

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

June 21, 2022
Study Session – 1:00 p.m.
Board Meeting – 2:00 p.m.

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

Members Absent: None

Others who participated in the Board meeting:

Mr. Kwabena Boakye, Dr. Ed Brewster, Ms. Linda Sullivan-Colglazier,
Mr. Derek Edens, Ms. Shelly Hoffman, Ms. Penny James, Mr. Darin Jones,
Mr. Floyd Plemmons, Ms. Cara Beth Stevenson, Dr. Cal Erwin-Svoboda,
Ms. Sydney Yager, Ms. Sandy Zelasko

Study Session

Budget Review

Mr. Boakye introduced two members of his budget team, Ms. Penny James and Ms. Sydney Yager. Mr. Boakye presented an overview of the FY 23 budget process. He said it does not include grant funds, capital projects, auxiliary funds, or student activity fees. They are separate from the operating budget. He said the budget process is ongoing and adjustments are made constantly. The budget process begins in October with a meeting with budget managers to share the process and budget request sheet. All-college meetings are held to share the draft budget including requests. Budget books for 2022-23 were distributed. Mr. Boakye reviewed the following:

Strategic Planning

College Plan

Organizational Charts

Operating Budget

2022-23 Operating Budget Fact Sheet

Budget Priorities

Revenue Challenges

Expenditure Challenges

2022-23 Operating Budget Summary

2022-23 Revenue Estimates

2022-23 Expenditure Estimates

Organizational Detail Budget

FY 2022-23 Tuition and Fee Schedules

Tuition Schedules, Upper Divisions

Tuition Schedules, Lower Divisions

Fee, Fine and Waivers Schedule

FY 2022-23 Salary Schedules

Exempt Administrative Salary Schedule

Non-Permanent Hourly Salary Schedule (1050 Employees)

Mr. Boakye addressed questions from the Board. He stated that when the FY23 Operating Budget is presented for approval later in the agenda more detailed information will be discussed.

Board Meeting

I. Call to Order/Roll Call

Roll was called and all Board members were present.

II. Land Acknowledgement

Dr. Carthum read the land acknowledgement statement honoring the Chehalis, Chinook, Quinault and Shoalwater Bay peoples who previously occupied the lands the college now occupies.

III. Agenda Adoption

Dr. Brewster requested moving agenda item VII, Non-Public Session, and agenda item VIII, Action Items as a Result of the Non-Public Session, to follow the first reading of operational policies, Agenda Item VI – 4, and add Budget Approval - Harbor Landing Food Pantry Renovation as agenda item VI – 7. It was moved and seconded to adopt the agenda as amended. Motion carried.

IV. Public Comments

Nursing faculty member, Ms. Monica Todd read a letter expressing concerns nursing faculty have about the way the House Bill 2158 money is being negotiated by the current non-nursing faculty negotiating team. Her full comments are attached to these minutes marked Exhibit A.

V. Celebration

Dr. Brewster said the college is celebrating almost 300 graduates.

VI. Action Items

1. Approval of May 12, 2022 Board Minutes – It was moved and seconded to approve the May 12, 2022 Board Meeting Minutes. Motion carried.
2. Approval of May 17, 2022 Board Minutes – It was moved and seconded to approve the May 17, 2022 Board Meeting Minutes.
3. Operational Policies – It was moved and seconded to approve the following Operational Policies:
 - Operational Policy 609 – Preparation of Academic Calendar (*new number OP 622*)
 - Operational Policy 630 – Substance Abuse – All Employees (*new number OP 620*)
 - Operational Policy 631 – Smoking/Tobacco Policy (*new number OP 621*)
 - Operational Policy 623 – Suspended Operations (*new*)
 - Operational Policy 617 – Personnel Records (*new number OP 625*)
 - Operational Policy 655 – Code of Ethics – all Employees (*new number OP 627*)
 - Operational Policy 603 – Complaint Procedure (*new number OP 639*)
 - Operational Policy 636 – Domestic Violence and the Workplace (*new number OP 625*)

Motion carried.

4. Operational Policies – First Reading – The following Operational Policies were presented for a first reading. They will be presented for approval at the next Board meeting:
 - Operational Policy 601, 611, 622, 629, 634
 - all combined into a new 640 – Leaves and Reporting
 - Operational Policy 608, 627, 632, 633
 - all combined into a new 641 – Accommodation and Related Leaves
 - Operational Policy 610 (New Number 642) – Workplace Accommodations
 - Operational Policy 657 – College Holidays
 - Operational Policy 618 (New Number 665) –
 - Professional Organizations, Faculty and Other Exempt
 - Operational Policy modify 621
 - (New Number 660) and delete 654 based on changes to 621 – Employee Professional Development and Tuition Payment
 - Operational Policy 650 (New Number 671) – VEBA CTC
 - Operational Policy 622.03 (New Number 680) – Employee Separation
 - Operational Policy 652 (New Number 681) –
 - Consideration of Re-Employment – Exempt and Faculty
 - Operational Policy 628 (New Number 685) – Emeritus Status for Employees
 - Operational Policy 700 – Delete because there are no longer non-represented classified staff working for the college.
 - Operational Policy 701 – Classified staff Development and Training.

VII. Non-Public Session

The Board entered into the non-public session at 2:25 p.m.
The meeting was reconvened at 2:55 p.m.

VIII. Action Items as a Result of the Non-Public Session

It was moved and seconded to approve the negotiated agreement with the GHC Federation of Teachers. Motion carried.

Action Items Continued

5. Approval of FY 2022-2023 Operating Budget

Mr. Boakye reviewed the proposed FY 2022-23 Operating budget and related schedules. He said that revenue sources are state allocation and local revenue. The initial allocation from the state for FY 23 is \$13,739,276. This is an increase of 7% over last year. Local revenue projections are estimated to generate \$5,020,832. Projection for total operating revenue is \$18,760,108. The FY 23 Operating budget has a deficit of \$912,997. Plans to resolve the deficit includes efforts to increase enrollment FTE, austerity measures to reduce expenses and utilization of HEERF funds. Mr. Boakye reviewed the following:

- Budget priorities
- Revenue challenges
- Expenditure challenges
- Course correction
- Proposed FY 23 Operating budget and analysis
- Local revenue
- Expenditures
- FY 23 tuition and fees schedule
- FY 23 salary and wages schedule

Dr. Brewster stated that the revenue numbers have the potential to be higher than expected and expenditures to be lower. The objective between now and this time next year is to have a balanced budget. Efforts include being conservative in goods and services and travel and evaluating all vacant positions before filling them.

It was moved and seconded to approve the FY 22-23 Operating Budget. Motion carried.

6. Approval of FY 23 Fee Schedule

Mr. Boakye reported that in April, 2022 the Board was asked to approve the Fall 2022 Fee Schedule. Since that time, we have had requests from three areas:

- Increase course fees for Carpentry and Diesel from \$45 to \$72.
- Add Refrigerant Testing fee of \$25 to course AUTO 213. The Refrigerant Testing is optional for Diesel students.
- Reduce Commercial Driver's License Lab fee from \$155 to \$135.26.

It was moved and seconded to approve the Revised FY 23 Fee Schedule, including the three new course fee proposals aforementioned. Motion carried.

7. Budget Approval – Harbor Landing Food Pantry Renovation

Dr. Erwin-Svoboda and ASGHC President, Mr. Shelly Hoffman reported that at the June 16, 2022 Student government meeting the student-led governing Board approved contributing an additional \$95,000 from the Fund Balance account of the Associated Students of Grays Harbor College towards the remodel of the Harbor landing Food Pantry, located in the boiler room of the 500 Building. Pursuant to Article IX (Fund Balance) Section 3, Number 4, if the amount approved exceeds \$50,000 the ASGHC President will present the approved proposal to the Board of Trustees to seek final budget approval.

It was moved and seconded to authorize Student Government to contribute an additional \$95,000 from the Fund Balance account towards the remodel and expansion of the Harbor Landing Food Pantry. Motion carried.

IX. Information

None

X. Standing Reports

1) Student Government Report

Ms. Hoffman reported this is her last Board meeting representing students at GHC. She thanked everyone who has contributed to helping students. Board members thanked Ms. Hoffman for the outstanding job she has done as ASGHC President.

2) Classified Staff Report

Ms. Stevenson reported the following:

The Staff Development and Training Committee is having their spring quarter staff recognition event June 30. She encouraged Board members to attend.

The Classified Staff union has begun bargaining for 2023-25. It is hoped to have a contract by September, 2022.

3) Exempt Staff Report

None

4) Faculty Report

None

5) Administrative Services Update

Mr. Boakye did not have an additional report to his Operating Budget presentation.

6) Instruction Update

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

Highlights included:

Update on Instructional Goals

- \$138,000 Workforce Development Fund
Highlights to revitalize the Diesel Tech Program
- CDL Update
Program has been redesigned to be delivered as an 8 week course. Summer class is full.
- Medical Assisting and Nursing Assistant Certified Programs
The Medical Assisting program will start a 2nd cohort this Fall. It has been revised to offer multiple entry points during the first year.
- Culinary Arts
There is a need for a community needs assessment to determine the program design. Mr. Sayce reported that the owners of the Tokeland Hotel are interested in developing an institute around hospitality. The program would address all areas of hospitality and train attendees in business, management, finance, maintenance, marketing, staffing, event hosting and food preparation.
Dr. Akerlund said she thought the curriculum for the culinary arts program had been fully developed during the design phase for the new building. Ms. Lacroix responded that the curriculum had not been fully developed and she believes there needs to be more discussion regarding how to best utilize that space. Dr. Brewster said the original plan was to have a full culinary arts program. Assessing community needs will help determine whether or not to continue that plan or start smaller.
- Bachelor of Science in Computer Science
There is on-going discussion with South Puget Sound Community College about collaborating with GHC to offer a Bachelor of Science in Computer Science degree.

7) Student Services Update

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

Highlights included:

- An update on enrollment as well as an overview of efforts to increase enrollment.
- Student Services and Bishop Center updates.
- Choker athletics

8) President's Update

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

Highlights included:

- Report on Student Awards Ceremony
- Diversity, Equity and Inclusion Strategic Plan is posted online.
- Registration started May 5th for Summer and Fall Quarters.

Dr. Brewster reported that the college has been in discussion with "College Housing International," a company that builds student housing. They have built housing for Spokane Community College, Peninsula College and are working with Centralia College to build their student housing. In discussions with GHC they are prepared to work with local investors, build the building and manage it. They are asking for a letter of intent to work with them.

Dr. Brewster said he assumes the letter of commitment will need Board approval.

SSIB Update

Mr. Floyd Plemmons presented an update on the SSIB. He reported that construction has started and we are still on target to demolish the HUB beginning July 18. Ms. Aveledo asked about potential additional costs caused by the permitting delay. Dr. Brewster responded that we could have additional costs caused by the delay, i.e., projects like roofing that needs to be moved from summer to winter.

9) Board Report

a. Foundation Meeting Report

Mr. Sayce attended the GHC Foundation Board meeting in Ms. Aveledo's absence. He said he provided an update on the presidential search process.

b. Board Art Committee Update

Dr. Akerlund reported that she and Ms. Aveledo are working on the process for securing local art for the new building. Ms. Aveledo said the next step is firming up a budget. It needs to be established before the next Board meeting. Discussions will continue regarding fund-raising efforts.

c. Presidential Search Update

Dr. Akerlund reported advertising for a new college president will begin in early October. Applications will be due November 29, 2022. The consultants e-mailed the presidential profile to Board members. It reflects the result of numerous "listening sessions" they conducted with students, faculty, staff and community members.

d. End of Year Events

Dr. Brewster reviewed end of the year events Board members will attend.

e. Board Elections

Dr. Akerlund nominated Dr. Carthum to be Board chair.

Ms. Aveledo nominated Dr. Akerlund to be Vice Chair.

Dr. Carthum asked Ms. Aveledo to continue to represent the Board at Foundation meetings.

Dr. Carthum asked Mr. Sayce to continue as Board representative to the ACT Legislative Committee.

Mr. Sayce moved to accept the slate of officers nominated above for the 2022-23 year. The motion was seconded and approved.

f. Items of Interest

Dr. Carthum suggested holding a Board retreat sometime in August. He asked Board members and e-team members to inform Ms. Zelasko regarding their availability. There will not be a July meeting.

Ms. Aveledo recommended Dr. Bre as a potential speaker at the Board retreat. She is an equity executive consultant.

Ms. Linda Sullivan-Colglazier announced she is retiring and this will be her last meeting representing the college. Dr. Brewster expressed appreciation for her assistance to the college.

XI. [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.

XII. [Action items as a Result of the Executive Session](#)

There was not an executive session.

XIII. [Good of the Order](#)

XIV. [Adjournment](#)

The meeting was adjourned at 4:45 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

**Exhibit A – Attachment to June 21, 2022 Board of Trustees’ Minutes
Letter from Nursing Faculty member Ms. Monica Todd**

May 17, 2022

To Whom It May Concern,

The nursing faculty have concerns about the way the House Bill 2158 (HB) money (legislated and intended only for recruitment and retention of nurse educators-high demand/nursing shortage) is being negotiated by the current non-nursing faculty negotiating team.

The nursing educators at Grays Harbor College believe that the HB funds be distributed at the 26.5% rate, as negotiated in the previous contract; this includes the same rate of funding for our nursing education leader, Carol O'Neal. We further believe any balance of HB money be equally distributed amongst the nursing educators at the end of the academic year to utilize all funds in the way intended, as it has been previously.

The nursing educators feel that the union is not representing our interests in a fair manner. On May 16, 2022, the union president, representing the faculty negotiating team, stated he "fundamentally disagrees that nursing should be treated the same as any other faculty member." He also said, "I want to be transparent, there is other money that will not be spent on nursing." He offered two options: a fixed stipend or a graduated stipend and those were the only choices; he stated that 26.5% was not an option. He stated if nursing was to get the 26.5% rate, the COLA would also have to come from the HB money; this is not the purpose of the HB money. He is treating nursing differently and unfairly when it comes to general college funds, because of the fact that nursing educators are receiving HB 2158 retention money. He stated the nursing HB money will not be designated for nursing in future years; nursing would like clarification on this point.

Nursing faculty would like to emphasize the fact that our accrediting body, the Accreditation Commission for Education in Nursing (ACEN), just recently commended the college on the 26.5% salary increase, and recognized that our college has foresight in the retention of nursing educators. This recognition will be completely negated if it were taken away. We have a stable nursing faculty, while many other colleges are continuing to struggle with retention and recruitment of nursing faculty. In conclusion, the nursing educators here at Grays Harbor College feel that COLAs and PIU/Steps should continue to be funded by GHC general dollars, just as any other faculty are, per the contract. Nursing faculty respectfully request that nursing educators be informed, have input, and will participate in the management of HB funds, as we are the stakeholders. Nursing faculty understand that the HB 2158 funds are limited, and at some point in time the percentage may need to be re-negotiated with an MOU.

Sincerely,
Nursing Faculty

John Blythe MN, RNE
Monica Todd RN, MN, CNE, CNE
Julie Miller MSN, RN
Matt MSN, RN
Linda MSN RN

Kim Christensen MSN, RN
[Signature]

Nursing Faculty