual 4th quarter budget report will be available in Fall 2023. Operating budget received additional funding:

- I-BEST received an additional \$117,188.

6. Human Resources Report (Darin Jones)

Human Resources update on and introductions of new employees:

- Ariel Finfrock Career and Technical Education & K-12 Support Specialist
- Dr. Paulette Lopez Interim Dean of Workforce Education
- Destini Kirkwood Human Services Faculty
- Billie Reese Office Assistant 3 Stafford Creek Correctional Center

Other updates include successful implementation of the payroll changes for the new fiscal year. Supervisor trainings provide monthly one-hour training sessions for thirty-eight supervisors at Grays Harbor College. Recent topics included: Change Management., Collective Bargaining Agreement Updates, Psychological Safety, Performance Management and Evaluation, Supervising in a Hybrid Environment. The Supervisor Training series strategic plan will include an annual outline of topics and presenters, and a targeted approach to collecting and reviewing information, which will provide quantifiable data about impact and need. Finalizing budget allocations for work-study positions. Grays Harbor College has received \$60,613 in Federal allocations for work-study positions waiting on receiving State allocation funding before finalizing allocations for the year.

7. Instruction Report (Nicole Lacroix)

Instruction update on new hires. Paulette Lopez will be serving as the Interim Dean for Workforce Education during the 2023-2024 academic year. Paulette brings a wealth of knowledge and experience leading Career and Technical Education programs. Most recently, she served as a Dean of Instruction, Workforce Programs and BAS Pathways at Highline College. Destiny Kirkwood will be starting the tenure track process at the beginning of September as Faculty for Human Services. Destiny brings an impressive list of awards and acknowledgements directly related to human services curriculum. In October tenure faculty will be introduced to the board. Every year Grays Harbor College submits the Workforce Education Investment Act (WEIA) report to the State Board for Community and Technical Colleges. The reports includes reporting on Guided Pathways, Nurse Educator Salaries, High Demand Salaries, Senate Bill 5194, Senate Bill 5227 and Nursing Simulation Lab Equipment funding. Nicole Lacroix thanked Kristy Anderson and Cal Erwin-Svoboda for collaborating with her on the report. Discussion on ESL classes.

8. Student Services Report (Dr. Cal Erwin-Svoboda)

Enrollment update for fall quarter currently up 10.4 percent from last year. Summer quarter ended on August 10 enrollment is up 9.9 percent from last year. TRiO program finished the six-week summer course. Cal thanked the TRiO team for all the hard work. Continuing to offer the Take a Class on Us program through fall quarter. Conducted a fall calling campaign on July 27 successfully called over 600 students who were registered for Spring 2023 but have not

registered for Fall 2023 quarter. Formalized a partnership with the city of Aberdeen to restore the lower field. Planning on opening the field Fall of 2024. The Bishop center is celebrating the 50th anniversary this year working on finalizing performance schedule for the year.

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

Past month's presidential visits include: The Prom performance, Lions Club presentation, Greater Grays Harbor presentation and participating in the k-12 Gray Pac Superintendent retreat. Other meetings included: Pac Mountain Workforce Development, Circle Seafoods, The Evergreen State College, Department of Ecology, Aberdeen Mayor and the City Administrator for Aberdeen.

Currently serving as the vice chair for the operating budget committee for Washington Association of Community and Technical Colleges (WACTC). Also, participating as a member of the Allocation formula review taskforce subcommittee.

Planning and work under way for Fall kick-off, the opening of the Student Services and Instructional building and preparing for the Northwest Commission on Colleges and University accreditation visit.

Grays Harbor college has been selected for the Free and Reduced Lunch Pilot Program. The pilot is for three years to help reduce food insecurity amongst students. Discussion on what the campus is doing in Fall quarter for food service.

Student Services and Instructional Building Update (Floyd Plemmons and Keith Penner)

Update on the Student Services and Instructional building budget. The budget report is from last month do not have a current budget report for this month but will have an updated budget report at the September board meeting. Walls are going up; concrete and asphalt are getting poured. The IT cutover is happening next week. Inside the building finishes are coming together. Discussion on what is on the contingency list.

10. Board Report

a. Foundation Meeting Report

No Foundation Report for the month of August.

b. Appointment of Jim Sayce as Board's Legislative Representative (Chair Dr. Paula Akerlund)

Jim Sayce has agreed to serve as the Board's Legislative representative this year. Chair Dr. Paula Akerlund thanked Jim.

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

Update on committee work, the proposal is moving forward and plan to release the call for artists soon. Chair Dr. Paula Akerlund thanked all involved with finalizing the call for artists.

d. Board Goals (Chair Dr. Paula Akerlund)

Reviewed board goals for the year will be adopting the goals at the September Board meeting. Discussion on additional board goals and future study session items: fiscal responsibility, DEI efforts, and accessibility for all when visiting the campus.

e. Items of Interest

No items of Interest.

IX. Executive Session

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

No Executive Session

X. Action Items as a Result of the Executive Session

No Executive Session

XI. Good of the Order

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

Jim Sayce commented on the air quality in Seaview last was green.

XII. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 2:01 p.m. The Board of Trustees will hold its next meeting on September 19, 2023 at Grays Harbor College and online over zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

Draft of Board of Trustee Goals for 2023-2024

1. **Student Success**

Provide leadership to support equity and educational practices that result in student success and retention.

2. **Student Support and Well-being**

Provide leadership and support efforts to ensure that students have access to services such as health care, mental health services, basic needs, student housing, and child care.

3. **Equity**

Provide leadership in removing barriers and developing opportunities for communities historically disenfranchised.

4. **Fiscal Responsibility**

Review, approve, and monitor the College budget to ensure effective management of fiscal resources.

5. **Community and College Relations**

Promote engagement and outreach to our community in order to understand and address issues and to further develop areas of mutual interest. Participate in College and community events and activities.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
September 19, 2023

Written Report

Background Information:

Agenda Item: VIII – 5 – Standing Report - Associate Vice President for Administrative Services
Topic: Annual Budget Report (FY23 Year End)
Prepared By: Kwabena Boakye
Attachments: Financial Statements Audit Report

Narrative:

Grays Harbor College ended FY23 with a slim revenue surplus. Starting FY23, the College planned to leverage HEERF funds to fill a projected budget gap of \$912,997. However, the College ended the year with \$63,867 in excess revenue over expenses to achieve a balanced budget. This positive budget outcome resulted from additional state allocation, prolonged position vacancies and better than projected Running Start enrollment FTE and revenue performance. It is noteworthy that the FY23 budget and accounting records are subject to audit by the State Auditor’s Office.

Table 1 shows the summary of FY23 Budget Outcome. In the following pages, year-end budget status is discussed comparing actual revenue to actual expenses, projected revenue to actuals, and budget expenditures to actuals. In addition, the status of minimum operating reserve, debt obligation, and restricted/designated reserves are reported. Further, peer comparison of select higher education financial health metrics, enrollment FTE from all sources and enrollment FTE from state sources are reported.

Table 1: Summary of Budget Outcome

Description	FY23	FY22	FY21
Operating Budget (Revised)	\$21,397,646	\$19,365,606	\$17,945,581
Actual Expenses	\$20,848,784	\$19,150,974	\$16,942,952
Budget Variance – Over (Short)	\$548,862	\$214,632	\$1,002,629
Variance %	2.6%	1.1%	5.6%
Actual Revenue	\$20,912,651	\$18,863,343	\$17,813,267
Revenue Surplus (Deficit)	\$63,867	\$(287,631)	\$870,315
Surplus (Deficit) %	0.3%	-1.5%	4.9%
State Revenue %	74%	71%	70%
Local Revenue %	26%	29%	30%
Tuition %	13%	16%	15%
Running Start %	11%	11%	12%
Fees/Miscellaneous %	2%	2%	3%
Personnel %	74%	80%	84%
Non-Personnel %	26%	20%	16%
BOT Reserve – Minimum 10% of Operating Budget	\$2,139,765	\$1,936,561	\$1,794,558
BOT Reserve – Actual	\$2,274,614	\$2,062,322	\$1,936,560

Debt Obligation - Minimum 3%	1.5%	0.6%	N/A
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Actual Revenue Compared to Actual Expenses

Actual Revenue	Actual Expenses	Surplus	%
\$20,912,651	\$20,848,784	\$63,867	0.3%

Surplus: The College achieved a revenue surplus of \$63,867. In other words, comparatively, actual revenue was 0.3% or \$63,867 higher than actual expenses. Due to prior declining enrollment, Running Start FTE was projected to decline further in FY23 with correlated projected revenue loss. However, there was enrollment turnaround and Running Start enrollment grew more than 10%, resulting in higher than expected revenue. Also, there was additional state allocation that provided a boost to state revenue. Moreover, prolonged budgeted position vacancies helped in conserving personnel expenditures. The combined effects of higher than expected revenue and lower than expected expenditures contributed to the surplus achieved in FY23.

Projected Revenue Compared to Actuals

Description	Projection	Revision	Revised Projection	Actuals	Variance
State	\$13,739,276	\$1,724,541	\$15,463,817	\$15,463,817	\$0
Tuition	\$2,739,843	\$0	\$2,739,843	\$2,771,673	\$31,830
Fees/Misc.	\$390,989	\$0	\$390,989	\$346,358	\$(44,631)
Running Start	\$1,890,000	\$410,461	\$2,300,461	\$2,330,803	\$30,342
Total	\$18,760,108	\$2,135,002	\$20,895,110	\$20,912,651	\$17,541
Local Revenue	\$5,020,832	\$410,461	\$5,431,293	\$5,448,834	\$17,541

Variance: Current budget process includes quarterly review of target enrollment, revenue and expenditure estimates for course correction. Therefore, the proposed FY23 Operating Budget submitted for BOT approval was for the purpose of having an approved budget as of July 1, 2022, with the understanding that the approved budget was going to be readjusted based on the quarterly changes in the target enrollment, revenue and expenditure estimates. As part of the process of course correction, the projected revenue was revised on a quarterly basis through the 3rd quarter, after the winter session. The result is a positive variance of \$17,541, comparing revised projected revenue to actual revenue. Other observations for actual revenue in FY23 are the following:

1. State revenue growth is 16% or \$2,081,967, compared to the prior year.
2. State revenue is 74% of actual operating revenue. State revenue was 71% in the prior year.
3. Tuition is 13% of actual operating revenue. Tuition was 16% in the prior year.
4. Running Start is 11% of actual operating revenue. Running Start was 11% in the prior year.
5. Fees is 2% of actual operating revenue. Fee revenue was 2% in the prior year.
6. Local revenue (tuition, fees, running start) is 26% of actual operating revenue. Local revenue was 29% in the prior year.
7. Composition of local revenue is Tuition 51%, Fees 6% and Running Start 43%. In the prior year, local revenue composition was Tuition 54%, Fees 7% and Running Start 39%.

8. Running Start revenue is progressively becoming a significant portion of local revenue.
9. Reliance on state revenue as a component of operating revenue is increasing.
10. Exposure to political risk is intensified due to increasing reliance on state allocation and Running Start revenue.

Budget Expenditures Compared to Actuals

Description	Budget	Revision	Revised Budget	Actual	Variance
Personnel	\$16,026,112	\$58,295	\$16,084,407	\$15,418,139	\$666,268
Goods & Services	\$2,832,243	\$870,678	\$3,914,946	\$3,876,021	\$38,925
Travel	\$137,691	\$0	\$137,691	\$114,640	\$23,051
Equipment	\$105,500	\$427,000	\$532,500	\$833,124	\$(300,624)
Grants and Subsidies	\$571,559	\$368,568	\$940,127	\$940,127	\$0
Total	\$19,673,105	\$1,724,541	\$21,397,646	\$20,848,784	\$548,862

Variance: The college achieved a positive total budget variance of \$548,862. Various situations contributed to the specific budget line variances. For instance, the initial state allocation typically includes portions for legislative initiatives. Programs under such initiatives usually take time to roll out. During budget preparation, allocations for legislative initiatives are captured in a separate line without any budget expenditure category. Subsequently, the allocations are either expended or distributed to specific expenditure categories. Also, certain revolving expenditures, such as technology services, self-insurance, legal services and archives are paid at the state level and relayed to the college for inclusion in specific expenditure categories. Specific amounts for such expenses are unknown during budget preparation, but become known during the year-end for inclusion in their respective expenditure categories. Other observations for actual expenses in FY23 are the following:

1. Personnel expense is 74% of actual operating expenses. Personnel was 80% in the prior year.
2. Increasing state allocation for special legislative initiatives is resulting in a proportionate reduction in the personnel component of the operating budget. Most of the initiatives are student support related and experimental, so personnel proportion of the operating budget could increase when the initiatives do not become permanent.
3. Goods & Services is 17% of actual operating expenses. Goods/Services was 15% in the prior year.
4. Increase in actual goods/services expenses is due to revolving expenses paid at the state level.
5. Travel expense is 0.5% of actual operating expenses. Travel was 0.5% in the prior year.
6. Equipment expense is 4% of actual operating expenses. Equipment was 1% in the prior year.
7. Increase in actual equipment expenses is due to additional funds received for the acquisition of nursing simulation lab equipment
8. Increase in grants/subsidies is due to additional funds received for several student support programs, such as grants for homeless students and healthcare students.

Debt Obligation Status

Operational Policy 530 *Financial Stability and Solvency* requires that total debt obligation (aggregate of principal and interest payments) of the College in a fiscal year should not exceed 3% of the average annual general operating budget for the four immediately preceding fiscal years. The Board requires the president or designee to provide annual debt obligation status report.

As of June 30, 2023, the debt obligation status is 1.5%. Debt obligation status was 0.6% in the prior year. The annual debt principal and interest payments for FY23 is \$286,125. It was \$120,853 in the prior year. The increase is due to payments for the SSIB Certificate of Participation (COP). In the prior year, only the interest was due for payment on the SSIB COP. However, in FY23, both the interest and principal were due for payment on the SSIB COP. The debt obligation status is expected to remain the same or slightly decline in the subsequent years, since the college does not intend to contract for additional COP funds.

Minimum Operating Reserve Status

Operational Policy 530 requires establishment of minimum operating reserve balance equal to 10% of the College’s annual General Operating budget. The policy requires the College to begin each fiscal year with operating reserve balance of not less than 10%. The Board requires the president or designee to provide annual operating reserve balance status report.

The operating budget for FY23 is \$19,673,606 (\$21,397,646 revised). Therefore, the minimum balance required for the 10% minimum reserve balance is \$1,967,361 (\$2,139,765 revised). To meet the requirements of the minimum operating reserve balance, the College has set aside funds in certificate of deposits. The current balance in the CD accounts meeting the minimum operating reserve balance requirement is \$2,274,614.

Restricted/Designated Reserve Funds

As of June 30, 2023, available cash balance was sufficient to cover all of the College’s restricted and designated reserve funds. Table 2 below shows balances of restricted and designated funds at year-end.

Table 2

Fund	Description	FY2023	FY2022	FY2021
148	Tech Fee	\$46,875	\$67,941	\$175,570
148	COP Debt/New HUB (SSIB)	\$2,392,514	\$2,387,975	\$1,896,029
522	Student Activity	\$949,370	\$1,027,369	\$1,008,730
528	COP Debt/Parking	\$314,043	\$324,889	\$376,672
841	BOT Reserve	\$2,274,614	\$2,062,322	\$1,936,560
859	Middleton - Library	\$0	\$10,000	\$10,000
859	Spellman Library	\$0	\$13,590	\$13,590
860	3.5% Local Aid	\$370,509	\$328,153	\$255,016
	Total	\$6,347,924	6,222,239	\$5,672,167

Financial Health Metrics

The financial health metrics are based on data from the FY22 and FY21 SAO Annual Financial Statements Audit for Grays Harbor College and select CTC peers, including Big Bend, Lower Columbia and Peninsula. The CTC peers were selected based on the CTC college size peer categorization. It is noteworthy that the latest available audited financial data is FY22. There is no available audit report for the College and the select CTC peers for FY23.

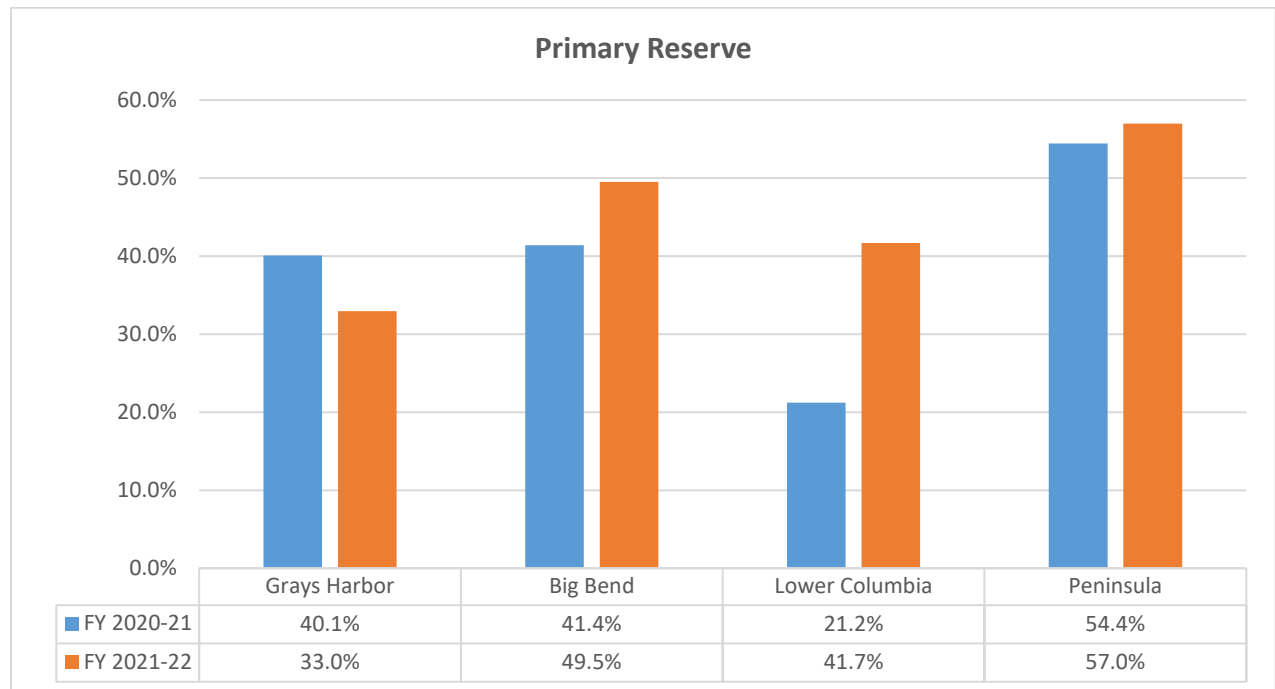
The financial metrics viewed together and compared with the select CTC peers, provide information regarding the overall financial health of the College. The metrics are industry standard and provide an overview of the strength of the College’s resource sufficiency and flexibility, operating results, financial asset performance and debt management. Specifically, the metrics measure whether College resources are sufficient and flexible enough to support its mission; operating results indicate the College is operating within available resources; financial asset performance supports the College’s strategic mission; and debt is managed strategically to advance the College’s mission. Ratios and values of various financial stability, short-term solvency and financial viability metrics are analyzed and compared with the select CTC peers in charts, including Primary Reserve Ratio; Net Operating Revenue Ratio; Return on Net Assets Ratio; Viability Ratio; Current Ratio; Cash/Investments balance and Enrollment FTE.

Primary Reserve Ratio

Primary Reserve Ratio is a financial stability measure showing adequacy of expendable reserves to carry out the College mission without additional net assets from operations.

The recommended higher education industry primary reserve ratio target is 0.4, that is, ability to operate 40% of the year (360*40% =144 days) without new revenue inflow. Figure 1 shows how the College compares with the industry target and the CTC peers.

Figure 1



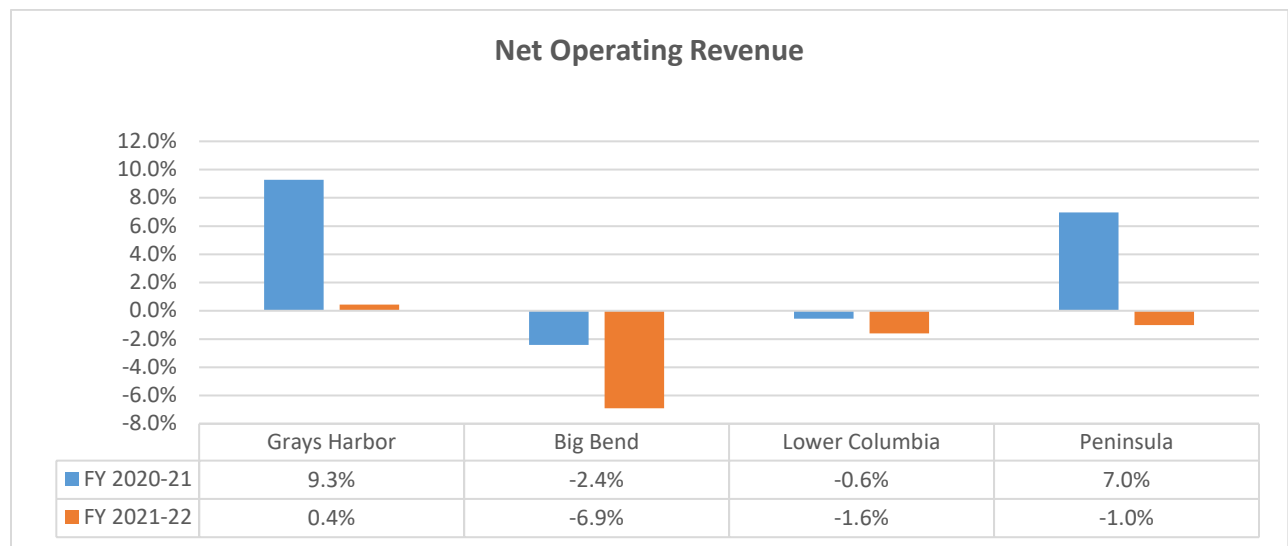
Primary Reserve Ratio	Peer Average	Industry
FY 2020-21	39.0%	40.0%
FY 2021-22	49.4%	40.0%

Data Source: SAO Website <https://sao.wa.gov/reports-data/audit-reports/>

Net Operating Revenue Ratio

Net Operating Revenue Ratio is a measure of how surpluses and deficits from operating activities affect financial viability over time to carry out the College mission. The recommended higher education industry Net Operating Revenue Ratio target is 0.02, that is, ability to generate 2% in surplus revenue at the end of year. Figure 2 shows how the College compares with the industry target and the CTC peers.

Figure 2



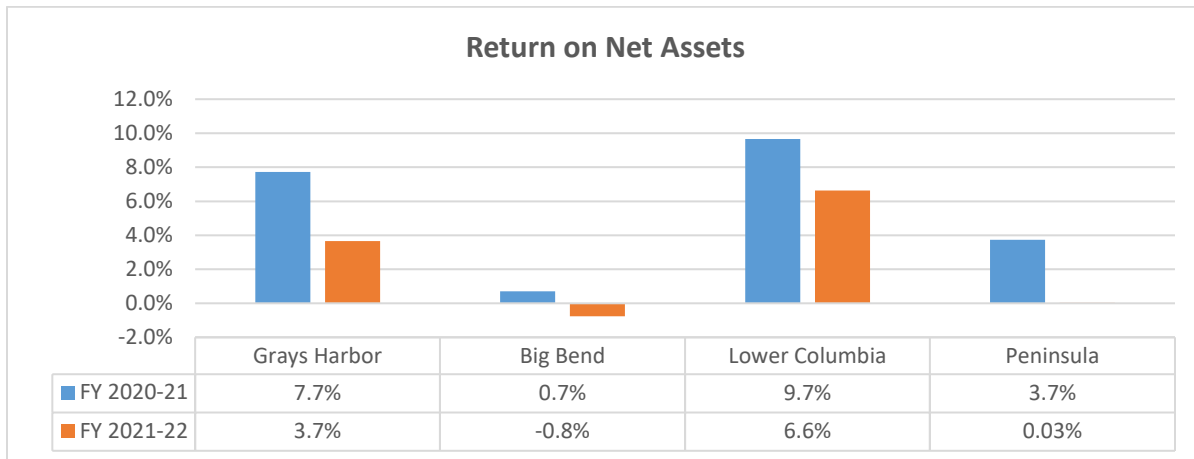
Net Operating Revenue Ratio	Peer Average	Industry
FY 2020-21	1.3%	2%
FY 2021-22	-3.2%	2%

Data Source: SAO Website <https://sao.wa.gov/reports-data/audit-reports/>

Return on Net Assets Ratio

Return on Net Assets Ratio measures economic returns, that is, the increase or decrease in total net assets showing financial viability over time to carry out the College mission. The recommended higher education industry Return on Net Assets Ratio target is 0.06, that is, ability to use existing assets to generate 6% in economic returns at the end of year. Figure 3 shows how the College compares with the industry target and the CTC peers.

Figure 3



Return on Net Assets Ratio	Peer Average	Industry
FY 2020-21	4.7%	6.0%
FY 2021-22	2.0%	6.0%

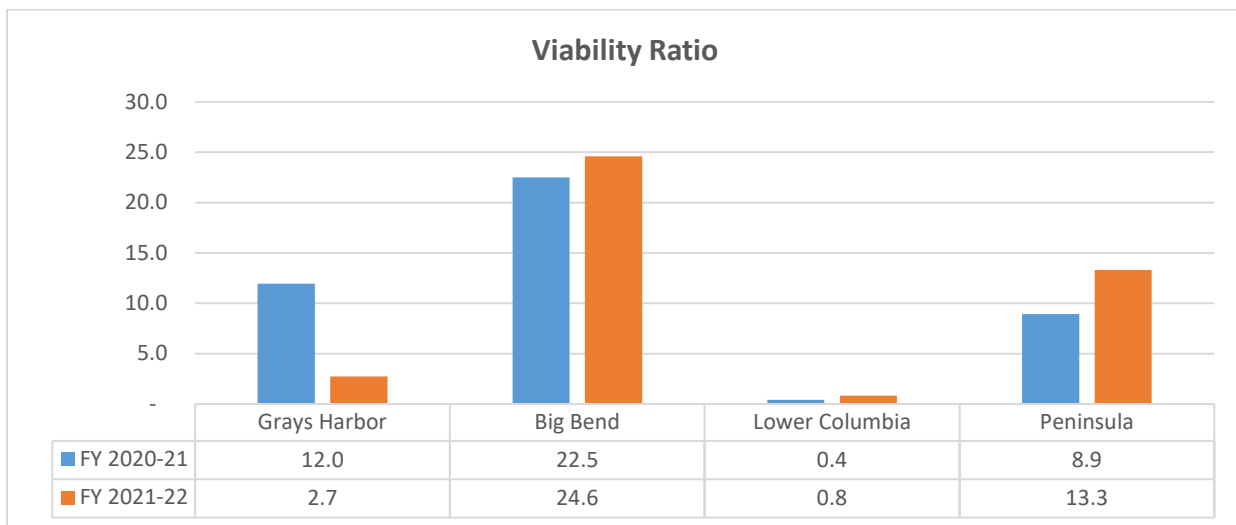
Data Source: SAO Website <https://sao.wa.gov/reports-data/audit-reports/>

Viability Ratio

Viability Ratio measures availability of expendable net assets to cover debt as of the fiscal year end date, showing financial viability over time to carry out the College mission. Specifically, Viability Ratio reveals the availability of reserve funds to service debt obligations.

The recommended higher education industry Viability Ratio target is between 1.25 to 2.0. Figure 4 shows how the College compares with the industry target and the CTC peers.

Figure 4



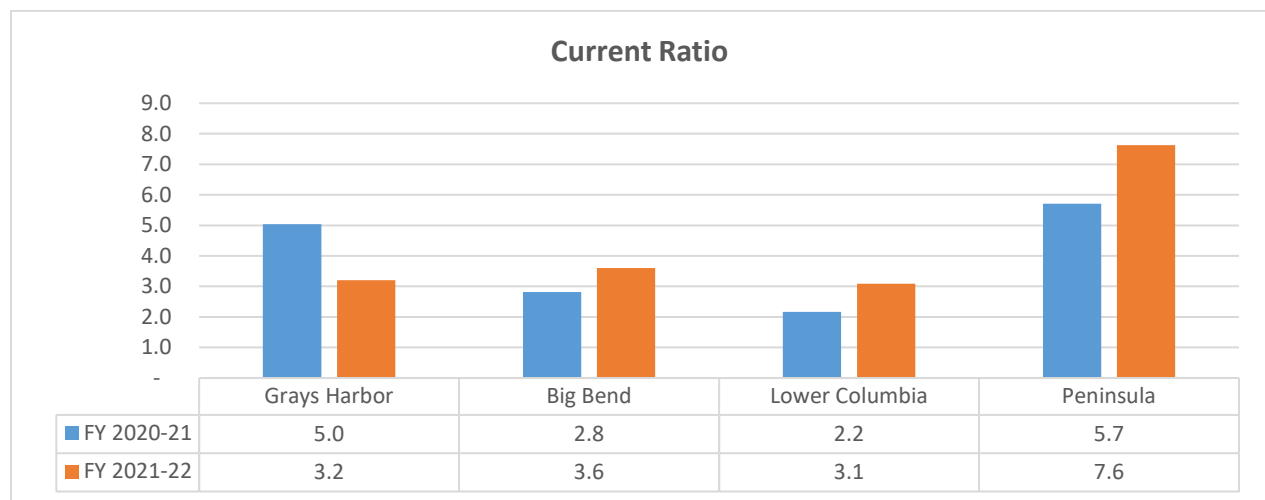
Viability Ratio	Peer Average	Industry
FY 2020-21	10.6	2.0
FY 2021-22	12.9	2.0

Data Source: SAO Website <https://sao.wa.gov/reports-data/audit-reports/>

Current Ratio

Current Ratio is a measure of short-term solvency or current financial viability, showing availability of liquidity or cash to pay short-term obligations or obligations that are due for payment immediately and within 12 months. The recommended higher education industry Current Ratio target is 2.0, that is, ability to maintain 200% of the value of current liabilities in current assets at year end. Figure 5 shows how the College compares with the industry target and the CTC peers.

Figure 5



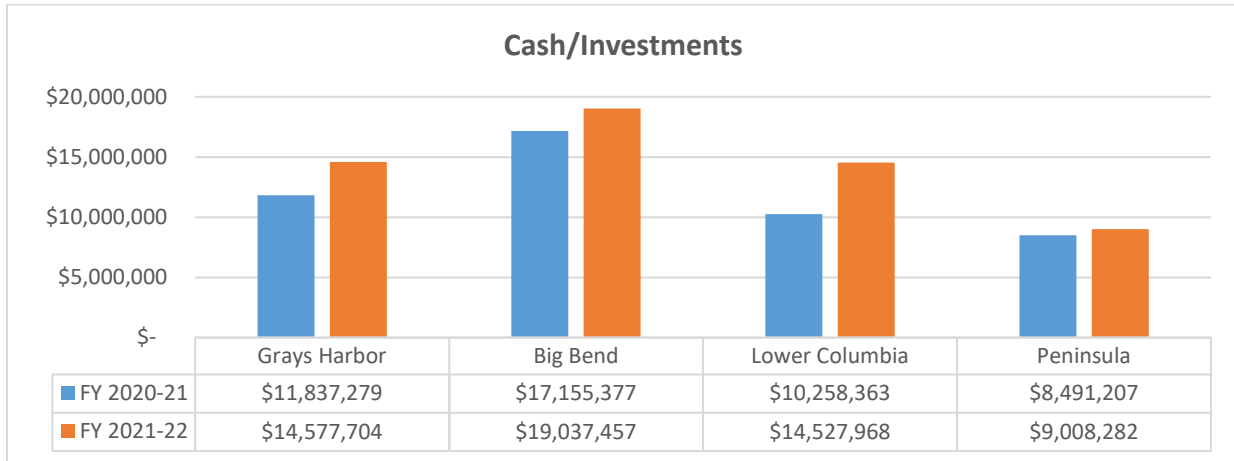
Current Ratio	Peer Average	Industry
FY 2020-21	3.6	2.0
FY 2021-22	4.8	2.0

Data Source: SAO Website <https://sao.wa.gov/reports-data/audit-reports/>

Cash/Investments

Cash/Investments balance is a measure of financial stability, short-term solvency and financial viability over time to carry out the College mission. Cash/Investments at the College represent the amount of money in the bank, certificates of deposit, and money invested in money market funds that are available for use immediately. Figure 6 shows how the College cash/investments balance at year end compares with the CTC peers. The CTC peer average is \$11,968,316 in FY21 and \$14,191,236 in FY22.

Figure 6

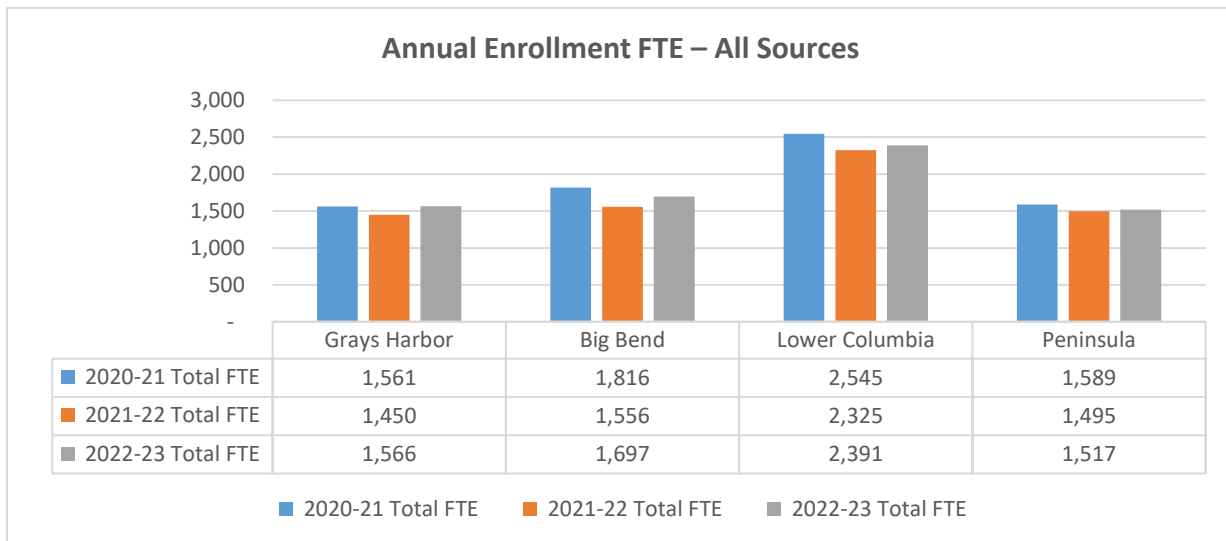


Data Source: SAO Website <https://sao.wa.gov/reports-data/audit-reports/>

Annual Enrollment FTE – All Sources

Enrollment FTE is significant factor for both state allocation and local revenue generation. Figure 7 shows how the College annual enrollment FTE from all sources compares with the CTC peers.

Figure 7

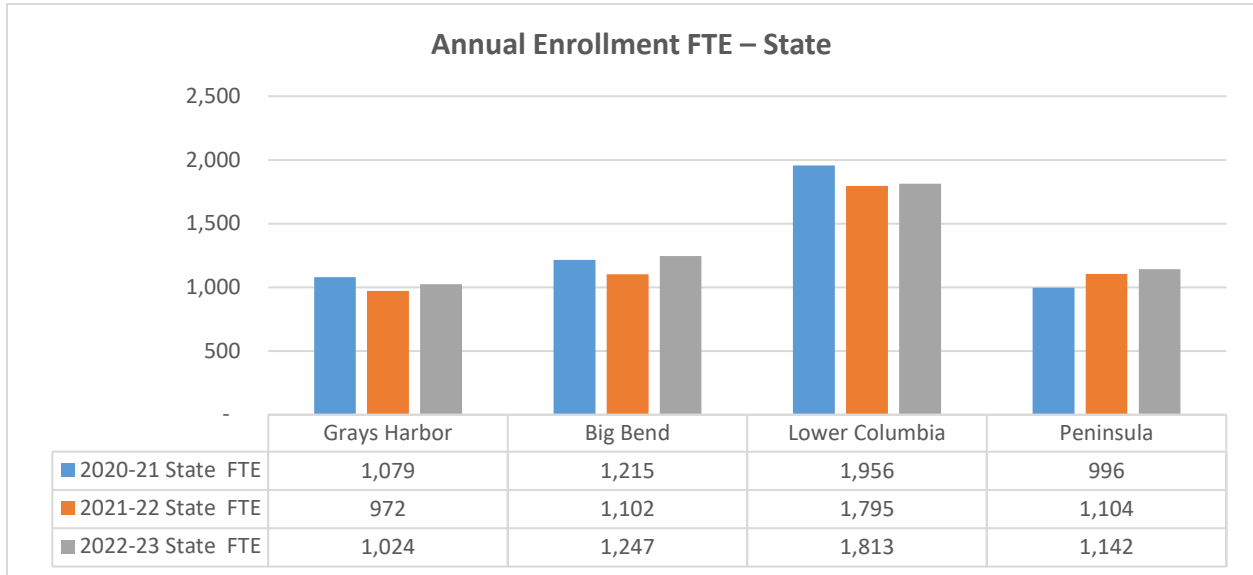


Data Source: SBCTC Spring 2023 Allocation and Enrollment Monitoring Reports

Annual Enrollment FTE – State

State enrollment FTE is focal factor for both state allocation and local revenue generation. Figure 8 shows how the College annual state enrollment FTE compares with the CTC peers.

Figure 8



Data Source: SBCTC Spring 2022 Allocation and Enrollment Monitoring Reports

Looking Forward

The College ended FY23 with a better than projected budget outcome. Additional state allocation and more than expected growth in Running Start revenue resulted in improved actual revenue generation, and prolonged vacancies in budgeted positions helped to conserve personnel expenses. The increase in revenue and decrease in expenses resulted in a balanced budget with a small surplus. Specifically, upsides contributing to the improved actual budget outcome included additional state allocation, position vacancies, better than expected Running Start enrollment FTE and availability of student emergency aid funds to support enrolled students to meet their tuition obligations.

Looking forward, budget downsides and cost pressures include opening and operation of the new SSIB, declining enrollment FTE, depletion/expiration of HEERF funds, hiring vacant positions, cost of living wage increases and health insurance cost increases. Such downsides and cost pressures could weaken local revenue generation, increase operating cost, and eventually, unbalance the operating budget.

The College will continuously refine the budget development and monitoring processes to ensure maintenance of balanced budget, short-term solvency and long-term financial viability and stability to carry out its mission.

ACTION REQUESTED

None



Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report

Grays Harbor College

For the period July 1, 2021 through June 30, 2022

Published September 5, 2023

Report No. 1033140



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**Office of the Washington State Auditor
Pat McCarthy**

September 5, 2023

Board of Trustees
Grays Harbor College
Aberdeen, Washington

Report on Financial Statements

Please find attached our report on the Grays Harbor College's financial statements.

We are issuing this report in order to provide information on the College's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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SCHEDULE OF AUDIT FINDINGS AND RESPONSES

Grays Harbor College July 1, 2021 through June 30, 2022

2022-001 Grays Harbor College lacked adequate internal controls to ensure its financial statements and related schedules were accurately prepared and reviewed.

Background

The State Board for Community and Technical Colleges oversees community colleges throughout the state, providing general guidance and centrally tracked financial statement figures. College management, however, is responsible for designing and following internal controls that provide reasonable assurance regarding the reliability of financial reporting. These controls should ensure the College follows all generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board statements.

Description of Condition

The College lacked adequate internal controls to ensure its financial statements and related schedules were accurately prepared and reviewed. The process that management used was not effectively designed to detect or correct errors before the audit, and did not ensure the College's statements and required footnote disclosures were accurate, complete and presented in accordance with GAAP.

We consider this internal control weakness to be a significant deficiency.

Cause of Condition

The College converted its general ledger software systems in November 2021 when it was still operating remotely. The College also did not allow adequate time for thorough review of the financial statements prior to audit. Additionally, the College experienced significant turnover in key positions throughout the fiscal year.

Effect of Condition

At the start of the audit, the College provided a set of final financial statements and, during our planned audit procedures, we identified the following errors. The College:

- Understated accounts receivable by \$618,658
- Understated net pension asset by \$460,243
- Understated net pension liability, long term by \$460,243
- Understated accrued liabilities by \$1,571,763
- Understated restricted net position – expendable by \$5,862,582
- Understated unrestricted net position by \$6,814,688
- Understated state appropriations by \$422,894
- Overstated capital appropriations by \$1,291,730

The College subsequently corrected these errors during our audit.

We also identified several less significant presentation errors in the financial statements and related disclosures that had varying levels of effect on their understandability. The College corrected most of these errors.

Recommendation

We recommend the College:

- Ensure employees responsible for preparing financial information have adequate training and resources to present financial statements and schedules accurately, completely, and in compliance with GAAP
- Implement an effective review of its process for preparing financial statements to ensure errors are identified and corrected before submitting them for audit

College's Response

Grays Harbor College agrees with findings of the State Auditor's Office in the FY 2022 audit report and acknowledges the importance of implementing effective internal controls to ensure the College's annual financial statements and related schedules are accurately prepared and reviewed following all generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

As recognized by the audit, while the College was in remote operations during the COVID-19 emergency period, it was in preparation to convert its operations from

an antiquated Legacy system to a more robust enterprise resource system. The Chief Information Officer leading the conversion efforts left the College before go-live in November 2021. Soon after go-live, the Associate Director for Financial Services, who was a key finance pillar subject matter expert trainee in the new enterprise resource system, also left the College. The Controller was on a scheduled prolong leave of absence, so the Associate Director was the subject matter expert trainee expected to train other employees how to use the new system, and also the designated Query expert in the finance pillar. Subsequently, the vacant positions were filled, but the organization memory loss in the finance pillar was a significant constraint that affected year-end closing processing resulting in the financial statement errors. When the errors were identified by the audit, the College immediately corrected them, and has since implemented improved year-end closing and financial statement preparation and review processes to mitigate reoccurrence of such errors. Specifically, the following corrective actions have been implemented.

- The Controller position has been re-designated as subject matter expert in the finance pillar and the new Associate Director is backup.*
- The Controller has improved collaboration with the State Board for Community and Technical Colleges (SBCTC), engaging the SBCTC to promptly troubleshoot identified system bottlenecks in the finance pillar that could result in transactional errors.*
- All the College finance pillar employees were scheduled to participate in the SBCTC year-end training for finance pillar employees. For those with financial statement preparation responsibilities, professional development exploration is continuing for additional external training in governmental accounting, GAAP and GASB statements.*
- A control document has been created to track and monitor the timely and accurate preparation and review of financial statements and related schedules. The control document enumerates all financial statement accounts and maps them to their subledgers and supporting documentation. Designated employees are assigned responsibilities for the accounts based on their roles and how the roles feed into the financial statements. Frequency of account reconciliation, such as monthly, quarterly, or yearly is determined and noted for each account for completion by the responsible employee. Review responsibility is assigned for each account and evidence of review is required through a sign-off on the control document.*
- A new process has been established to periodically review general ledger interface setups within the accounting system. The periodic reviews should ensure the general ledger interface is accurately setup and feeding into the correct financial statement accounts.*

Auditor's Remarks

We appreciate the College's commitment to resolve this finding and thank the College for its cooperation and assistance during the audit. We will review the corrective action taken during our next regular audit.

Applicable Laws and Regulations

Government Auditing Standards, July 2018 Revision, paragraphs 6.40 and 6.41 establish reporting requirements related to significant deficiencies or material weaknesses in internal control, instances of fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements.

The American Institute of Certified Public Accountants defines significant deficiencies and material weaknesses in its *Codification of Statements on Auditing Standards*, section 265, Communicating Internal Control Related Matters Identified in an Audit, paragraph 7.

The Office of Financial Management's *State Administrative & Accounting Manual* (SAAM), Section 20.15 establishes the responsibilities for identifying risks and establishing, maintaining, and reviewing agency internal control systems.

INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Grays Harbor College July 1, 2021 through June 30, 2022

Board of Trustees
Grays Harbor College
Aberdeen, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component units of the Grays Harbor College, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated August 24, 2023.

Our report includes a reference to other auditors who audited the financial statements of the Grays Harbor College Foundation (the Foundation), as described in our report on the College's financial statements. This report includes our consideration of the results of the other auditors' testing of internal control over financial reporting and compliance and other matters that are reported on separately by those other auditors. However, this report, insofar as it relates to the results of the other auditors, is based solely on the report of the other auditors. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards* and accordingly this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Foundation.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we identified certain deficiencies in internal control, described in the accompanying Schedule of Audit Findings and Responses as Finding 2022-001 that we consider to be a significant deficiency.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

COLLEGE'S RESPONSE TO FINDINGS

Government Auditing Standards requires the auditor to perform limited procedures on the College's response to the findings identified in our audit and described in the accompanying Schedule of Audit Findings and Responses. The College's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

August 24, 2023

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Grays Harbor College July 1, 2021 through June 30, 2022

Board of Trustees
Grays Harbor College
Aberdeen, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Grays Harbor College, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the financial section of our report.

In our opinion, based on our audit and the report of the other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Grays Harbor College, as of June 30, 2022, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Grays Harbor College Foundation (the Foundation), which represent 100 percent of the assets, net position and revenues of the aggregate discretely presented component units. Those statements were audited by other auditors, whose reports have been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the reports of the other auditors. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards*.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Matters of Emphasis

As discussed in Note 1, the financial statements of the Grays Harbor College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College and its aggregate discretely presented component unit. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2022, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time; and
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed in the financial section of our report be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated August 24, 2023 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large, sweeping initial "P".

Pat McCarthy, State Auditor

Olympia, WA

August 24, 2023

**Grays Harbor College
July 1, 2021 through June 30, 2022**

REQUIRED SUPPLEMENTARY INFORMATION

Management's Discussion and Analysis – 2022

BASIC FINANCIAL STATEMENTS

College Statement of Net Position – 2022
College Statement of Revenues, Expenses and Changes in Net Position – 2022
College Statement of Cash Flows – 2022
Foundation Statement of Financial Condition – 2022
Foundation Statement of Activities and Changes in Net Assets – 2022
Foundation Statement of Functional Expenses – 2022
Foundation Statement of Cash Flows – 2022
Notes to the Financial Statements – 2022

REQUIRED SUPPLEMENTARY INFORMATION

Schedules of Grays Harbor College's Proportionate Share of Net Pension Liability –
PERS 1, PERS 2/3, TRS 1, TRS 2/3 – 2022
Schedules of Contributions – PERS 1, PERS 2/3, TRS 1, TRS 2/3 – 2022
Schedule of Changes in the Net Pension Liability and Related Ratios – State Board
Supplemental Defined Benefit Plans – 2022
Notes to Required Supplementary Information
Schedule of Employer Contributions – State Board Supplemental Retirement Plan – 2022
Schedule of Changes in Total OPEB Liability and Related Ratios – Other
Postemployment Benefit Information – 2022
Notes to Required Supplementary Information

Management's Discussion and Analysis

Grays Harbor College

The following discussion and analysis provides an overview of the financial position and activities of Grays Harbor College (the College) for the fiscal year ended June 30, 2022 (FY22). This overview provides readers with an objective and easily readable analysis of the College's financial performance for the year, based on currently known facts and conditions. This discussion has been prepared by management and should be read in conjunction with the College's financial statements and accompanying note disclosures.

Grays Harbor College is one of thirty public community and technical college districts in the state of Washington, providing comprehensive, open-door academic programs, workforce education, basic skills and community service educational programs. The College also serves Running Start high school students (dual enrollments) through contracts with local school districts, and provides basic skills, vocational training, and associate degree programs to the Stafford Creek Correctional Center through a contract with the State of Washington Department of Corrections. The College confers applied baccalaureate degrees, associate degrees, certificates and high school diplomas. For the fiscal year ending June 30, 2022, the College served 958 state funded full-time equivalent (FTE) students, and 490 contract FTEs. Actual unduplicated state funded headcount totaled 1,670 students.

The College was established in 1930 and is one of the oldest community colleges in the state.

The College's main campus is located in Aberdeen, Washington, and the College service district includes both Grays Harbor and Pacific counties with a total population of approximately 96,500 as of the 2020 census. The College also has educational centers in Pacific County, with facilities in Raymond and Ilwaco. The College is governed by a five-member Board of Trustees appointed by the governor of the state with the consent of the state Senate. In accordance with Washington State law governing technical colleges, the College's board includes one member from business and one member from labor. In addition, the college has a Governor-appointed student trustee who is prohibited from voting on personnel or collective bargaining matters. By statute, the Board of Trustees has full control of the College, except as otherwise provided by law.

Using the Financial Statements

The financial statements presented in this report encompass the College and its discretely presented component unit, the Grays Harbor College Foundation. The College's financial statements include the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Net Position, and the Statement of Cash Flows. The Statement of Net Position provides information about the College as of June 30, 2022. The Statement of Revenue, Expenses and Changes in Net Position and the Statement of Cash flows provide information about operations and activities over the entire fiscal year. Together, these statements, along with the accompanying notes, provide a comprehensive way to assess the college's financial health.

The Statement of Net Position and Statement of Revenues, Expenses and Changes in Net position are reported under the accrual basis of accounting where all of the current year's revenues and expenses are taken into account regardless of when cash is received or payments are made. Full accrual statements are intended to provide a view of the College's financial position similar to that presented by most private-sector companies. These financial statements are prepared in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), which establishes standards for external financial reporting for public colleges and universities. The full scope of the College's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units requires a college to report an organization that raises and holds economic resources for the direct benefit of a government unit. Under this requirement, the Grays Harbor College Foundation is a component unit of the College and their financial statements are discretely presented into this financial report.

Statement of Net Position

The Statement of Net Position provides information about the College's financial position and presents the College's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the College as of the end of the fiscal year. A condensed comparison of the Statement of Net Position is as follows:

Grays Harbor College
Condensed Statement of Net Position
As of June 30, 2022

	2022	2021
Assets		
Current Assets	\$ 18,268,224	\$ 13,948,861
Capital Assets, net	72,632,863	\$ 69,964,139
Net Pension Asset	3,859,241	
Other Assets, non-current	1,816,672	\$ 1,740,342
Total Assets	96,577,000	\$ 85,653,342
 Deferred Outflows of Resources	 \$ 2,942,878	 \$ 2,963,420
 Liabilities		
Current Liabilities	5,707,619	\$ 2,768,583
Other Liabilities, non-current	14,794,802	\$ 12,623,134
Total Liabilities	20,502,421	\$ 15,391,717
 Deferred Inflows of Resources	 8,469,526	 \$ 5,166,591
 Net Position		
Net Investment in Capital Assets	70,389,390	68,931,111
Restricted for:		
Nonexpendable	10,000	10,000
Expendable		
Capital Projects	2,002,341	-
Pension Asset	3,859,241	-
Other	4,101,458	4,132,272
Unrestricted	(9,814,499)	(5,014,929)
Total Net Position	\$ 70,547,931	\$ 68,058,454

Current assets consist primarily of cash, investments, various accounts receivables and inventories. The increase of \$4.3 million of current assets in FY 2022 can be attributed to a combination of balance changes in current asset categories. Cash and cash equivalents increased from the prior year by approximately \$1.7 million primarily due to the receipt of Federal COVID-19 related institutional grant funds, and additional accumulation of restricted parking and building fund reserves. Accounts receivable increased approximately \$2.6 million as a result of \$2 million due from the Office of the State Treasurer for the balance of Certificate of Participation (COP) proceeds for the Student Services and Instructional Building (SSIB), currently under construction, offset by decreases/increases in other receivable amounts. As the project continues and funds are drawn down from the COP, the related receivable will decrease which will be offset by an increase in net capital assets, in the form of Construction in Progress. The SSIB is being funded primarily by a capital allocation from the State, with the COP proceeds funding Student Services space in the building.

Net capital assets increased by approximately \$2.7 million in FY 2022 compared to the prior year. This increase was primarily due to accumulated construction work in process expenditures related to the construction of the new Student Services and Instructional Building (SSIB), offset by depreciation of \$2.3 million. The College received state funding for construction of the new SSIB in the 21-23 biennium. Additional information on capital assets can be found in Note 6 to the financial statements.

Non-current assets, other than net capital assets and non-depreciable capital assets, have in the past usually consisted of the long-term portion of investments. In FY2022, a net pension asset of \$3.9 million has been added to non-current assets. This net pension asset converted from a net pension liability in FY2021 due to net differences between projected and actual investment earnings on pension plan investments, or returns being greater than projected. Further information can be found in Note 14 – Retirement Plans.

Deferred outflows of resources and deferred inflows of resources represent deferrals in pension and postemployment benefits related to GASB Statement No. 68, and Statement No. 75. The increase/decrease in deferred outflows reflect the College's proportionate share of an increase/decrease in the state-wide amounts reported by the Department of Retirement System (DRS) and Health Care Authority (HCA) due to differences between expected and actual experience related to the actuarial assumptions.

The College recorded \$2,963,420 in FY2021 and \$2,942,878 in FY2022 of pension and postemployment-related deferred outflows. The slight decrease reflects the change in proportionate share.

Similarly, the increase in deferred inflows in FY2022 reflects the increase in difference between actual and projected investment earnings on the state's pension plans and other post-employment

benefits. The College recorded \$5,166,591 in FY2021 and \$8,469,526 in FY2022 of deferred inflows related to pension and postemployment-related plans.

Current liabilities include amounts payable to suppliers for goods and services, accrued payroll and related liabilities, the current portion of Certificate of Participation (COP) debt, the current portion of pension and OPEB liabilities, and unearned revenue. Current liabilities can fluctuate from year to year depending on the timeliness of vendor invoices and resulting vendor payments, especially in the area of capital assets and improvements.

The approximately \$2.9 million increase in current liabilities from FY 2021 to FY 2022 is primarily due to an increase of \$1.8 million due to other state agencies, compared to FY21. Other increases were approximately \$85k in the current portion of COP debt, SSIB construction payable amounts at year end, and an increase in amounts due for payroll and benefits. In FY22 the current portion of pension and OPEB liabilities decreased approximately \$3,000 – please refer to Notes 14 and 15 in the Notes to the Financial Statements for information regarding pension and OPEB liabilities.

Non-current liabilities primarily consist of the value of vacation and sick leave earned but not yet used by employees, pension and OPEB liabilities, and the long-term portion of Certificate of Participation (COP) debt. Non-current liabilities increased by approximately \$2.2 million from FY2021, primarily due to an increase of \$3 million in non-current COP debt, offset by decreases in non-current pension liability. The College entered into additional COP debt of \$2,615,000 in FY22 for the Student Services and Instructional Building (SSIB) construction. In FY19 the College entered their first COP of \$955,000 for renovation of the upper parking lot. Non-current debt of \$3,365,000 is included in the total, as well as \$747,425 of unamortized premium related to the debt included with the COP total. Non-current pension liability decreased by \$1.1 million due to changes in proportional shares of liability, and also due to a prior year pension liability converting to a pension asset. Further information can be found in Note 14 – Retirement Plans.

Net position represents the value of the College’s assets and deferred outflows after liabilities and deferred inflows are deducted. The College is required by accounting standards to report its net position in four categories:

Net Investment in Capital Assets:

The College’s total investment in property, plant, equipment, and infrastructure net of accumulated depreciation and outstanding debt obligations related to those capital assets. Changes in these balances are discussed above.

Restricted:

Nonexpendable – consists of funds in which a donor or external party has imposed the restriction that the corpus or principal is not available for spending but for investment purposes only. Historically, donors interested in establishing such funds to benefit the College or its students have chosen to do so through the Foundation. As a result, the college is only reporting a single endowment for \$10,000 in this category.

Expendable – resources the College is legally or contractually obligated to spend in accordance with restrictions placed by donor and/or external parties who have placed time or purpose restrictions on the use of the asset. The primary expendable funds for the College are institutional aid, student fees for technology purchases, student fees to service debt for the parking lot Certificate of Participation, and also student fees collected to fund the student portion of the new Student Services and Instructional Building.

Unrestricted:

Includes all other assets not subject to externally imposed restrictions, but which may be designated or obligated for specific purposes by the Board of Trustees or management. Prudent balances are maintained for use as working capital, as a reserve against emergencies and for other purposes, in accordance with policies established by the Board of Trustees.

Condensed Net Position As of June 30th	FY2022	FY2021
Net investment in capital assets	\$70,389,390	\$68,931,111
Restricted:		
Nonexpendable	\$10,000	\$10,000
Expendable		
Capital Projects	\$2,002,341	
Pension Asset	\$3,859,241	
Other	\$4,101,458	\$4,132,272
Unrestricted	\$ (9,814,499)	\$ (5,014,929)
Total Net Position	\$70,547,931	\$68,058,455

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position accounts for the College's changes in total net position during FY 2022. The objective of the statement is to present the revenues earned, both operating and non-operating, and the expenses paid or incurred by the College, along with any other revenue, expenses, gains and losses of the College.

Generally, **Operating revenues** are earned by the College in exchange for providing goods and services. Tuition, grants and contracts are included in this category. In contrast, non-operating revenues include monies the college receives from another government without directly giving equal value to that government in return. Accounting standards require that the College categorize state operating appropriations and Pell Grants as non-operating revenues.

Operating expenses are expenses incurred in the normal operation of the College, including depreciation on property and equipment assets. When operating revenues, excluding state appropriations and Pell Grants, are measured against operating expenses, the College shows an operating loss. The operating loss is reflective of the external funding necessary to keep tuition lower than the cost of the services provided.

A condensed comparison of the College's revenues, expense and changes in net position for the years ended June 30, 2022 and 2021 is presented on the following page:

Grays Harbor College
Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2022 and 2021

Operating Revenues	2022	2021
Student tuition and fees, net	3,350,999	2,875,241
Auxiliary enterprise sales	361,092	280,861
Grants and contracts	8,888,908	11,485,004
Other operating revenues	6,566	48,556
Total operating revenues	12,607,565	14,689,661
Non-Operating Revenues		
State appropriations	13,381,850	13,357,887
Federal Pell grant revenue	2,137,296	2,600,379
Other non-operating revenues	1,457,037	2,831,920
Total non-operating revenues	16,976,182	18,790,186
Total revenues	29,583,747	33,479,847
Operating Expenses		
Salaries and Benefits	16,625,282	15,808,219
Scholarships	4,981,251	7,087,454
Depreciation	2,362,723	2,401,105
Other operating expenses	4,931,352	4,584,763
Total operating expenses	28,900,607	29,881,541
Non-Operating Expenses		
Building fee remittance	355,625	361,011
Other non-operating expenses	200,772	130,029
Total non-operating expenses	556,397	491,040
Total expenses	29,457,005	30,372,582
Excess(deficiency)before capital contribution	126,743	3,107,265
Capital appropriations and contributions	2,362,733	1,771,110
Change in Net position	2,489,476	4,878,375
Net Position		
Net position, beginning of year	68,058,455	63,281,445
Prior Period adjustment	-	(101,366)
Net position, beginning of year as restated	68,058,455	63,180,079
Net position, end of year	70,547,931	68,058,455

Revenues

The state of Washington appropriates funds to the community college system as a whole. The State Board for Community and Technical Colleges (SBCTC) then allocates monies to each college.

Enrollments at the College have trended downward over the last several years and the trend continued in FY2022. In FY2022 the college served 958 state funded full time equivalents (FTE) compared to 1079 FTE in FY2021. Covid related issues continued to impact enrollment during the year and enrollment declined more than anticipated, although the College returned to the majority of classes delivered in person later in the academic year. The increase in tuition compared to the prior year is the result of a 2.7% tuition increase in FY2022 together with changes in the mix of students, such as non-resident students and resulting tuition differences. Federal CARES (Covid 19-Relief) funds also allowed for the College to pay back tuition for those current students owing for prior year balances.

Pell grant revenues generally follow enrollment trends and FY2022 follows this trend. Pell Grant revenue decreased \$463k in FY22, tracking with the enrollment decrease.

In FY 2022, grant and contract revenues decreased by approximately \$2.6 million when compared with FY 2021. The majority of the decrease is due to a combination of state and local funding that can occur when prior year grants are for one time funding and/or based upon enrollment. The College continued to serve students under the terms of contracted programs. The College contracts with local high schools to enroll Running Start students who earn both high school and college credit for these courses. The College also continues to contract with the Department of Corrections to provide educational programming to offenders housed in the Stafford Creek Correctional Institution.

The College receives capital spending authority on a biennial basis and may carry unexpended amounts forward into one or two future biennia, depending on the original purpose of the funding. In accordance with accounting standards, the amount shown as capital appropriation revenue on the financial statement is the amount expended in the current year. Expenses from capital project funds that do not meet accounting standards for capitalization are reported as operating expenses. Those expenses that meet the capitalization standard are not shown as expenses in the current period and are instead recognized as depreciation expense over the expected useful lifetime of the asset.

The following table shows a comparison of revenues for the years ending June 30, 2022 and 2021. Total revenues decreased by approximately \$3.3 million primarily due to a decrease of \$2.6 million

in grants and contracts and a decrease of \$1.3 million in Other Revenues as the college is using up its institutional CARES funds. These decreases were offset by an increase of \$600k in Capital Appropriations, a slight increase in Student Tuition and fees, and an increase in Auxiliary Sales/Bookstore.

Revenues	FY2022 percent of total		FY2021 percent of total	
State Appropriations	13,381,850	42%	13,357,887	38%
Student Tuition and Fees	3,350,999	10%	2,875,241	8%
Pell Grants	2,137,296	7%	2,600,379	7%
Grants & Contracts	8,888,908	28%	11,485,004	33%
Capital Appropriations	2,362,733	7%	1,771,110	5%
Auxiliary Enterprise Sales	361,092	1%	280,861	1%
Other Revenues	1,463,603	5%	2,880,475	8%
Total	31,946,481	100%	35,250,957	100%

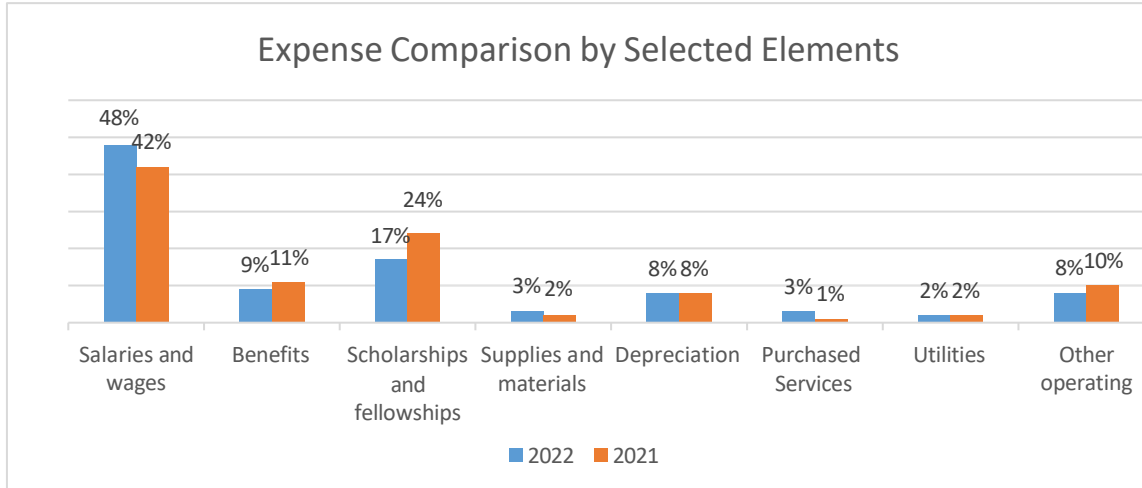
Expenses

The College experienced a decrease of approximately \$1mill in total expenditures in FY22 compared to FY21, with some categories increasing and some decreasing overall. Expenditure reductions that occurred because of Covid closures in FY21 did not repeat due to the move to in person learning for most of the academic year, resulting in increases for purchased services, supplies and materials, and utilities by a total of \$871k. Salaries and wages increased by \$1.5 million due to COLA increases for staff, and also due to some hiring to support outreach and marketing to students for enrollment management. Scholarship expenditures decreased approximately \$2 million primarily due to the decrease in enrollment, and the mix of students qualifying for certain scholarships and financial aid.

Comparison of Selected Operating Expenses

Operating expenses, for FY22 and FY21 are noted below, by natural classification, with comparative percentages for both years.

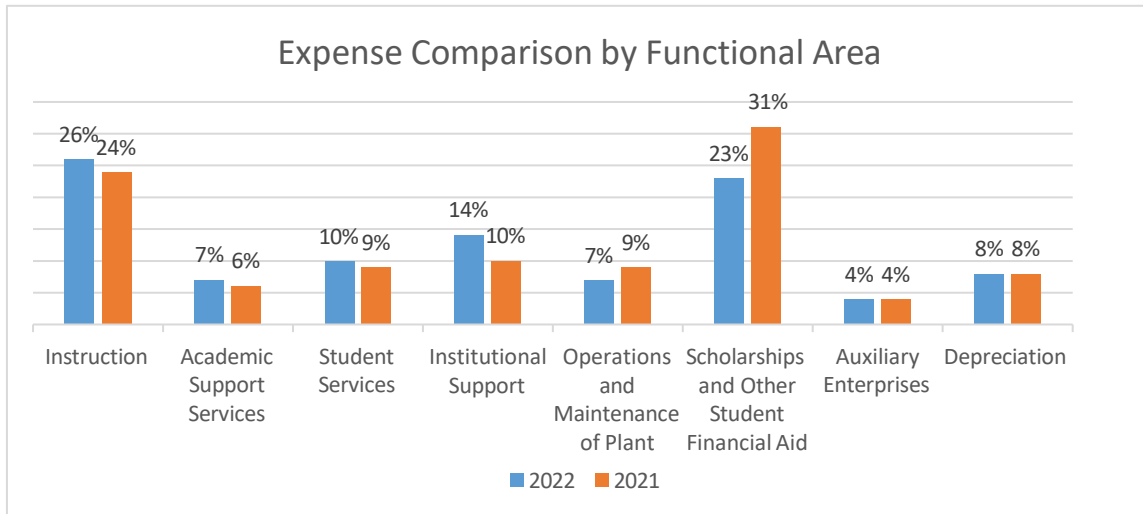
Expenses	FY2022 percent of total		FY2021 percent of total	
Salaries and wages	13,901,864	48%	12,407,354	42%
Benefits	2,723,418	9%	3,400,865	11%
Scholarships and fellowships	4,981,251	17%	7,087,454	24%
Supplies and materials	963,065	3%	678,386	2%
Depreciation	2,362,722	8%	2,401,105	8%
Purchased Services	884,361	3%	335,007	1%
Utilities	645,728	2%	608,523	2%
Other operating	2,438,198	8%	2,962,847	10%
Total	28,900,607	100%	29,881,541	100%



Comparison of Selected Operating Expenses by Functional Area

Operating expenses for FY22 and FY21 are noted below by function classification, with comparative percentages for each year.

Instruction	7,542,367	26%	7,216,501	24%
Academic Support Services	2,120,908	7%	1,670,597	6%
Student Services	2,813,373	10%	2,774,704	9%
Institutional Support	4,134,096	14%	2,854,049	10%
Operations and Maintenance of Plant	1,993,560	7%	2,663,283	9%
Scholarships and Other Student Financial Aid	6,705,585	23%	9,153,647	31%
Auxiliary Enterprises	1,227,996	4%	1,147,655	4%
Depreciation	2,362,722	8%	2,401,105	8%
Total	28,900,607	100%	29,881,542	100%



Capital Assets and Long-Term Debt Activities

The community and technical college system submits a single prioritized request to the Office of Financial Management and the Legislature for appropriated capital funds, which includes major projects, minor projects, repairs, emergency funds, alternative financing and major leases. The primary funding source for college capital projects is state general obligation bonds. In recent years, declining state revenues significantly reduced the state's debt capacity and are expected to continue to impact the number of new projects that can be financed. The College entered into its first Certificate of Participation (COP) of \$955,000 in FY19 that funded significant improvements to the upper parking lot on the main campus in Aberdeen. Revenue from a student fee increase in FY2018 has been accumulating to service the debt payments which started in FY19.

In February 2022 the College entered into a second Certificate of Participation (COP) of \$2,615,000 par value to fund certain portions of the SSIB building that will house Student Services functions. The COP debt payments will also be serviced by a separate student approved fee that was enacted several years ago, with debt payments beginning in June 2022.

At June 30, 2022, the College had an investment in capital assets of \$72,632,862, net of accumulated depreciation. This represents an increase of \$2.7 million from last year, as shown in the table below.

Asset Type	June 30, 2022	June 30, 2021	Change
Land	\$177,724	\$177,724	\$ -
Construction in Progress	\$7,827,216	\$2,948,570	\$ 4,878,646
Buildings, net	\$62,657,940	\$64,798,115	\$ (2,140,175)
Other Improv & Infrastructure, net	\$1,354,115	\$1,457,502	\$ (103,387)
Equipment, net	\$456,080	\$443,548	\$ 12,532
Library Resources, net	\$159,787	\$138,680	\$ 21,107
Total Capital Assets, Net	\$72,632,862	\$69,964,140	\$2,668,723

The increase in net capital assets can be attributed to \$4.9 million in construction expenditures for the new SSIB building, offset by \$2.3 million of depreciation expense. The SSIB building is scheduled to replace the HUB building. Construction of the new building was funded by the Legislature in the 21-23 biennium, with the College entering into a COP for partial funding.

Additional information on capital assets can be found in Note #6 of the Notes to the Financial Statements.

At June 30, 2022, the College had \$3,480,000 in outstanding debt. This represents an increase of \$2,585,000 from last year, as shown in the table below. In fiscal year 2022 the College entered into a Certificate of Participation (COP) for \$2,615,000 for the new Student Services and Instructional Building (SSIB) that will replace the old HUB building. The College entered into a Certificate of Participation (COP) for the upper parking lot improvements in FY19, the first time the College had entered into a COP for capital assets.

	June 30, 2022	June 20, 2021	Change
Certificates of Participation	3,480,000	895,000	2,585,000
Total	\$ 3,480,000	\$ 895,000	\$ 2,585,000

Additional information of notes payable, long-term debt and debt service schedules can be found in Notes 11, 12 and 13 of the Notes to the Financial Statements.

Economic Factors That May Affect the Future

The State Board for Community and Technical Colleges allocates out to each college/district funds received in the State’s budget. The model is based on performance in several key indicators, from general enrollments to enrollments in high cost programs, as well as student completion and achievement points. The model is based on a three-year rolling average of enrollments and completions, comparative to other institutions in the state. Due to a continued decrease in enrollment, it is estimated that the College will likely see a decrease in state operating appropriations in future years.

In fiscal year 2021 the colleges received a significant increase in funding as a result of the Workforce Education Investment Act (E2SHB 2158). The bill created a new fund, the Workforce Education Investment Account. Appropriations from the account are supported by an increase in the Business and Occupation tax. These funds were allocated to the colleges as directed in the legislation. There were no other significant changes to the method of allocating funds to college districts. Most of these appropriations are budgeted to continue in the next year.

As the College continues to be affected by the results of the COVID-19 pandemic, a significant decrease in enrollments has been experienced. While historically colleges have seen an increase

in enrollments in times of higher unemployment, that has not been the trend the College has experienced during the last three fiscal years. The College will continue efforts to closely examine budgets and identify opportunities to innovate instruction to attract more students.

In response to the possibility of decreased state appropriations and the trend in declining enrollment, the college is continuously seeking opportunities to increase enrollment and offer the necessary support to increase success for students. This includes implementing the Guided Pathways process to assist students in navigating through the educational course offerings and degrees in a more seamless process. The State is providing specific funds to support the Guided Pathways program. The College also continues working and collaborating with community partners to identify potential programs that could improve our course offerings, increase student retention, and remain relevant for education.

Measures that the college has implemented over the past year are beginning to show results. Specifically, Winter 2023 enrollment is trending about 14% higher compared to the prior year. Fall 2022 increased 2.23% compared to the prior year, and Summer 2022 increased about 1% compared to the prior year.

Similar to FY2021, navigating the COVID-19 pandemic and associated operational disruptions, reversing the trend in declining enrollment, and diversifying revenue sources are the most critical factors Grays Harbor College faces in the future. The College community is dedicated and focused on identifying strategies and initiatives that will increase enrollment in the short and long term.

Forecasts for the US and State economy are pointing to a slowdown in economic activity, with some forecasts going as far to predict a recession in late 2023. This would also have a similar effect on revenue collection by the State of Washington, since the general fund for the state is heavily reliant on sales taxes. Coupled with higher interest rates, inflation increases, and higher costs for energy and petroleum products, overall pressure on consumer finances are increasingly negative over the near-term forecast horizon.

The Washington State Economic and Revenue Forecast Council (ERFC) has yet to release their anticipated November 2022 revenue forecast that will be the preliminary basis for the Governor's 2023-25 biennial budget which will be released in December. At the last monthly update, released in mid-November, the ERFC reported that current fiscal year (FY23) revenues were higher than forecast, but that they had concerns over slowdowns in state general fund revenues with the looming economic forecast for Calendar Year 2023 and 2024.

GRAYS HARBOR COLLEGE
Statement of Net Position
June 30, 2022

Assets		
Current assets		
Cash and cash equivalents	\$	7,644,080
Restricted cash		4,101,458
Short-term investments		1,015,494
Accounts receivable		5,429,935
Inventories		77,258
Total current assets	\$	18,268,225
Non-Current Assets		
Long-term investments		1,816,672
Non-depreciable capital assets		8,004,940
Capital assets, net of depreciation		64,627,923
Net Pension Asset		3,859,241
Total non-current assets		78,308,776
Total assets	\$	96,577,000
Deferred Outflows of Resources		
Deferred outflows related to pensions		1,772,965
Deferred outflows related to OPEB		1,169,913
Total deferred outflows of resources	\$	2,942,878
Liabilities		
Current Liabilities		
Accounts payable		1,474,314
Accrued liabilities		3,658,471
Compensated absences, current portion		193,321
Unearned revenue		105,563
Certificates of participation payable, current portion		115,000
Net pension liability, current portion		18,903
Total OPEB liability, current portion		142,047
Total current liabilities	\$	5,707,619
Non-Current Liabilities		
Compensated absences		1,093,306
Certificates of participation		3,365,000
Unamortized COP Premium		747,425
Net pension liability		1,126,291
Total OPEB liability		8,462,779
Total non-current liabilities		14,794,802
Total liabilities	\$	20,502,421
Deferred Inflows of Resources		
Deferred inflows related to pensions		5,395,863
Deferred inflows related to OPEB		3,073,663
Total deferred inflows of resources	\$	8,469,526
Net Position		
Net Investment in Capital Assets		70,389,390
Restricted for:		
Nonexpendable		10,000
Expendable		
Capital Projects		2,002,341
Pension Asset		3,859,241
Other		4,101,458
Unrestricted (deficit)		(9,814,499)
Total Net Position	\$	70,547,931

The footnote disclosures are an integral part of the financial statements.

GRAYS HARBOR COLLEGE
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2022

Operating Revenues	
Student tuition and fees, net of scholarship discounts and allowances	\$ 3,350,999
Auxiliary enterprise sales	361,092
State and local grants and contracts	7,534,786
Federal grants and contracts	1,354,122
Other operating revenues	6,566
Total operating revenue	\$ 12,607,565
Operating Expenses	
Salaries and wages	13,901,864
Benefits	2,723,418
Scholarships and fellowships	4,981,251
Supplies and materials	963,065
Depreciation	2,362,722
Purchased services	884,361
Utilities	645,728
Software Licensing and Maintenance	242,472
Non-capitalized Equipment	279,782
Repairs and Maintenance	479,533
Data Processing Services	268,765
Insurance	202,978
Other operating expenses	964,668
Total operating expenses	28,900,607
Operating income (loss)	\$ (16,293,042)
Non-Operating Revenues (Expenses)	
State appropriations	13,381,850
Federal non-operating revenue	1,405,997
Federal Pell grant revenue	2,137,296
Investment income, gains and losses	51,040
Building fee remittance	(355,625)
Innovation fund remittance	(90,229)
Interest on indebtedness	(110,544)
Net non-operating revenue (expenses)	\$ 16,419,785
Gain before capital contributions	126,743
Capital Contributions	
Capital appropriations	2,362,733
Increase (Decrease) in net position	2,489,476
Net Position	
Net position, beginning of year	68,058,454
	-
Net Position, beginning of year, as restated	68,058,454
Net position, end of year	\$ 70,547,931

The footnote disclosures are an integral part of the financial statements.

GRAYS HARBOR COLLEGE
Statement of Cash Flows
For the Year Ended June 30, 2022

Cash flows from operating activities	
Student tuition and fees	\$ 3,474,141
Grants and contracts	6,765,992
Payments to vendors	539,138
Payments for utilities	(646,044)
Payments to employees	(13,250,703)
Payments for benefits	(4,270,525)
Auxiliary enterprise sales	317,174
Payments for scholarships and fellowships	(4,981,251)
Other receipts	503,271
Other payments	(2,456,818)
Net cash used by operating activities	<u>(14,005,625)</u>
Cash flows from noncapital financing activities	
State appropriations	13,519,435
Pell grants	2,137,296
Amounts for other than capital purposes	1,405,997
Building fee remittance	(345,282)
Innovation fund remittance	(83,961)
Net cash provided by noncapital financing activities	<u>16,633,484</u>
Cash flows from capital and related financing activities	
Capital appropriations	2,936,112
Purchases of capital assets	(4,787,333)
Proceeds of Capital Debt	1,240,459
Principal paid on capital debt	(30,000)
Interest paid	(128,932)
Net cash used by capital and related financing activities	<u>(769,693)</u>
Cash flows from investing activities	
Purchase of investments	(260,604)
Income of investments	51,040
Net cash provided by investing activities	<u>(209,564)</u>
Increase in cash and cash equivalents	1,648,601
Cash and cash equivalents at the beginning of the year	<u>10,096,937</u>
Cash and cash equivalents at the end of the year	<u><u>11,745,538</u></u>
Reconciliation of Operating Loss to Net Cash used by Operating Activities	
Operating Loss	<u>(16,293,042)</u>
Adjustments to reconcile net loss to net cash used by operating activities	
Depreciation expense	2,362,723
Changes in assets and liabilities	
Receivables, net	(1,545,890)
Inventories	94,548
Other Assets	-
Accounts payable	740,752
Accrued liabilities	2,109,596
Unearned revenue	(27,202)
Compensated absences	178,558
Pension liability adjustment	(1,625,668)
Net cash used by operating activities	<u><u>\$ (14,005,625)</u></u>
Significant Noncash Transactions	\$ -
NA	

The footnote disclosures are an integral part of the financial statements.

**Grays Harbor College Foundation
A Washington Non-Profit Corporation**

**Statement of Financial Condition
As of June 30, 2022**

Assets

Current Assets:

Cash and cash equivalents	1,078,799
Promises to give-current	28,570
Total Current Assets	1,107,369

Other Assets:

Investments	13,001,696
Assets held for investment	49,228
Other long-term assets	35,796
Total Other Assets	13,086,720
Total Assets	\$ 14,194,089

Liabilities and Net Assets

Current Liabilities

Accounts payable	-
Paycheck protection program loan	-
Liabilities	-

Net Assets

Without donor restrictions:	
Board designated	444,262
Undesignated	737,944
Total Net Assets Without Donor Restrictions	1,182,206

With donor restrictions	
Restricted for specified purpose	6,505,664
Restricted in perpetuity	6,506,219
Total Net Assets With Donor Restrictions	13,011,883
Total Net Assets	14,194,089

Total Liabilities and Net Assets	\$ 14,194,089
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Grays Harbor College Foundation
A Washington Non-Profit Corporation

Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2022

	Without Donor		With Donor Restrictions		Total
	Restrictions	Specified Purpose	In Perpetuity		
Support and Revenue:					
Gifts and Contributions	\$ 137,082	\$ 569,818	\$ 106,987	\$ 813,887	
Investment income (loss)	(179,573)	(2,088,452)	-	(2,268,025)	
Special event revenue-net	217,747	5,023	2,052	224,822	
In-kind contributions	-	17,808	-	17,808	
Other income	(1,138)	-	-	(1,138)	
Loss on prior year promises to give	(1,885)	(250)	-	(2,135)	
Net assets released from restrictions-satisfied by expenditures for specific purpose	871,730	(871,730)	-	-	
Total Support and Revenue	1,043,963	(2,367,783)	109,039	(1,214,781)	
Expenses:					
Program Services					
Awards, grants and scholarships	626,502	-	-	626,502	
Other college support	236,528	-	-	236,528	
Total Program Services	863,030	-	-	863,030	
Management and General	76,435	-	-	76,435	
Fundraising	30,149	-	-	30,149	
Total Expenses	969,614	-	-	969,614	
Increase (Decrease) in Net Assets	74,349	(2,367,783)	109,039	(2,184,395)	
Net Assets, Beginning of Year	1,126,628	8,854,676	6,397,180	16,378,484	
Reclassifications	(18,771)	18,771	-	-	
Net Assets, End of Year	\$ 1,182,206	\$ 6,505,664	\$ 6,506,219	\$ 14,194,089	

**Grays Harbor College Foundation
A Washington Non-Profit Corporation**

**Statement of Functional Expenses
For the Year Ended June 30, 2022**

Expenses:	Program Services			Management & General Fundraising		Total
	Awards, Grants and Scholarships	Other College Support	Total Program Services			
Grants and allocations	\$ 605,097	\$ 221,454	\$ 826,551	\$ -	\$ -	\$ 826,551
Salaries, wages, and benefits	21,405	15,074	36,479	36,876	30,149	103,504
Insurance	-		-	2,475	-	2,475
Office Supplies	-		-	11,928	-	11,928
In-kind expense	-		-	17,808	-	17,808
Miscellaneous	-		-	548	-	548
Professional fees	-		-	6,800	-	6,800
Total Expenses	\$ 626,502	\$ 236,528	\$ 863,030	\$ 76,435	\$ 30,149	\$ 969,614

**Grays Harbor College Foundation
A Washington Non-Profit Corporation**

**Statement of Cash Flows
For the Year Ended June 30, 2022**

CASH FLOWS FROM OPERATING ACTIVITIES:	\$ (2,184,395)
Change in Net Assets	
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:	
(Gain) loss on investments	2,610,413
Dividends and interest reinvested in investments	(440,423)
Contributions and earning restricted for investment in endowments	(109,039)
Noncash income-limited partnership	5,719
Forgiveness of PPP Loan	(15,335)
(Increase) Decrease in promises to give	8,650
Increase (Decrease) in accounts payable	(3,031)
Net Cash Provided (Used) By Operating Activities	<u>(127,441)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Proceeds from sales of investments	3,096,809
Purchase of investments	(3,042,543)
Net Cash Provided (Used) By Investing Activities	<u>54,266</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Paycheck protection program loan proceeds	-
Contributions and earnings restricted for investment in endowments	109,039
Net Cash Provided (Used) By Financing Activities	<u>109,039</u>
Net Increase (Decrease) in Cash	35,864
Cash, Beginning of Year	<u>1,042,935</u>
Cash, End of Year	<u>\$ 1,078,799</u>
Interest paid during the year	<u>\$ -</u>

Notes to the Financial Statements

June 30, 2022

These notes form an integral part of the financial statements.

Note 1 - Summary of Significant Accounting Policies

Financial Reporting Entity

Grays Harbor College (the College) is a comprehensive community college offering open-door academic programs, workforce education, basic skills, and community services. The College confers applied baccalaureate degrees, associate degrees, certificates and high school diplomas. It is governed by a five-member Board of Trustees appointed by the Governor and confirmed by the state Senate. The College is an agency of the State of Washington. The financial activity of the college is included in the State's Annual Comprehensive Financial Report. These notes form an integral part of the financial statements.

The Grays Harbor College Foundation (the Foundation) is a separate but affiliated non-profit entity, incorporated under Washington law in 1963 and recognized as a tax-exempt 501(c)(3) charity. The Foundation's charitable purpose is to support the students and mission of Grays Harbor College. Because the majority of the Foundation's income and resources are restricted by donors and may only be used for the benefit of the college or its students, the Foundation is considered a component unit based on the criteria contained in Governmental Accounting Standards Board (GASB) Statement Nos. 61, 39 and 14. A discrete component unit is an entity that is legally separate from the College, but has the potential to provide significant financial benefits to the College or whose relationship with the College is such that excluding it would cause the College's financial statements to be misleading or incomplete.

The Foundation's financial statements are discretely presented in this report. The Foundation's statements have been prepared in accordance with accounting principles generally accepted in the United States of America. Intra-entity transactions and balances between the College and the Foundation are not eliminated for financial statement presentation. During the fiscal year ended June 30, 2022, the Foundation distributed approximately \$626,502 to the College for restricted and unrestricted purposes. A copy of the Foundation's complete financial statements may be obtained from the Foundation's Administrative Offices at Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA, 360-538-4243.

Basis of Presentation

The financial statements have been prepared in accordance with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). The College follows the "business-type activities" reporting requirements of GASB Statement No. 35, Basic Financial Statements and Management Discussion and Analysis for Public Colleges and Universities. For financial reporting purposes, the College is considered a special-purpose government engaged only in Business Type Activities (BTA). In accordance with BTA reporting, the College presents a Management's Discussion and Analysis; a Statement of Net Position; a Statement of Revenues, Expenses and Changes in Net Position; a Statement of Cash Flows; and

Notes to the Financial Statements. The format provides a comprehensive, entity-wide perspective of the college's assets, deferred outflows, liabilities, deferred inflows, net position, revenues, expenses, changes in net position and cash flows.

Basis of Accounting

The financial statements of the College have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows. For the financial statements, intra-agency receivables and payables have generally been eliminated. However, revenues and expenses from the College's auxiliary enterprises are treated as though the College were dealing with private vendors. For all other funds, transactions that are reimbursements of expenses are recorded as reductions of expense.

Non-exchange transactions, in which the College receives (or gives) value without directly giving (or receiving) equal value in exchange, includes state and federal appropriations, and certain grants and donations. Revenues are recognized, net of estimated uncollectible amounts, as soon as all eligibility requirements imposed by the provider have been met.

The preparation of financial statements in conformity with U.S. Generally Accepted Accounting Principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash, Cash Equivalents and Investments

Cash and cash equivalents include cash on hand and bank demand deposits. Cash in the investment portfolio is not included in cash and cash equivalents as it is held for investing purposes. Cash and cash equivalents that are held with the intent to fund College operations are classified as current assets. The College records all cash, cash equivalents and investments at fair value.

Accounts Receivable

Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty and staff. This also includes amounts due from federal, state and local governments or private sources as allowed under the terms of grants and contracts. Where applicable, accounts receivable includes proceeds from Certificates of Participation that have not yet been received from the State Treasurer. Accounts receivable are shown net of estimated uncollectible amounts.

Inventories

Inventories consisting of merchandise for resale in the college bookstore and course-related supplies, are valued at cost using FIFO, or first in first out.

Capital Assets

In accordance with state law, capital assets constructed with state funds are owned by the State of Washington. Property titles are shown accordingly. However, responsibility for managing the assets rests with the College. As a result, the assets are included in the financial statements because excluding them would have been misleading.

Land, buildings and equipment are recorded at cost, or if acquired by gift, at acquisition value at the date of the gift. GASB 34 guidance concerning preparing initial estimates for historical cost and accumulated depreciation related to infrastructure was followed. Capital additions, replacements and major renovations are capitalized. The value of assets constructed includes all material direct and indirect construction costs. Any interest costs incurred are capitalized during the period of construction. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. In accordance with the state capitalization policy, all land, intangible assets and software with a unit cost of \$1,000,000 or more, buildings and improvements with a unit cost of \$100,000 or more, library collections with a total cost of \$5,000 or more and all other assets with a unit cost of \$5,000 or more are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets as defined by the State of Washington's Office of Financial Management. Useful lives are generally 3 to 7 years for equipment; 15 to 50 years for buildings and 20 to 50 years for infrastructure and land improvements.

The college reviews assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of its assets might not be recoverable. Impaired assets are reported at the lower of cost or fair value. At June 30, 2022, no assets had been written down.

Unearned Revenues

Unearned revenues occur when funds have been collected prior to the end of the fiscal year but related to the subsequent fiscal year. Unearned revenues also include tuition and fees paid with financial aid funds. The College has recorded summer quarter tuition and fees, and when applicable advanced grant proceeds, as unearned revenues.

Tax Exemption

The College is a tax-exempt organization under the provisions of Section 115 (1) of the Internal Revenue Code and is exempt from federal income taxes on related income. The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Pension Liability

For purposes of measuring the net pension liability in accordance with GASB Statement No 68, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State of Washington Public Employees' Retirement System (PERS) and the Teachers' Retirement System (TRS) and additions to/deductions from PERS's and TRS's fiduciary net position have been determined on the same basis as they are reported by PERS and TRS. For this purpose, benefit payments (including refunds

of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The College also reports its share of the net pension liability for the State Board Retirement Plan in accordance with GASB 68 Accounting and Financial Reporting for Pensions and Related Assets.

OPEB Liability

The College reports its share of OPEB liability in accordance with GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions (OPEB). This Statement requires the College to recognize its proportionate share of the state's actuarially determined OPEB liability with a one-year lag measurement date similar to GASB Statement No. 68.

Deferred Outflows of Resources and Deferred Inflows of Resources

Deferred outflows of resources represent consumption of net position that is applicable to a future period. Deferred inflows of resources represent acquisition of net position that is applicable to a future period.

Deferred outflows related to pensions are recorded when projected earnings on pension plan investments exceed actual earnings and are amortized to pension expense using a systematic and rational method over a closed period of time. Deferred inflows related to pensions are recorded when actual earnings on pension plan investments exceed projected earnings and are amortized in the same manner as deferred outflows.

Deferred outflows and inflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the college's proportionate share of pension liabilities. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan. Employer transactions to pension plans made subsequent to the measurement date are also deferred and reduce pension liabilities in the subsequent year.

The portion of differences between expected and actual experience with regard to economic or demographic factors, changes of assumptions about future economic or demographic factors, and changes in the college's proportionate share of OPEB liability that are not recognized in OPEB expense should be reported as deferred outflows of resources or deferred inflows of resources related to OPEB. Differences between projected and actual earning on OPEB plan investments that are not recognized in OPEB expense should be reported as deferred outflows of resources or deferred inflows of resources related to OPEB. Employer contributions to the OPEB plan subsequent to the measurement date of the collective OPEB liability should be recorded as deferred outflows of resources related to OPEB.

Net Position

The College's net position is classified, as follows:

Net investment in Capital Assets – This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets.

Restricted net position, Nonexpendable – This consists of endowment and similar type funds for which donors or other outside sources have stipulated as a condition of the gift instrument that the principal is to be maintained inviolate and in perpetuity and invested for the purpose of producing present and future income which may either be expended or added to principle.

Restricted net position, Expendable – These include resources the College is legally or contractually obligated to spend in accordance with restrictions imposed by third parties, including pension assets, capital projects and student funds. The restricted net position is equal to the net pension asset, and other funds specified as restricted net position. Both deferred inflows and deferred outflows are excluded from the calculation.

Unrestricted net position – These represent resources derived from student tuition and fees, and sales and services of educational departments and auxiliary enterprises.

Classification of Revenues and Expenses

The College has classified its revenues as either operating or non-operating revenues according to the following criteria:

Operating Revenues. This includes activities that are directly related to the principal operations of the College, such as (1) student tuition and fees, net of waivers and scholarship discounts and allowances, (2) sales and services of auxiliary enterprises and (3) federal, state and local grants and contracts that primarily support the operational/educational activities of the colleges. Examples include a contract with OSPI to offer Running Start and/or Technical High School. The college also receives Adult Basic Education grants that support the primary educational mission of the college.

Operating Expenses. Operating expenses include salaries, wages, fringe benefits, utilities, supplies and materials, purchased services, and depreciation.

Non-operating Revenues. This includes activities that are not directly related to the ongoing operations of the College, such as gifts and contributions, state appropriations, investment income and Pell Grants received from the federal government. In FY22 non-operating revenues also included funds received through the federal CARES act.

Non-operating Expenses. Non-operating expenses include state remittance related to the building fee and the innovation fee, along with interest incurred on the Certificate of Participation Loans.

Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statements of Revenues, Expenses and Changes in Net Position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other Federal, State or non-governmental programs are recorded as either operating or non-operating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance. Discounts and allowances for the year ending June 30, 2022 are \$1,907,002.

State Appropriations

The State of Washington appropriates funds to the College on both an annual and biennial basis. These revenues are reported as non-operating revenues on the Statements of Revenues, Expenses, and Changes in Net Position, and recognized as such when the related expenses are incurred.

Building and Innovation Fee Remittance

Tuition collected includes amounts remitted to the Washington State Treasurer's office to be held and appropriated in future years. The Building Fee portion of tuition charged to students is an amount established by the Legislature and is subject to change annually. The fee provides funding for capital construction and projects on a system wide basis using a competitive biennial allocation process. The Building Fee is remitted on the 35th day of each quarter. The Innovation Fee was established in order to fund the State Board of Community and Technical College's Strategic Technology Plan. The use of the fund is to implement new ERP software across the entire system. On a monthly basis, the College's remits the portion of tuition collected for the Innovation Fee to the State Treasurer for allocation to SBCTC. These remittances are non-exchange transactions reported as an expense in the non-operating revenues and expenses section of the statement of revenues, expenses and changes in net position.

Note 2 - Accounting and Reporting Changes

In June 2018, the GASB issued Statement No. 89, Accounting for Interest Cost Incurred before the End of a Construction Period, which will be effective for the fiscal year ending June 30, 2021. GASB 95 has postponed the effective date to fiscal year 2022. This Statement requires that interest cost incurred before the end of a construction period be recognized as expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, these costs will no longer be included in the capitalized cost of capital assets reported by the College. The Statement will be applied on a

prospective basis and the interest costs capitalized prior to implementation will continue to be recognized as those assets are depreciated.

Accounting Standards Impacting the Future

In May 2020, the GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which postponed the effective dates of Statements and Implementation Guides that were first effective for reporting periods beginning after June 15, 2018. The college is following the State's Office of Financial Management directives on these postponements.

In May 2019, the GASB issued Statement No. 91, *Conduit Debt Obligations*. The provisions of this statement are effective for fiscal year 2023. This statement provides a single method of reporting conduit debt obligations by issuers and eliminates the diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations and (3) related note disclosures. This statement achieves those objectives by clarifying the existing definition of conduit obligations, establishing that a conduit debt obligation is not a liability of the issuer, establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations, and improving required note disclosures. The impact of this Statement has not yet been determined.

In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, effective for FY23. This Statement requires that PPPs that meet the definition of a lease apply the guidance in Statement No. 87, *Leases*, as amended, if certain conditions apply. The impact of this Statement has not yet been determined.

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, effective for FY23. This Statement provides guidance on the accounting and financial reporting for Subscription-based information technology arrangements (SBITAs) for government end users (governments). A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. The College is following the State's Office of Financial Management directives to prepare for the implementation of this Statement.

In June 2022, the GASB issued Statement No. 100, *Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*, effective for fiscal years beginning after June 15, 2023. The Statement's primary objective is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The college will follow the State's Office of Financial management directives to prepare for the implementation of this Statement.

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*, effective FY24. It provides guidance for measuring liability for leave that has not been used, generally using an employee’s pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities. The college is following the State’s Office of Financial management directives to prepare for the implementation of this Statement.

Note 3 - Deposits and Investments

Deposits

Cash and cash equivalents include bank demand deposits and petty cash held at the College.

As of June 30, 2022, the carrying amount of the College’s cash and equivalents was \$11,745,538 as represented in the table below.

Cash and Cash Equivalents	June 30, 2022	
Petty Cash and Change Funds	\$	6,475
Bank Demand and Time Deposits		11,739,063
Total Cash and Cash Equivalents	\$	11,745,538

Cash and cash equivalents include restricted cash and cash equivalents of \$4,101,458 at June 30, 2022. The majority of the restricted balances comes from the collection of student self-assessed fees for their contribution towards the future construction of the new Student Services and Instructional Building (SSIB).

Custodial Credit Risks—Deposits

Custodial credit risk is the risk that in the event of the failure of a depository financial institution, the College would not be able to recover deposits. The College’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). All of the College’s demand deposits are with The Bank of the Pacific.

Investments

Investments – Operating Funds

Investments consist of time certificates of deposit. Time certificates of deposit have repurchase agreements with the respective financial institutions.

Fair value measurement is based on the assumptions that market participants would use in pricing the asset. The three levels of the fair value hierarchy are described as:

Level 1 – Quoted market prices: Unadjusted quoted prices available in active markets for identical assets or liabilities

Level 2 – Observable inputs: Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities: or

Level 3 – Unobservable inputs that are significant to the fair value measurement.

The College categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. All of the College’s investments fall within Level 1.

Interest Rate Risk—Investments

The College manages its exposure to interest rate changes by limiting the duration of investments to mature at various points in time. Current procedure is that no investment may exceed 60 months.

Concentration of Credit Risk—Investments

State law limits College operating investments to the highest quality sectors of the domestic fixed income market and specifically excludes corporate stocks, corporate and foreign bonds, futures contracts, commodities, real estate, limited partnerships and negotiable certificates of deposit. College policy does not limit the amount the College may invest in any one issuer.

Custodial Credit Risk—Investments

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the College will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. At June 30, 2022, \$2,582,166 (fair value less \$250,000 in FDIC insurance coverage) of the College’s operating fund investments, held by Bank of the Pacific, are exposed to custodial credit risk as follows:

Investment Type	Investment Maturities (in Years)				
	Fair Value	Less than 1	1 to 5	6 to 10	More than 10
Time Certificate of Deposits	2,832,166	1,015,494	1,816,672	-	-
Total Investments	2,832,166	1,015,494	1,816,672	-	-

Note 4 - Accounts Receivable

Accounts receivable consists of tuition and fee charges to students, and amounts due from federal, state and local governments or private sources in connection with reimbursements of allowable expenses made according to sponsored agreements. At June 30, 2022, accounts receivable were as follows:

Accounts Receivable	Amount
Student Tuition and Fees	\$ 1,058,130
Due from the Federal Government	36,453
Due from Other State Agencies	3,428,713
Other	<u>945,703</u>
Subtotal	5,468,999
Less Allowance for Uncollectible Accounts	<u>(39,064)</u>
Accounts Receivable, net	<u>\$ 5,429,935</u>

Note 5 – Inventories

Inventories as of June 30, 2022, were as follows:

Inventories	Method	Amount
Merchandise Inventories (FIFO)		<u>77,258</u>
Inventories		<u>\$ 77,258</u>

Note 6 - Capital Assets

A summary of the changes in capital assets for the year ended June 30, 2022 is presented as follows. The current year depreciation expense was \$2,362,722.

Capital Assets	Beginning Balance	Additions/ Transfers	Retirements	Ending Balance
Capital assets, non-depreciable				
Land	\$ 177,724	\$ -	\$ -	\$ 177,724
Construction in progress	2,948,370	4,878,846	-	7,827,216
Total capital assets, non-depreciable	3,126,094	4,878,846	-	8,004,940
Capital assets, depreciable				
Buildings	90,837,894	-	-	90,837,894
Other improvements and infrastructure	2,115,236	-	-	2,115,236
Equipment	3,040,091	107,668	(220,047)	2,927,712
Library resources	286,821	51,949	(38,348)	300,422
Total capital assets, depreciable	96,280,042	159,617	(258,395)	96,181,264
Less accumulated depreciation				
Buildings	26,039,779	2,140,175	-	28,179,954
Other improvements and infrastructure	657,734	103,387	-	761,121
Equipment	2,596,543	88,318	(213,230)	2,471,631
Library resources	148,140	30,842	(38,348)	140,634
Total accumulated depreciation	29,442,196	2,362,722	(251,578)	31,553,340
Total capital assets, depreciable, net	66,837,846	(2,203,105)	(6,817)	64,627,924
Capital assets, net	\$ 69,963,940	\$ 2,675,741	\$ (6,817)	\$ 72,632,864

Note 7 - Accounts Payable and Accrued Liabilities

Accrued liabilities as of June 30, 2022, were as follows:

Accounts Payable and Accrued Liabilities	Amount
Amounts Owed to Employees	\$ 453,801
Accounts Payable	1,474,314
Owed to Federal Govt	65,334
Payroll liabilities	1,140,754
Due to Other Agencies	1,821,885
Other payables	176,697
Total	\$ 5,132,785

Note 8 - Unearned Revenue

Unearned revenue at June 30, 2022 is comprised of receipts which have not yet met revenue recognition criteria, as follows:

Unearned Revenue	Amount
Summer Quarter Tuition & Fees	\$ 105,563
Total Unearned Revenue	\$ 105,563

Note 9 - Risk Management

The College is exposed to various risk of loss related to tort liability, injuries to employees, errors and omissions, theft of, damage to, and destruction of assets, and natural disasters. The College purchases insurance to mitigate these risks. Management believes such coverage is sufficient to preclude any significant uninsured losses for the covered risks.

The College purchases commercial property insurance through the master property program administered by the Department of Enterprise Services for buildings that were acquired with COP proceeds. The policy has a deductible of \$250,000 per occurrence and the policy limit is \$100,000,000 per occurrence. The college has had no claims in excess of the coverage amount within the past three years. The College assumes its potential property losses for most other buildings and contents.

The College participates in a State of Washington risk management self-insurance program, which covers its exposure to tort, general damage and vehicle claims. Premiums paid to the State are based on actuarially determined projections and include allowances for payments of both outstanding and current liabilities. Coverage is provided up to \$10,000,000 for each claim with no deductible. The college has had no claims in excess of the coverage amount within the past three years.

The College, in accordance with state policy, pays unemployment claims on a pay-as-you-go basis. The college finances these costs by assessing all funds a monthly payroll expense for unemployment compensation for all employees. Payments made for claims from July 1, 2021 through June 30, 2022, were \$44,738.

Note 10 - Compensated Absences

At termination of employment, employees may receive cash payments for all accumulated vacation and compensatory time. Employees who retire get 25% of the value of their accumulated sick leave credited to a Voluntary Employees' Beneficiary Association (VEBA) account, which can be used for future medical expenses and insurance purposes. The amounts of unpaid vacation

and compensatory time accumulated by College employees are accrued when incurred. The sick leave liability is recorded as an actuarial estimate of one-fourth the total balance on the payroll records. The accrued vacation leave totaled \$764,134 and accrued sick leave totaled \$522,493 at June 30, 2022.

Accrued annual and sick leave are categorized as non-current liabilities, with the current portion listed separately on the financial statements.

Note 11 - Notes Payable

In February 2022 the College obtained financing for partial funding of the new SSIB building, planned as a replacement for the HUB Building. The financing was through a Certificate of Participation (COP), issued by the Washington Office of the State Treasurer (OST), in the amount of \$2,615,000. The students assessed themselves, on a quarterly basis, a mandatory fee to service the debt starting in FY2022. The interest rate charged on the COP is 2.71%.

In 2018, the College obtained financing in order to renovate the upper campus parking lot, through a COP, issued by the Washington Office of State Treasurer (OST) in the amount of \$955,000. The students assessed themselves, on a quarterly basis, a mandatory fee to service the debt starting in 2019. The interest rate charged is 3.35725%.

Student fees related to the COPs are accounted for in dedicated funds, which is used to pay principal and interest.

The College's debt service requirements for this note agreement for the next four years and thereafter are as follows in Note 13.

Note 12 - Annual Debt Service Requirements

Future debt service requirements at June 30, 2022 are as follows:

Certificates of Participation

Fiscal year	Principal	Interest	Total
2023	115,000	171,125	286,125
2024	120,000	165,250	285,250
2025	120,000	159,250	279,250
2026	130,000	153,000	283,000
2027	135,000	146,375	281,375
2028-2032	790,000	620,000	1,410,000
2033-2037	1,010,000	396,000	1,406,000
2038-2042	1,060,000	126,000	1,186,000
Total	\$ 3,480,000	\$ 1,937,000	\$ 5,417,000

Note 13 - Schedule of Long-Term Liabilities

	Balance outstanding			Balance outstanding		Current portion
	6/30/21	Additions	Reductions	6/30/22		
Certificates of Participation	\$ 895,000	\$ 2,615,000	\$ 30,000	\$ 3,480,000	\$ 115,000	
COP Premium	\$ 138,028	\$ 627,785	\$ 18,388	\$ 747,425	\$ 39,314	
Compensation absences	1,108,124	471,961	293,508	1,286,627	193,321	
Net pension liability	2,613,328	1,408,866	2,877,000	1,145,194	18,903	
Total OPEB liability	8,226,597	3,203,294	2,825,065	8,604,826	142,047	
Total	\$ 12,981,077	\$ 8,326,906	\$ 6,043,961	\$ 15,264,072	\$ 508,585	

Note 14 - Retirement Plans

A. General

The College offers three contributory pension plans: the Washington State Public Employees' Retirement System (PERS), the Washington State Teachers' Retirement System (TRS), and the State Board Retirement Plan (SBRP). PERS and TRS are cost sharing multiple-employer defined-benefit pension plans administered by the Washington State Department of Retirement Systems (DRS). The State Board Retirement Plan (SBRP) is a defined contribution single employer pension plan with a supplemental payment when required. The SBRP is administered by the State Board for Community and Technical Colleges (SBCTC) and available to faculty, exempt administrative

and professional staff of the state’s public community and technical colleges. The College reports its proportionate share of the net pension liability as it is a part of the community and technical college system.

Basis of Accounting

Pension plans administered by the state are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, employee and employer contributions are recognized in the period in which employee services are performed; investment gains and losses are recognized as incurred; and benefits and refunds are recognized when due and payable in accordance with the terms of the applicable plan. For purposes of measuring the net pension liability/(asset), deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position of all plans, and additions to/deductions from all plan fiduciary net position have been determined in all material respects on the same basis as they are reported by the plans.

In accordance with Statement No. 68, the College has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities. The College has elected to use the current fiscal year end as the measurement date for reporting pension liabilities for the Higher Education Supplemental Retirement Plan.

The following table represents the aggregate pension amounts for all plans subject to the requirements of GASB Statement No. 68 for the College, for fiscal year 2022:

Aggregate Pension Amounts - All Plans		
Net Pension Liabilities	\$	(1,145,195)
Net Pension Assets	\$	3,859,241
Deferred outflows of resources related to pensions	\$	1,772,965
Deferred inflows of resources related to pensions	\$	(5,395,863)
Pension Expense	\$	(1,027,135)

Department of Retirement Systems

As established in chapter 41.50 of the Revised Code of Washington (RCW), the Department of Retirement Systems (DRS) administers eight retirement systems covering eligible employees of the state and local governments. The Governor appoints the director of the DRS.

The DRS administered systems are comprised of 12 defined benefit pension plans and three defined benefit/ defined contribution plans. Below are the DRS plans that the College participates in:

- Public Employees' Retirement System (PERS)
 - Plan 1 - defined benefit
 - Plan 2 - defined benefit
 - Plan 3 - defined benefit/defined contribution
- Teachers' Retirement System (TRS)
 - Plan 1 - defined benefit
 - Plan 2 - defined benefit
 - Plan 3 - defined benefit/defined contribution

Although some assets of the plans are commingled for investment purposes, each plan's assets may be used only for the payment of benefits to the members of that plan in accordance with the terms of the plan.

Administration of the PERS and TRS plans is funded by an employer rate of 0.18 percent of employee salaries.

Pursuant to RCW 41.50.770, the College offers its employees that elect to participate a deferred compensation program in accordance with Internal Revenue Code Section 457. The deferred compensation is not available to employees until termination, retirement, disability, death, or unforeseeable financial emergency. This deferred compensation plan is administered by the DRS.

The DRS prepares a stand-alone financial report that is compliant with the requirements of GASB Statement No. 67. Copies of the report may be obtained by contacting the Washington State Department of Retirement Systems, PO Box 48380, Olympia, WA 98504-8380 or online at <http://www.drs.wa.gov/administration/annual-report>.

Higher Education

As established in chapter 28B.10 RCW, eligible higher education state employees may participate in higher education retirement plans. These plans include a defined contribution plan administered by a third party with a supplemental defined benefit component (funded on a pay-as-you-go basis) which is administered by the state.

B. College Participation in Plans Administered by the Department of Retirement Systems

PERS

Plan Description. The Legislature established the Public Employees' Retirement System (PERS) in 1947. PERS retirement benefit provisions are established in chapters 41.34 and 41.40 RCW and may be amended only by the Legislature. Membership in the system includes elected officials; state employees; employees of the Supreme Court, Court of Appeals, and Superior Courts (other

than judges currently in a judicial retirement system); employees of legislative committees; community and technical colleges, college and university employees not in national higher education retirement programs; judges of district and municipal courts; and employees of local governments.

PERS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members. PERS members who joined the system by September 30, 1977, are Plan 1 members. Plan 1 is closed to new entrants. Those who joined on or after October 1, 1977, and by February 28, 2002, for state and higher education employees, or August 31, 2002, for local government employees, are Plan 2 members unless they exercised an option to transfer their membership to PERS Plan 3.

PERS participants joining the system on or after March 1, 2002 have the irrevocable option of choosing membership in either PERS Plan 2 or PERS Plan 3. The option must be exercised within 90 days of employment. Employees who fail to choose within 90 days default to PERS Plan 3.

Benefits Provided. PERS plans provide retirement, disability, and death benefits to eligible members.

PERS Plan 1 members are vested after the completion of five years of eligible service. Plan 1 members are eligible for retirement after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. The monthly benefit is 2 percent of the average final compensation (AFC) per year of service, capped at 60 percent. The AFC is the average of the member's 24 highest consecutive service months.

PERS Plan 1 members retiring from inactive status prior to the age of 65 may receive actuarially reduced benefits. Plan 1 members may elect to receive an optional cost of living allowance (COLA) that provides an automatic annual adjustment based on the Consumer Price Index. The adjustment is capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced.

PERS Plan 2 members are vested after completing five years of eligible service. Plan 2 members are eligible for normal retirement at the age of 65 with five years of service. The monthly benefit is 2 percent of the AFC per year of service. There is no cap on years of service credit and a COLA is granted based on the Consumer Price Index, capped at 3 percent annually. The AFC is the average of the member's 60 highest paid consecutive months. PERS Plan 2 members have the option to retire early with reduced benefits.

The defined benefit portion of PERS Plan 3 provides members a monthly benefit that is 1 percent of the AFC per year of service. There is no cap on years of service credit. Plan 3 provides the same COLA as Plan 2. The AFC is the average of the member's 60 highest paid consecutive months.

PERS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. PERS Plan 3 members have the option to retire early with reduced benefits. PERS members meeting specific eligibility requirements have options available to enhance their retirement benefits. Some of these options are available to their survivors, with reduced benefits.

Contributions. PERS defined benefit retirement benefits are financed from a combination of investment earnings and employer and employee contributions.

Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates, Plan 2 employer and employee contribution rates, and Plan 3 employer contribution rates. The methods used to determine contribution requirements are established under state statute.

Members in PERS Plan 1 and Plan 2 can elect to withdraw total employee contributions and interest thereon, in lieu of any retirement benefit, upon separation from PERS covered employment.

TRS

Plan Description. The Legislature established the Teachers' Retirement System (TRS) in 1938. TRS retirement benefit provisions are established in chapters 41.32 and 41.34 RCW and may be amended only by the Legislature. Eligibility for membership requires service as a certificated public-school employee working in an instructional, administrative, or supervisory capacity. TRS is comprised principally of non-state agency employees.

TRS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a defined benefit plan with a defined contribution component. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members.

TRS members who joined the system by September 30, 1977, are Plan 1 members. Plan 1 is closed to new entrants. Those who joined on or after October 1, 1977, and by June 30, 1996, are Plan 2 members unless they exercised an option to transfer their membership to Plan 3. TRS members joining the system on or after July 1, 1996, are members of TRS Plan 3. Legislation passed in 2007 gives TRS members hired on or after July 1, 2007, 90 days to make an irrevocable choice to

become a member of TRS Plan 2 or Plan 3. At the end of 90 days, any member who has not made a choice becomes a member of Plan 3.

Benefits Provided. TRS plans provide retirement, disability, and death benefits to eligible members.

TRS Plan 1 members are vested after the completion of five years of eligible service. Plan 1 members are eligible for retirement at any age after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. The monthly benefit is 2 percent of the average final compensation (AFC) for each year of service credit, up to a maximum of 60 percent. The AFC is the total earnable compensation for the two consecutive highest-paid fiscal years, divided by two.

TRS Plan 1 members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced.

TRS Plan 2 members are vested after completing five years of eligible service. Plan 2 members are eligible for normal retirement at the age of 65 with five years of service. The monthly benefit is 2 percent of the AFC per year of service. A COLA is granted based on the Consumer Price Index, capped at 3 percent annually. The AFC is the average of the member's 60 highest paid consecutive months. TRS Plan 2 members have the option to retire early with reduced benefits.

The defined benefit portion of TRS Plan 3 provides members a monthly benefit that is 1 percent of the AFC per year of service. Plan 3 provides the same COLA as Plan 2. The AFC is the average of the member's 60 highest paid consecutive months. TRS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. TRS Plan 3 members have the option to retire early with reduced benefits.

TRS members meeting specific eligibility requirements have options available to enhance their retirement benefits. Some of these options are available to their survivors, with reduced benefits.

Contributions

PERS and TRS defined benefit retirement benefits are financed from a combination of investment earnings and employer and employee contributions. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates, Plan 2 employer and employee contribution rates, and Plan 3 employer contribution rates. The methods used to determine contribution requirements are established under state statute.

Members in PERS or TRS Plan 1 and Plan 2 can elect to withdraw total employee contributions and interest thereon, in lieu of any retirement benefit, upon separation from PERS or TRS-covered employment.

The employer contribution rates (expressed as a percentage of covered payroll) and actual contributions for the year ended June 30, 2022, were as follows:

	PERS 1	PERS 2/3*	TRS 1	TRS 2/3*
Contribution Rates at close of FY22	10.25%	10.25%	14.42%	14.42%
Actual Contributions	\$ 151,784	\$ 260,090	\$ 106,320	\$ 134,646

* Plan 2/3 employer rate includes a component to address the Plan 1 unfunded actuarial accrued liability

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2020, with the results rolled forward to the June 30, 2021, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases	3.50%
Investment rate of return	7.40%

Mortality rates were based on the Society of Actuaries' Pub.H-2010 Mortality rates, which vary by member status (that is active, retiree or survivor), as our base table. The Office of the State Actuary (OSA) applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The actuarial assumptions used in the June 30, 2020, valuation were based on the results of the *2013-2018 Demographic Experience Study Report and the 2019 Economic Experience Study*. Additional assumptions for subsequent events and law changes are current as of the 2019 actuarial valuation report.

The Office of the State Actuary (OSA) selected a 7.40 percent long-term expected rate of return on pension plan investments using a building-block method. In selecting this assumption, OSA reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMAs) and simulated expected investment returns provided by the WSIB.

The CMAs contain the following three pieces of information for each class of assets the WSIB currently invests in:

- Expected annual return.
- Standard deviation of the annual return.
- Correlations between the annual returns of each asset class with every other asset class.

The WSIB uses the CMAs and their target asset allocation to simulate future investment returns over various time horizons.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of June 30, 2021, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	20%	2.2%
Tangible Assets	7%	5.1%
Real Estate	18%	5.8%
Global Equity	32%	6.3%
Private Equity	23%	9.3%
Total	100%	

The inflation component used to create the above table is 2.20 percent and represents the WSIB’s most recent long-term estimate of broad economic inflation.

There were no material changes in assumptions, benefit terms, or methods for the reporting period.

Discount rate

The discount rate used to measure the total pension liability was 7.40 percent. To determine the discount rate, an asset sufficiency test was completed to test whether the pension plan’s fiduciary net position was sufficient to make all projected future benefit payments of current plan members.

Contributions from plan members and employers are assumed to continue to be made at contractually required rates (including PERS Plan 2/3 and TRS Plan 2/3 employers whose rates include a component for the PERS Plan 1 liability). Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.40 percent on pension plan investments was applied to determine the total pension liability.

Sensitivity of the Net Pension Liability(Asset) to Changes in the Discount Rate

The following table presents the net pension liability of the College calculated using the discount rate of 7.40 percent, as well as what the College’s net pension liability/(asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.40 percent) or 1-percentage-point higher (8.40 percent) than the current rate.

Pension Plan	1% Decrease (6.40%)	Current Discount Rate (7.40%)	1% Increase (8.40%)
PERS 1	526,788	309,229	119,494
PERS 2/3	(922,932)	(3,239,714)	(5,147,586)
TRS 1	289,456	151,014	30,200
TRS 2/3	108,032	(619,526)	(1,213,029)

Pension Liabilities(Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Pension Liabilities/Assets. At June 30, 2022, the College reported a total pension asset of \$3,398,998 for its proportionate share of the net pension liabilities/assets as follows:

	Liability/(Asset)
PERS 1	309,229
PERS 2/3	(3,239,715)
TRS 1	151,014
TRS 2/3	(619,526)

The College's proportionate share of pension liabilities/(assets) for fiscal years ending June 30, 2020 and June 30, 2021 for each retirement plan are listed below:

Pension Plan	2020	2021	Change
PERS 1	0.026505%	0.025321%	-0.001184%
PERS 2/3	0.034432%	0.032522%	-0.001910%
TRS 1	0.022630%	0.022429%	-0.000201%
TRS 2/3	0.022852%	0.022538%	-0.000314%

The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan to the projected contributions of all participating state agencies, actuarially determined.

Pension Expense. For the year ended June 30, 2022, the College recognized pension expense as follows:

	Pension Expense
PERS 1	\$ (99,358)
PERS 2/3	(741,882)
TRS 1	(49,258)
TRS 2/3	(72,379)
Total	(962,877)

Deferred Outflows of Resources and Deferred Inflows of Resources. The following represent the components of the College's deferred outflows and inflows of resources as reflected on the Statement of Net Position, for the year ended June 30, 2022:

	PERS 1	
	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	-	-
Difference between expected and actual earnings of pension plan investments	-	343,140
Changes of assumptions	-	-
Changes in College's proportionate share of pension liabilities	-	-
Contributions subsequent to the measurement date	151,784	-
Totals	\$ 151,784	\$ 343,140

	PERS 2/3	
	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	157,348	39,716
Difference between expected and actual earnings of pension plan investments	-	2,707,641
Changes of assumptions	4,734	230,073
Changes in College's proportionate share of pension liabilities	42,396	100,186
Contributions subsequent to the measurement date	260,090	-
Totals	\$ 464,568	\$ 3,077,616

	TRS 1	
	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	-	-
Difference between expected and actual earnings of pension plan investments	-	226,399
Changes of assumptions	-	-
Changes in College's proportionate share of pension liabilities	-	-
Contributions subsequent to the measurement date	106,320	-
Totals	\$ 106,320	\$ 226,399

	TRS 2/3	
	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	192,469	5,014
Difference between expected and actual earnings of pension plan investments	-	722,291
Changes of assumptions	38,536	32,557
Changes in College's proportionate share of pension liabilities	74,479	1,571
Contributions subsequent to the measurement date	134,646	-
Totals	\$ 440,130	\$ 761,432

The \$1,162,752 reported as deferred outflows of resources represent the deferred outflows subsequent to the measurement date and will be recognized as a reduction of the net pension liability for the year ended June 30, 2022.

Other amounts reported as deferred outflows and inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	PERS 1	PERS 2/3	TRS 1	TRS 2/3
2023	(90,898)	(748,405)	(59,996)	(152,336)
2024	(83,296)	(699,757)	(54,899)	(140,261)
2025	(78,759)	(675,564)	(51,956)	(130,375)
2026	(90,188)	(723,870)	(59,549)	(151,131)
2027	-	(21,697)	-	36,169
Thereafter	-	(3,846)	-	81,985
Total Net Deferred (Inflows)/Outflows	\$ (343,140) \$	(2,873,139) \$	(226,399) \$	(455,949)

C. College Participation in Plan Administered by the State Board for Community and Technical Colleges

State Board Retirement Plan (SBRP) – Supplemental Defined Benefits Plans

Plan Description. The State Board Retirement Plan is a privately administered single-employer defined contribution plans with a supplemental defined benefit plan component which guarantees a minimum retirement benefit based upon a one-time calculation at each employee’s retirement date. The supplemental component is financed on a pay-as-you-go basis. The College participates in this plan as authorized by chapter 28B.10 RCW and reports its proportionate share of the net pension liability. House Bill 1661, effective fiscal year 2021, created separate Supplemental Retirement Plan (SRP) funds by institution that met the definition of a trust or equivalent arrangement. As a result, this is the first year these plans will be reported under GASB Statement No. 67/68. Prior to this, the SRP was reported under GASB Statement No. 73.

Benefits Provided. The State Board Supplemental Retirement Plans (SRP) provide retirement, disability, and death benefits to eligible members.

As of July 1, 2011, all the Supplemental Retirement Plans were closed to new entrants.

Members are eligible to receive benefits under this plan at age 62 with 10 years of credited service. The supplemental benefit is a lifetime benefit equal to the amount a member’s goal income exceeds their assumed income. The monthly goal income is the one-twelfth of 2 percent of the member’s average annual salary multiplied by the number of years of service (such product not to exceed one-twelfth of fifty percent of the member’s average annual salary). The member’s assumed income is an annuity benefit the retired member would receive from their defined contribution Retirement Plan benefit in the first month of retirement had they invested all employer and member contributions equally between a fixed income and variable income annuity investment.

Plan members have the option to retire early with reduced benefits.

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation as of June 30, 2021, with the results rolled forward to the June 30, 2022, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

Salary increases 3.50%-4.00%

Fixed Income and Variable Income Investment Returns* N/A

**Measurement reflects actual investment returns through June 30, 2020*

Mortality rates were developed using the Society of Actuaries’ Pub. H-2010 mortality rates which vary by member status (e.g. active, retiree, or survivor), as the base table. The Office of the State Actuary applied age offsets as appropriate to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Under “generational” mortality”, a member is assumed to receive additional mortality improvements in each future year throughout their lifetime.

Most actuarial assumptions used in the June 30, 2021 valuation were based on the results of the August 2021 Supplemental Plan Experience Study. Additional assumptions related to the salary growth were based on feedback from financial administrators of the Higher Education Supplemental Retirement Plans.

Material assumption changes. Some significant changes in plan provisions and actuarial assumptions from prior fiscal year impacted the total pension liability (TPL). House Bill 1661 (Chapter 103 Laws of 2020) created dedicated funds to pay SRP benefits that mimic trust arrangement for the rest of the state retirement system. The change results in the SRP reporting under GASB 67/68 instead of GASB 73. As a result of this change:

- The discount rate is based on the long-term expected rate of return on the pension plan investments. This resulted in an increase in the discount rate used to measure the TPL from 2.21 percent as of June 30, 2020, to 7.4 percent.
- The total pension liability is now compared against the plan’s fiduciary net position to determine the net pension liability (NPL).
- Additionally, OSA recently completed an experience study which modified multiple assumption to estimate future plan experience.

Discount Rate. The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligations 20-Bond Municipal Bond Index, or 7.4 percent for the June 30, 2022, measurement date.

Contributions. Contribution rates for the SBRP (TIAA-CREF), which are based upon age, are 5%, 7.5% or 10% of salary and are matched by the College. Employee and employer contributions for the year ended June 30, 2022 were each \$548,823.

Pension Expense. The Pension Expense is the summation of a number of components, including benefits earned during the fiscal year and interest on the TPL. These numbers are sensitive to assumption changes and plan experience and can be volatile from year to year.

Pension expense for the fiscal year ending June 30, 2022 was \$64,255.

Plan Membership. Membership in the State Board Supplemental Retirement Plan consisted of the following as of June 30, 2021, the most recent actuarial valuation date. Since FY22 was a roll forward year, consistent participant data was used for the roll-forward.

Plan	Number of Participating Members			
	Inactive Members or Beneficiaries Currently Receiving Benefits	Inactive Members Entitled to But Not Yet Receiving Benefits	Active Members	Total Members
SBRP	5	3	59	67

Net Pension Liability/(Asset). The following table presents the change in net pension liability/(asset) of the State Board Supplemental Retirement Plan as of June 30, 2022:

Development of Net Pension Liability	
	Amount
Service Cost	\$ 15,017
Interest	50,591
Changes of Benefit Terms	-
Differences Between Expected and Actual Experience	223,571
Changes in Assumptions	72,624
Benefit Payments	(30,044)
Change in Proportionate Share of NPL	20,930
Other	-
Net Change in Total Pension Liability	352,689
Total Pension Liability - Beginning	643,952
Total Pension Liability - Ending	\$ 996,641
Plan Fiduciary Net Position	
Contributions - Employer	\$ 8,301
Contributions - Member	-
Net Investment Income	518
Benefit Payments	-
Administrative Expense	-
Other	-
Net Change in Plan Fiduciary Net Position	8,819
Fiduciary Net Position-Beginning	302,870
Fiducairy Net Position-Ending (b)	311,689
Net Pension Liability (Asset) -- Ending (a)-(b)	\$ 684,952

Sensitivity of the Total Pension Liability to Changes in the Discount Rate. The following table presents the total pension liability, calculated using the discount rate of 7.40 percent, as well as what the employers' total pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.40 percent) or 1 percentage point higher (8.40 percent) than the current rate:

	1% Decrease (6.40%)	Current Discount Rate (7.40%)	1% Increase (8.40%)
\$	796,259	\$ 684,952	\$ 589,489

Deferred Outflows and Inflows of Resources Related to Pensions

At June 30, 2022, the State Board Supplemental Retirement Plan reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	\$ 266,878	\$ 305,422
Changes of Assumptions	241,926	\$ 410,830
Changes in College's proportionate share of pension liability	82,556	\$ 232,429
Differences between Projected and Actual Earnings on Plan Investments	18,853	38,594
Total	\$ 610,213	\$ 987,274

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in the fiscal years ended June 30:

State Board Supplemental Retirement Plan	
2023	(105,788.22)
2024	(89,366.20)
2025	(64,723.20)
2026	(63,027.01)
2027	(95,670.06)
Thereafter	41,513.67

Note 15 - Other Post-Employment Benefits

Plan Description. Per RCW 41.05.065, the Public Employees' Benefits Board (PEBB), created within the HCA, is authorized to design benefits and determine the terms and conditions of employee and retired employee participation and coverage. PEBB establishes eligibility criteria for both active employees and retirees. Benefits purchased by PEBB include medical, dental, life, and long-term disability.

The relationship between the PEBB OPEB plan and its member employers, their employees, and retirees is not formalized in a contract or plan document. Rather, the benefits are provided in accordance with a substantive plan in effect at the time of each valuation. A substantive plan is one in which the plan terms are understood by the employers and plan members. This understanding is based on communications between the HCA, employers and plan members, and the historical pattern of practice with regard to the sharing of benefit costs. The understanding by

the employer and plan members is that there is no contractual obligation to continue the substantive plan as an employee benefit on an ongoing basis. Nevertheless, the actuarial assumptions used in valuations presented in this footnote assume that his substantive plan will be carried forward into the future.

The PEBB OPEB plan is funded on a pay-as-you-go basis. In the state ACFR the plan is reported in governmental funds using the modified accrual basis and the current financial resources measurement focus. For all proprietary and fiduciary funds, the OPEB plan is reported using the economic resources measurement focus and the accrual basis of accounting. The PEBB OPEB plan has no assets and does not issue a publicly available financial report.

Employees Covered by Benefit Terms. The PEBB OPEB plan is available to employees who elect to continue coverage and pay the administratively established premiums at the time they retire under the provisions of the retirement system to which they belong. Retirees’ access to the PEBB plan depends on the retirement eligibility of their respective retirement system. Membership in the PEBB plan for the College consisted of the following:

**Summary of Plan Participants
As of June 30, 2020**

Active Employees*	174
Retirees Receiving Benefits**	77
Retirees Not Receiving Benefits***	8
Total Active Employees and Retirees	259

*Reflects active employees eligible for PEBB program participation as of June 30, 2020.

**Headcounts exclude spouses of retirees that are participating in a PEBB program as a dependent.

***This is an estimate of the number of retirees that may be eligible to join a post-retirement PEBB program in the future. No benefits are allowed to them unless they choose to join in the future. In order to do so, they must show proof of continuous medical coverage since their separation of employment with the State of Washington that meets the requirements set forth in Washington Administrative Code 182-12-205.

Benefits Provided. Per RCW 41.05.022, retirees who are not yet eligible for Medicare benefits may continue participation in the state’s non-Medicare community-rated health insurance risk pool on a self-pay basis. Retirees in the non-Medicare risk pool receive an implicit subsidy. The implicit subsidy exists because retired members pay a premium based on a claims experience for active employees and other non-Medicare retirees. The subsidy is valued using the difference between the age-based claims costs and the premium.

Retirees who are enrolled in both Parts A and B of Medicare may participate in the state’s Medicare community-rated health insurance risk pool. Medicare retirees receive an explicit subsidy in the form of reduced premiums. Annually, the HCA administrator recommends an

amount for the next calendar year’s explicit subsidy for inclusion in the Governor’s budget. The final amount is approved by the state Legislature. In calendar year 2022 the explicit subsidy was \$183 per member per month, and it will remain \$183 per member per month in calendar year 2023.

Contribution Information. Administrative costs as well as implicit and explicit subsidies are funded by required contributions (RCW 41.05.050) from participating employers. The subsidies provide monetary assistance for medical benefits.

Contributions are set each biennium as part of the budget process. The benefits are funded on a pay-as-you-go basis.

The estimated monthly cost for PEBB benefits for the reporting period for each active employee (average across all plans and tiers) is as follows (expressed in dollars):

	Required Premium*	
Medical	\$	1,151
Dental		82
Life		4
Long-term Disability		2
Total		1,239
Employer contribution		1,070
Employee contribution		169
Total	\$	1,239

*Per 2022 PEBB Financial Projection Model 3.0. Per capita cost based on subscribers; includes non-Medicare risk pool only. Figures based on CY2022 which includes projected claims cost at the time of this reporting.

For information on the results of an actuarial valuation of the employer provided subsidies associated with the PEBB plan, refer to:

<http://leg.wa.gov/osa/additionalservices/Pages/OPEB.aspx>

Total OPEB Liability

As of June 30, 2022, the state reported a total OPEB liability of \$6.472 billion. The College’s proportionate share of the total OPEB liability is \$8,604,826. This liability was determined based on a measurement date of June 30, 2021.

Actuarial Assumptions. Projections of benefits for financial reporting purposes are based on the terms of the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members (active employees and retirees) to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities, consistent with the long-

term perspective of the calculations. The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation Rate	2.75%
Projected Salary Changes	3.50% Plus Service-Based Salary Increases
Health Care Trend Rates*	Initial trend rate ranges from 2-11%, reaching an ultimate rate of approximately 4.3% in 2075.
Post-Retirement Participation Percentage	65%
Percentage with Spouse Coverage	45%

In projecting the growth of the explicit subsidy, after 2022 when the cap is \$183, it is assumed to grow at the health care trend rates. The Legislature determines the value of the cap and no future increases are guaranteed; however, based on historical growth patterns, future increases to the cap are assumed.

Mortality rates were developed using the Society of Actuaries’ Pub.H-2010 mortality rates which vary by member status (e.g. active, retiree, or survivor) as the base table. The Office of the State Actuary applied for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Under “generational” mortality, a member is assumed to receive additional mortality improvements in each future year, throughout their lifetime.

Most demographic actuarial assumptions, including mortality and when members are expected to terminate and retire, were based on the results of the *2013-2018 Demographic Experience Study Report*. The post-retirement participation percentage and percentage with spouse coverage, were reviewed in 2017. Economic assumptions, including inflation and salary increases, were based on the results of the *2019 Report on Financial Condition and Economic Experience Study*.

Actuarial Methodology. The total OPEB liability was determined using the following methodologies:

Actuarial Valuation Date	6/30/2020
Actuarial Measurement Date	6/30/2021
Actuarial Cost Method	Entry Age
Amortization Method	The recognition period for the experience and assumption changes is 9 years. This is equal to the average expected remaining service lives of all active and inactive members.
Asset Valuation Method	N/A - No Assets

Discount Rate. Since OPEB benefits are funded on a pay-as-you-go basis, the discount rate used to measure the total OPEB liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index, or 2.21 percent for the June 30, 2020 measurement date and 2.16 percent for the June 30, 2021 measurement date.

Additional detail on assumptions and methods can be found on OSA’s website:
<http://leg.wa.gov/osa/additionalservices/Pages/OPEB.aspx>

Changes in Total OPEB Liability

As of June 30, 2022, components of the calculation of total OPEB liability determined in accordance with GASB Statement No. 75 for the College are represented in the following table:

Grays Harbor College	
Proportionate Share (%)	0.1329613490%
Service Cost	\$ 430,078
Interest Cost	185,877
Differences Between Expected and Actual Experience	-
Changes in Assumptions*	79,417
Changes of Benefit Terms	-
Benefit Payments	(141,613)
Changes in Proportionate Share	(175,530)
Other	-
Net Change in Total OPEB Liability	378,229
Total OPEB Liability - Beginning	8,226,597
Total OPEB Liability - Ending	\$ 8,604,826

*The recognition period for these changes is nine years. This is equal to the average expected remaining service lives of all active and inactive members.

Sensitivity of the Total Liability to Changes in the Discount Rate. The following represents the total OPEB liability of the College, calculated using the discount rate of 2.16 percent as well as what the total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.16 percent) or 1 percentage point higher (3.16 percent) than the current rate:

Discount Rate Sensitivity

Current		
1% Decrease	Discount Rate	1% Increase
\$ 10,425,357	\$ 8,604,826	\$ 7,189,377

Sensitivity of Total OPEB Liability to Changes in the Health Care Cost Trend Rates. The following represents the total OPEB liability of the College, calculated using the health care trend rates of 2-11 percent reaching an ultimate range of 4.3 percent, as well as what the total OPEB liability would be if it were calculated using health care trend rates that are 1 percentage point lower (1-10 percent) or 1 percentage point higher (3-12 percent) than the current rate:

Health Care Cost Trend Rate Sensitivity

Current		
1% Decrease	Discount Rate	1% Increase
\$ 6,942,168	\$ 8,604,826	\$ 10,851,638

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ending June 30, 2022, the College will recognize OPEB expense of \$234,694. OPEB expense consists of the following elements:

Grays Harbor College	
Proportionate Share (%)	0.1329613490%
Service Cost	\$ 430,078
Interest Cost	185,877
Amortization of Differences Between Expected and Actual Experience	24,679
Amortization of Changes in Assumptions	(253,646)
Changes of Benefit Terms	-
Amortization of Changes in Proportion	(152,294)
Administrative Expenses	-
Total OPEB Expense	\$ 234,694

As of June 30, 2022, the deferred inflows and deferred outflows of resources for the College are as follows:

Grays Harbor College

Proportionate Share (%)	0.1329613490%	
Deferred Inflows/Outflows of Resources	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	\$ 147,190	\$ 33,310
Changes in assumptions	547,998	1,560,093
Transactions subsequent to the measurement date	142,047	-
Changes in proportion	332,679	1,480,259
Total Deferred Inflows/Outflows	\$ 1,169,914	\$ 3,073,662

Amounts reported as deferred outflow of resources related to OPEB resulting from transactions subsequent to the measurement date will be recognized as a reduction of total OPEB liability in the year ended June 30, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense in subsequent years for the College as follows:

Proportionate Share (%)	0.1329613490%	
2023	\$ (381,261)	
2024	\$ (381,261)	
2025	\$ (381,261)	
2026	\$ (381,261)	
2027	\$ (240,110)	
Thereafter	\$ (280,644)	

The change in the College's proportionate share of OPEB liability and deferred inflows and deferred outflows of resources based on measurement date are representing in the following table:

Proportionate Share (%) 2020	0.1358601792%	
Proportionate Share (%) 2021	0.1329613490%	
Total OPEB Liability - Ending 2020	\$	8,226,597
Total OPEB Liability - Beg 2021 (chg in prop)		8,051,067
Total OPEB Liability Change in Proportion		(175,530)
Total Deferred Inflows/Outflows - 2020		(1,088,205)
Total Deferred Inflows/Outflows - 2021		(1,064,987)
Total Deferred Inflows/Outflows Change in Proportion		23,218
Total Change in Proportion	\$	(198,748)

Note 16 - Operating Expenses by Program

In the Statement of Revenues, Expenses and Changes in Net Position, operating expenses are displayed by natural classifications, such as salaries, benefits, and supplies. The table below summarizes operating expenses by program or function such as instruction, research, and academic support. The following table lists operating expenses by program for the year ending June 30, 2022.

Expenses by Functional Classification	
Instruction	\$ 7,542,367
Academic Support Services	2,120,908
Student Services	2,813,373
Institutional Support	4,134,096
Operations and Maintenance of Plant	1,993,560
Scholarships and Other Student Financial Aid	6,705,585
Auxiliary enterprises	1,227,996
Depreciation	2,362,722
Total operating expenses	<u>\$ 28,900,607</u>

Note 17 - Commitments and Contingencies

As of June 30, 2022, the College has outstanding contractual commitments of \$41,436,382 for the construction phase of the new Student Services building (SSIB), and \$453,846 in commitments for other ongoing projects on campus. Funding for SSIB construction was approved by the legislature for the 21-23 biennium, and site construction started during FY2022.

In March 2018, The U.S. Department of Education (USDOE) conducted a program review at Grays Harbor College which created a contingent liability for the college, but the probability and amount were uncertain and unknown. However, in September 2022, the USDOE informed the college of its intentions to impose a fine of \$185,000 if the college fails to appeal the probable fine at a specified date. The college met the requirements to appeal the \$185,000 probable fine through the Attorney General of Washington. The administrative processes for determination and resolution of the appeal are yet to commence. The college believes the appeal will succeed in reversing the fine or reducing it significantly. The college has sufficient resources in the operating budget to pay a certain fine after the determination and resolution of the appeal.

The College is engaged in various legal actions in the ordinary course of business. Management does not believe the ultimate outcome of these actions will have a material adverse effect on the financial statement.

Required Supplementary Information

Pension Plan Information

Cost Sharing Employer Plans

Schedules of Grays Harbor College's Proportionate Share of the Net Pension Liability

Schedule of Grays Harbor College's Share of the Net Pension Liability/(Asset) Public Employees' Retirement System (PERS) Plan 1 Measurement Date of June 30					
Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.033954%	\$ 1,710,449	\$ 3,295,503	51.90%	61.19%
2015	0.031287%	\$ 1,636,601	\$ 3,240,796	50.50%	59.10%
2016	0.032664%	\$ 1,754,211	\$ 3,630,757	48.32%	57.03%
2017	0.030860%	\$ 1,464,312	\$ 3,674,522	39.85%	61.24%
2018	0.028781%	\$ 1,285,369	\$ 3,736,712	34.40%	63.22%
2019	0.028762%	\$ 1,106,001	\$ 4,009,234	27.59%	67.12%
2020	0.026505%	\$ 935,770	\$ 3,899,349	24.00%	68.63%
2021	0.025321%	\$ 309,229	\$ 4,082,942	7.57%	88.74%
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans

Schedules of Grays Harbor College's Proportionate Share of the Net Pension Liability

Schedule of Grays Harbor College's Share of the Net Pension Liability/(Asset) Public Employees' Retirement System (PERS) Plan 2/3 Measurement Date of June 30						
Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension (asset) liability	College covered payroll	College's proportionate share of the net pension (asset) liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability	
2014	0.033589%	\$ 678,955	\$ 2,897,653	23.43%	93.29%	
2015	0.033600%	\$ 1,202,012	\$ 2,988,284	40.22%	89.20%	
2016	0.035428%	\$ 1,783,772	\$ 3,327,880	53.60%	85.82%	
2017	0.036853%	\$ 1,280,448	\$ 3,603,585	35.53%	90.97%	
2018	0.035400%	\$ 604,423	\$ 3,671,729	16.46%	95.77%	
2019	0.036616%	\$ 355,666	\$ 3,988,166	8.92%	97.77%	
2020	0.034432%	\$ 440,366	\$ 3,899,349	11.29%	97.22%	
2021	0.032522%	\$ (3,239,715)	\$ 4,082,942	-79.35%	120.29%	
2022						
2023						

*These schedules are to be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans

Schedules of Grays Harbor College's Proportionate Share of the Net Pension Liability

Schedule of Grays Harbor College's Share of the Net Pension Liability/(Asset) Teachers' Retirement System (TRS) Plan 1 Measurement Date of June 30						
Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability	
2014	0.013976%	\$ 385,671	\$ 485,076	79.51%	68.77%	
2015	0.016342%	\$ 517,738	\$ 698,846	74.08%	65.70%	
2016	0.013798%	\$ 471,096	\$ 596,576	78.97%	62.07%	
2017	0.013847%	\$ 418,626	\$ 644,073	65.00%	65.58%	
2018	0.013576%	\$ 396,500	\$ 764,761	51.85%	66.52%	
2019	0.018471%	\$ 457,306	\$ 1,283,734	35.62%	70.37%	
2020	0.022630%	\$ 545,108	\$ 1,652,913	32.98%	70.55%	
2021	0.022429%	\$ 151,014	\$ 1,669,598	9.04%	91.42%	
2022						
2023						

*These schedules are to be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans

Schedules of Grays Harbor College's Proportionate Share of the Net Pension Liability

Schedule of Grays Harbor College's Share of the Net Pension Liability/(Asset) Teachers' Retirement System (TRS) Plan 2/3 Measurement Date of June 30						
Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension (asset) liability	College covered payroll	College's proportionate share of the net pension (asset) liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability	
2014	0.853200%	\$ 27,557	\$ 380,076	7.25%	96.81%	
2015	0.012215%	\$ 103,070	\$ 593,846	17.36%	92.48%	
2016	0.009661%	\$ 132,674	\$ 488,426	27.16%	88.72%	
2017	0.010015%	\$ 94,430	\$ 533,976	17.68%	93.14%	
2018	0.012291%	\$ 55,324	\$ 716,830	7.72%	96.88%	
2019	0.018636%	\$ 112,288	\$ 1,283,734	8.75%	96.36%	
2020	0.022852%	\$ 351,002	\$ 1,652,913	21.24%	91.72%	
2021	0.022538%	\$ (619,526)	\$ 1,669,598	-37.11%	113.72%	
2022						
2023						

*These schedules are to be built prospectively until they contain 10 years of data.

Pension Plan Information

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 1 Fiscal Year Ended June 30						
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll	
2014	\$ 153,096	\$ 153,096	\$ -	\$ 3,295,503	4.65%	
2015	\$ 142,600	\$ 142,600	\$ -	\$ 3,240,796	4.40%	
2016	\$ 191,843	\$ 191,843	\$ -	\$ 3,630,757	5.28%	
2017	\$ 179,694	\$ 179,694	\$ -	\$ 3,674,522	4.89%	
2018	\$ 194,209	\$ 194,209	\$ -	\$ 3,736,612	5.20%	
2019	\$ 208,923	\$ 208,923	\$ -	\$ 4,009,234	5.21%	
2020	\$ 192,091	\$ 192,091	\$ -	\$ 4,008,033	4.79%	
2021	\$ 189,253	\$ 189,253	\$ -	\$ 3,899,349	4.85%	
2022	\$ 151,784	\$ 151,784	\$ -	\$ 4,082,942	3.72%	
2023						

Notes: These schedules will be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 2/3 Fiscal Year Ended June 30						
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll	
2014	\$ 143,975	\$ 143,975	\$ -	\$ 2,897,653	4.97%	
2015	\$ 150,044	\$ 150,044	\$ -	\$ 2,988,284	5.02%	
2016	\$ 207,075	\$ 207,075	\$ -	\$ 3,327,880	6.22%	
2017	\$ 224,503	\$ 224,503	\$ -	\$ 3,603,585	6.23%	
2018	\$ 279,758	\$ 279,758	\$ -	\$ 3,671,729	7.62%	
2019	\$ 300,320	\$ 300,320	\$ -	\$ 3,988,166	7.53%	
2020	\$ 317,202	\$ 317,202	\$ -	\$ 4,008,033	7.91%	
2021	\$ 308,829	\$ 308,829	\$ -	\$ 3,899,349	7.92%	
2022	\$ 260,090	\$ 260,090	\$ -	\$ 4,082,942	6.37%	
2023						

Notes: These schedules will be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Teachers' Retirement System (TRS) Plan 1 Fiscal Year Ended June 30						
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll	
2014	\$ 26,858	\$ 26,858	\$ -	\$ 485,076	5.54%	
2015	\$ 37,553	\$ 37,553	\$ -	\$ 698,846	5.37%	
2016	\$ 43,517	\$ 43,517	\$ -	\$ 596,576	7.29%	
2017	\$ 47,524	\$ 47,524	\$ -	\$ 644,073	7.38%	
2018	\$ 56,459	\$ 56,459	\$ -	\$ 764,761	7.38%	
2019	\$ 92,507	\$ 92,507	\$ -	\$ 1,283,734	7.21%	
2020	\$ 118,843	\$ 118,843	\$ -	\$ 1,663,467	7.14%	
2021	\$ 121,942	\$ 121,942	\$ -	\$ 1,652,913	7.38%	
2022	\$ 106,320	\$ 106,320	\$ -	\$ 1,669,598	6.37%	
2023						

Notes: These schedules will be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Teachers' Retirement System (TRS) Plan 2/3 Fiscal Year Ended June 30						
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll	
2014	\$ 22,138	\$ 22,138	\$ -	\$ 380,076	5.82%	
2015	\$ 33,798	\$ 33,798	\$ -	\$ 593,846	5.69%	
2016	\$ 32,582	\$ 32,582	\$ -	\$ 488,426	6.67%	
2017	\$ 35,883	\$ 35,883	\$ -	\$ 533,976	6.72%	
2018	\$ 55,930	\$ 55,930	\$ -	\$ 716,830	7.80%	
2019	\$ 97,603	\$ 97,603	\$ -	\$ 1,283,734	7.60%	
2020	\$ 132,960	\$ 132,960	\$ -	\$ 1,663,467	7.99%	
2021	\$ 134,713	\$ 134,713	\$ -	\$ 1,652,913	8.15%	
2022	\$ 134,646	\$ 134,646	\$ -	\$ 1,669,598	8.06%	
2023						

Notes: These schedules will be built prospectively until they contain 10 years of data.

State Board Supplemental Defined Benefit Plans

Schedule of Changes in the Net Pension Liability and Related Ratios						
GRAYS HARBOR COLLEGE						
Fiscal Year Ended June 30, 2022						
(expressed in thousands)						
	2017	2018	2019	2020	2021	2022
Total Pension Liability						
Service Cost	\$ 63,379	\$ 47,624	\$ 33,478	\$ 36,592	\$ 43,864	\$ 15,017
Interest	41,114	43,766	40,495	41,162	31,199	50,591
Changes of benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	(296,431)	(129,443)	76,348	86,730	(281,482)	223,571
Changes of assumptions	(70,006)	(43,791)	143,556	231,739	(508,022)	72,624
Benefit Payments	(10,595)	(16,177)	(21,349)	(18,579)	(18,702)	(30,044)
Change in Proportionate Share	-	70,808	(61,309)	(147,332)	(149,231)	20,930
Other	-	-	-	-	-	-
Net Change in Total Pension Liability	(272,539)	(27,213)	211,219	230,312	(882,374)	\$ 352,689
Total Pension Liability - Beginning	1,384,543	1,112,003	1,084,790	1,296,009	1,526,321	643,950
Total Pension Liability - Ending (a)	\$ 1,112,004	\$ 1,084,790	\$ 1,296,009	\$ 1,526,321	\$ 643,950	\$ 996,639
Plan Fiduciary Net Position**						
Contributions-Employer	n/a	n/a	n/a	n/a	\$ 6,159	\$ 8,301
Contributions - Member	n/a	n/a	n/a	n/a		
Net Investment Income	n/a	n/a	n/a	n/a	77,091	518
Benefit Payments	n/a	n/a	n/a	n/a		
Administrative Expense	n/a	n/a	n/a	n/a		
Other	n/a	n/a	n/a	n/a		
Net Change in Plan Fiduciary Net Position					\$ 83,250	\$ 8,819
Plan Fiduciary Net Position-Beginning					219,630	302,870
Plan Fiduciary Net Position-Ending (b)					\$ 302,880	\$ 311,689
Plan's Net Pension Liability (Asset) -- Ending (a)-(b)					\$ 341,070	\$ 684,950
College's Proportion of the Pension Liability		1.244100%	1.174080%	1.040000%	0.938869%	0.996482%
Covered-employee payroll	\$ 7,009,203	\$ 6,773,708	\$ 6,250,977	\$ 5,844,922	\$ 6,235,330	
Total Pension Liability as a percentage of covered-		0.154766526	0.191329328	0.244173191	0.110172556	0.15983741

Notes: These schedules will be built prospectively until they contain 10 years of data.
n/a indicates data not available.

State Board Supplemental Defined Benefit Plans Notes to Required Supplementary Information

The State Board Supplemental Retirement Plans are financed on a pay-as-you-go basis. State Board makes direct payments to qualifying retirees when the retirement benefits provided by the fund sponsors do not meet the benefit goals, no assets are accumulated in trusts or equivalent arrangements. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, salary growth and the variable income investment return.

Effective fiscal year 2021, House Bill 1661 created dedicated funds to pay SRP benefits that mimic the trust arrangement for the rest of the state retirement systems. As a result, the plan, previously reported under GASB Statement No. 73 is now being reported under GASB Statement No. 68.

State Board Supplemental Retirement Plan			
GRAYS HARBOR COLLEGE			
Fiscal Year Ended June 30, 2022			
	2021	2022	
Statutorily determined contributions	\$ 7,598	\$	8,301
Actual contributions in relation to the above	6,275	\$	8,016
Contribution deficiency (excess)	\$ (1,323)	\$	(285)
Covered Payroll	\$ 5,844,922	\$	6,235,330
Contribution as a % of covered payroll	0.11%		0.13%

Notes: This schedule will be built prospectively until they contain 10 years of data.

This schedule contains actual amounts, while the notes report contributions as a proportionate share of plan total contributions.

Required Supplementary Information

Other Postemployment Benefits Information

Schedule of Changes in Total OPEB Liability and Related Ratios					
Measurement Date of June 30*					
	2022	2021	2020	2019	2018
Total OPEB Liability					
Service cost	\$ 430,078	\$ 341,379	\$ 375,033	\$ 491,555	\$ 598,616
Interest cost	185,877	285,569	325,320	337,941	280,395
Difference between expected and actual experience	-	(43,761)		308,475	-
Changes in assumptions	79,417	185,113	605,832	(2,151,955)	(1,367,773)
Changes in benefit terms				-	-
Benefit payments	(141,613)	(135,964)	(148,814)	(142,730)	(142,894)
Changes in proportionate share	(175,530)	(1,377,107)	242,701	188,946	(71,511)
Other	-	(290,873)		-	-
Net Changes in Total OPEB Liability	\$ 378,229	\$ (1,035,644)	\$ 1,400,072	\$ (967,768)	\$ (703,167)
Total OPEB Liability - Beginning	\$ 8,226,597	\$ 9,262,241	\$ 7,862,169	\$ 8,829,937	\$ 9,533,104
Total OPEB Liability - Ending	\$ 8,604,826	\$ 8,226,597	\$ 9,262,241	\$ 7,862,169	\$ 8,829,937
College's proportion of the Total OPEB Liability (%)	0.13296135%	0.13586018%	0.15958723%	0.15480875%	0.15156600%
Covered-employee payroll	\$ 12,620,712	\$ 12,822,605	\$ 12,149,594	\$ 12,081,256	\$ 11,825,467
Employee Payroll	68.180197%	64.156987%	76.234984%	65.077414%	74.668823%

*This schedule is to be built prospectively until it contains ten years of data.

Notes to Required Supplementary Information

The Public Employee's Benefits Board (PEBB) OPEB plan does not have assets in trusts or equivalent arrangements and is funded on a pay-as-you-go basis. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, health care trend rates, salary projections, and participation percentages.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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webmaster@sao.wa.gov

Grays Harbor College
Board of Trustees
September 19, 2023

Written Report

Background Information:

Agenda Item: VIII – 6 – Standing Report - Associate Vice President for Human Resources
Topic: Human Resources Update
Prepared By: Darin Jones
Attachments: None

Narrative

New Full-Time Employees:

- Destini Kirkwood - Human Services Faculty
- Dr. Paula Grow - Director of Advising, Career & Transfer Services
- Austin Hogue - Head Coach, Men's Baseball

HR Employee Spotlight

Lisa Krause, Human Resource Consultant 2



Employed 2/14/2002 - 21.5 years with the college

Lisa started working for the college on 2/14/2002 as a part-time Clerical Assistant in the evenings on campus answering evening switchboards and doing projects for the continuing education department. This position did not work summers. On summer break, she received a call from the Dean of Stafford Creek who was looking for an Office Assistant and Lisa had been recommended to her. She started that position part-time which then moved to full-time soon after. She worked in the Education Department at Stafford Creek Correctional Center as an Office Assistant for three years. In 2005, Lisa came to work in Human Resources handling recruiting and contracts.

With the change to ctLink, the role of quarterly adjunct contracts moved to instruction. It also changed our roles in HR as there is much more data management that needs to be done at the college level which was previously done by the state board. Her current role consists of:

- Overseeing recruiting processes
- Onboarding/offboarding employees
 - Hire letters, contracts, background checks
 - Building/managing data in ctLink (building employee records, job records, payroll records, pay raises, etc.)
- Full-Time Admin and Faculty contracts and stipends
- Helping Carmen Hammond run payroll
- Assisting employees with HR-related questions
- Other general HR duties

HR Functional Area Report

Public Records Requests:

Public Records Officer: Darin Jones

Operational Policy: 208 (scheduled for update this academic year, watch for a policy approval request later in the year)

Summary of the Public Records Act: The Public Records Act (PRA) is a law of the state of Washington requiring public access to all records and materials from state and local agencies. It was originally passed as a ballot initiative by voters in 1972 and revised several times by the state legislature.

Volume of requests at Grays Harbor College: Grays Harbor College Receives around 20 public records requests on average each year. Requests can take anywhere from a couple of hours to dozens of hours to fulfill and may involve just the public records officer or many employees at the college.

Records Retention Schedule: As part of the Public Records Act each office on campus is responsible for maintaining their office records according to the records [retention schedules](#) maintained by the state. The Human Resources Office is in the process of reviewing archived materials to be in compliance with the above-mentioned records retention schedules.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
September 19, 2023

Written Report

Background Information:

Agenda Item: VIII – 8 a - Standing Reports – Vice President of Student Services
Topic: Enrollment Reports
Prepared By: Dr. Cal Erwin-Svoboda
Attachments: Upcoming Calendar of Events

Narrative

Fall Quarter Enrollment

FTE: Fall 2023	Fall 2022	Fall 2023	Year to Year Diff		Fall 2022 Finals	
	09/06/2022 Day # -13	09/05/2023 Day # -13			12/20/2022 FINALS	
	<u>2022-23</u>	<u>2023-24</u>	<u>Difference</u>	% Diff from 2022 to 2023	Fall 2022 FTE change to end of quarter	Final FTE Numbers for Fall 2022
1-Academic Transfer & Pre- College	404.11	475.94	71.83	17.8%	74.21	478.32
2-Transition Programs	69.86	-	-69.86	-100.0%	57.20	127.05
3-Career and Technical Ed.	252.56	257.60	5.04	2.0%	54.05	306.61
4-BAS Programs	47.82	34.76	-13.05	-27.3%	4.73	52.55
State Support Total	774.35	768.30	-6.05	-0.78%	190.19	964.53
3-Running Start	252.09	274.01	21.91	8.7%	48.42	300.51
State Support + Running Start Total	1026.44	1042.31	15.87	1.5%	238.60	1265.04

Fall Quarter Enrollment as of September 5, 2023

Last Year to This Year

Comparing September 6, 2022 – 13 days prior to the quarter, to September 5, 2023 – 13 days prior to the quarter.

On September 6, 2022, we had reached **48.3%** of our **1604 FTE State-Funded** quarterly goal. As of September 5, 2023, we are currently at **47.9%** of our **1604 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at -6.0 FTE compared to the same day last year. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at +15.9 FTE compared to the closest date for fall 2022.

Last Week to This Week (August 28, 2023 to September 5, 2023)

State-Funded FTE changed +25.3 FTE since last week’s snapshot. When combining state-funded and running start FTE, the total changed +81.3 since last week’s snapshot.

Worker Retraining

Worker retraining FTE is not yet coded for fall quarter.

Topic: Other Report Items
Prepared by: Dr. Cal Erwin-Svoboda

Increasing Enrollment

- The Admissions Team, K-12 Outreach, and TRIO Educational Opportunity Center have been out in the community all summer sharing about academic programs, services and registering for fall!
- The Take a Class on Us Program will run through fall quarter (9/22 deadline). To date over 1,000 students have benefited from this program which is being made possible based on pandemic relief funds distributed to the college by the federal government. To learn more visit www.ghc.edu/on-us.
- Sending emails, post cards, and text messages (current students only) about enrolling for fall.
- We are contacting new applicants (campaign #1), prospective students who have applied but not yet enrolled (campaign #2), and continuing students who have not yet enrolled (campaign #3).
- Hosting weekly campus tours and our last summer months 3 Steps, 1 Day Event b on September 7.

Student Services Division

- Working with the President's Office to connect with local businesses and vendors about providing a hot food option on a rotating basis during fall quarter. To find out more about food options on campus, visit www.ghc.edu/student-services/food-options-campus. [College Priority 2,3, 5]
- The Department of Student Life and Associated Students of Grays Harbor College (ASGHC) completed their fall training series, which included attending the Student Leadership Conference at Green River College. [College Priority 2,3,5]
- Preparing to welcome new students to campus and the kick-off to the academic year with New Student Orientation on Thursday, September 14. To find out more about this quarterly program, visit www.ghc.edu/admissions/new-student-orientation. [College Priority 2, 5]
- College personnel across all divisions came together to support and serve students in-person, online and over the phone during the IT shutdown. Over the course of 2.5 days, we served approximately 100 students who utilized our drive-up services at the Bishop Center. {College Priority 2, 4, 5}
- Purchased student success and customer relationship management systems. These systems will allow GHC to support students throughout the entire student lifecycle. We anticipate implementing the CRM in September and student success platform in winter quarter. [College Priority 2,3,4,5]
- College Priority 5 consists of two groups: Guided Pathways (retention and completion) and outreach/recruitment and entry process. Both groups are in the process of finalizing this year's work plans, and will be featured at this month's study session. [College Priority 1,2,3,4,5]
- Hired Dr. Paula Grow, Director of Advising, Career & Transfer Services, and Austin Hogue, Head Coach – Men's Baseball. [CP 2, 4]

Bishop Center for Performing Arts

Fifty years ago, Grays Harbor College and the community joined forces to open the Bishop Center for Performing Arts, all thanks to the generous gift from E.K. and Lillian F. Bishop. This season, as we honor the past and set our sights on the future, we are thrilled to present an exciting lineup celebrating our 50th anniversary! To see the complete schedule and purchase tickets, please visit www.ghc.edu/bishop.

Choker Athletics – Fall Sports

Student athletes have been arriving on campus all month and participated in a student athlete orientation last week. Coaches continue to actively recruit and solidify rosters in advance of the start of the academic year. We continue recruitment for women's soccer (Fall '24) and women's volleyball (Fall '24), and prepare athletic facilities for the start of fall quarter. To find out more about Choker Athletics, and our fall quarter competition schedule (men/women wrestling, men's basketball, and women's softball) visit www.ghcathletics.com.

Upcoming Calendar of Events

Outreach & Recruitment

When you are out in the community, stop by and say hello to GHC at the following community events:

- Loggers' Playday, September 9, 2023
- Aberdeen Sunday Market, September 17, 2023
- Grays Harbor Pride, September 23, 2023

Grays Harbor College

- Fall Kick-off Week; September 11-15, 2023
- Fall Start - New Student Orientation; Thursday, September 14 (Aberdeen, Raymond & Online)

Bishop Center for Performing Arts

Here is what is coming up in September and October:

Locarno

Saturday, September 30, 2023 – 7:30 p.m.

Experience the mesmerizing sounds of Locarno, a band that effortlessly blends Latin, Caribbean, and Mediterranean influences into an electrifying mix of vibrant vocals, soulful instrumentation, and high-energy beats. With each member bringing their own unique flair, their performances are a celebration of unity and diversity, inviting you to dance, sing, and revel in the joyous spirit of their music. Be prepared to be swept away on a musical journey that transcends borders and ignites hearts with the sensational sounds of Locarno.



Never Come Down

Saturday, October 14, 2023 – 7:30 p.m.

Prepare to be captivated by the sounds of Never Come Down, a band that defies genres and takes you on an exhilarating musical ride. With a fusion of rock, funk, blues, and soul, their performances are a mesmerizing sonic adventure that leaves audiences in awe. Fronted by a powerhouse vocalist and backed by a band of incredibly talented musicians, their electric stage presence and raw passion resonate with every beat. From soul-stirring ballads to infectious, high-energy anthems, their music strikes a chord with all who listen. Get ready to elevate your musical experience as Never Come Down sets the stage ablaze with their artistry and unwavering commitment to the spirit of rock 'n' roll.



GRAYS HARBOR COLLEGE
Board of Trustees Meeting
September 19, 2023

Written Report

Background Information:

Agenda Item: VIII – 9 – Standing Report – President’s Report
Topic: President Update
Prepared By: Dr. Carli Schiffner
Attachments: Fall Kick Off Week brochure

Narrative

August Events:

Greater Grays Harbor Inc, Retreat, Quinault Lodge, August 17

Greater Grays Harbor Inc Appreciation Event, August 24

Loggers Playday, Hoquiam, September 9

Meetings:

Several Grays Harbor College staff and faculty meetings in August and September.

Aberdeen Police Chief and Deputy, August 14

Dr. Tim Stokes, South Puget Sound Community College, President, August 15

Ms. Jean McGregor, Climate Solutions Taskforce, member, August 15

Department of Health, Leadership team members, August 23

PACCAR meeting, foundation leadership, August 24

State Auditor’s Office, exit interview, August 24

Raymond Educational Center tour and visit, August 30

Jon Tienhaara, Superintendent of South Bend School District, August 30

Gene Schermer, lunch meeting, September 5

Gary Morean, meeting, September 6

System Work:

- WACTC Operating Budget, Vice Chair, preparation for late September meeting.
- WACTC Allocation Formula Review Taskforce, prep-meetings with co-chairs.

Planning:

- Fall Kick Off Week, September 11-15—see Kick Off Week brochure attachment.
- SSIB, Building Opening and Transitions, Fall 23-Winter 24—food service for fall quarter, physical building moves, and bringing the building online.
- NWCCU Accreditation preparations, ongoing. Spring 2024 visit—faculty sub-group has been organizing and leading efforts for faculty meeting during Kick Off Week. Coordinating with Dr. Ed Harri, Senior Vice President at the Northwest Commission on Colleges and Universities (also guest speaker at the all-staff meeting on September 11).

Grants and External Partnerships:

Cybersecurity Grant, Grays Harbor College was informed in early September that the college's grant application offered by the Washington State and Local Cybersecurity Grant Program has made it to the final stage for consideration. If awarded, Grays Harbor College would receive \$110,000 for building out its cybersecurity abilities.

Recompete Grant, as part of the 2022 CHIPS Act (Creating Helpful Incentives to Produce Semiconductors and Science), provides a community based approach to inviting industry to a region in support of strengthening or developing a high demand, high wage workforce pipeline. Grays Harbor College, Grays Harbor College Foundation, Greater Grays Harbor, Inc., and other stakeholders, are collaborating on an application. Rock Project Management firm has taken the lead on writing the application for both the planning and implementation grants.

Good Jobs Initiative, administered by Career Connect Washington, submitted on July 31, 2023 to pursue expansion of healthcare workforce in the two county service district. Awards to be determined by late September.

Additional Updates:

The **cutover for internet** to the new student services building (SSIB) took place August 28-30. This meant the college was without internet for two and a half days. The college continued to serve students by offering drive-up services (admission, information, registration, cashier, and financial aid). Our college community came together and made this interruption a success—we served over 100 students in that time-span. Incredible effort by our college team!

The Vice President of Instruction, Nicole Lacroix, will be **transitioning** out of her current role effective September 11, 2023. We wish Nicole all the best as she returns to her home state of Colorado. Please join me in thanking Nicole for her past three years of service during some of the most challenging times at the college. Discussion about future leadership of the Instruction Division is underway.

While the college's **enrollment** is slightly up over last year's enrollment at this point in time, it is not where it needs to be to stabilize the fiscal health of the college—both short term and long term. An immediate focus on an action-oriented strategic enrollment plan is underway and will be shared widely as soon as details are solidified.



September 11-15, 2023

Fall Kickoff Week

Your Community. Your College. Your Future.



Grays Harbor College Board of Trustees

The board is composed of five trustees who are appointed by the governor of Washington and confirmed by the Senate. The trustees represent the public interest and ensure the basic fiscal integrity of the college.

Dr. Paula Akerlund (Chair)



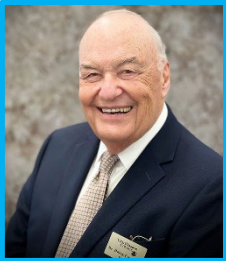
Dr. Akerlund holds a bachelor's degree in psychology from Mount Holyoke College, a master's in Speech Pathology from the University of Oregon, and a Doctorate in Educational Leadership from Seattle University. Her extensive career includes roles as a Speech and Language Pathologist in Oregon and Washington, followed by positions as an Education Specialist, Director of Special Services, and Superintendent in various school districts. Notably, she successfully led a campaign to fund a new elementary school, including North America's first tsunami vertical evacuation structure.

Astrid Aveledo (Vice Chair)



As the Executive Director for the Dispute Resolution Center, Astrid has received recognition for her outstanding service to tribal and Spanish-speaking communities. Growing up in Taholah and Venezuela, Astrid completed her bachelor degree in political and administrative sciences from the Universidad Central de Venezuela and her master degree in public administration from the University of Washington.

Dr. Harry Carthum



Dr. Carthum, an Educational Consultant and co-owner of Westport Property Dev, retired as a public-school administrator. His extensive academic background includes a bachelor's in English, a master's in Special Education, and an Ed.D. in Educational Leadership. He has a strong commitment to community service, evident in his involvement with various

educational and community organizations.

Aliza Munoz Esty



A GHC alum, Aliza holds a diverse professional background, including serving as a business administrator for a small-to large-scale events company, Manager of the Islander in Westport, District Office Manager Assistant for the Ocosta School District, and more recently as a Fiscal Tech for Grays Harbor County Public Health. She currently oversees

water utility operations in the public utilities department at Grays Harbor Water District #1, where she provides guidance and assistance to the Commissioners. She also runs a bookkeeping business.

James R. Sayce



Jim has over 30 years' experience working in local, city, regional, state, and at national level in land use, infrastructure development, regional planning and economic development. Raised as a cranberry farmer and a graduate of Evergreen State College and University of California, Jim brings a healthy dose of science training, analytic thought and farm sense

reality to any project. Jim has served over 10 years on the Pacific County Planning Commission.

Mission, Vision, and College Priorities

Mission

The mission of 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.

Vision

Grays Harbor College inspires our students and enriches our community by providing positive growth through learning.



College Priorities

1. Enrich student learning
2. Promote student, faculty, and staff success
3. Foster a diverse, equitable, and inclusive learning environment
4. Ensure effective, efficient, and sustainable use of college resources
5. Strengthen enrollment, partnerships, and pathways to student achievement

Welcome to Fall, 2023!

I am absolutely thrilled to extend a warm and heartfelt welcome to each and every one of you as we kick off the new academic year together at Grays Harbor College! As we embark on this journey together, I want to convey my excitement and optimism for the incredible opportunities that lie ahead!

Our academic year will commence with Kickoff Week (September 11-15)—five days of learning, social engagement, supporting students, and planning. This program contains a daily schedule of events, including all-campus meetings, division meetings, trainings, workshops, orientations for faculty and students, and time for social engagement. During this time together, I encourage you to lean in; to learn; to build relationships with colleagues; to laugh; and to remember why we are here.

As we come together to embark on this new academic year, we are ALL responsible for recruitment and retention of students at Grays Harbor College. Your presence here matters—especially to our students. I am here because of you—the team at Grays Harbor College. Your care and compassion for our students and our college is our biggest asset—and what makes a Grays Harbor College education stand out.

Thank you for choosing me as your next president! I am honored to be here and look forward to this time together as we strengthen Grays Harbor College for a bright, vibrant future!



Fondly,

A handwritten signature in blue ink that reads "Carli Schiffner".

Dr. Carli Schiffner, President

Agenda: Kickoff Week

Monday, September 11

8:00-9:00 am: Breakfast Roundup

Location: Lower Parking Lot (A) near Bishop Center

9:00-11:30 am: All-College Fall Kickoff Event

Location: Bishop Center

11:30 am-1:00 pm: BBQ sponsored by the Staff Development & Training Committee and ACE (All College Employees Fund)

Location: Schermer 4000 – 1st floor

1:00-4:00 pm: Faculty Assessment Discussion

Location: Schermer 4141

1:00-4:00 pm: Concurrent Sessions (Details Below)

3:00-4:00 pm: New Faculty Orientation - Faculty in the tenure-track process years 1, 2, and 3

Location: Spellman Library 1500

Description: This meeting will be an opportunity for the new faculty members to get to know one another, as well as a few tips and tricks that will lead to a successful year ahead.

Monday's Concurrent Sessions

1:00-2:00 pm: Post-Covid, Post A-19 World: How to Pay for Travel on your Next Business Trip

Location: Manspeaker 2250

Description: Overview of travel and accounts payable.

- Travel overview: in-state, out of state, out of country
- Travel rates: pre-approval, advance, reimbursement
- Accounts payable, invoice submission

Presenter: Barbara Dyer, Fiscal Analyst, and Deanna Shedley, Associate Director of Financial Services

1:00-2:00 pm: Check the Pulse of Departmental Budgets

Location: Manspeaker 2205

Description: Overview of operating budgets and how to check departmental budget status.

- Overview of operating budget chartstrings
- Department ID, Fund, Appropriation Index, Class Index, Expense Account Codes
- How to check budget status in ctclink

Outcome: Understand chartstring makeup and how to check budget status

Presenters: Penny James, Executive Assistant of Administrative Services and Kwabena Boakye, Vice President of Administrative Services

2:00-3:00 pm: Success Starts Here: A Journey through GHC's Student Services Programs

Location: Schermer 2250

Description: Embark on a journey with us through the landscape of student services at Grays Harbor College. This workshop will identify the guiding principles that shape the division's approach and delve into the core programs and services that contribute to the successful outreach, enrollment and retention of students. The session will highlight some of our most asked questions; TRIO, emergency funding resources, student conduct/behavior intervention, who's who in the division, advising and more.

Presenters: Student Services Administrative Team Members

Tuesday, September 12

9:00-10:30 am: General Instruction Division Meeting

Location: Schermer 4141

Welcome back Instructional Faculty and Staff! During this meeting we will set the stage for the coming year by reviewing the revised instructional goals, sharing program updates, and reviewing new processes. There will be a few new faces to welcome, too.

10:30 am-12:00 pm: Instructional Division Meetings

- General Education with Evi Buell – *Schermer 4141*
- Career & Technical Education, Bachelor of Applied Science, and Transitions with Paulette Lopez – *Schermer 4136*
- Stafford Creek with Jayme Peterson – *Schermer 4138*

Location: Schermer (see rooms above)

1:00-4:00 pm: Faculty Assessment Discussion

Location: Schermer 4141

1:00-4:00 pm: Concurrent Sessions (Details Below)

Tuesday's Concurrent Sessions

1:00-2:00 pm: What GHC Students are Saying through Surveys

Location: Manspeaker 2416

Description: Learn what GHC students have said about their sense of belonging at GHC, barriers and assistance they encountered, preferred modality and time for classes, and more! This workshop will provide insights from students using the latest GHC student and graduate surveys. In addition to the survey results, we will cover information about where to find survey data & reports, how to interpret results, and how to find out about GHC's survey policy and procedures.

Outcome: Participants will have the opportunity to better understand what students are saying about their experiences at Grays Harbor College and their engagement in and outside of the classroom. They will learn where to find current and past student, graduate and alumni survey data on GHC's intranet. Additionally, participants will leave this workshop with an understanding of GHC's survey policy and procedures and how they can provide input into future survey questions.

Presenters: Kristy Anderson, Associate Vice President of Institutional Effectiveness & College Relations and Matt Edwards, Assistant Dean of Institutional Planning, Research & Reporting

2:00-3:00 pm: Buying for Operational Success: Hands-On Training for P-Cards

Location: Manspeaker 2255

Description: Overview of how to use requisitions and procurement cards.

- Overview of requisition, purchase orders, vendor diversity program How to enter requisition in ctclink
- How to reconcile p-card expenses in ctclink

Outcome: Understand new vendor diversity, requisition and P-Card processes.

Presenter: Jackie Blumberg, Procurement & Supply Specialist

3:00-4:00 pm: Artificial Intelligence in Grays Harbor: A Call to Action (Large Language Models and Diffusion Models)

Location: Manspeaker 2250

Description: Artificial Intelligence is rapidly changing an already rapidly-changing world, forcing us to rethink the future of the way we learn, work and live. We must all have an informed voice in this future to ensure that our community does not fall deeper into the digital divide. Come and learn how you can help.

Outcome: Participants will develop a basic understanding of AI principles, learn actions that higher ed institutions needs to take in response to AI proliferation, and set a personal goal for proficiency.

Presenter: Jeremy Winn, eLearning Coordinator

Wednesday, September 13

9:00-11:00 am: Faculty Advisor Training

Location: Manspeaker 2250

Description: Whether you're a new or seasoned faculty advisor, please join this session to learn the basics of advising at Grays Harbor College, brush up on advising skills, connect with advising colleagues and how to advise using ctclink. Learning outcomes include an overview of advising, guided pathways, and the student experience; advising tools/policies/procedures; an intro to intrusive advising; advising best practices; and ctclink advising training. **This**

session is required for new and tenure track faculty.

Presenters: Elizabeth Bay, Director of Admissions & Entry Services and Lori Christmas, Director of Educational Partnerships, K-12 Outreach & Recruitment

12:00-1:00 pm: New Faculty Orientation with eLearning

Location: Schermer 4146

Description: This session provides a general overview of teaching resources available alongside laws and policies affecting faculty at GHC. We will examine professional development expectations and opportunities available to faculty at GHC, addressing broad topics such as EDI, TILT, RSI, and OER. Don't know what those are? Come to this session or make an appointment with elearning@ghc.edu!

Outcome: Faculty will learn basic expectations for teachers in higher education and resources that will support their professional development and success.

Presenter: Jeremy Winn, eLearning Coordinator

1:00-2:00 pm: Faculty and Represented Exempt Union Meeting

Location: Schermer 4140

1:00-4:00 pm: Concurrent Sessions (Details Below)

Wednesday's Concurrent Sessions

1:00-2:00 pm: Buying for Operational Success: Hands-On Training for P-Cards

Location: Manspeaker 2255

Description: Overview of how to use requisitions and procurement cards.

- Overview of requisition, purchase orders, vendor diversity program How to enter requisition in ctcLink
- How to reconcile p-card expenses in ctcLink

Outcome: Understand new vendor diversity, requisition and P-Card processes.

Presenter: Jackie Blumberg, Procurement & Supply Specialist

1:00-2:00 pm: Check the Pulse of Departmental Budgets

Location: Manspeaker 2205

Description: Overview of operating budget and how to check departmental budget status.

- Overview of operating budget chartstrings
- Department ID, Fund, Appropriation Index, Class Index, Expense Account Codes
- How to check budget status in ctclink

Outcome: Understand chartstring makeup and how to check budget status

Presenters: Penny James, Executive Assistant of Administrative Services and Kwabena Boakye, Vice President of Administrative Services

2:00-3:00 pm: New Faculty Technology Orientation #1

Location: Schermer 4146

Description: This session is a crash course in creating courses in Canvas and auditing accessibility in Ally. Faculty who have already completed this crash course should take Canvas 101 and the Accessibility Micro-courses at <https://www.sbctc.edu/colleges-staff/programs-services/educational-technology-open-education/training-registration>

Outcome: Learn the basics of creating and hosting video in online courses using Panopto and/or facilitating synchronous online classes using Zoom.

Unable to attend? Schedule an appointment with elearning@ghc.edu.

Presenter: Jeremy Winn, eLearning Coordinator

3:00-4:00 pm: Buying for Operational Success: Hands-On Training for P-Cards

Location: Manspeaker 2255

Description: Overview of how to use requisitions and procurement cards.

- Overview of requisition, purchase orders, vendor diversity program How to enter requisition in ctclink
- How to reconcile p-card expenses in ctclink

Outcome: Understand new vendor diversity, requisition and P-Card processes.

Presenter: Jackie Blumberg, Procurement & Supply Specialist

3:00-4:00 pm: Success Starts Here: A Journey through GHC's Student Services Programs

Location: Manspeaker 2250

Description: Embark on a journey with us through the landscape of student services at Grays Harbor College. This workshop will identify the guiding principles that shape the division's approach and delve into the core programs and services that contribute to the successful outreach, enrollment and retention of students. The session will highlight some of our most asked questions; TRIO, emergency funding resources, student conduct/behavior intervention, who's who in the division, advising and more.

Presenters: Student Services Administrative Team Members

Thursday, September 14

8:00-9:00 am: Open House in the President's Office

Location: Manspeaker 2430

9:00 am-1:00 pm: New Student Orientation – Aberdeen Campus,

Location: Schermer 4140

3:00-5:00 pm: New Student Orientation – Riverview Education Center

Location: 600 Washington Ave., Raymond in Room 101

About New Student Orientation

Students will learn a lot about GHC at New Student Orientation. The program is an opportunity for students to learn about the three pillars of student success (academic, financial and social) and how to navigate campus.

During the program, students will begin to build a network of

resources that are designed to support you throughout your GHC journey.

Students will learn about:

- Student Support Services
- Student email and Wi-Fi
- Tutoring
- Parking and transportation
- Student aid and scholarships
- Safety and security
- Events, clubs, and organizations
- On-campus employment
- Childcare
- Bookstore
- And much more!

During New Student Orientation students will learn tips from students and staff who will serve as guides during your time at GHC. College personnel will be around throughout the day, ready to answer your questions.

Learn More about New Student Orientation

Additional details about the New Student Orientation schedule, please visit ghc.edu/admissions/new-student-orientation.

Contact Student Life

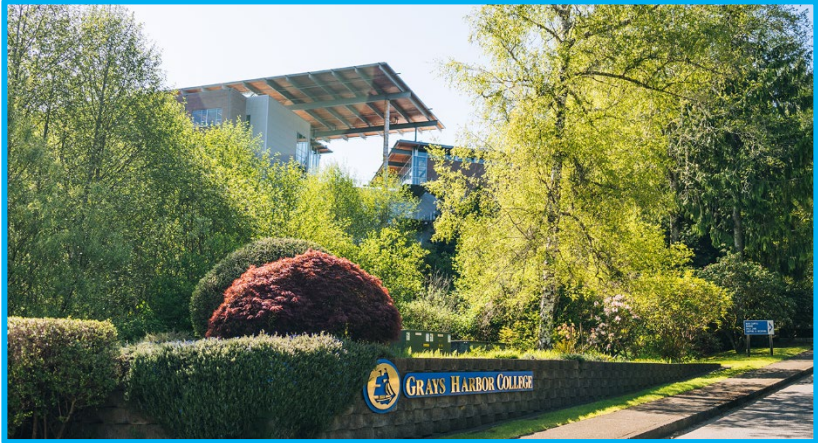
For more information about New Student Orientation or for answers to your questions, please contact Sara Dalrymple, Director of Student Life, at sarah.dalrymple@ghc.edu or call 360-538-4121.

Friday, September 15

9:00 am-3:00 pm: Faculty Prep

First Day of Instruction for GHC Classes

If you will be on the Aberdeen campus during the first week of class, **please be ready to help students find their way across our changing campus!**



Reminder: Please Wear your GHC Nametag!

Please remember to wear your GHC nametag to help students identify you as a GHC employee they can ask for help.

Need to Order a GHC Nametag or Business Cards?

Nametags and business card orders are processed through the Print Shop on a monthly basis. Place your order here:

<https://forms.ghc.edu/print-shop/>

Please note: Business card orders cannot be processed without budget manager approval and required ctLink info.

Campus Maps & Walking Routes

Please visit this webpage for information about construction and walkways around campus: ghc.edu/ssib/pathways



Student Services & Instructional Building Tours

Reserve your Space on a Tour of the SSIB!

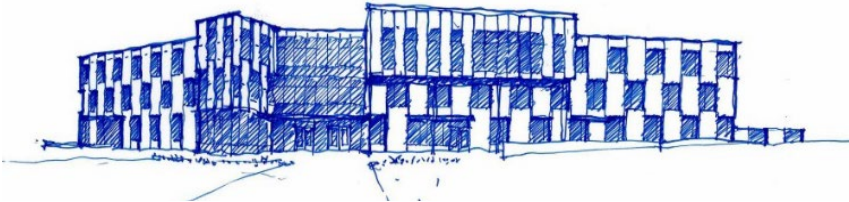
Tours are limited to 10 participants per time, email david.smith@ghc.edu to reserve your time.

Monday 9/11	Tuesday 9/12	Wednesday 9/13	Thursday 9/14
-	10:30 am	10:30 am	10:30 am
-	12:00 pm	12:00 pm	12:00 pm
3:00 pm	3:00 pm	3:00 pm	3:00 pm

All participants must wear appropriate clothing, specifically:

- Close toed shoes that securely tighten and fully encompass the foot.
- No high heels, no open backs, no sandals, all shoes must have some tread.
- Running shoes are acceptable, high top hiking shoes are ideal.
- Close fitting clothing that will not snag on exposed construction materials.
- No skirts, dresses, kilts, or similar. No shorts.
- Jeans, dockers, tights or similar are fine.
- PPE (hard hat, safety vest, safety glasses) will be provide and must be worn at all times.

All staff participating in tours will need to participate in a brief safety meeting.



Student Services & Instructional Building (SSIB) Update – Fall, 2023

Excitement, and some dust, are filling the air as we enter the home stretch on construction of the new Student Services and Instructional Building (SSIB). The SSIB is approximately 69,965 square feet and will house many of our student support services, the bookstore, cafeteria, a coffee bar, student engagement programs, breakout rooms and a conference center on the third floor. Before we get the grand opening of this impressive new building, the contractors have to finish their work, which will be continuing during much of fall quarter. You'll begin to see landscaping outside and the inside work on the building will be taking shape. Tours will be available during Kickoff Week for those who are interesting in seeing the new building up close.



The College expects to take occupancy of the building on or around December 4. As the date approaches, preparations are in full swing, with Campus Operations department preparing to support the new building and the Student Services department gearing up for their gradual move-in after the monumental 12/4 milestone. In the days ahead, staff members will begin the task of transferring materials into boxes so they can be delivered to their designated spaces. With the ability to start moving boxes even prior to taking occupancy, the new building represents not just a physical space, but a symbol of progress, growth, and the bright future that lies ahead for Grays Harbor College.

Presenter Bio: Dr. Ed Harri

Ed Harri, Ed.D., Senior Vice President, has served in faculty and administrative leadership roles for the last 23 years. At Whatcom Community College, Ed served as math faculty, department chair, division chair, dean for instruction, and vice president for instruction, as well as serving as the accreditation liaison officer.



Most recently, Ed has served as the interim director of institutional effectiveness at Green River College. Ed has dedicated his career to studying and improving student learning and outcomes, and is passionate about using data as a tool to inform institutional progress and professional development for faculty and staff. He has presented on the results of this work at many NWCCU workshops and conferences.

He has also served as an accreditation evaluator and team chair for numerous mid-cycle and Evaluation of Institutional Effectiveness reports and visits. Ed holds a BA in mathematics from Whitman College, an MS in mathematics from Western Washington University, and an EdD in community college leadership from Oregon State University. A lifelong resident of the northwest, Ed enjoys spending time running and biking trails with his family.

Questions?

Human Resources

We foster a culture that builds competent and productive employees whose sense of purpose, engagement, success, and pride creates a positive impact.

Phone: 360-538-4218

Email: hr@ghc.edu

Hours: Monday - Friday 8:00 am-4:30 pm

GHC Intranet Newsfeed

Updates and information are posted to the Intranet Newsfeed on a regular basis. Check it out! <https://intranet.ghc.edu/>

IT Support

The easiest way to request IT help is to complete an IT Help Desk ticket. Here's how:

1. **Visit the Intranet:** <https://intranet.ghc.edu/>
2. **Click on 'IT Help Desk'.** You may need to sign in with your GHC email credentials.
3. **Create a new ticket.**

New Faculty Questions

Contact Jeremy Winn, eLearning Coordinator

Email: jeremy.winn@ghc.edu

Teams: Jeremy Winn

Phone: 360-538-4085



What are Personal Pronouns and why do they Matter?



Using preferred gender pronouns – the words people use to refer to themselves (i.e. he, she, they) – in the workplace is an important step in fostering a culture of belonging, one of the key objectives of GHC’s College Priorities.

Recognizing and using the correct gender pronouns demonstrates a commitment to acknowledging and valuing each person's identity, regardless of their gender expression. In an educational institution like Grays Harbor College, where diversity and personal growth are emphasized, using the right pronouns helps create a sense of belonging and psychological safety. It allows individuals to feel seen, heard, and respected, which positively impacts their overall well-being and productivity.

Moreover, incorporating accurate gender pronouns into workplace and student interactions helps to break down societal norms and biases, promoting a culture of acceptance and understanding.

Ultimately, prioritizing gender pronouns at a college supports the institution's mission and college plan by helping to promote a diverse, equitable and inclusive learning environment, where mutual respect and open-mindedness are essential attributes.

Additional Resources

The following information was excerpted from <https://pronouns.org/what-and-why>.



In English, whether we realize it or not, people frequently refer to us using pronouns when speaking about us. Often, when speaking of a singular human in the third person, these pronouns have a gender implied – such as “he” to refer to a man/boy or “she” to refer to a woman/girl. These associations are not always accurate or helpful.

Often, people make assumptions about the gender of another person based on the person’s appearance or name. These assumptions aren’t always correct, and the act of assuming (even if correct) sends a potentially harmful message – that people have to look a certain way to demonstrate the gender that they are or are not.

Using someone’s correct personal pronouns is a way to respect them and create an inclusive environment, just as using a person’s name can be a way to respect them. Just as it can be offensive or even harassing to make up a nickname for someone and call them that nickname against their will, it can be offensive or harassing to guess at someone’s pronouns and refer to them using those pronouns if that is not how that person wants to be known. Or, worse, actively choosing to ignore the pronouns someone has stated that they go by could imply the oppressive notion that intersex, transgender, nonbinary, and gender nonconforming people do not or should not exist.

Learn More:

cultureamp.com/blog/gender-pronouns-in-workplace

Email Signature Best Practices

As we continuously strive for professionalism and clarity in our digital communications, below are best practices for email signatures. Your signature is often the last impression you leave on an email, and having a consistent and clear signature across the institution can help in portraying a unified image.

Provide Just Enough Contact Information

- **First and Last Name:** This may seem like a no-brainer, but always have your full name. If you're comfortable, you can add your pronoun after your name or on a separate line.
- **Salutation (if relevant):** If you have a particular salutation or honorific that is relevant to your work or educational background, include it.
- **Job Title and/or Department:** This gives context to your role at GHC.
- **Organization:** This is usually Grays Harbor College. Additions may include TRIO at Grays Harbor College or Grays Harbor College, Riverview Education Center for example.
- **Phone Number and/or Email:** While the person might have your email (because you emailed them), it's still useful to have, especially if they need to quickly find your contact info in the future. The phone number can also be useful.
- **Relevant Social Icons (optional):** Only if they're pertinent to your role or department, or if you would like to help promote GHC's primary social media accounts – Grays Harbor College on Facebook, @graysharborcollege on Instagram, and @ghcollegewa on Twitter.

Fonts and Colors

- **Please do your best to adhere to GHC's Brand Standards** (including preferred fonts, colors, and logos), which can be found on the Intranet in the Marketing section: <https://intranet.ghc.edu/departments/marketing>

- **Use Standard Fonts:** Sans serif fonts are recommended. Fonts like Calibri, Helvetica, and GHC's brand font, Lato are easier to read than serif fonts like Times New Roman. Swirly, cursive, or script fonts should not be used in your email signature, as they can be difficult to read.
- **Text Colors:** Stick to black, dark blue, or dark gray for readability. Bright blue should be used exclusively for links.

Imagery and Logos

- **Avoid Image-Only Signatures:** While some people might like the appearance of email signatures that look like handwritten signatures, this is not legible for everyone.
- **Use Approved and Current GHC Logos:** Always ensure that you're using the current and approved logos. Avoid using any outdated 'Charlie Chokers', copyrighted images, or any clip art we do not have the rights to. If you're concerned about the size of the logo, consider scaling the GHC logo. The horizontal version tends to work well.

Academic Degrees

You are welcome to include your degrees next to your name.

Email Signature Examples:

Derek Edens (He/Him)

Grays Harbor College

Associate Vice President of Information Technology

1620 Edward P. Smith Drive | Aberdeen, WA | (360)538-2500

Charlie Choker

Mascot & School Spirit Specialist, Grays Harbor College

Email: charlie.choker@ghc.edu

Cheer on Choker Athletics: ghcathletics.com





UNITY CREATES IMPACT

EMPLOYEE GIVING CAMPAIGN

Join the Movement that showcases the power of unity and ignites impact at Grays Harbor College! As valued members of the Grays Harbor College community, we have an incredible opportunity to come together, creating a wave of positive change that resonates far beyond ourselves.

Ignite Change, Create Opportunities

Imagine the possibilities when each of us contributes just \$1 per paycheck. While it may seem small individually, together our contributions ignite an unstoppable force for good to create opportunities for those we serve.

United, We Impact Lives

With the power of collective giving, we can:

- Empower students on their journey to success.
- Foster innovation and growth across our campus.
- Combat food insecurity through the Harbor Landing Food Pantry.
- Extend a helping hand to non-traditional students in need of daycare assistance.
- Provide essential aid to students facing unforeseen hardships.
- Sponsor GED test costs and open doors to educational achievements.
- Strengthen our employee morale through the All-College Employees Fund (ACE).

Take Action Today

Scan the QR code to create a new payroll deduction or amplify your current deduction!



Prefer a one-time gift?

Give online at ghc.edu/give or donate via check payable to the Grays Harbor College Foundation.

Let's Rise Together, United for Change!

Each dollar symbolizes hope, progress, and the spirit of unity. Your generosity fuels a brighter future for our students, our college, and our shared community.



GRAYS HARBOR COLLEGE FOUNDATION

Disclosures

Non-Discrimination Statement

Grays Harbor College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, marital status, veteran status, genetics, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title II/Section 504 Coordinator - Darin Jones, Associate Vice President of Human Resources

Grays Harbor College
1620 Edward P. Smith Drive
Aberdeen, WA 98520
360-538-4234
darin.jones@ghc.edu

Title IX Coordinator – Darin Jones, Associate Vice President of Human Resources

Grays Harbor College
1620 Edward P. Smith Drive
Aberdeen, WA 98520
360-538-4234
darin.jones@ghc.edu

Diversity Definitions

In order to productively engage with equity, diversity and inclusion (EDI) issues, it is important to have a shared understanding of the language that we use. The Diversity Advisory Committee developed a glossary of Diversity Definitions during the 2021 academic year. To access this glossary, please visit

<https://www.ghc.edu/edi/diversity-definitions>.

Notes



50 Years 1974 to 2024
BISHOP CENTER
 FOR THE PERFORMING ARTS - GRAYS HARBOR COLLEGE

Tickets
make great
gifts!



Celebrating our 50th Season at the Bishop Center!

Celebrate National Hispanic Heritage Month!

LOCARNO

September 30 7:30pm
 A high-energy fusion band blending contemporary and traditional music!

NEVER COME DOWN

October 14 7:30pm
 A blend of modern and traditional bluegrass with Americana!

POFFS

SEVEN INCREASINGLY EVENTFUL YEARS
 IN A CERTAIN SCHOOL OF MAGIC AND MAGIC

November 2, 3, 4, 5
 The play is a parody of a certain boy wizard.
 Produced by Plank Island Theater Co.

November 19 7:00pm
Grays Harbor Symphony

November 30 7:00pm
GHC Jazz Concert

December 10 2:00pm
Grays Harbor Civic Choir & Concert Band

Erwilian

December 2 7:30pm
 Holiday favorites & more, blending Celtic, new age, and world music.
 Sponsored by Bruce & Betta Worth

BAMBLER & MICHELLE'S
 STUPID PLAY COMPANY PRESENTS

BALES IN TOY LAND

Book and Lyrics by
 GLEN MAC DONALD
 Music by
 VICTOR HERBERT

December 16, 17
 Grays Harbor Opera Workshop

January 18 7:00pm
Seattle Women's Jazz Orchestra
 Sponsored by Sandy Lloyd

January 26
Matt Baker Comedy Stunt Show
 7:30pm
 Sponsored by Gary Moran

Thanks to our season sponsors!
 Grays Harbor College Foundation & Marian J. Weatherwax Endowment

In Spring 2024
 RODGERS & HAMMERSTEIN'S

Oklahoma!

March 1, 2, 3, 8, 9, 10

HERE COMES THE SUN **April 6**
 A celebration of The Beatles!
 and more!

**GRAYS HARBOR COLLEGE
Board of Trustees Meeting
September 19, 2023**

Written Report

Background Information:

Agenda Item: VIII – 9 a – Standing Report – Capital Project Manager & Assistant Vice President of Campus Operations
Topic: Student Services Instructional Building Budget Update & Progress
Prepared By: Floyd Plemmons & Keith Penner
Attachments: SSIB Construction Budget Review; SSIB Construction Timeline

MAJOR MILESTONE WORK COMPLETED:

- Core campus walkways and emergency access lanes are scheduled to open prior to September 18, including:
 - East campus fire lane between 4000 and 800 opened August 21.
 - Asphalt paving in front of 500 and behind 1500 completed August 29.
 - Main library entrance repaved September 12 (schedule as of 9/5).
 - Main campus emergency vehicle/pedestrian entrance opened September 11 (schedule as of 9/5).
 - Malik Commons walkway between 4000 and 2000 opened September 15 (schedule as of 9/5).
- Campus network upgrades completed August 30.

MAJOR MILESTONE WORK IN PROGRESS:

- Storefront windows and doors in progress, anticipated completion September 22.
- Phase 2 Entrance to Campus is underway with completion of retaining walls in the next couple of weeks. The goal is to have this area open for fall quarter.
- Elevator installation in progressed, anticipated completion September 29.
- Geo-wells installation is still in progress, expected completion September 29.

MAJOR MILESTONE WORK AHEAD:

- Complete Mechanical, Electrical and Plumbing for all floors.

SSIB COMMUNICATIONS TO CAMPUS:

- We are working with Forma, E-team, PIO and other parties on campus to develop comprehensive communications to alert the GHC community of any impacts to campus related to SSIB construction.
- Messages will be sent out periodically as we approach key dates, or as additional information is confirmed and finalized.

- More focused messages will be sent to departments directly impacted by specific events. One example of this type of communication will be what to expect as each department plans to move into the new building.

CONSTRUCTION IMPACTS ON CAMPUS:

- Pedestrian walkways are shifting as sidewalks and roadways are paved, we are opening up improved paths across campus throughout August and September.
 - Signs to improve wayfinding for visitors and new students have been posted, these will be periodically revised as construction is completed.
 - Maps showing construction changes are posted to the GHC website at <https://www.ghc.edu/ssib/pathways>.
- Campus departments will be relocated from 2000 & 4000 to SSIB in December and January.
 - Detailed communications on timelines, roles, supplies and what to expect related to the move will be sent out in September.
 - Moving supplies will be delivered to departments in November (sooner upon request).

ANTICIPATED TIMELINE:

Start Date	End Date	Item
7/28/2023	9/1/2023	Bus Loop/Upper campus Entrance paving
8/21/2023		East road between 4000 & 800 open
8/21/2023	9/1/2023	Walkway from 500-1500 closed
8/21/2023	9/1/2023	Walkway from 1500-2000 closed
8/24/2023	11/13/2023	Commissioning (Training on Building Systems)
8/28/2023	9/1/2023	Core Switch cutover
8/29/2023	8/29/2023	Asphalt Paving
9/1/2023	9/30/2023	ADA parking lot construction
9/1/2023	11/1/2023	Malik Commons paving and landscaping
9/11/2023	9/13/2023	SSIB Tours
10/5/2023		Elevators Complete
10/16/2023	11/10/2023	Contractors leave building in "broom clean" status
10/30/2023	11/17/2023	Furniture Installation
11/6/2023	11/17/2023	Punchlist Inspection
11/13/2023		Partial Occupancy

11/13/2023	11/23/2023	GHC Custodial Clean
11/20/2023	12/31/2023	Punchlist Completion
12/4/2023		Certificate of Occupancy
12/4/2023	12/8/2023	Move GHC Staff-Bookstore & ASGHC
12/11/2023	12/15/2023	Move GHC Staff-Bookstore, Student Life, TRiO
12/18/2023	12/22/2023	Move GHC Staff-VPSS & Student Support
12/21/2023	12/22/2023	Wax floor 3
12/28/2023	12/30/2023	Wax floor 1 & 2
1/16/2024	2/16/2024	Move GHC Staff-WX, FA, Testing

BUDGET REVIEW:

- On budget for construction costs.

TIMELINE REVIEW:

- On schedule to open the building for Winter Quarter of 2024.

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

SEPTEMBER 19, 2023 MEETING

CONSTRUCTION BUDGET 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
25 APPROVED CHANGE ORDERS TO DATE	\$ 852,315.11
REVISED CONTRACT AMOUNT (INCLUDING WSST)	<u>\$ 44,626,172.11</u>

BALANCE REMAINING FROM ORIGINAL \$1,997,587 CONTINGENCY	\$ 1,145,271.89
FFE	\$ 1,947,043.67
CONTINGENCY AND FFE (BUDGET LESS REVISED CONTRACT AMOUNT)	<u>\$ 3,092,315.56</u>

REVISED CONTRACT AMOUNT TO DATE	\$ 44,626,172.11
19 PAY APPLICATIONS - 79%	<u>\$ (35,288,060.11)</u>
BALANCE DUE (21%)	\$ 9,338,112.00

COST BREAKDOWN BY CATEGORY AND PERCENTAGE OF CURRENT CHANGE ORDERS 1-25

Design Errors/Omissions	\$ 131,107.62	15%
Agency - (Owner Requested Change)	\$ 271,333.23	32%
Latent Condition -(Unforeseen Conditions)	\$ 269,591.22	32%
Code Requirements	\$ 54,122.22	6%
Value Engineering (Cost saving ideas)	\$ (130,778.19)	-15%
Delay	\$ 256,939.03	30%
	<u>\$ 852,315.13</u>	

SSIB CONSTRUCTION TIMELINE

SEPTEMBER 19, 2023

CONTRACT TIME	
NOTICE TO PROCEED	JANUARY 25, 2022
CONTRACT TIME (CALENDAR DAYS)	649 DAYS
BUILDING SUBSTANTIAL COMPLETION	NOVEMBER 5, 2023
FINAL COMPLETION	JANUARY 4, 2024

CONTRACT TIME REVISIONS	
DAYS ADDED BY CHANGE ORDER	0 DAYS
ADJUSTED CONTRACT TIME	649 DAYS
ADJUSTED BUILDING SUBSTANTIAL COMPLETION	NOVEMBER 5, 2023

CONTRACT TIME TRACKING	
ELAPSED CONTRACT DAYS	602
CONTRACT DAYS REMAINING TO SUBSTANTIAL COMPLETION	47
PERCENTAGE OF ELAPSED CONTRACT TIME	93%

NOTE:

THE SSIB CONSTRUCTION PROJECT CONSISTS OF FOUR PHASES

PHASE 1 - THE SSIB BUILDING - DELAYED OVER THREE MONTHS WITH STORM WATER PERMIT ISSUE THE DELAY MOVED THE CONSTRUCTION ONE FULL SEASON SO WE COULD NOT OPEN FOR FALL QUARTER OF 2023. WE WILL NOW OPEN FOR WINTER QUARTER 2024

PHASE 2 - THE MAIN ENTRY MODIFICATIONS - WORK IN PROGRESS

PHASE 3 - DEMOLITON OF THE HUB - COMPLETED LAST SUMMER

PHASE 4 - THE NEW PARKING LOT AND OTHER SITE WORK - WORK IN PROGRESS