

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
September 20, 2022
Study Session - Noon
Board Meeting – 1:00 p.m.

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

Members Absent: Ms. Astrid Aveledo,

Others who participated in the Study Session and/or Board meeting:

Ms. Kristy Anderson, Mr. Kwabena Boakye, Dr. Ed Brewster, Ms. Lori Christmas, Mr. Derek Edens, Dr. Cal Erwin-Svoboda, Ms. Margo Hood, Ms. Penny James, Ms. Nicole Lacroix Mr. Keith Penner, Mr. Floyd Plemmons, Ms. Susan Schreiner, Ms. Cara Beth Stevenson, Mr. Shiloh Winsor, Ms. Sandy Zelasko

Study Session – Annual Budget Report (FY 22 Year End)

Dr. Brewster said the purpose of the study session is to look at last year’s budget. Mr. Boakye reviewed his report that was included in backup materials received prior to the Board meeting.

Highlights included:

- Summary of FY22 Budget Outcome.
- Year- end budget status comparing actual revenue to actual expenses.
- Projected revenues to actuals.
- Budget expenditures to actuals.
- Statuses of minimum operating reserve, debt obligation, and restricted/designated reserves.
- Peer comparisons of select higher education financial health metrics, enrollment FTE from all sources and enrollment FTE from state sources.

Mr. Boakye reported that the College ended FY 22 with a better than projected budget gap and was able to achieve a balanced budget. He said the College’s goal is to refine the budget development and monitoring processes to ensure financial stability, short-term solvency and financial viability over time to carry out the College mission.

Board members expressed appreciation to Mr. Boakye and his staff for the in-depth report.

Board Meeting

I. Call to Order/Roll Call

Roll was called and all Board members were present except Ms. Aveledo. Ms. Aveledo requested the minutes state the reason she is not in attendance at this meeting is due to a commitment some time ago to be at a mandatory meeting.

II. Land Acknowledgement

Dr. Carthum asked attendants to 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

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

IV. Public Comments

None

V. Celebration

Recognition of Ms. Margo Hood's retirement – Dr. Erwin-Svoboda said we are here today to celebrate Ms. Margo Hood's retirement. She worked for the College for twenty years, two years for GHC's program at Stafford Creek Correctional facility and eighteen as Assistant to the Vice President of Student Services on the main campus. Her responsibilities included being involved with athletics, Bishop Center, graduation, Choker Club and day to day overseeing the VP for Student Services Office. Her focus was always "what is best for students." Ms. Hood said her years at the college have been very memorable and rewarding. Dr. Carthum presented her with a plaque recognizing her years of service to the College.

VI. Action Items

1. Approval of August 16, 2022 Board Minutes

It was moved and seconded to approve the August 16, 2022 Board Minutes. Motion carried.

2. Approval of August 26, 2022 Board Retreat Minutes

It was moved and seconded to approve the August 26, 2022 Board Retreat Minutes. Motion carried.

VII. Information

None

VIII. Standing Reports

1) Student Government Report (Mr. Aidan McMurdo)

None

2) Classified Staff Report (Ms. Cara Beth Stevenson)

Ms. Stevenson reported the following:

- The Staff Development and Training Committee hosted a BBQ for employees on Fall Quarter Kick-off-day.
- Each quarter a classified staff member is selected to be the quarterly staff award recipient. This quarter all staff in the Human Resources Office were recognized – Ms. Carmen Hammonds, Ms. Lisa Krause and Ms. Stephanie Noland.
- The classified staff bargaining unit has reached a tentative agreement. Classified staff members will have the opportunity to vote to approve or decline to ratify the agreement.

3) Exempt Staff Report (Ms. Lori Christmas)

Ms. Christmas reported the Exempt Staff Union is still bargaining. She thanked Mr. Jones, Dr. Erwin-Svoboda and Mr. Boakye for their time and energy in the process.

4) Faculty Report (Mr. Shiloh Winsor)

Mr. Winsor thanked the Board for ratifying the faculty contract.

- 5) Administrative Services Update (Mr. Kwabena Boakye)
Two all-college budget meetings will be held this week. Employees will hear the same information shared today during the study session and have an opportunity to ask questions and provide input.

- 6) Instruction Update (Ms. Nicole Lacroix)
Ms. Lacroix's report was included in backup materials received prior to the meeting.
Highlights included:

- Names of new faculty and their disciplines.
- Names of faculty members in year one, two and three of the tenure process.
- Update on instructional goals.
- CDL courses Fall and Winter cohort.
- Program exploration – Network Operating Systems.
- Opportunities for welding students at Puget Sound Naval Shipyard.

Dr. Carthum suggested next month's study session focus on instruction, and in following months study sessions focus on Human Resources and Student Services.

- 7) Student Services Update (Dr. Cal Erwin-Svoboda)
Dr. Erwin-Svoboda's report was included in backup materials received prior to the meeting.
Highlights included:

Enrollment Report

Enrollment is up 96 FTE from last week.

Over 500 people responded to our "take a class on us" promotion.

Bishop Center for the Performing Arts

Celebration of refurbished rare 'c' Steinway – 9/23/2022.

Live shadowcast performance of the ultimate midnight cult classic – 10/29/2022.

Fall drama produced by Plank Island Theatre Company – 11/3 – 11/6/2022.

Holiday concert with Ericka Corban – 12/3/2022.

Athletics

Update on upcoming Fall athletic events – soccer, wrestling and baseball.

- 8) President's Update (Dr. Ed Brewster)
Dr. Brewster's report was included in backup materials received prior to the meeting.
Highlights included:

- The college's annual report on finances has been submitted to our accrediting body, the Northwest Commission on Colleges and Universities.
- Opening day on campus for faculty and staff was very successful. The theme was building the future for our students and community.
- The college submitted its equity, diversity and inclusion strategic plan to the State Board.
- A request for a Title III, Strengthening Institutions Grant has been submitted

a. SSIB Report

Mr. Plemmons provided the following update on the construction of the Student Services/Instruction Building:

- Walkway flows have been created throughout the campus.
- Slabs for the first floor will be completed during Fall Quarter.
- Excavating throughout the site continues.
- It is anticipated that the completion date will be the first week of November, 2023.

9) Board Report

a. Foundation Meeting Report – (Ms. Astrid Aveledo)

Dr. Brewster reported for Ms. Aveledo. He stated the naming campaign for interior spaces in the new building has begun. If all spaces are sold it would raise \$650,000.00. One half of the first \$150,000.00 would be dedicated for purchasing local art for the building. To date GHC Foundation Director, Ms. Lisa Smith has received \$100,000.00 in commitments.

b. Board Art Committee Update – (Dr. Paula Akerlund and Ms. Astrid Aveledo)

Dr. Akerlund said she is very excited about the fund raising campaign to raise money to purchase art in the new building.

c. Presidential Search – (Dr. Paula Akerlund)

Dr. Akerlund reported the search committee for the new GHC President consists of employees from all areas of the college, Board members, students and community members. The presidential profile will be advertised in national publications and the application is on the college website. It is hoped that a new president will be named in March, 2023 and will start July 1, 2023.

d. Board Goals (Dr. Harry Carthum)

Dr. Carthum reported that at the Board retreat in August it was agreed to carry forward the goals from last year. A few of the goals will be revisited at a future meeting.

e. GGHI Leader's Banquet October 28, 2022

The College is sponsoring a table at the Greater Grays Harbor, Inc. Leader's banquet October 28. Board members who plan to attend were asked to contact Ms. Zelasko.

f. Items of Interest

Dr. Carthum asked that future Board meetings begin with the Pledge of Allegiance.

Ms. Stevenson asked that at future Board meetings the land acknowledgement be read out loud. Dr. Carthum agreed.

IX. 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.

There was not an executive session.

X. Action items as a Result of the Executive Session.

None

XI. Good of the Order

XII. Adjournment

The meeting was adjourned at 2:35 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

