

Work Session
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
November 19, 2019 – 11:30 a.m.
Room 4331, Schermer Building

Members Present: Dr. Paula Akerlund, Ms. Astrid Aveledo, Mr. Art Blauvelt, Dr. Harry Carthum,
Ms. Denise Portmann

Members Absent: Ms. Astrid Aveledo

Others: Dr. Jennifer Alt, Ms. Kristy Anderson, Mr. Kwabena Boakye, Ms. Laura Brener,
Mr. Matt Edwards, Ms. Aleta Fuher, Ms. Jen Gillies, Mr. Andrew Glass,
Ms. Penny James, Mr. Darin Jones, Kristi Maldonado, Mr. Taylor Miller,
Dr. Jim Minkler, Mr. Keith Penner, Ms. Diane Smith, Ms. Linda Sullivan-
Colglazier, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present except for Ms. Aveledo.

Mr. Blauvelt called the work session to order. The focus of the work session was a presentation from Mr. Boakye and Dr. Minkler regarding the budget status of the college.

Highlights of Mr. Boakye's report included the following:

Overview

Snapshot of the budget environment

Opportunities and challenges

Revenue status

Tuition

Running Start

Fees

Expenditure status

Personnel

Goods and Services

Travel

Equipment

Budget Status

FY 2020 proposed Amended Budget

Mr. Boakye presented a proposal to achieve short-term solvency and balance the budget. The proposal conserves expenditures by \$865,076 to align with projected revenue. Reductions include:

Personnel	\$276,606
Goods and Services	\$535,278
Travel	\$ 27,592
Equipment	\$ 25,600

Comments included the following:

Ms. Portmann – How much of the budget situation has been communicated to the campus?

Mr. Boakye responded that e-team met with each constituency group and updated them on the budget status.

Mr. Blauvelt – How does e-team decide what equipment to purchase? Ms. Brener responded that the majority of purchases are for instruction. The request starts at the department level. The request moves up to the dean and then to the VPI.

Ms. Portmann – Last year when the college was looking at a \$1.4M deficit we went through a series of activities to engage the campus community. Is it correct that we now need to find another \$1M? Dr. Minkler responded that once we have a revised budget he does not anticipate the amount to be that great.

Dr. Akerlund – In the past two years have you seen enrollment decline or stabilize? Ms. Anderson stated that Mr. Edwards will present enrollment projections during the regular Board meeting that follows this work session. Mr. Boakye added that projections will be based on historical data.

Dr. Carthum – Enrollment is the key. Our prospective students are not on campus. We need to reach out to other areas in the community.

Dr. Carthum – He would like to hold a special Board meeting in December to address efforts to increase enrollment and a budget update. Mr. Blauvelt asked Dr. Carthum to make a motion in the regular Board meeting to hold a December Board meeting.

The Regular Board meeting commenced at 1:00 p.m.

II. Agenda Adoption

It was moved and seconded to add, under action items, adding a meeting of the Board of Trustees in December. Motion carried. It was moved and seconded to move the ACT report to the front of the Standing Reports section of the agenda. Motion carried.

III. Public Comments

None

IV. Celebrating Success

Dr. Alt introduced Ms. Jen Gillies who introduced Kristi Maldonado (they, them pronoun) who is GHC's Transforming Lives nominee. Ms. Gillies stated that Kristi is an activist and advocate for the LBGTQ community, and is changing lives for the better in our community. Because of Kristi's efforts, the Diversity and Equity Center on campus moved from an obscure location to the middle of the HUB letting our students know that the college is committed to and values diversity and equity in our community and on campus. They will be honored, along with the other nominees from the community and technical college system at an event in Olympia in February. Kristi reported they is currently at WSU and will graduate with a communications degree and intends to complete their master's degree.

V. Action Items

1. Approval of October 15, 2019 Board Minutes

It was moved and seconded to approve the October 15, 2019 Board minutes. Motion carried.

2. Mission, Vision, Strategic Priorities

Ms. Anderson stated that at the October, 2019 Board meeting the Board directed the college to poll employees to determine which of the two options for each of the Mission, Vision and Strategic Priorities they preferred. Eighty-six employees responded. Ms. Anderson distributed the results of the survey. She noted that the statements will form the foundation of the College's next seven-year strategic plan. After discussion, it was moved and seconded to adopt the Mission, Vision and Strategic Priorities that received the most votes from the College community. Motion carried. Ms. Anderson said she will bring revised OP 106, Mission, Vision, Values, to the January Board meeting for adoption. It will reflect the new statements.

3. Policy Renumbering

Mr. Glass requested the Board take action to move Operational Policies that deal with information technology from the 500 OP section to a new information technology section (800). There are no changes other than renumbering them. It was moved and seconded to renumber the existing information technology policies currently in the 500 series to the new 800 series. Motion carried.

VI. Information

1) December Board Meeting

Dr. Carthum stated that because of information presented today it would be beneficial to hold a December Board meeting. It was moved and seconded to schedule a Special Board Meeting in December to address enrollment and budget concerns. Motion carried. Ms. Zelasko will poll Board members to find a date and time they can attend.

2) Enrollment FTE/Revenue Projection Quarter to Quarter

Mr. Edwards provided enrollment projections for this academic year as well as the next two years. They were based on enrollment trends over the last 3 – 5 years and external data. His report included the following:

New Program FTE Generation

Running Start Annual FTE

Projected FTE broken down into the following categories:

State Funded - Total

Academic transfer

Transition Programs

Vocational

BAS

Community Education

Grants and Contracts

Stafford Creek

Running Start

Self-Funded

Mr. Edwards reviewed projected headcount, full and part-time, and projected retention.

Mr. Boakye is using these enrollment projections as part of his calculation to forecast tuition for 2019-2020.

VII. Standing Reports

1) Classified Staff Report

None

2) Board Report

ACT Meeting – Ms. Portmann, Dr. Akerlund, Dr. Carthum and Dr. Minkler attended the state-wide ACT Fall Conference in Seattle. System priorities were identified that included laying the groundwork for the capital ask which is \$273M. It is not expected there will be any additional new funding to come through this current session. However, if there is any new spending, it will be done with existing resources. They learned that 60% of trustees state-wide have not yet been approved by the Senate.

3) Student Government Report

Mr. Taylor reported the following student life activities:

Mario Cart

Free Popcorn

Diversity Speaker, Dr. Omar Flores

Fall Festival for Students and their Families

Student Open Forum

Upcoming Events

4) Faculty Report

Mr. Winsor reported that the faculty union met with administration regarding the CDL program. He distributed a proposal to continue the program with one full-time tenure track faculty. Current and former CDL students and employers were in attendance. They addressed the Board and expressed reasons for continuing the program.

5) President's Report

Dr. Minkler's report was included in backup materials received prior to this meeting.

Highlights included:

- College presidents participated in a conference call that focused on a recommendation from the Superintendent of Public Instruction to the Legislature regarding making dual enrollment programs, i.e., Running Start, College in the High School, Advanced Placement, International Baccalaureate, or other qualifying dual credit programs cost free to students.
- Review of progress on goals set for the president and the college by the Board of Trustees.
- Budget request process.
- Student housing update.
- Montesano Public Safety Academy

VIII. Executive Session

Under RCS 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.

IX. Action Items as a Result of the Executive Session

There was not an executive session.

X. Adjournment

The meeting was adjourned at 2:45 p.m.

Dr. Jim Minkler, Secretary

Mr. Blauvelt, Chair