

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

January 18, 2022

Study Session for Board and Executive Team

Board Meeting

<https://ghc.zoom.us/j/84944203782>

AGENDA

- I. Call to Order/Roll Call
- II. Agenda Adoption
- III. Public Comments
- IV. Celebration
- V. Action Items
 - 1) Approval of December 21, 2021 Board Meeting Minutes
 - 2) Operational Policy 656, Telework and Flexible Work Hours (first reading)
- VI. Information
 - 1) Accreditation Mid-Cycle Report (Ms. Kristy Anderson)
 - 2) Quarterly Budget Report (Mr. Kwabena Boakye)
- VII. Standing Reports
 - 1) Student Government Report (Ms. Shelly Hoffman)
 - 2) Classified Staff Report (Ms. Cara Beth Stevenson)
 - 3) Faculty Report (Mr. Shiloh Winsor)
 - 4) Administrative Services Update (Mr. Kwabena Boakye)
 - 5) Instruction Update (Ms. Nicole Lacroix)
 - 6) Student Services Update (Mr. Cal Erwin-Svoboda)
 - 7) President's Update (Dr. Ed Brewster)
 - 8) Board Report
 - a. Foundation Meeting Report
 - b. Trustees' Account
 - c. ACT Winter Conference January 24, 25, 2022
 - d. Other Items of Interest
- 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.
- IX. Action items as a Result of the Executive Session
- X. Good of the Order
- XI. Adjournment

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

December 21, 2021

Study Session – 11:30 a.m.

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, Dr. Ed Brewster, Ms. Linda Sullivan-Colglazier,
Mr. Derek Edens, Ms. Shelly Hoffman, Mr. Darin Jones, Ms. Nicole Lacroix,
Mr. Keith Penner, Ms. Cara Beth Stevenson, Mr. Cal Erwin-Svoboda,
Ms. Sandy Zelasko

Study Session

Standards of Conduct for Members of the College Community

Mr. Jones facilitated a discussion pertaining to college policies related to Board and employee conduct and behavior. He provided links to ethics policies pertaining to athletics and collective bargaining.

College ethic policies are in the following categories:

Section 100 – Board

The code of ethics for the Board of Trustees states they set the tone for the college in terms of ethical standards.

Section 200 – President’s Office

Section 300 – Instruction

Section 400 – Student Services

Section 500 – Business Office

Section 600 – Faculty and all Personnel

Section 800 – Information Technology

Mr. Jones and Dr. Brewster responded to questions from the Board related to Title IX, anonymous complaints, process for filing complaints, investigation process, employee financial gains, implications of people posting things on social media in the name of the college, standards of conduct for athletes and coaches.

Board Meeting

I. Call to Order/Roll Call

Roll was called and all members were present.

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebration

None

V. Action Items

- 1) Approval of November 16, 2021 Board meeting minutes
It was moved and seconded to approve the November 16, 2021 Board meeting minutes.
Motion carried.
- 2) Approval of Operational Policy 503, Financial Management
Mr. Boakye presented Operational Policy 503, Financial Management to the Board for a second reading and adoption. There were no changes since the first reading at the November, 2021 Board meeting. It was moved and seconded to approve Operational Policy 503, Financial Management. Motion carried.
- 3) Approval of Operational Policy 530, Financial Stability and Solvency
Mr. Boakye reviewed revisions to OP 530 since a first reading at the November, 2021 Board Meeting. A new “definitions” section was added to provide specific context for Policy 530. The policy has been revised to broaden its scope to include operating reserve balance management and debt service management. Dr. Akerlund asked for an explanation of the portion of the policy that states “stretch target of 15% operating reserve balance. Mr. Boakeye responded that the Board reserve policy currently is 10%. If we have balances over the Board required 10% we would want to stretch the 10% reserve to 15%.

It was moved and seconded to adopt Operational Policy 530, Financial Stability and Solvency.
Motion carried.

VI. Information

None

VII. Standing Reports

- 1) Student Government Report
Ms. Hoffman reported it has been difficult filling student government positions but all positions are now filled. Flyers are being sent to students announcing upcoming events.
- 2) Classified Staff Report
Ms. Stevenson reported the Staff Development and Training Committee raised \$240.00 from a candy-gram fund-raising event.

The Fall Quarter classified staff award recipient was Ms. Monica Sanford-Solorio who works in the Welcome Center.
- 3) Faculty Report
Mr. Winsor was not present.
- 4) Administrative Services Report
 - a. Account Balances History
At the November Board meeting the Board requested a report of historical cash reserve balances. Mr. Boakye reviewed Board reserve balances from FY 2016 – 2021 and historical cash balances for all fund types at the college for the same period of time. Dr. Brewster said the Board has the option of changing the cash reserve percentage that is currently 10%.

b. Student Services/Instruction Building Review

Mr. Boakye reviewed the FY 2022-23 budget development process, FY 2021-22 Budget Status, and the FY 2021 audit.

Mr. Penner presented a review of the following documents pertaining to the new Student Services/Instructional Building that were included in backup materials received prior to the meeting:

- SSIB site plan, interior floorplan, exterior and interior renderings.
- SSIB bid results.
The bid opening was December 14. There were five bidders and the low bid was \$40,270,000.00 which is approximately \$500,000.00 under the estimate.
- Capital Project manager status update.
The Capital Project Manager position resulted in a failed search. The position announcement will be revised and re-posted.

5) Instruction Update

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

Highlights included:

Update on instructional goals

- Student Learning Assessment DSA Pre-pilot
- Co-requisite English/Reading and Math
- Re-imagining Equity in Higher Education
- Cultivating Antiracist Faculty Leaders on Campuses
- Student Success stories

6) Student Services Update

Mr. Erwin-Svoboda reported this is week four of Winter Quarter registration. Enrollment to date compared to this time last year is 19% down. Efforts continue to increase enrollment. Upcoming events at the Bishop Center and Athletic home games were reviewed.

7) President's Update

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

Highlights included:

- Accreditation mid-cycle review is scheduled for April, 2022.
- Met with student government addressing their concerns reported at the November, 2021 Board meeting.
- Reported progress on developing an equity plan for the college.
- Marketing efforts continue to encourage enrollment in Winter Quarter.
- Recent high school graduates and high school counselors will be surveyed to determine their knowledge of career pathways at GHC.

8) Board Report

a. Foundation Meeting Report

Ms. Aveledo reported highlights from the recent GHC Foundation meeting. She reported she met with Ms. Smith, Foundation Director, to better understand the workings of the Foundation. The Foundation's annual fund-raising event begins soon and will continue through February.

This year's theme is titled Journey Campaign and will focus on current and past GHC students. She said historically the Board has supported the Foundation's fund-raisers and requested that continue.

Currently there is \$6,632.79 in the president's/Board account. Dr. Carthum asked for more discussion at the February Board of Trustees' meeting.

Ms. Aveledo said she has an interest in having local artists represented in the new building, but to do this would require funding that the college does not have. She and Foundation Director, Ms. Smith, discussed possible ways to fund the art, and discussed the concept of doing a naming rights campaign, where people could buy spaces in the building to honor their business or family legacy and those funds in return would purchase local art.

It was noted that Ms. Aveledo and Dr. Akerlund serve on the college's Art Selection Committee.

b. ACT Winter Conference – January 24, 25, 2022

Dr. Carthum asked that Board members contact the President's office if they plan to attend the ACT Winter Conference.

c. Other Items of Interest

Ms. Blauvelt's term as a trustee expired last September. He asked if there was an update on his replacement. Dr. Carthum responded he understands there are four candidates.

Dr. Carthum reported concern regarding the college's phone system that is outdated.

VIII. Non-Public Session

The Board adjourned to a Non-Public session at 3:10 p.m. for approximately thirty minutes. The meeting was reconvened at 3:47 p.m.

IX. Action items as a Result of the Non-Public Session

None

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. Edens said he would look into the issues concerning the college's phone system.

Mr. Sayce reported the Port of Willapa is leading an effort to prepare for a Regional Economic Development Distribution Summit (REDS). A REDS is sponsored by the EDA in an effort to align a region's economic development investment. The Port of Willapa Harbor is the region. Mr. Sayce asked Dr. Brewster to participate.

XII. Adjournment

The meeting was adjourned at 3:45 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
January 18, 2022

Written Report

Background Information:

Agenda Item: V – 2 Action Items - Approval of Operational Policy 656
Topic: TELEWORK AND FLEXIBLE WORK HOURS
Prepared By: Darin Jones
Attachments: Operational Policy 656

Narrative

Operational Policy 656 has been developed to address telework employment at Grays Harbor College for all non-faculty employees. The policy was reviewed three times with the college council over several months beginning near the end of Spring 2021 quarter.

The college has adopted a corresponding procedure and related forms that do not require board approval. The college council had reviewed these and provided feedback on them.

ACTION REQUESTED:

Approval of the bargained Operational Policy 656.

 **GRAYS HARBOR COLLEGE**
Operational Policy

Policy Name	TELEWORK AND FLEXIBLE WORK HOURS
Policy Number	656
Date Adopted	NEW
Date(s) Revised	

Grays Harbor College in compliance with RCW 70.94.547, RCW 41.04.390, and Executive Order 14-02 has adopted this policy on Telework and Flexible Work Hours. As stated in Executive Order 14-02 telework and flexible work hour studies have shown that employers enjoy economic and organizational benefits resulting from increased employee productivity and morale, reduced use of employee sick leave, reduced hiring and training costs, and reduced office space and parking needs. Telework and flexible work hours are valuable tools for reducing commute trips, eliminating tons of pollutants from release into the atmosphere, and saving energy by reducing gasoline consumption.

Telework and flexible work hours are not an employee entitlement or right; they are management tools, business strategies and employee benefits. The College mission and quality of service provided must be maintained or improved by allowance of telework and flexible work hours arrangements.

It is the policy of the College to allow eligible employees to participate in approved teleworking and flexible work hours programs.

Faculty workload is governed by the collective bargaining agreement.



Administrative Procedure

Procedure Name	TELEWORK AND FLEXIBLE WORK HOURS
Policy Number	656.01
Date Adopted	NEW
Date(s) Revised	

This procedure is to provide guidance to employees and their supervisors for determining eligibility and participation in teleworking and/or flexible work hours arrangements. Proposals will be reviewed on a case-by-case basis and approved or denied at the sole discretion of the college. Not all situations are suitable for telework and/or flexible work hours.

Definitions

Telework: to work from the employee's home or from an office near the employee's home, rather than from the principal place of employment at least once every two weeks resulting in fewer commute trips by the employee.

Flexible Work Hours: includes both the compressed workweek and flextime.

Compressed workweek: an alternative work schedule that regularly allows a full time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee.

Flextime: a work schedule whereby an employee is permitted some flexibility in choosing their starting and ending time outside of the agency's normal work hours. Flextime is allowable under RCW 41.04.390.

Teleworker: individual performing some or all of their assigned duties at other than the normally assigned workplace.

Immediate Supervisor: individual who can recommend hiring and disciplinary action as well as schedule, assign, direct, evaluate and train a minimum of one full-time subordinate staff.

Appointing Authority: the lawful authority under WAC 357-01-025 and these procedures to make appointments of eligible persons to Grays Harbor College positions and the authority to demote, suspend, reduce in salary, or dismiss and employee under their jurisdiction for just cause.

Telework and/or Flexible Work Hours Agreement: approved format documenting agreement between the immediate supervisor and applicant for use of telecommunications and computer technologies that allow an employee to perform some or all of their assigned duties at other than the normally assigned workplace.

Eligibility

To be approved for telework or flexible work hours, a plan must be developed that meets the following conditions:

- Approval of the telework or flexible work hours arrangement shall have no negative impact on:
 - The employee's or another employee's performance,
 - Student and/or customer service,
 - Inter-departmental communications, or
 - The efficiency or effectiveness of work coordination between interdependent work units.
- Approval of both the employee and the immediate supervisor, indicating agreement on the telework and/or flexible work hours conditions and restrictions.
- Authorization by the President, Vice President or appointing authority approving the specific telework and/or flexible work hours agreement between the employee and their immediate supervisor.

In making determinations of suitability for telework and flexible work hours the College will consider the job classification, the position, and the employee. These factors will be evaluated by assessing whether the quality of service provided will be maintained or improved in a telework or flexible work hours arrangement. Employees with recent performance or leave abuse problems may be found unsuitable for telework or flexible work schedules. Suitability will also be based on the following factors:

- Goals of executive order and other related initiatives.
- College business needs.
- Type of work.
- Individual work style.
- Individual performance.
- College policies and procedures.
- Applicable collective bargaining agreements.

Requests for telework and flexible work hours should be evaluated on a 'reason-neutral' basis. A 'reason-neutral' approach means employees aren't expected to justify their desire for work flexibility.

To apply for a telework or flexible work hours arrangement, the employee and the immediate supervisor must complete the following, without exception:

- Telework/Flexible Work Hour Application,
- Telework/Flexible Work Hour Agreement, and
- Authorization for Temporary Checkout of Equipment form,
- Review of Grays Harbor College Employee Acceptable Use Guidelines for Technology Resources.

Flex days (the days not worked) can be any day of the week and not limited to a Monday or a Friday. Flex days must take into consideration the work schedules of the working unit. If the College has required core business hours for departments, employees using flextime arrangements should comply with these requirements.

Telework/Flexible Work Hour Applications, Forms, and Agreements

Each telework/flexible work hours arrangement must address the following conditions:

- Conditions of employment while teleworking,
- Guidelines for the alternate work site,
- Rules regarding Grays Harbor College equipment and supplies,
- The arrangement does not interrupt in-person contact or interaction requirements with co-workers, students, or the public,
- Worker productivity can be monitored,
- Telework/Flexible Work Hour agreements shall not exceed one-year in duration and must provide specific time intervals for meetings and communication with the employee's supervisor, co-workers, students, and other constituents as appropriate. Grays Harbor College business and operational needs take precedence over telework and flexible work hours and may justify termination of the agreement. New agreements may be entered into according to the protocols established in this procedure.
- A copy of the Telework/Flexible Work Hour agreement will be kept on file with the immediate supervisor, and the original will be filed in the Human Resources Office.

Telework Approval Process:

- Complete the Telework Eligibility Form
- Complete the Telework Agreement

Flexible Work Hours Approval Process:

- Complete the Flexible Work Schedule Application

Conditions of Employment While Teleworking or Working Flexible Work Hours

- The duties, obligations, and job responsibilities assigned to the employee will remain the same while teleworking or working flexible hours.
- During the teleworking/flexible work hour agreement the employee's salary, benefits and other employer insurance coverage shall remain in effect.
- Existing Department of Personnel Rules or collective bargaining agreements governing leave, hours of duty and scheduled workweek; Fair Labor Standards Act (FLSA) and Washington's Minimum Wage Act rules governing overtime; and Grays Harbor College policies and procedures will continue to apply while teleworking or working flexible hours.
- Overtime compensation and use of vacation and sick leave must conform to State and Federal laws and regulations and College rules and policies for telework or with flexible work hours. For overtime-eligible employees, travel time to the office on regularly scheduled telework day (e.g., for an in person meeting counts towards hours worked. Supervisors should consider the potential for overtime in these situations.
- Vacation, sick and other leave while teleworking will continue to require appropriate signatures and prior approval by the employee's supervisor.

- All sick leave will be reported by the employee to the supervisor as per applicable collective bargaining agreements and/or Grays Harbor College policies and procedures.
- Employees remain obligated to comply with all Grays Harbor College rules, policies, practices and instructions. Failure to do so may result in the termination of the telework/flexible work hours agreement and/or disciplinary action, up to and including termination of employment
- Performance evaluation requirements for teleworkers shall not differ from non-teleworkers.
- In the event circumstances prohibit the teleworker from performing their assigned duties while teleworking, the teleworker shall immediately notify their supervisor for further work direction.
- Teleworkers will be expected to check their E-mail, voice mail and remain accessible by direct phone and/or college approved communication software during approved telework hours identified in the Telework Agreement.
 - Teleworkers who for any reason cannot be reached or will not be able to be reached by their immediate supervisor must inform, either by direct phone or by e-mail, their supervisor prior to being unavailable at their alternate workplace. Failure of a teleworker to notify the immediate supervisor in advance shall result in termination of the agreement.

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Conditions for Alternate Work Site Training and Information

Teleworkers' official work station designation does not change to the telework site. Any required travel to the official workstation is not compensated. Home telework sites must not be used to meet customers in an official capacity. Teleworkers' alternate worksites should be free from distractions like dependents needing care.

Teleworkers remain responsible for the security and handling of confidential information. When the alternate worksite is the employee's home, the employee shall be responsible for maintaining a designated workspace in a safe, healthy, professional and secure manner. The teleworking employee has the same reporting requirements for identifying workplace safety issues and timely reporting of injuries or illnesses that may arise while teleworking.

All equipment and supplies furnished to teleworkers by the College remain the property of the College and are to be used only by authorized persons and only for State business. Unless there is an advance written agreement between College management and the employee that specifies otherwise, the State assumes no liability for loss, damage, or wear of any employee-owned equipment or facilities used while teleworking.

Grays Harbor College retains the right to make on-site inspections to ensure safe working conditions exist at the alternate worksite.

Equipment and Supplies

Use of Grays Harbor College issued computing equipment (laptop or mobile device) is required, unless otherwise agreed between the College and the employee. The employee will be responsible for the protection and security of the equipment until it is returned to Grays Harbor College.

Employees must sign and adhere to the college-issued or personal use mobile device IT Operational Procedures prior to telework commencing.

If Grays Harbor College equipment on loan to a teleworker is damaged or stolen while in the possession of the teleworker, repair and/or replacement of the equipment is the responsibility of the teleworker.

A form for temporary use of equipment away from Grays Harbor College campus must be completed. Teleworkers should check their Homeowner's policy for coverage of Grays Harbor College equipment in case the equipment is damaged or stolen at the teleworker's residence.

If the alternate worksite is other than the employee's home, Grays Harbor College will have responsibility for providing the appropriate equipment.

The supervisor may arrange for the telecommuter to connect on Grays Harbor College's network through the Grays Harbor College Information Technology Department.

To protect confidentiality and guard against data contamination, teleworkers shall follow Grays Harbor College approved data security procedures at their alternate worksite.

Teleworkers using Grays Harbor College-provided computer software shall adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication. The teleworker will not load non-business software on Grays Harbor College-provided computers and will follow the Grays Harbor College Employee Acceptable Use Guidelines for Grays Harbor College Technology Resources at all times. Grays Harbor College software that has an "on site license contract," cannot be installed on an employee owned computer.

Office supplies for use by teleworkers at their alternate worksites shall be provided by Grays Harbor College and should be obtained during the teleworker's in-office work periods. Out-of-pocket expenses for supplies or services must be pre-approved and will be reimbursed according to existing College procedures.

Termination of Agreement

Telework and flexible work hours agreements may be terminated at any time at the discretion of the college. Additionally, if work performance decreases or if the service provided is not maintained, a supervisor may decide that it is in the College's best interest terminate the telework or flexible work hours agreement. In such an event, the employee will be asked to return to a regular work location and schedule.

Teleworking arrangements are for mutual benefit and are not an employee right. No

teleworking agreement will be approved beyond one year, although subsequent agreements can be reached for subsequent periods. Telecommuting agreements must meet the operational needs of Grays Harbor College and failure of an agreement to meet operational needs shall be grounds for immediate termination of the agreement. Further, the agreement may be terminated by either the employee or the immediate supervisor for any reason upon reasonable notice to the other party.

Grays Harbor College will use a fair and consistent process for determining which applications for telework are approved. Grays Harbor College Human Resources Office will provide consultation for the proper implementation of teleworking.

Board of Trustees
January 18, 2022

Written Report

Agenda Item: VI – 1 - Information
Topic: GHC Mid-Cycle Report – February 2022
Prepared By: Kristy Anderson
Attachments: Mid-Cycle Report (separate attachment)

Narrative:

This year is the third year of GHC’s seven-year accreditation cycle with the [Northwest Commission on Colleges and Universities](#) (NWCCU). As part of the third-year activities, we will submit a Mid-Cycle Report to the Commission in mid-February and we will have a visit by two peer evaluators on April 14th and 15th.

Included in your packet is a DRAFT of our Mid-Cycle Report. The report is still DRAFT and has gone out to employees for review and feedback. Because the report is still draft, you will see a few places where there is data missing and where additional writing and editing is needed. However, we wanted to get this report out to you now, rather than waiting until it was final, so that you can review the report before it is submitted (it’s due no later than February 15th). The idea in writing this report is to make this report an honest reflection of where we are relative to the areas the NWCCU has asked us to address. Those areas include:

Main Report:

- Section 1: Assessment of Institutional Effectiveness
- Section 2: Student Achievement
- Section 3: Programmatic Assessment
- Section 4: Moving Forward

Addendum:

- Recommendation 2: Review of Policies
- Recommendation 3: Integrated Planning & Resource Allocation
- Recommendation 4: Student Learning Outcomes Assessment
- Recommendation 5: Assessment of Accomplishments & Evaluation of Planning

You may notice that the appendix documents are referenced but not included. This is because they are in the process of being compiled. The appendices will be included with the final report. If you have any questions about them or would like to review any of them, please let me know.

Your feedback is welcomed as we are attempting to make this report as clear, complete, and accurate as possible. **Next Steps:**

The report will be finalized and submitted to NWCCU by February 15, 2022. GHC will plan and prepare to host (either in person or virtually) peer-evaluators when they visit on April 14, 15, 2022

GRAYS HARBOR COLLEGE

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
January 18, 2022

Background Information:

Agenda Item: VI – 2 – Information– VP for Administrative Services
Topic: FY22 Second Quarterly Budget Report
Prepared By: Kwabena Boakye
Attachments: FY22 Q2 Budget Report (Separate attachment)

Narrative:

FY2021-22 Second Quarterly Budget Report covering the period July 1, 2021 to December 31, 2021 is presented in a separate attachment.

Action Required

None

GRAYS HARBOR COLLEGE

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
January 18, 2022

Background Information:

Agenda Item: VII – 5 – Standing Reports – VP for Instruction
Type of the Item: Information
Prepared By: Nicole Lacroix

Instructional Goals

Instructional goal 1: Implement a continuous improvement plan that supports quality instruction, enriches student learning, and assesses program and institutional learning outcomes.

Mid-cycle Report: The mid-cycle accreditation report demonstrates that Instruction is making progress to address suggestion 4: assessment of student learning, as well as progressing toward programmatic assessment.

Instructional goal 2: Utilize Guided Pathways to increase retention and credential completion.

Mid-cycle: Winter and spring will refocus on pathway development and student learning outcomes.

Instructional goal 3: Provide educational opportunities that demonstrate diversity, are equally inclusive to all students, and demonstrate equal learning, course, and credential completion outcomes.

Stafford Creek: Educational faculty and staff are currently restricted from entering the facility due to an increase in Covid exposure. Jayme Peterson is working with the crew to offer alternative delivery methods which will be challenging with a shortage correctional staff.

Native Pathways: The State Board is working to expand its collaboration with tribal communities in Washington State. Lynn Palmanteer-Holder is helping to lead these efforts by collecting information about individual college and tribal collaborations. This information will be utilized to bring greater awareness about what partnerships exist and what curriculum pathways are in motion. At GHC, the current Native Pathways program is an AA-DTA Bridge program with The Evergreen State College. Developing pathways with our tech programs, early childhood education, and Teacher education program are in discussion.

Success Stories

So many successes, so little time in the quarter. To be continued.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
January 18, 2022

Background Information:

Agenda Item: VII – 6 - Standing Reports – Vice President for Student Services
Topic: Enrollment and Student Services Report
Prepared by: Cal Erwin-Svoboda

FTE: Winter 2022	01/12/2021 Day # 6	01/11/2022 Day # 6					04/13/2021 FINALS
	<u>2020-21</u>	<u>2021-22</u>	<u>Difference</u>	<u>% Diff from 2021 to 2022</u>	<u>Winter 2021 FTE change to end of quarter</u>	<u>Final FTE Numbers for Winter 2021</u>	
1-Academic Transfer	542.23	479.27	-62.96	-11.6%	-28.08	514.15	
2-Transition Programs	79.50	28.65	-50.85	-64.0%	27.13	106.63	
3-Vocational	291.55	258.10	-33.45	-11.5%	45.23	336.77	
4-BAS Programs	72.80	58.36	-14.44	-19.8%	-1.47	71.33	
State Support Total	986.07	824.37	-161.70	-16.40%	42.81	1028.89	
3-Running Start	317.47	259.15	-58.31	-18.4%	-26.80	290.67	
State Support + Running Start Total	1303.54	1083.52	-220.02	-16.9%	16.01	1319.55	

Last Year to This Year

Comparing 1/12/2021 – 6th day of the quarter, to 1/11/2022 – 6th day of the quarter.

On 1/12/2021, we had reached **62.0%** of our **1591 FTE State-Funded** quarterly goal. As of 1/11/2022, we are currently at **51.8%** of our **1592 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at -161.7 FTE compared to 1/12/2021. Combining FTE for State-Funded enrollments and Running Start Enrollments, the total is at -220.0 FTE compared to the closest date for winter 2021.

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **84** out of an estimated **202** quarterly goal (**42%**)

Bishop Center – Upcoming Events

Friday, January 28 at 7:00p – Dmitri Matheny (virtual)

Flugelhornist Dmitri Matheny has been lauded as “one of the jazz world’s most talented born players” by the San Francisco Chronicle.

Friday, February 4 at 7:00p – Doktor Kaboom and the Wheel of Science (virtual)

So much science, so little time... be ready for a wild adventure in science with Doktor Kaboom!

GHC’s Spring Musical - March 4, 5, 6, 11, 12, 13 – of Something Rotten! (In-person)

Two brothers set out to write the world’s first musical in this hilarious mash-up of sixteenth-century Shakespeare and twenty-first-Broadway. Witness the scandalous excitement of opening night with the Bottom Brothers.

Friday, March 17 at 7:00p – GHC Jazz Band & Jazz Choir Concert (virtual)

Quarterly concert featuring GHC students under the direction of Dr. William Dyer and Kari Hasbrouck.

Events are either in-person or virtual. To find out more, to preview the events coming up this winter including accessing event zoom links or to buy tickets, please visit www.ghc.edu/bishop.

Choker Athletics – Upcoming Home Games

Here are the revised dates, times and location of upcoming Choker Athletics home games.

Men’s Basketball

- January 26, Wednesday at 8:00p vs. Highline
- February 2, Wednesday at 8:00p vs. Pierce
- February 9, Wednesday at 8:00p vs. Green River
- February 16, Wednesday at 8:00p vs. Centralia

Men’s Wrestling

- February 26, Saturday (Time TBD) vs. NW Conference Championships

Women’s Wrestling

- February 26, Saturday (Time TBD) vs. NC Conference Championships

Proof of COVID vaccination required. At this time, to ensure safety of student athletes unvaccinated spectators are not allowed. All home basketball games are played at the Choker Gym on the Aberdeen campus. For more about live-stream options, COVID protocols, please visit www.ghcathletics.com.

Student Services Division

- In response to the increase in infection rates, the division is reducing in-person staffing levels, hosting virtual lobbies and moved most meetings to an online format *[College Priority 2]*
- Information technology is replacing employee workstations with laptops. This will allow employees the ability to shift from an in-person to a remote work environment with limited disruption to serving students, answering phones, etc. *[College Priority 4]*
- More info to come this winter about our Guided Pathways efforts and how we are redesigning the student experience from application to graduation. *[College Priority 1, 2, 3]*
- Please welcome *Ashley Bowie Gallegos*, TRiO EOC Director and *Mike Miller*, mental health counselor who will be starting this month. *[College Priority 2, 3, 5]*

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
January 18, 2022

Written Report

Background Information:

Agenda Item: VI – 7 – Standing Reports - President's Report
Topic: Various Topics
Prepared By: Ed Brewster

College Priorities:

- 1. Enrich student learning.** The draft accreditation mid-cycle review report is included in this month's packet. A major focus of the visit will be the work that has been done by Instruction in assessment of student learning. It is likely that the evaluators will want to meet with the Board, so we will be discussing possible things evaluators may be asking you during their visit at a future Board meeting.
- 2. Promote student, faculty, and staff success.** Cal and I are scheduled to meet again with student government about concerns expressed at a previous Board meeting. As described in last month's report, we have addressed some of the issues, but will continue to work with them on their concerns. We have decided to schedule one meeting per month to discuss each of the five college priorities with the college community to enhance communications and receive input into our college planning process.
- 3. Foster a diverse, equitable, and inclusive learning environment.** The development of a college equity plan is still in progress to be completed by July, 2022. College Priority Workgroup #3 is leading the effort to integrate the various requirements of the legislation passed and to propose the use of the funding that was allocated for this purpose.
- 4. Ensure effective, efficient, and sustainable use of college resources.** Since enrollment has declined dramatically over the past 2 years, we have initiated a process of developing a more concrete plan for recruitment and retention, including work of the Enrollment Management Committee and the Guided Pathways Committee. The plan will focus on outreach and messaging to various components of the community as well as assessment and revision of program offerings, schedules and modalities. Closely related to this effort is our on-going budget planning, which will include involvement of the college community in the planning process through meetings and feedback through their functional areas.
- 5. Strengthen community connections and partnerships.** Recent conversations with hospital administrators and school superintendents has resulted in the start of a planning process to develop pipelines for careers in allied health. Other career pathways are being examined to strengthen the connection between our high schools and the college for articulation into our programs.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
January 18, 2022

Background Information:

Agenda Item: VII – 8 -2 – Standing Reports - Board of Trustees
Topic: Trustees’ Account
Prepared By: Sandy Zelasko

At the December, 2021 meeting Ms. Aveledo asked for discussion regarding donating to the GHC Foundation’s annual fund-raiser campaign. Currently the Trustees’ account balance is \$6,417.66. Ms. Aveledo is recommending the following distribution:

1. Grays Harbor College Foundation Donation to The Journey Campaign
 - a. Donation amount proposed: \$1,000
 - b. Source: Trustees’ Account

2. Board Scholarships
 - a. Source: Trustees’ Account
 - b. Total Scholarships Proposed: \$3,000 .
 - BIPOC \$1,000
 - LGBTQ+ \$1,000
 - General scholarship (no restriction) \$1,000

None of the scholarships have a need based restriction