

REGULAR MEETING OF THE BOARD
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

July 20, 2021

Board Meeting- 1:00 p.m.

Study Session

Prior to the regular Board meeting, Dr. Marion Smith led a discussion on Racial Equity Adaptive leadership. Board members and executive members participated in the session. Dr. Smith said we have to be willing to have our ideas challenged and be open to other perspectives. Participants were asked to read an article and discuss what they agreed with and something they had questions about. Discussion followed. The final session will be a two-hour meeting during the Board retreat August 17, 2021.

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

Others Participating in the meeting:

Ms. Kristy Anderson, Mr. Richard Arquette, Mr. Kwabena Boakye, Dr. Ed Brewster,
Mr. Matt Edwards, Mr. Andrew Glass, Mr. Keith Penner, Mr. William Rider, Ms. Cara Beth
Stevenson, Ms. Linda Sullivan-Glazier, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

All Board members were present.

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebration

None

V. Action Items

1) Approval of June 15, 2021 Board Meeting Minutes

It was moved and seconded to approve the June 15, 2021 Board Minutes. Motion carried.

2) Approval of Operational Policy 108, Policy and Procedure Policy

Ms. Anderson reported that OP 108, Policy and Procedure Policy came to the Board at the June, 2021 meeting for initial review. This policy guides how we manage our policies and procedures, including all policies and procedures are reviewed every five years, and all policies and procedures are held in a central repository. It was moved and seconded to approve Operational Policy 108, Policy and Procedure Policy. Motion carried.

VI. Information

1) Enrollment Management Plan

Ms. Anderson and Mr. Edwards provided an update on the enrollment management plan for the coming year. The plan was included in backup materials received prior to the meeting.

Mr. Edwards and the Strategic Enrollment Management Committee have been collaborating on a plan based on data and information.

The overarching goal of the plan is to better serve the GHC District by increasing overall enrollment to reach our state funded target, and as a result increase tuition, fees and other local revenue to balance our budget for the coming year and beyond. Goals include:

- Increase the amount of applications received for Fall Quarter every year excluding Running Start.
- Increase the effectiveness of our enrollment process to convert more applicants to enrollees.
- Increase fall-to-winter and fall-to-fall retention on first-time. Non-Running Start students.

In response to a question from Ms. Aveledo there was discussion regarding whether or not having a goal of increasing total annualized state-funded FTE by 15% is realistic.

Dr. Akerlund asked about GHC students being involved in recruitment efforts. Mr. Arquette responded that a number of students have volunteered to work at the Sunday Market and go to local high schools to meet with prospective students.

Current recruitment and retention efforts include:

- Digital campaign targeting new enrollments
- Facebook posts & postcard targeting CTC enrollments.
- Focus on programs with open spots.
- Radio ads leading up to Fall Quarter.
- Efforts to retain spring quarter students
- Financial aid events
- GHC packets to every graduating senior in GH and Pac Counties.

E-Team members working in collaboration with the Strategic Enrollment Management Committee will work with their departments to identify and implement strategies to support the identified areas of improvement and help the college reach its overarching goal of increased enrollment to support a balanced budget.

2) Operational Policy 515, Vaccination Policy

Dr. Brewster reported that in order to comply with a proclamation from the Governor's Office the college is implementing a COVID 19 vaccination policy requiring all employees and students be fully vaccinated. They may claim medical, religious or philosophical exemptions from the vaccination requirements. If we choose the plan that requires students and staff be vaccinated, we do not have to do distancing or monitoring. All visitors to campus will be required to wear a mask. The administrative procedure that accompanies the policy explains how we will collect vaccination status of employees and students. In addition to the procedure there will be a plan for signage, guidance regarding the process, including information how to provide vaccination status.

Ms. Aveledo asked about statements in the policy that are repetitive. AAG Ms. Sullivan-Colglazier agreed with Ms. Aveledo that they could cause confusion to the reader. Dr. Brewster responded that verbiage in the policy are from the Governor's proclamation. After further discussion Mr. Blauvelt and Dr. Brewster recommended keeping the Governor's

wording in the policy, noting that when the Governor recommends specific wording most educational facilities will use that wording and she recommended the Board follow suit. It was moved and seconded to approve OP 515, Vaccination Policy as prepared and adopt in on an emergency basis. Motion carried.

VII. Standing Reports

1) Student Government

None

2) Classified Staff Report

None

3) Faculty Report

Mr. Winsor reported he forwarded Operational Policy 515, Vaccination Policy to faculty for review. Responses were positive.

4) Administrative Services Report

Mr. Boakye reported on the following:

- a. FY22 Operating Budget Update – The Board approved the FY22 operating budget at its June, 2021 Board meeting. There has not been any notable information from OFM or the State Board that would impact the budget. The State Board approved a 2.8% tuition increase.
- b. GHC Accountability Audit Report – The State Audit Office completed its accountability audit and issued a final report. There were no exceptions.
- c. Annual Assurance Report on Internal Control/Risk Assessment – The internal control officer is responsible for keeping the president apprised of the efforts made by the college to achieve adequate risk assessment and internal control monitoring. The colleges designated ICO is the Vice President for Administrative Services. The CIO coordinates with the Risk Management Committee and sends the required report to the president annually.

5) Instruction Update

Ms. Lacroix reported on three instructional goals for 2021 – 2023:

- Implement a continuous improvement plan that supports quality instruction, enriches student learning, and assesses program and institutional learning outcomes.
- Utilize Guided Pathways to increase retention and credential completion.
- Provide educational opportunities that demonstrate diversity, are equally inclusive to all students, and demonstrate equal learning, course, and credential completion outcomes.

6) Student Services Report

Mr. Irwin-Svoboda reported the following:

He has only been here ten days and is very impressed with the dedication to students from Student Services staff.

He presented updated Summer Quarter enrollment information and Fall Quarter enrollment information. Summer quarter enrollment is down 22 FTE from summer 2020.

A phone campaign will begin next week. Volunteers will call students who were enrolled Spring Quarter and have not yet enrolled for Fall Quarter. Ms. Aveledo asked who to contact to discuss volunteering.

7) President's Report

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

Highlights included:

- Each area of the college is making plans for opening in preparation of Fall Quarter. Student Services will have walk-in services beginning in August.
- The Governor's Office has initiated a \$10,000 vaccination incentive program for students. Ten \$1,000.00 scholarships will be chosen in a random drawing of students who are vaccinated and were enrolled Spring Quarter and enrolled sometime next year. The GHC Foundation is donating \$30,000.00 to provide an additional five \$1,000.00 scholarships a week for six weeks for students enrolled Fall Quarter.
- We have applied for two grants. One provides funds to help adults in the community learn about going to college. The second grant is a Title III grant that provides \$450,000.00 for five years. It would help with retention efforts and strengthen the entire college.

8) Board Report

The Board Retreat will be August 17, 2021. Board members and e-team members will participate in the meeting.

Ms. Aveledo asked if the college was planning something for the Latinx community this Fall to recognize Hispanic Heritage Month. Mr. Irwin-Svoboda responded the college is planning something this Fall.

VIII. 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.

The meeting was reconvened at 3:40 p.m.

There was not an executive session.

IX. Good of the Order

Ms. Hood said there are plans for a virtual performance by the same group that performed last year during Hispanic Heritage Month.

Mr. Winsor thanked everyone working on filling classes for Fall Quarter.

Mr. Rider thanked the Board for their support of athletics.

X. Adjournment

It was moved to adjourn. The meeting was adjourned at 2:58 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum, Chair

