

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

May 17, 2022

Board Meeting - Noon

Schermer Building Room 4134 or

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

Student Services/Instruction Building Celebration – 3:30 p.m. – Construction Site

AGENDA

- I. Call to Order/Roll Call
- II. Agenda Adoption
- III. Public Comments (Please limit comments to three minutes)
- IV. Celebration
- V. Action Items
 1. Approval of April 18, 2022 Board Minutes
 2. Approval of April 26, 2022 Board Minutes
 3. Operational Policies – Adoption
 - Operational Policy 209 – Social Media Posting Policy
 - Operational Policy 516 – Use of Facilities and Services
 - Operational Policy 607 – Anti-Nepotism – All Employees
 - Operational Policy 613 – Personnel, All Employees: Qualifications, Employment, Evaluations
 - Operational Policy 653 – Recruiting and Hiring
 4. Bishop Fund Scholarships
 5. Board approval of the Presidential Search Committee Appointees
 6. Land Acknowledgement
 7. Operational Policies – First Reading (separate e-mail)
 - Operational Policy 609 – Preparation of Academic Calendar
 - Operational Policy 630 – Substance Abuse – All Employees
 - Operational Policy 631 – Smoking/Tobacco Policy
 - Operational Policy 623 – Suspended Operations
 - Operational Policy 617 – Personnel Records
 - Operational Policy 655 – Code of Ethics – all Employees
 - Operational Policy 603 – Compliant Procedure
 - Operational Policy 636 – Domestic Violence and the Workplace
- VI. Information

VII. Standing Reports

- 1) Student Government Report (Ms. Shelly Hoffman)
- 2) Classified Staff Report (Ms. Cara Beth Stevenson)
- 3) Exempt Staff Report (Ms. Lori Christmas)
- 4) Faculty Report (Mr. Shiloh Winsor)
- 5) Administrative Services Report (Mr. Kwabena Boakye)
- 6) Instruction Report (Ms. Nicole Lacroix)
- 7) Student Services Report (Mr. Cal Erwin-Svoboda)
- 8) President's Report (Dr. Ed Brewster)
 - a. SSIB Update
- 9) Board Report
 1. Foundation Meeting Report (Ms. Astrid Aveledo)
 2. Board Art Committee Update (Ms. Astrid Aveledo and Dr. Paula Akerlund)
 3. Presidential Search Update (Dr. Paula Akerlund)
 4. End of the Year Events
 5. Items of Interest

VIII. Good of the Order

IX. Adjournment

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
April 19, 2022

Board Meeting – 1:00 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. Rich Cummins, Ms. Holly Duffy, Mr. Derek Edens, Ms. Jean Floten,
Ms. Shelly Hoffman, Mr. Darin Jones, Ms. Nicole Lacroix, Mr. Keith Penner,
Mr. Floyd Plemmons, 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.

II. Agenda Adoption

Dr. Carthum requested moving agenda action item 6, Adoption of the Grays Harbor College Presidential Search Plan and Schedule 2022 – 2023, to agenda action item 2. His request was approved.

III. Public Comments

None

IV. Celebration

Mr. Erwin-Svoboda introduced members of the GHC men's and women's wrestling teams. They had a very successful season including competing and placing in national competitions.

V. Action Items

1. Approval of March 15, 2022 Board Minutes

It was moved and seconded to approve the March 15, 2022 Board meeting. Motion carried.

2. Adoption of the Grays Harbor College Presidential Search Plan and Schedule 2022 – 2023

Dr. Akerlund stated the Board is in the process of looking for a college president. The Board has contracted with a presidential search firm to assist in the process. Ms. Jean Floten and Mr. Rich Cummins will represent the firm. Both have been in the Washington Community College system for several years, including having served as community college presidents. A search committee will be appointed that consists of a representative from each employee group on campus. Listening sessions with the consultants, students, employee groups plus community members will be held in order for participants to offer perspectives on the qualities and characteristics needed in the college's next leader. The search committee will forward the names of applicants they suggest the Board interview. They will not recommend who to hire.

GHC AAG, Ms. Sullivan-Colglazier said it is important to make sure the search committee knows they are bringing recommendations to the Board not making the final decision. The Board will approve the finalists who are invited to campus and make the hiring decision. The Board is the hiring authority and negotiates the contract with the finalist. It is anticipated the screening process will begin immediately and culminate in March, 2023. The new president will start on July 1, 2023. Ms. Floten and Mr. Cummins reviewed the presidential search plan and timeline.

Ms. Aveledo requested that individuals who are representative of under-served populations in our area have an opportunity for input. She also expressed an interest in soliciting input from GHC Foundation Board members.

Ms. Aveledo said she wants a clear understanding of the boundaries for Board members who are not on the search committee. Mr. Cummins responded that Dr. Akerlund is the chair and questions are to be directed to her.

It was moved and seconded to adopt the Grays Harbor College Presidential Search Plan and Schedule 2022 – 2023. Motion carried.

3. Operational Policies – First Reading

The following Operational Policies were presented for a first reading:

- Operational Policy 613 – Personnel, All Employees: Qualifications, Employment, Evaluations
- Operational Policy 607 – Anti-Nepotism – All Employees
- Operational Policy 653 – Recruiting and Hiring
- Operational Policy 516 – Use of Facilities and Services
- Operational Policy 209 – Social Media Posting Policy

Comments included:

OP 603, (previously OP 653) Recruiting and Hiring - Ms. Aveledo stated that as trustees we have made a commitment to bring about policies that will change the power dynamics, especially when it comes to people of color. She encouraged Board members to think how they might affect change and how our college will look five years from now.

OP 516, Use of Facilities and Services – Dr. Brewster reported the only change is adding a sentence that states the president or designee may authorize limited use of agency staff time and resources for supporting, promoting, or soliciting for charitable activities.

OP 209, Social Media Posting and Use Policy – Ms. Anderson reported that OP 209 is a new policy that provides guidance not only how the college communicates on social media but also different areas of the college that use social media. Assistant Attorney General, Ms. Sullivan-Colglazier said GHC social media sites are limited public forums subject to this policy. This is a limited public forum and sets boundaries.

4. Faculty Excellence Awards – Ms. Lacroix reported the Faculty Excellence Awards Committee reviewed applications. All applications aligned with our priorities and instructional goals. The total award amount totals: \$8,775 out of a reported budget of \$13,000.

The recommendations for the Faculty Achievement Awards:

Gary Arthur (\$1,900)

Nathan Woods (\$2,000)

The recommendations for the Faculty Development Awards:

Hannah Mechler (\$2,125)

Nathan Woods (\$2,750)

It was moved and seconded to approve the Faculty Excellence Awards Committee's recommendations. Motion carried.

5. FY 23 Fee Schedule

The proposed FY 23 Fee Schedule was included in backup materials received prior to the meeting. There are no outdated or new fees identified. There is a proposal to change how the charge for Prior Learning Assessment is applied. The new proposal changes the charge from \$45.00 per credit to \$45.00 per class. It was moved and seconded to approve the FY 23 Fee Schedule. Motion carried.

6. Repeal and Update WAC

Mr. Jones reported that on the advice from the Attorney General's Office WAC 132B-125-430 and 440 need to be updated. The proposed revised WAC with the updated language was included in backup materials received prior to the meeting. It was moved and seconded to repeal and update WAC 132B-125-430 and 440. Motion carried.

VI. Information

None

VII. Standing Reports

1) Student Government Report

ASGHC President, Ms. Shelly Hoffman, reported the following:

- Increasing "grab and go" items for students.
- Applications for ASGHC President will be accepted from April 24 - May 16.
- The Hope Squad is partnering with other Hope Squads to put together a community event this spring.
- The Food Pantry has increased its hours.
- ASGHC is continuing "Coffee Chat" and free pizza for students.
- Plans are in place to hold "Mayhem."
- Opportunity for students to attend a Mariner's game.

2) Classified Staff Report

Ms. Stevenson reported classified staff held their quarterly potluck and staff recognition event. Ms. PJ Moor, who works in the GHC Foundation Office received the quarterly classified staff award.

3) Exempt Staff Report

Ms. Christmas reported bargaining meetings with management have begun.

Two Running Start celebrations will be held:

Thursday, May 19 from 2:00 p.m. to 6:00 p.m. on the Aberdeen campus

Friday, May 25, 3:00 p.m. – 6:00 p.m. at the Riverview Education Center in Raymond.

4) Faculty Report

Mr. Winsor reported the following:

We are in the second week of instruction of Spring Quarter.

Faculty have started the bargaining process with administration. An interest based bargaining approach is being used.

Faculty appreciate the invitation to provide feedback on potentially continuing the vaccine mandate or making student vaccinations optional.

5) Administrative Services Update

FY 23 Fee Schedule - Mr. Boakye reviewed the FY 22 3rd Quarter Budget Report. The report was included in backup materials received prior to the meeting. Highlights included:

Q3 Actual Revenue Tracking

Q3 Actual Expenses Tracking

Q3 Budget Status

Current budget Process – Administrative Procedure 503.01.

Comments included:

Ms. Aveledo – Would it be a good idea to have a strategic conversation about the environment we are in, what is affecting the work we do, and what our needs are? There might be some things we can change, i.e., there is a housing crisis. We don't have student housing. How is that impacting enrollment?

Dr. Akerlund – When is the first time we will see the 2023 budget, and will there be a study session on the budget prior to adoption.?

Mr. Boakye responded the budget will be presented at the June Board meeting.

Dr. Carthum suggested having a special meeting to consider the budget and then approve it during a regular meeting.

6) Instruction Update

Ms. Lacroix's instruction update was included in backup materials received prior to the meeting. Her report addressed progress on instructional goals, faculty excellence awards, success stories and position openings in instruction.

7) Student Services Update

Mr. Erwin-Svoboda reported that we are currently 57.8% of our 1424 state-funded quarterly goal. He reviewed on-going efforts to increase enrollment, upcoming events at the Bishop Center, Choker athletics updates and spring sports. End of the year events were reviewed. It is hoped that the Board will be represented at all of them. Ms. Zelasko will poll Board members regarding their availability.

8) President's Update

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

Highlights included updates on the following"

Accreditation visit April 14 – 15.

College Priority Work Feedback loop.

SSIB Celebration May 17th at 3:30 p.m.

SSIB Construction delay

Diversity, Equity and Inclusion Strategic Plan

All College Budget meetings

Enrollment

Dr. Brewster reported we are seriously considering removing our COVID vaccination policy for students. Currently we have the vaccination requirement for students and employees. The employee mandate will not change. That is dictated by the State. The vaccination student policy is a local decision. Safety protocols will be the same. We are gathering input from employee groups and students. Dr. Brewster stated he would like the campus to be fully operational Fall Quarter.

SSIB Update – Mr. Plemmons provided an update on the Student Services/Instruction Building. There has been a delay in beginning construction due to an oversight of the engineer to submit a storm water permit. Start time is projected to be May 23rd. There is concern regarding whether or not the building will be ready for occupancy by Fall Quarter, 2023.

Dr. Akerlund asked if the delay could cause a financial burden to the college. Mr. Plemmons responded the cost of the delay will be negotiated with the Department of Enterprise Services.

9) Board Report

a. Foundation Meeting Report

Ms. Aveledo reported the Foundation fund-raising event raised \$229,000.00 to support students at GHC.

b. Board Art Committee Update

Dr. Akerlund reported that she and Ms. Aveledo are continuing work on the Board's Art Committee to refine what our project will look like. They will meet with GHC art instructor, Mr. Nathan Barnes, to discuss options.

c. Presidential Search Update - Dr. Akerlund said the Board needs to have a discussion about onboarding the new president and developing a transition plan to support that person. It is a critical part of the Board's role. She suggested it be a topic of a study session.

d. ACT Meeting – Dr. Akerlund, Dr. Carthum and Dr. Brewster will attend the ACT meeting May 18, 19, 2022.

e. Items of Interest

- Dr. Akerlund said the Board needs to set a time for the evaluation of the president.
- Ms. Aveledo informed the Board she would not be available for the May Board meeting nor the August Board meeting.

VIII. Good of the Order

Ms. Anderson thanked everyone who participated in discussions with the accreditation evaluators.

Dr. Carthum thanked Dr. Akerlund for taking on the role of chair of the Presidential Search Committee.

IX. Adjournment

The meeting was adjourned at 4:10 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

SPECIAL MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
April 26, 2022

Board Meeting – 8:30 a.m.

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

Members Absent: Mr. Jim Sayce

Others who participated in the Board meeting:
Mr. Derek Edens, Ms. Sandy Zelasko

I. Call to Order/Roll Call

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

II. Agenda Adoption

Dr. Carthum suggested amending the agenda to remove Action Item No. 1, GHC Presidential Profile discussion and defer it to the May 17, 2022 regular Board meeting. It was moved and seconded to defer the GHC Presidential Profile discussion to the May 17, 2022 Board meeting. Motion carried.

III. Public Comments

None

IV. Action Items

1. Authorize Search Committee Chair to select Search Committee members

Dr. Carthum reported that Dr. Akerlund is the chair of the GHC Presidential Search Committee. He proposed authorizing her to select committee members. The committee will be announced in early May and their first meeting will be mid-May.

It was moved and seconded to authorize Dr. Akerlund to select committee members to serve on the GHC Presidential Search Committee. Motion carried.

V. Adjournment

The meeting was adjourned at 8:36 a.m.

Ed Dr. Brewster, Secretary

Dr. Harry Carthum Chair

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
May 17, 2022

Background Information:

Agenda Item: V – 3 - Action
Topic: Approval of Operational Policies 209, 516, 607, 613, 653
Prepared By: Darin Jones, Ed Brewster, Kristy Anderson
Attachments: Policies

ACTION REQUESTED:

Approval of Operational Policies

GRAYS HARBOR COLLEGE
Operational Policy

Subject: SOCIAL MEDIA POSTING AND USE POLICY

Page X of Y

Operational Policy Number: 209

Date adopted:

Purpose

Social media sites including, but not limited to Facebook, Twitter, and Instagram are important and influential external communication channels for Grays Harbor College (GHC) where current and prospective students, alumni, employees, and the community can easily connect and learn about topics related to the college. We encourage their development and use. GHC social media sites are limited public forums subject to this policy. To assist in posting content and managing these sites, the college has developed these guidelines and standards for use of GHC social media.

This policy and related procedures do not apply to an individual's private use of social media on private resources. Instead, it establishes standards for public use of, and for employees and students who create, administer, post to, or comment on, social media pages owned by the college or on behalf of GHC.

Use of Social Media for Emergency Management

During an emergency situation, individual departments should refrain from posting any content on social media, except to re-blog or share the exact post from GHC's main social media accounts. Such measures should be followed until emergency protocols are lifted.

Public Interaction with GHC Social Media

We encourage engagement with GHC through our social media. In order to maintain a constructive space, we require the public and GHC employees to abide by the following guidelines:

Excessively long comments—as determined by the site's editor—are subject to editing for length, clarity and space limitations.

The following will not be tolerated when interacting with the GHC social media, blogs, and other online forums:

Potentially slanderous or libelous comments—as determined by the site's editor—that could be damaging to a person's reputation

Content that constitutes discrimination on the basis of race, creed, color, age, religion, sex, gender identity, marital status, status with regard to public assistance, national origin, physical or mental disability, veteran or military status, or sexual orientation

Obscenity

Sexual content or links to sexual content

Illegal activity or encouragement of illegal activity

Threats, harassment, bullying, or personal attacks

Comments or links not directly related or relevant to the post, discussion, or particular topic presented as determined by the site's editor.

Repetitive or duplicative posts of the same material that disrupt normal operation of the forum

Information that may compromise the safety of an individual or the public or the security of public systems

Content that violates an intellectual property interest of any other party (e.g. copyright and fair use)

Postings of, or requests for, other participants' personal information, such as phone number, address, financial accounts, etc.

Impersonation of someone else

Promotion of gambling, illegal drugs, adult or sexual activity, alcohol or tobacco products.

Advocacy of, promoting, or discussing commercial activity or private business interests, including links to or advertising commercial activity, solicitations, or spam.

Support for or opposition to political campaigns or ballot measures (RCW 42.52.180).

At GHC's sole discretion, posts, comments, replies, or any public commentary containing any of the above may be hidden from the page. Multiple violations may result in GHC restricting your ability to use or interact on GHC's social media, blogs, or other online forums. If you have been sanctioned under this policy, you have a right to submit an appeal as outlined in the social media procedure.

We respect the privacy of your identity; however, persons engaging in or encouraging others to engage in illegal activity, including but not limited to threats and harassment, may be reported to law enforcement. Students who engage in bullying, personal attacks, and other violations of the student conduct code may be subject to disciplinary action.

Use of Social Media by College Employees and Representatives

Social media accounts created on behalf of GHC are the sole property of the college; creators and administrators have no ownership rights. College employees may operate and maintain a social media account at a department level that is associated with the college, provided they receive authorization for such use from GHC's Director of Marketing and College Relations.

Students' personal information should not be shared on GHC's social media without written permission. This includes, but is not limited to students' names, addresses, personal email, photos, phone numbers, date or place of birth, grade level, or location on campus.

If any of this information is disclosed, including a photograph of the student and/or a photograph of the student's intellectual property, you must have a signed release form with permission from the student prior to the post going live. The account manager must retain all signed photo and information releases and be able to provide a copy upon request. Permission for minors must be obtained from parents or guardians.

Individual employees, students, or someone associated with GHC should not be named or discussed or information about them released on GHC's social media without their permission. Confidential and proprietary information or similar information regarding third parties also should not be released or discussed on GHC's social media. Information about students who are minors requires written permission from their parent or guardian.

When using an officially recognized social media channel associated with GHC, assume at all times that you are representing the College. Be professional and respectful. Avoid personal opinions and views that are not those of the college, program, department, etc. Before posting on or interacting with GHC's social media, keep in mind that content can spread anywhere once posted.

GHC social media accounts are not the right place to discuss or speculate on internal policies or operations. Internal college information (e.g. internal policies, procedures, information from informal conversations) should not be released or discussed on GHC's social media.

Exercise discretion, thoughtfulness, and respect for your colleagues, associates, and the College's supporters/community (social media followers). Do not use derogatory or inflammatory language.

A healthy dialogue with constructive criticism can be useful but refrain from engaging in such dialogue when using GHC's social media.

Use of copyrighted material is prohibited without permission. If you obtain permission to use or link to material or images, give proper credit to the original source. Do not take images, videos, or other assets from places like Google/Bing image search or clipart unless they are royalty-free or otherwise explicitly licensed for open use. Keep records of permissions received.

Monitoring and Maintenance

GHC reserves the right to dissolve or suspend GHC departmental level accounts if they are not actively used for six months or are found to be in violation of this policy.

As a public institution, content published by GHC and its employees on official social media accounts is public record and is subject to the Washington State Public Records Act, RCW 42.56. All content posted by on GHC's social media accounts must be archived by the accountholder at least annually.



GRAYS HARBOR COLLEGE

Operational Policy

Policy Name	USE OF FACILITIES AND SERVICES
Policy Number	516
Date Adopted	3/30/81
Date(s) Revised	4/21/2020

It is the policy of Grays Harbor College Board of Trustees that the facilities and services of Grays Harbor College will be provided for the use of the citizens of the college district without regard to age, race, color, religion, sex, national origin, or handicap.

The first priority for the use of college facilities shall be the regular college program; however, after this need is met, it is the intention to encourage widespread use of school facilities subject to the laws of the State of Washington and regulations prescribed in GHC Administrative Procedure 516.01.

The president or designee may authorize limited use of agency staff time and resources for supporting, promoting, or soliciting for charitable activities.

Subject: ~~ANTI-NEPOTISM POLICY, ALL EMPLOYEES~~

Operational Policy 607

Date adopted: ~~11/26/73, Revised April 2020~~

Policy Name	ANTI-NEPOTISM POLICY, ALL EMPLOYEES
Policy Number	602 (previously OP 607)
Date Adopted	11/26/73
Date(s) Revised	4/20, 2/22

Informal practice which results in the refusal to employ more than one member of a family on the basis of family relationships is not a policy of Grays Harbor College. The best qualified person is actively recruited for all positions and consideration is based solely on merit. Family relationships shall not be used as a basis for denying rights, privileges, benefits of regular appointment or regular job status.

However, members of the same family will not actively recruit, screen or hire members of their immediate family, nor will members of the same family work in a supervisor/subordinate relationship.

Grays Harbor College

~~Subject: Recruiting and Hiring — all Permanent employees~~

~~Operational Policy 613~~

~~Date Adopted 6/19/07 Revised 2/21~~

Policy Name	PERSONNEL, ALL EMPLOYEES: QUALIFICATIONS, EMPLOYMENT, EVALUATIONS
Policy Number	600 (previously OP 613)
Date Adopted	8/1/75
Date(s) Revised	7/89, 1/95, 3/01, 9/04, 2/22

It is the policy of the Board of Trustees of Community College District No. 2 that only well qualified persons be appointed to faculty, exempt positions or classified positions. The Board delegates the appointing authority to the president or designee and directs the president to develop and publish standards consistent with State Board guidelines, applicable Washington Administrative Codes, and standards of regional and national accrediting organizations.

The president shall develop procedures for evaluation of employees.

The president is directed to establish whatever procedures deemed necessary to employ and organize the assignments of faculty, exempt employees and classified employees so that an orderly and consistent pattern of behavior and treatment is established for each employee within groups performing similar functions.

Operational Policy

~~Subject: Recruiting and Hiring — all Permanent employees~~

~~Operational Policy 653~~

~~Date Adopted 6/19/07 Revised 2/21~~

Policy Name	RECRUITING AND HIRING - ALL PERMANENT EMPLOYEES
Policy Number	603 (previously OP 653)
Date Adopted	6/19/07
Date(s) Revised	2/22

It is the policy of the Board of Trustees of Grays Harbor College that the most competent persons available be recruited and employed by the college. Employees are to be selected as a result of an objective judgment of their competence and general suitability for the position to be filled. In making decisions regarding selection of employees, the College's commitment to diversity shall be considered.

The College's recruitment and selection process will comply with all relevant regulatory statutes and collective bargaining agreements.

The President of the College and the Chief Executive Human Resources have the authority to terminate, modify or extend recruitment as determined appropriate or necessary to ensure achievement of policy and procedural integrity.

Grays Harbor College has the continuing responsibility to follow the principles of equal employment opportunity and to conduct outreach where analysis of current employment shows under representation of historically disadvantaged populations. The principles of equal employment opportunity and non-discrimination are hereby incorporated into this policy and the Human Resources Office shall have the responsibility for monitoring compliance.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting

May 17, 2022

Written Report

Background Information:

Agenda Item: V – 4 - Action

Topic: Bishop Trust Investment/Scholarship Award

Prepared By: Kwabena Boakye

Attachments: TIAA Bishop Investment Report-6-30-2021 (separate attachment)

Narrative

The Ed & Lillian Bishop Trust investment is managed by TIAA and provides resources to fund scholarships for Grays Harbor College students seeking to continue their education at institutions of higher education offering baccalaureate degrees. For FY2021, beginning July 1, 2020 to June 30, 2021, the total income/gains was \$1,271,592, approximately 23.83% returns on the beginning market valuation of \$5,335,325.11.

At June 30, 2021, the total market value was \$6,148,607.57. Therefore, \$245,944.30 or 4% of this market value, is available as scholarship allocation for the award of Bishop Scholarships during the 2022-23 Academic Year.

The attached TIAA Bishop Investment Report shows the Fund Manager's portfolio performance analysis for fiscal year ended June 30, 2021.

ACTION REQUESTED:

The Board is requested to approve the full amount of 4% or \$245,944.30 for the award of Bishop Scholarships during the 2022-23 Academic Year.

GRAYS HARBOR COLLEGE

Board of Trustees Meeting

May 17, 2022

Written Report

Background Information:

Agenda Item: V – 6 - Action Item

Topic: Land Acknowledgement

Prepared By: Ed Brewster

Action Needed: Yes

College Priority 3/Diversity Advisory Committee has been working over the past several months to develop a Land Acknowledgement Statement to be read at all public meetings of the college. The attached Land Acknowledgement has been approved by the Tribes represented in our district. We ask the Board to consider approval of the following Land Acknowledgement Statement:

Grays Harbor College Land Acknowledgement Statement

Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinault and Shoalwater Bay Peoples. With this awareness, we honor the ancestors and pay respect to elders past and present of these nations and all Native Peoples of this land who occupy these lands since time immemorial. The College expresses its deepest respect for and gratitude towards these original and current caretakers of the region and to our native students, staff, and faculty, past and present, as well as support and respect their presence and valuable contributions into the future. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
May 17, 2022

Background Information:

Agenda Item: V – 7 - Action
Topic: First Reading of Operational Policies 609, 630, 631, 623, 617, 655, 603, 636
Prepared By: Darin Jones
Attachments: Policies (separate e-mail)

ACTION REQUESTED:

Approve to move forward to June meeting for approval

GRAYS HARBOR COLLEGE

Board of Trustees Meeting

May 17, 2022

Written Report

Background Information:

Agenda Item: VII – 6 – Vice President’s Report

Topic: Various Topics

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.

Nurses Pinning Ceremony: June 18

Transitions graduation: June 21

Graduation: June 22

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

Early conversations with PacMt. and WorkSource look promising to develop partnerships that lead to career pathways for students and increased enrollment.

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

See GHC Native Pathways Newsletter (separate attachment)

Success Stories

Congratulations to Dr. Tracey Ushman who is collaborating with local accounting firms for paid internship opportunities for students both locally and in the Seattle area.

! GRAYS HARBOR COLLEGE
Board of Trustees Meeting
May 17, 2022

Background Information:

Agenda Item: VII – 7 - Standing Reports – Vice President for Student Services
Topic: Enrollment
Prepared by: Cal Erwin-Svoboda
Attachments: Enrollment Report, Spring Quarter Marketing Report (separate attachment)

FTE: Spring 2022	05/11/2021 Day # 22	05/10/2022 Day # 22				06/29/2021 FINALS
	2020-21	2021-22	Difference	% Diff from 2021 to 2022	Spring 2021 FTE change to end of quarter	Final FTE Numbers for Spring 2021
1-Academic	461.73	408.20	-53.53	-11.6%	2.80	464.53
Transfer						
2-Transition	88.00	97.39	9.39	10.7%	0.20	88.20
Programs						
3-Vocational	288.67	282.79	-5.87	-2.0%	-4.60	284.07
4-BAS Programs	69.53	57.28	-12.25	-17.6%	-0.33	69.20
State Support Total	907.93	845.67	-62.26	-6.86%	-1.93	906.00
3-Running Start	280.67	249.30	-31.37	-11.2%	-9.13	271.53
State Support + Running Start Total	1188.60	1094.97	-93.63	-7.9%	-11.07	1177.53

Last Year to This Year

Comparing 05/11/2021 – 22nd day of the quarter, to 05/10/2022 – 22nd day of the quarter.

On 05/11/2021, we had reached **63.8%** of our **1423 FTE State-Funded** quarterly goal. As of 05/10/2022, we are currently at **59.4%** of our **1424 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at -62.3 FTE compared to 05/11/2021. Combining FTE for State-Funded and Running Start enrollments, the total is at -93.6 FTE compared to the closest date for spring 2021.

Last Week to this Week (5/3/22 to 5/1/22)

State Funded FTE changed +27.4 FTE since last week's snapshot.

Worker Retraining

Worker retraining (a sub-set of state-funded FTE) is at **101** out of an estimated **202** quarterly goal (**50%**).

Increasing Enrollment

- Submitting a SBCTC grant application to expand Running Start into the summer term.
- High School juniors and seniors from North Beach will be coming to campus May 17, June 2 and 3 to learn about the college, career pathways, support services, programs and more.
- Paige Pierog has been hired as our Community & Technical Education & K-12 Outreach Specialist beginning July 1. She received her AA and BA (teacher education) from GHC and has been at Miller Junior High as the Career Technical Education Teacher since August 2020.
- We are hiring for two (2) additional outreach/retention positions: Coordinator of Student Access, Inclusion & Community and Admissions & Recruitment Manager.

- GHC has been in the community hosting scholarship, FAFSA, running start workshops and spreading the word about going to college, including GHC.
- The College Priority 5 has been meeting with college stakeholders and work group members to discuss the draft action plan and scorecard. This reimagined priority focuses on strengthening our outreach, recruitment and intake efforts as well as increasing our retention and completion outcomes and continue forward with our Guided Pathways initiatives.

Topic: Other Report Items
Prepared by: Cal Erwin-Svoboda

Student Services Division

- Summer and fall registration has begun: currently enrolled veterans (May 5), current students (May 9) and new students (May 12). Thanks to all that have assisted with this process. *[College Priority 2]*
- Preparing for multiple construction projects this summer: remodel of the Harbor Landing Food Pantry (500 Bldg), first floor of the library, and demolition of the Hillier Union Building (100 Bldg).
- College stakeholders are reviewing proposals that would invest grant funds in three tech solutions that will support student enrollment, retention and completion: student success management platform, tele-health services and AI chatbot technology *[College Priority 2&3]*
- The ASGHC has begun their annual budget development process. Annually student fees fund a robust set of initiatives that are designed engage, retain & complete students *[College Priority 2&4]*
- We are hiring for a variety of career opportunities: Visit www.schooljobs.com/careers/ghc for more information about the positions and to share with your networks. *[College Priority 4]*
- *Save the Dates* - celebrate student success and academic achievement with us this spring. Running Start Celebration – Aberdeen (May 19), Running Start Celebration – Raymond (May 25), Student Awards & Recognition Ceremony (June 7), TRIO Celebration of Student Success (June 15), GED/HS Completion Ceremony (June 21) and Commencement Ceremony (June 22) *[College Priority 2]*

Bishop Center – Upcoming Events

Here are the upcoming dates and times of spring quarter performances:

- Grays Harbor Symphony – Sunday, June 5 at 7:00p
- Music Department Honors Recital – Tuesday, June 8 at 7:00p (revised date)
- Theatre Festival Showcase – Sat., June 11 at 7:30p and Sun., June 12 at 2:00p (revised dates)
- GHC Jazz Band and Jazz Choir Concert – Thursday, June 16 at 7:00p
- Grays Harbor Opera Workshop – Sat., June 25 at 7:30p and Sun., June 26 at 2:00p
- Rock of Ages (Summer Musical) – July 2-24

To find out more about our spring events and purchase tickets, please visit www.ghc.edu/bishop.

Choker Athletics Updates & Spring Sports

Here are the upcoming dates and times of Choker Athletics home games this spring.

Men's Baseball

- May 14, Saturday vs. Centralia (1p and 4p)

Men's & Women's Golf

No home matches remain. NWAC Conference Championship is coming up, May 22-23 in Yakima, WA.

All home baseball games are played at the Olympic Stadium in Hoquiam. For more about live-stream options and match location of men and women's golf, please visit www.ghcathletics.com.

Board of Trustees
May 17, 2022

Written Report

Agenda Item: VII – 7 Vice President for Student Services

Topic: Spring Quarter Marketing Report

Type of Item: Information

Prepared By: Kristy Anderson and Holly Duffy

Attachment: Market Report (separate attachment)

Narrative:

GHC's Marketing and College Relations Office used a combination of marketing tools to promote enrollment in Spring Quarter classes at GHC. Postcards, social media ads, radio spots, and a digital media campaign were all employed to attract potential students. Additionally, in collaboration with Instruction, we ran print and social media ads for specific programs such as CDL and CNA.

The Spring Quarter Campaign marketing report not only provides details and examples of the various tools that were employed this to promote GHC this spring, it also tracks the numbers of individuals reached and the cost of the effort. This will help us to determine what is most effective going forward.

Next Steps:

Marketing for summer and fall is already underway with radio ads, posters in high schools, print ads in The Daily World and Willapa Harbor Herald. GHC will have a full-page ad on the inside cover of The Daily World's Graduation publication, which features students from 13 of the area's schools. Postcards will go out later this month and we will continue to run ads on social media. Additionally, in July/August the College will run another digital media campaign encouraging fall quarter registration. To support future marketing efforts, photo and video shoots are currently taking place. New photo and video content will be used in print, digital, and social media advertising beginning summer quarter.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
May 17, 2022

Written Report

Background Information:

Agenda Item: President's Report

Topic: Various Topics

Prepared By: Ed Brewster

College Priorities:

CP #1: Enrich Student Learning

The accreditation visit went well. The report final report reflected that they believe that we have fulfilled the recommendation on reviewing policies and are making good progress on the remaining three. The report will be reviewed at the commission meeting this summer. We don't expect any additional recommendations, however because the visit was virtual, they may decide to come in person between now and the 7 year visit.

CP #2: Promote Student, Faculty, and Staff Success

SSIB Celebration – A reminder that GHC will celebrate the construction of the new [Student Services & Instructional Building](#) on Tuesday, May 17th at 3:30 pm. We have invited our district's legislators as well as the College and Surrounding Community.

SSIB Construction – As stated in the communication with the college community, we have decided to move the demolition of the HUB to this summer, rather than next summer, as originally planned. While this change will cause disruption and relocation of services currently located in the HUB, it will allow us to get the project back on schedule and will reduce delay costs associated with the permitting problem described previously. We are working with employees and the unions in relocating student service functions to other places on campus until the new building is completed

CP #3: Foster a Diverse, Equitable, and Inclusive Learning Environment

Diversity, Equity, and Inclusion Strategic Plan – GHC's E-Team and the Diversity Committee/College Priority #3 Work Group continue to work on the state-required Diversity Strategic Plan for GHC. The plan is in line with our current college priority #3, is reflective of the college community, and will help to move forward our efforts toward a more diverse, equitable, and inclusive learning environment. Watch for future opportunities to provide feedback to the plan coming either later this month or next.

CP #4: Ensure Effective, Efficient, and Sustainable Use of Resources

All College Budget Meetings – There will be two opportunities to attend a session that presenting a draft of the proposed 2022/2023 GHC operating budget, Wednesday, May 18th at 3:00 and Friday, May 20th at 11:00, both on Zoom.

CP#5: Strengthen enrollment, partnerships, and pathways to student achievement

Summer/Fall Enrollment – Registration started on May 5th for Summer and Fall Quarters. We continue to visit high schools and community groups, talk with students, and leave behind marketing materials. Additionally, GHC is currently running a digital campaign to reach out about GHC offerings and opportunities for fall.

Other News

Becky Fischer, from the Instruction office has worked with a local person to develop a short Deckhand training class, hoping to attract young people to work as deckhands for the local charter industry. A more comprehensive course is being developed for Fall to support commercial fishing.

Want to follow GHC's Sports Teams? - Baseball and Golf are currently in season. Athletic schedules can be found at <https://ghcathletics.com/>.

Closing Thoughts

Governor Inslee has proclaimed the Month of May as Nurses' Month. We thank all of our Nursing faculty, students and others who helped to vaccinate people against Covid-19, and for all they do to contribute to the health of our community.

Board of Trustees
May 17, 2022

Written Report

Agenda Item: VII – 9 - 4 Board of Trustees
Topic: End of the Year Events
Type of Item: Information
Prepared By: Sandy Zelasko

Please confirm which events you are able to attend.

2022 End of the Year Events

Running Start Celebration - Aberdeen Campus

Thursday, May 19 - 2:00 p.m. - 6:00 p.m.
Open house style event

Running Start Celebration - Raymond

Friday, May 25 - 3:00 p.m. - 6:00 p.m.
Open house style event

Student Awards & Recognition Ceremony

Tuesday, June 7 - 3:00 p.m. - 5:00 p.m.
Aberdeen Campus - Room location TBD

TRIO Celebration of Student Success

Wednesday, June 15 - 3:00 p.m. - 4:30 p.m.
Aberdeen campus - Room location TBD

Nurses Pinning

Saturday, June 18 – 11:00 a.m.
Bishop Center

GED/HS Completion Ceremony

Tuesday, June 21 – 7 p.m.
Aberdeen campus - Room location TBD

Commencement Ceremony

Wednesday, June 22 - 7p.m.
Olympic Stadium, Hoquiam