

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

January 18, 2022
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, Mr. Kwabena Boakye, Dr. Ed Brewster,
Ms. Linda Sullivan-Colglazier, Mr. Derek Edens, Mr. Matt Edwards,
Ms. Shelly Hoffman, Ms. Margo Hood, Ms. Penny James, Mr. Darin Jones,
Mr. Keith Penner, Ms. Susan Schreiner, Ms. Cara Beth Stevenson,
Mr. Cal Erwin-Svoboda, Mr. Shiloh Winsor, Ms. Sydney Yager, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present.

II. Agenda Adoption

Dr. Akerlund requested adding an agenda item to the Board report regarding local art being considered for the new Student Services/Instruction Building. It was moved and seconded to adopt the agenda with the addition of considering local artists in the new SSIB. Motion carried.

III. Public Comments

None

IV. Celebration

Ms. Margo Hood, Assistant to the Vice President of Student Services, announced that she downloaded Seahawks player, Tyler Lockett's twitter page. He said he had partnered with Safeway to award a \$16,000.00 grant to an organization that is helping to fight hunger. Ms. Hood said she applied for the grant and her application was chosen to receive the funds for the college's Food Pantry.

V. Action Items

- 1) Approval of December 21, 2021 Board meeting minutes
It was moved and seconded to approve the December 21, 2021 Board meeting minutes. Motion carried.
- 2) Operational Policy 656, Telework and Flexible work Hours (first reading)
Mr. Jones reported that OP 656 was developed to address telework employment at GHC for all non-faculty employees. The policy was reviewed three times with the College Council over several months. A corresponding Administrative Procedure has been adopted by College Council. Administrative Procedures are approved by the president and do not need Board approval. The policy will be brought to the February, 2022 Board meeting for adoption.

VI. Information

1. Accreditation Mid-Cycle Report – Ms. Anderson reported that GHC is in the third-year of its seven year cycle of accreditation. A mid-cycle report is due on February 15 and a peer evaluation team will be visiting us on April 14, 15, 2022. Backup materials for today’s meeting included the mid-cycle accreditation report. The report was sent to the college community on January 7, 2022 for feedback and review. The report includes the following areas:
 - a. Assessment of Institutional Effectiveness
 - b. Student Achievement
 - c. Programmatic Assessment
 - d. Moving Forward

The report also shows how the college is addressing each of the NWCCU’s recommendations from the year-seven comprehensive evaluation in 2019. Ms. Anderson reviewed highlights of the report.

Ms. Aveledo asked for an explanation of the chart in the report that showed that the target of the equity index of first-time HU-SoC students who complete 45 college-level credits within the first year is at or above 0.86.

Mr. Edwards responded that an Equity Index is a way to measure an equity gap. Essentially, an Equity Index is a ratio that compares the percentage of a target group in the successful population to the percentage of the target group in the total population. For example, comparing the percentage of Historically Underserved Students of Color in the total population with the percentage of HUSOC in the population of students earning a degree or certificate.

If the percentages are approximately equal, then the ratio (Equity Index) will be close to 1, indicating parity. However, if the percentage of HUSOC in the successful population is lower than in the total population (for example, 20% of students earning a degree are HUSOC compared to 30% in the total population) then the ratio will be lower than one, indicating that HUSOC are underrepresented in the successful population, and that there is an equity gap that needs to be addressed. Likewise, if the ratio is over 1, then the group is overrepresented in the successful population.

In the chart the red dashed line indicates the equity index for GHC’s selected in-state peer colleges, while the black dotted line represents the equity index for all colleges in the WA SBCTC System. As Ms. Aveledo observed, the equity index value for GHC’s HUSOC students has improved over time for this metric, but still indicates an equity gap. Additionally, GHC’s value is on par with, or slightly ahead of, the equity index for the College’s in-state peers and the WA SBCTC system.

Mr. Sayce said because of wage growth many high school graduates are choosing to go into the work force rather than enroll in college. Dr. Brewster said our greatest loss of new students are under age 19.

3) Quarterly Budget Report

Mr. Boakye reported that our current budget process requires submission of quarterly reports to the Board and the college community. Mr. Boakye reviewed the FY22 Quarter 2 Budget Report that was included in backup materials received prior to the meeting. The report included the following:

- Quarter 2 Actual Revenue Tracking
- Quarter 2 Actual Expenses Tracking
- Quarter 2 Budget Status
- Revised Budget Process (contained in Administrative Procedure 503.01).

Mr. Boakye said even though enrollment is declining, the budget looks better than last year because we are receiving CARES funding.

VII. Standing Reports

1) Student Government Report

Ms. Hoffman stated her term as ASGHC President will end in May, 2022 and she will be preparing to enter a master's degree program. She reported the following student life highlights:

- Martin Luther King Day of service – students distributed fifty backpacks to people with housing insecurities, and they participated in a campus clean up.
- Three snack and paint sessions are scheduled for February, April and June. Students can participate in a virtual painting class.
- Coffee and Chat – Every Tuesday from 8 a.m. to 10 a.m. students are invited to open forums where they have the opportunity to ask questions to help better serve and support students.
- Workshops with Grab and Go Pizza – Every Wednesday from 11 a.m. to noon student government offers various workshops and provides pizza to participants.
- Diversity Speaker – on January 31st GHC Student Byron Gudino will speak about his South American culture.

2) Classified Staff Report

Ms. Stevenson reported the following:

- She attended a labor management meeting with Dr. Brewster and Mr. Jones.
- Staff are experiencing issues with the conversion to ctcLink.
- Because of a resurgence in COVID several services are available by zoom lobbies.

3) Faculty Report

Mr. Winsor reported the following:

- More classes are offered in-person and hybrid compared to last quarter.
- Some faculty think when local school districts go 100% remote because of COVID that should affect the college's decision whether or not to remain open.
- The exempt professional staff had their bargaining unit certified by PERC. They are under the same union as faculty (AFT).

4) Administrative Services Report

Mr. Boakye reviewed the FY 23 budget development process. He will meet with budget managers to share more details. Two all-college budget meetings will be held next week. The FY23 budget process, including budget requests, will be reviewed.

5) Instruction Update

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

Highlights included:

Instructional Goals Update

- Instruction is making progress to address the NWWCCU's recommendation of assessment of student learning and progress toward programmatic assessment.
- Winter and Spring will refocus on pathway development and student learning outcomes.
- Education faculty and staff are restricted from entering Stafford Creek due to COVID. Alternative delivery methods are challenging.
- The State Board is working to expand its collaboration with tribal communities.

6) Student Services Update

Mr. Erwin-Svoboda's report was included in backup materials received prior to the meeting. Highlights included:

- Enrollment is down 13% from this time last year.
- In response to the increase in COVID infection rates in-person staffing is reduced and virtual lobbies are being offered.
- Schedule of upcoming events at the Bishop Center and upcoming athletic home games. To attend home games spectators need to show proof of vaccination.

7) President's Update

Dr. Brewster expressed appreciation for the hard work on the part of GHC employees during the transition to ctcLink.

Highlights from his report included the following:

He and Mr. Erwin-Svoboda met with student government to address their issues reported at the last Board meeting. Topics included: providing tutoring services and food options.

Dr. Brewster met with the CEO's of the two local hospitals to discuss providing instruction for allied health careers.

All-College-Day is February 4th. The major focus will be to look at enrollment challenges.

8) Board Report

a. Foundation Meeting Report

Ms. Aveledo reported highlights from the recent GHC Foundation meeting:

The Foundation's fund-raising campaign's goal was \$90,000. The fund currently totals \$150,000.

A Foundation Board member asked about the process for becoming a college trustee.

Ms. Aveledo responded the Governor appoints trustees and the application process is outlined on the Governor's website.

b. Trustees' Account – Ms. Aveledo submitted a proposal for expenditures from the Trustees' Account:

GHC Foundation's annual fund-raiser - \$1,000.00

BIPOC Scholarship - \$1,000.00

LGBTQ Scholarship - \$1,000.00

General Scholarship - \$1,000.00

It was moved and seconded to expend \$4,000.00 from the Trustees' Account per Ms. Aveledo's proposal. Motion carried.

c. ACT Meeting – The state-wide ACT meeting is January 24 and 25. Trustees, presidents and presidents' assistants are invited to attend.

d. Other Items of Interest

Dr. Akerlund stated that at the December Board meeting there was discussion regarding forming a sub-committee of the Board that will function as an advisory committee to the Board to discuss using local art in the new SSIB. Ms. Aveledo added that the college art committee has a specific structure that follows mandates from the state regarding procuring art for new buildings. Mr. Sayce reminded Board members that regional art also includes artists from Pacific County. It was moved and seconded to approve forming a sub-committee to the Board for the purpose of exploring options for local art in the SSIB.

Dr. Akerlund and Ms. Aveledo will serve on the committee. Motion carried.

Dr. Carthum said now that we are moving ahead with building plans for the new building the Board needs to hold specific meetings, or regular study sessions, to focus on the plans for the new building.

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. Blauvelt – Did the college suffer any damage during the recent inclement weather?

Mr. Penner responded there was water damage at the Raymond site.

Ms. Anderson – A digital marketing campaign is scheduled to start next month.

XII. **Adjournment**

The meeting was adjourned at -3:15 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair