

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
September 21, 2021– 1:00 P.M.

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

Members Absent: Mr. Art Blauvelt

Others: Ms. Kristy Anderson, Mr. Kwabena Boakye, Dr. Ed Brewster,
Ms. Shelly Hoffman, Mr. Darin Jones, Ms. Nicole Lacroix,
Ms. Lisa Smith, Ms. Linda Sullivan-Colglazier, Ms. Cara Beth Stevenson,
Mr. Cal Erwin-Svoboda, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. **Call to Order/Roll Call**

Roll was called and all members were present except for Mr. Blauvelt.

II. **Agenda Adoption**

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

III. **Public Comments**

None

IV. **Celebration**

Dr. Brewster said the campus is celebrating the first week of Fall Quarter and having students and faculty back on campus.

V. **Action Items**

1. Approval of July 21, 2021 Board Meeting Minutes

It was moved and seconded to approve the July 21, 2021 Board Meeting Minutes. Motion carried.

2. Approval of August 17, 2021 Board Retreat Minutes

It was moved and seconded to approve the August 17, 2021 Board Meeting Minutes. Motion carried.

VI. **Information**

1. FY 21 Year End Budget Report

Mr. Boakye reported we ended the year with a balanced budget having less expenditures than revenue. The FY 21 Year End Budget report was included in backup materials received prior to the meeting. Highlights included:

- Summary of Budget Outcome
- Projected Revenues Compared to Actuals
- Budget Expenditures Compared to Actuals
- Restricted/Reserve Funds
- Financial Health Metrics
- Primary Reserve Ratio
- Net Operating Revenue Ratio

- Return on Net Assets Ratio

Mr. Boakye reported the college has made progress towards recovering financial health despite many unknowns including COVID-19 uncertainties that could have significant impact on enrollment.

VII. Standing Reports

1) Student Government Report

Ms. Hoffman introduced ASGHC officers for the coming year. She reported that students are happy to be on campus.

2) Classified Staff Report

Ms. Stevenson reported the following:

- Ms. Amber Hatley was the recipient of the Quarterly Staff Award.
- WPEA is bargaining as a coalition with all represented colleges throughout the state regarding the Governor's requirements pertaining to COVID-19. One request is offering employees more time to get vaccinated.
- There is still a significant amount of reduced morale on campus.

3) Faculty Report

Mr. Winsor reported the following:

- The faculty union is engaging in labor management meetings regarding the Governor's vaccination mandate.
- Faculty are making efforts to complete ctcLink training which is challenging.

4) Administrative Services Report

Ms. Boakye's report was included in the FY 21 Year End Budget Report he reviewed earlier in the meeting.

5) Instruction Update

Ms. Lacroix's report focused on the following instructional goals that will help direct instruction for the next two years:

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

6) Student Services Update

Mr. Erwin-Svoboda reported the following:

Enrollment – Summer quarter enrollment ended above revenue projection targets by +12 FTE or 106%. Fall Quarter compared to same day last year is behind -124.12 FTE or -12.1%.

Student activities – Web-based new student orientation, welcome back tables, golf tournament, Bishop Center offering, student vaccination update.

Mental Health Counselor - The College received funding through September 2023 from the State Board to participate in their Mental Health Counseling and Services Pilot Program. It will provide funding to hire a mental health counselor. Dr. Akerlund asked if this person would be providing direct counselor services to students or will students be referred to counselors in the community? Mr. Erwin-Svoboda responded that community counselors have come to campus to discuss how to help students in crisis. The mental health counselor would also address substance abuse issues.

7) President's Update

The President's update was included in backup materials received prior to the meeting.

Highlights included:

Enrollment – Enrollment is below this time last year. This is partly due to the pandemic increase and vaccination requirements.

Fall Kickoff – Approximately 160 students attended.

Student Services/Instruction Building – Bid documents for the new building are being finalized. They will be issued in early October for a late November projected bid opening.

ctcLink – There is a tremendous amount of work to do prior to our November 8th Go Live date.

President's Goals Academic Year 2021-2022

Dr. Brewster shared his goals for the academic year 2021-2022 at the September, 2021 Board meeting. Four of the eight goals were rolled over from last year and four were added this year. There were no objections.

8) Board Report

1. Trustees/President's Fund

Dr. Carthum reported that each Board member receives a stipend for attending meetings. They donate their stipends to a fund that benefits the college. Currently there is \$8,282.00 in the account. Dr. Carthum suggested the following expenditures:

Choker Club - \$1,000.00

Bishop Center - \$1,000.00

ACE - \$300.00

Staff Development and Training Fund - \$500.00

Total - \$2,800.00

Input from Board members included the following:

Dr. Carthum said he was pleased to see the college's display at community events, i.e., Sunday Market, Logger's Playday, etc. However, the booth needs updating. He asked Board members if this would be a good use of these funds. Dr. Brewster responded that he would look into the cost for an updated display.

Ms. Aveledo suggested donating funds to outreach efforts benefiting the Latinx and Native American communities.

Dr. Carthum reported that in the past the Board contributed to the Foundation's Mystery Getaway event. He asked if there were plans to hold this event this year. Foundation Director, Ms. Smith said there will be more discussion in January whether or not the event will be held.

Last year the Board opted to fund a \$1,000.00 scholarship. At the October Board meeting it will be decided how much to put in reserve and to consider other expenditures to fund.

2. Board Goals

Dr. Carthum reviewed proposed Board goals presented at the August Board Retreat. Since that time an equity goal was added.

Dr. Akerlund said she would like to put in place a process to review goals throughout the year to discuss progress or lack of progress. She suggested having it be part of each meeting.

Ms. Aveledo suggested creating an action plan, particularly regarding the equity goal.

Mr. Sayce said often times groups think goals are group goals. Each member needs to carry the goals forward independently.

It was moved and seconded to adopt the 2021-2022 Board Goals. Motion carried.

3. ACT Fall Conference

This year's ACT Fall Legislative Action Committee and ACT Fall Conference is scheduled for November 18 and 19. It will be a virtual conference.

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. Study Session

Dr. Marion Smith led a discussion on racial equity, adaptive leadership work. This session was the last of four sessions attended by Board members and the Executive Team. Highlights from the previous sessions were discussed.

X. Adjournment

The meeting was adjourned at 4:00 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair