

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

November 16, 2021
Study Session – noon
Board Meeting – 1:00 p.m.

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

Members Absent: None

Others who participated in the Study Session or Board meeting:

Mr. Kwabena Boakye, Dr. Ed Brewster, Ms. Shelly Hoffman,
Ms. Linda Sullivan-Colglazier, Mr. Derek Edens, Mr. Darin Jones,
Ms. Nicole Lacroix, Mr. Keith Penner, Ms. Cara Beth Stevenson,
Mr. Cal Erwin Svoboda, Mr. Shiloh Winsor, Ms. Sandy Zelasko

Study Session

Student Services/Instruction Building Update

Dr. Brewster asked Mr. Penner to provide detailed information regarding the construction of the Student Services/Instruction Building. Mr. Penner reviewed the timeline, budget, capital project manager job description, and art in public places update that were included in backup materials received prior to the meeting.

Mr. Penner said that in December, 2020 the design was reviewed and changes made based on input from the Board and others. The bid opening will be December 14, 2021. The Department of Enterprise Services estimates the cost to be between \$38.5M and \$43.0M. There are approximately \$1.5M in additive alternates. Discussion included the following:

- Dr. Brewster said there will be a ground breaking event sometime in January, 2022. Speakers would include the Board chair, contractor, architect, legislators and student government president.
- Ms. Aveledo suggested a land acknowledgement from a tribal elder be part of the ground breaking event.
- Dr. Carthum asked that past dignitaries be included, i.e., former GHC presidents and trustees,
- Mr. Penner said if there are no expected delays, completion is projected to be May or June, 2023. The HUB will be demolished June through August, 2023.
- The capital projects management job has been posted. The Board will be a part of the screening committee.
- Dr. Akerlund asked who tracks the budget for the project. Dr. Brewster responded DES, the contractor and the college.
- Dr. Brewster said the art in public places budget is ½ to 1% of funding which for this project amounts to \$270,000.00. The State of Washington Arts Commission directs the process and they have selected an artist from Chicago. The artist's proposed projects are sent to a campus committee for a decision. Dr. Carthum asked Dr. Akerlund and Ms. Aveledo to represent the Board on the committee. All Board members agreed they would like to see works by local artists featured in the new building.
- Dr. Carthum suggested looking at the plan again at the December Board meeting.

Board Meeting

- I. Call to Order/Roll Call
Roll was called and all members were present.

II. Agenda Adoption

It was moved and seconded to adopt the agenda as presented. Motion carried.

III. Public Comments

Dr. Brewster introduced new employees Mr. Derek Edens, Executive Chief of Information Technology, and Ms. Holly Duffy, Director of Marketing and Communication.

IV. Celebration

Transforming Lives Nominee

Mr. Erwin-Svoboda announced that GHC's 2022 Transforming Lives nominee is Ms. Shelly Hoffman. Her story is one of great resiliency and transformation. Ms. Hoffman said she is honored and grateful to be nominated. She said GHC has transformed her life and before coming to the college she did not think she could succeed.

V. Action Items

1) Approval of October 19, 2021 Board meeting minutes

It was moved and seconded to approve the October 19, 2021 Board meeting minutes. Motion carried.

2) Operational Policy 503 – Accounting and Budgeting revised to Operational Policy 503 – Financial Management

Mr. Boakye presented revised Operational Policy 503 for a first reading. It broadens its scope to incorporate the State Administrative and Accounting Manual maintained by the office of Financial Management and the Fiscal Affairs Manual maintained by the State Board. The policy has been reviewed by College Council. At the December Board meeting, it will be presented to the Board for final approval.

3) Operational Policy 530 – Emergency Fiscal Reserve revised to Operational Policy 530 – Financial Stability and Solvency

Mr. Boakye presented revised Operational Policy 530 for a first reading. It has been revised to broaden its scope to include operating reserve balance management and debt service management to ensure the college has financial stability and solvency to carry out its mission. It will be presented for final approval to the Board at its December, 2021 meeting.

Mr. Blauvelt asked for a report at the December Board meeting that shows what the percentage has been in reserves the last several years.

Mr. Sayce said when the Board adopts OP 530 they also adopt the 3% limit on total debt obligation. If that limit changes the policy would need to be revised.

VI. Information

There were not any information reports.

VII. Standing Reports

1) Student Government Report

Ms. Hoffman read a letter from Student Government that addressed the following concerns:

- Students are receiving conflicting information from faculty and staff, including COVID-19 guidelines.
- The GHC website is also a source of miscommunication.

- Lack of tutoring options.
- Closing Charlie's Cafeteria leaves students with few food options. The decision to close Charlie's was done without a student voice.

Dr. Carthum thanked Ms. Hoffman for her report and asked Dr. Brewster to respond to the concerns.

2) Classified Staff Report

Ms. Stevenson reported that every Fall Quarter the Staff Development and Training Committee holds a fund-raiser to assist classified staff who are furthering their education. This year's fund-raiser was a Harvest Cart that sold flower bulbs, pastries and beverages. Proceeds totaled over \$300.00.

Classified staff are working hard to meet the challenges of ctcLink implementation.

3) Faculty Report

Mr. Winsor reported it is week nine of Fall Quarter. Faculty are concerned that Winter Quarter registration is delayed because of ctcLink implementation.

4) Administrative Services Report

Mr. Boakye's report was included in backup materials received prior to the meeting.

Highlights included:

- FY 2022-23 Budget Development timeline.
- FY 2021-022 Budget Status.
- ctcLink update.

5) Instruction Update

Ms. Lacroix reviewed the instruction update that was included in backup materials received prior to the meeting. Highlights included:

- Instructional Goals
- GHC instructors to attend Native Cases Institute that provides professional development for classroom use
- Student success stories
- Programmatic assessment
 - Comprehensive program review
 - Continuous Improvement Plan

6) Student Services Update

Mr. Erwin-Svoboda reported the following:

Enrollment – We are currently at 59.1% of our 1610 FTE state-funded quarterly goal.

Worker retraining is at 110 out of an estimated 202 quarterly goal (54%).

Upcoming virtual events at the Bishop Center at 7:00 p.m.

12/3/2021 – GHC Music Department Jazz Concert

12/10/2021 – Grays Harbor Civic Choir and Concert Band

12/19/2021 – Grays Harbor Opera Workshop

Choker Athletics home games

The Diversity Committee developed a land acknowledgement statement which has been reviewed by the committee and the executive team. It will be shared with local Native Nations for feedback before asking for Board approval.

Ms. Aveledo said it is important that the land acknowledgement shows a deep understanding of the values. A deep understanding of the values and intentions behind a land acknowledgement can help avoid the risk of the statement becoming performative.

7) President's Update

Dr. Brewster reviewed his report that was included in backup materials received prior to the meeting. Highlights included:

- Plans are in motion to enhance the measurement of student learning outcomes in classes and to provide full program review for selected programs.
- Review is ongoing of the input from the climate survey administered last year to determine actions to improve transparency and inclusiveness of communication.
- Funding was received from the Legislature to implement actions to enhance our DEI efforts.
- ctcLink Go Live is occurring. We anticipate a successful conversion to the new system.
- GHC will host the Latin X Youth Summit event in Fall of 2023. Ms. Aveledo said when the event is on campus it would be a good opportunity to work closely with our local partners.

8) Board Report

a. December Board Meeting

There was discussion regarding changing the dates and times of future Board meetings. No decision was made.

b. ACT Meeting

The state-wide ACT meeting will be held November 19. Board members were encouraged to attend.

c. Other Items of Interest

Ms. Aveledo said attending virtual events and classes are often times difficult for students with low technology skills and rural area internet issues.

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.

There was not an executive session.

IX. Good of the Order

Dr. Akerlund – Thanked everyone for their efforts regarding ctcLink.

Mr. Jones – Appreciates the Boards expertise and knowledge. It helps the college moving forward.

Ms. Lacroix – The college did an amazing job when hit with COVID. The next phase is how do we move back to normal, and what does that mean?

Mr. Edens – He is impressed with the coordination and efforts of faculty and staff implementing ctcLink.

Ms. Duffy – She has been made to feel very welcome.

Ms. Aveledo – Appreciated the letter from students that was read today.

Ms. Aveledo – Would like to hear more about the Foundation’s fund-raising event.

Mr. Sayce – The Port District he manages represents two thirds of Pacific County. There has been a fundamental shift how people interact with information, and rural communities are not prepared for that. He said he would like to meet with Dr. Brewster to discuss how to weave education into the discussion.

Mr. Blauvelt – Enjoyed coming back to campus and meeting in person.

Dr. Carthum – It is good to be back in person. He said he is frustrated not knowing what to do to advance diversity, equity and inclusion.

Mr. Blauvelt – Recommended a book titled A Story of Japanese American Heroes in World War II.

X. **Adjournment**

The meeting was adjourned at 2:30 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair