

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

December 21, 2021
Study Session – 11:30 a.m.
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:

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

Study Session

Standards of Conduct for Members of the College Community

Mr. Jones facilitated a discussion pertaining to college policies related to Board and employee conduct and behavior. He provided links to ethics policies pertaining to athletics and collective bargaining.

College ethic policies are in the following categories:

Section 100 – Board

The code of ethics for the Board of Trustees states they set the tone for the college in terms of ethical standards.

Section 200 – President’s Office

Section 300 – Instruction

Section 400 – Student Services

Section 500 – Business Office

Section 600 – Faculty and all Personnel

Section 800 – Information Technology

Mr. Jones and Dr. Brewster responded to questions from the Board related to Title IX, anonymous complaints, process for filing complaints, investigation process, employee financial gains, implications of people posting things on social media in the name of the college, standards of conduct for athletes and coaches.

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

None

IV. Celebration

None

V. Action Items

- 1) Approval of November 16, 2021 Board meeting minutes
It was moved and seconded to approve the November 16, 2021 Board meeting minutes.
Motion carried.
- 2) Approval of Operational Policy 503, Financial Management
Mr. Boakye presented Operational Policy 503, Financial Management to the Board for a second reading and adoption. There were no changes since the first reading at the November, 2021 Board meeting. It was moved and seconded to approve Operational Policy 503, Financial Management. Motion carried.
- 3) Approval of Operational Policy 530, Financial Stability and Solvency
Mr. Boakye reviewed revisions to OP 530 since a first reading at the November, 2021 Board Meeting. A new “definitions” section was added to provide specific context for Policy 530. The policy has been revised to broaden its scope to include operating reserve balance management and debt service management. Dr. Akerlund asked for an explanation of the portion of the policy that states “stretch target of 15% operating reserve balance. Mr. Boakeye responded that the Board reserve policy currently is 10%. If we have balances over the Board required 10% we would want to stretch the 10% reserve to 15%.
It was moved and seconded to adopt Operational Policy 530, Financial Stability and Solvency.
Motion carried.

VI. Information

None

VII. Standing Reports

- 1) Student Government Report
Ms. Hoffman reported it has been difficult filling student government positions but all positions are now filled. Flyers are being sent to students announcing upcoming events.
- 2) Classified Staff Report
Ms. Stevenson reported the Staff Development and Training Committee raised \$240.00 from a candy-gram fund-raising event.
The Fall Quarter classified staff award recipient was Ms. Monica Sanford-Solorio who works in the Welcome Center.
- 3) Faculty Report
Mr. Winsor was not present.
- 4) Administrative Services Report
 - a. Account Balances History
At the November Board meeting the Board requested a report of historical cash reserve balances. Mr. Boakye reviewed Board reserve balances from FY 2016 – 2021 and historical cash balances for all fund types at the college for the same period of time.
Dr. Brewster said the Board has the option of changing the cash reserve percentage that is currently 10%.

b. Student Services/Instruction Building Review

Mr. Boakye reviewed the FY 2022-23 budget development process, FY 2021-22 Budget Status, and the FY 2021 audit.

Mr. Penner presented a review of the following documents pertaining to the new Student Services/Instructional Building that were included in backup materials received prior to the meeting:

- SSIB site plan, interior floorplan, exterior and interior renderings.
- SSIB bid results.
The bid opening was December 14. There were five bidders and the low bid was \$40,270,000.00 which is approximately \$500,000.00 under the estimate.
- Capital Project manager status update.
The Capital Project Manager position resulted in a failed search. The position announcement will be revised and re-posted.

5) Instruction Update

Ms. Lacroix's report was included in backup materials received prior to the meeting.

Highlights included:

Update on instructional goals

- Student Learning Assessment DSA Pre-pilot
- Co-requisite English/Reading and Math
- Re-imagining Equity in Higher Education
- Cultivating Antiracist Faculty Leaders on Campuses
- Student Success stories

6) Student Services Update

Mr. Erwin-Svoboda reported this is week four of Winter Quarter registration. Enrollment to date compared to this time last year is 19% down. Efforts continue to increase enrollment. Upcoming events at the Bishop Center and Athletic home games were reviewed.

7) President's Update

Dr. Brewster's report was included in backup materials received prior to the meeting.

Highlights included:

- Accreditation mid-cycle review is scheduled for April, 2022.
- Met with student government addressing their concerns reported at the November, 2021 Board meeting.
- Reported progress on developing an equity plan for the college.
- Marketing efforts continue to encourage enrollment in Winter Quarter.
- Recent high school graduates and high school counselors will be surveyed to determine their knowledge of career pathways at GHC.

8) Board Report

a. Foundation Meeting Report

Ms. Avelado reported highlights from the recent GHC Foundation meeting. She reported she met with Ms. Smith, Foundation Director, to better understand the workings of the Foundation. The Foundation's annual fund-raising event begins soon and will continue through February. This year's theme is titled Journey Campaign and will focus on current and past GHC students. She said historically the Board has supported the Foundation's fund-raisers and requested that continue.

Currently there is \$6,632.79 in the president's/Board account. Dr. Carthum asked for more discussion at the February Board of Trustees' meeting.

Ms. Aveledo said she has an interest in having local artists represented in the new building, but to do this would require funding that the college does not have. She and Foundation Director, Ms. Smith, discussed possible ways to fund the art, and discussed the concept of doing a naming rights campaign, where people could buy spaces in the building to honor their business or family legacy and those funds in return would purchase local art. It was noted that Ms. Aveledo and Dr. Akerlund serve on the college's Art Selection Committee.

b. ACT Winter Conference – January 24, 25, 2022

Dr. Carthum asked that Board members contact the President's office if they plan to attend the ACT Winter Conference.

c. Other Items of Interest

Ms. Blauvelt's term as a trustee expired last September. He asked if there was an update on his replacement. Dr. Carthum responded he understands there are four candidates. Dr. Carthum reported concern regarding the college's phone system that is outdated.

VIII. Non-Public Session

The Board adjourned to a Non-Public session at 3:10 p.m. for approximately thirty minutes. The meeting was reconvened at 3:47 p.m.

IX. Action items as a Result of the Non-Public Session

None

X. 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.

XI. Good of the Order

Mr. Edens said he would look into the issues concerning the college's phone system.

Mr. Sayce reported the Port of Willapa is leading an effort to prepare for a Regional Economic Development Distribution Summit (REDS). A REDS is sponsored by the EDA in an effort to align a region's economic development investment. The Port of Willapa Harbor is the region. Mr. Sayce asked Dr. Brewster to participate.

XII. Adjournment

The meeting was adjourned at 3:45 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

