

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

June 21, 2022

Study Session – 1:00 p.m. - Budget Review

Board Meeting – 2:00 p.m.

Schermer Building Room 4134 or ZOOM <https://ghc.zoom.us/j/84944203782>

AGENDA

I. Call to Order/Roll Call

II. Land Acknowledgement

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

III. Agenda Adoption

IV. Public Comments (Please limit comments to three minutes)

V. Celebration

VI. Action Items

- 1) Approval of May 12, 2022 Board minutes
- 2) Approval of May 17, 2022 Board minutes
- 3) Operational Policies – Adoption – (separate e-mail)
 - 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*)

- 4) Operational Policies – First Reading (separate e-mail)
 - 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.
- 5) Approval of FY 2022-2023 Operation Budget
- 6) Approval of FY 23 Fee Schedule

VII. Information

VIII. 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)
 - a. Recruitment/Retention
- 8) President's Report (Dr. Ed Brewster)
 - a. SSIB Update
- 9) Board Report
 - a. Foundation Meeting Report (Ms. Astrid Aveledo)
 - b. Board Art Committee Update (Ms. Astrid Aveledo and Dr. Paula Akerlund)
 - c. Presidential Search Update (Dr. Paula Akerlund)
 - d. End of the Year Events
 - e. Board Elections
 - f. Items of Interest

IX. Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140 (4) (b) pertaining to negotiations

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

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

XIII. Good of the Order

XIV. Adjournment

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
May 17, 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: Ms. Astrid Aveledo

Others who participated in the Board meeting:

Ms. Kristy Anderson, Mr. Kwabena Boakye, Dr. Ed Brewster,
Ms. Linda Sullivan-Colglazier, Mr. Derek Edens, Mr. Matt Edwards,
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 except for Ms. Aveledo.

II. Agenda Adoption

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

III. Public Comments

Dr. Carthum acknowledged Dr. Brewster's e-mail to the college community regarding recent hate crimes.

IV. Celebration

V. Action Items

1. Approval of April 18, 2022 Board Minutes

It was moved and seconded to approve the April 18, 2022 Board minutes. Motion carried.

2. Approval of April 26, 2022 Board Minutes

It was moved and seconded to approve the April 26, 2022 Board minutes. Motion carried.

3. Operational Policies – Adoption

It was moved and seconded to adopt the following Operational Policies:

OP 209 – Social Media Posting Policy

OP 516 – Use of Facilities and Services

OP 607 – Anti-Nepotism – All Employees

OP 613 – Personnel, All Employees: Qualifications, Employment, Evaluations

OP 653 – Recruiting and Hiring

Motion carried.

4. Bishop Fund Scholarships

Mr. Boakye reported the Ed and Lillian Bishop Trust Investment provides resources to fund scholarships for Grays Harbor students continuing their education at institutions offering baccalaureate degrees. Four percent of the fund is available for scholarships. As of June 30, 2021, the total market value was \$6,148,607.5. Four percent of the total value is \$245,944.30. It was moved and seconded to approve 4% or \$245,944.30 to award Bishop Scholarships during the 2022-23 academic year. Motion carried.

5. Board Approval of the Presidential Search Committee Appointees

Dr. Akerlund reported the Board has had the opportunity to review appointees of the Presidential Search Committee consisting of representatives from each college employee group, students and community representatives. It was moved and seconded to approve the presented presidential search committee members including two or three additional community members. Motion carried.

6. Land Acknowledgement

Dr. Brewster reported the college's Diversity Advisory Committee has been working for several months to develop a Land Acknowledgement statement to be read at all public meetings of the college. Dr. Brewster read the proposed statement and noted it has been approved by the Tribes represented in our district. It was moved and seconded to approve the Land Acknowledgement Statement as presented. Motion carried.

7. Operational Policies – First Reading

It was moved and seconded to approve the first reading of the following Operational Policies:

OP 609 – Preparation of Academic Calendar

OP 630 – Substance Abuse, All Employees

OP 631 – Smoking/Tobacco Policy

OP 623 – Suspended Operations

OP 617 – Personnel Records

OP 655 – Code of Ethics-All Employees

OP 603 – Compliant Procedure

OP 636 – Domestic Violence and the Workplace

Motion carried.

VI. Information

None

VII. Standing Reports

1) Student Government Report

Ms. Hoffman reported on recent student activities. She said the food pantry is open three days a week and food is available for students in the HUB three days a week.

2) Classified Staff Report

Ms. Stevenson reported the following:

- Staff Development and Training Committee held a fund-raiser that raised \$390.00 to support classified staff training activities.
- The meeting between the WPEA and management scheduled for last week has been postponed.
- Financial Aid is processing Fall Quarter applications. They will be fully on-line utilizing ctcLink in July.
- A labor management meeting was held last week. The main topic was the impact for classified staff currently located in the HUB that need to be relocated because the HUB is being demolished this summer.

3) Exempt Staff Report

None

4) Faculty Report

Mr. Winsor reported the GHCFT and management have been engaged in bargaining.

5) Administrative Services Update

Mr. Boakye reported the annual budget will be presented to the Board for approval at their June meeting. All-college meetings will be held prior to the June Board meeting to share the draft of the proposed 2022/23 GHC operating budget.

6) Instruction Update

Ms. Lacroix's report focused on continuous progress on instruction's goals that include the following:

- Continuing an improvement plan that supports quality instruction, enriches student learning and assesses program and institutional learning outcomes.
- Utilizes Guided Pathways to increase retention and credential completion.
- Provides educational opportunities that demonstrate diversity, equal learning and credential completion outcomes

7) Student Services Update

Mr. Erwin-Svoboda reported the following:

- Enrollment is behind 7.9% from this time last year.
- Activities to increase enrollment continue including expanding Summer Quarter to include Running Start students.
- End-of-the-year events that celebrate student success and student achievement.
- Bishop Center upcoming events.
- Choker athletics updates and spring sports.

Dr. Carthum asked about the status of the CDL program. Dr. Brewster responded that twelve students are finishing this quarter and another class is scheduled for summer.

Ms. Esty asked if we have any way to track social media to determine what is the most effective? Ms. Anderson responded that we can tell how many people hit a specific landing page. Different marketing tools are aimed at different age groups.

8) President's Update

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

Highlights included:

- The accreditation visit went well and we do not expect any additional recommendations.
- The executive team and the college Diversity Committee continue to work on the state-required Diversity Strategic Plan for GHC.
- Registration for Summer/Fall started May 5.
- GHC will offer a short Deckhand Training class, hoping to attract young people to work as deckhands for the local charter boat industry.
- SSIB Update
Dr. Brewster said due to an issue with the permitting process, construction of the SSIB has been delayed. Mr. Plemmons said construction will begin May 15. The goal is to have the new building open by Fall of 2023. In order to expedite the process, the HUB will be demolished this summer and offices currently in the HUB will be temporarily moved to other locations on campus. Board members said it is important to provide food service and areas for students to gather. Dr. Brewster said discussions are underway to make this transition time as student- friendly as possible. It was noted that Room 4134 in the Schermer Building will not be available for Board meetings. Alternate locations were discussed.

9) Board Report

a. Foundation Meeting Report

Dr. Akerlund reported for Ms. Aveledo. The recent Foundation fund-raising event totaled \$231,715.00.

b. Board Art Committee Update

Dr. Akerlund reported Board members are making efforts to have local art displayed in the new building. Fund-raising strategies are being discussed.

c. Presidential Search Update

Dr. Akerlund thanked employees for participating in "listening sessions" facilitated by the search consultants. The consultants are developing a presidential profile to be shared with the Board for their review. The search committee will hold its first meeting on May 31. The position will be advertised in the Fall.

d. End of Year Events

A list of end of the year events will discussed. Board members were asked to indicate which events they could attend.

e. Items of Interest

VIII. Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140 (4) (b) pertaining to negotiations

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

None

X. 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.

XI. Action items as a Result of the Executive Session

None

XII. Good of the Order

XIII. Adjournment

The meeting was adjourned at 2:45 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
June 21, 2022

Written Report

Background Information:

Agenda Item: VI – 5 Action
Topic: FY2022-23 Operating Budget
Prepared By: Kwabena Boakye
Attachments: FY2022-23 Operating Budget and Related Schedules (Separate Attachments)

Narrative

The FY23 Operating Budget reinforces the progress made in tracking actual revenues/expenses and projecting future revenues/expenses, enabling the college to prioritize resource allocation to achieve strategic goals and fulfill its mission. The FY23 Operating Budget distributes budget funds to college departments in the newly implemented ctcLink PeopleSoft accounting system, utilizing the system workflow approval and budget checking processes to enhance monitoring and accountability.

Revenue sources in the FY23 Operating Budget are 1) state allocation and 2) local revenue. State allocation includes funds allocated by the state to support college operations, excluding grant funds allocated by the state to the college for specified programs or projects. Local revenue is income generated by the college through tuition, fees and Running Start reimbursements.

Grays Harbor College has received initial draft state allocation totaling \$13,739,276 for FY23. Compared to FY22, total state allocation increased 7%. Generally, the initial draft allocation is a rollover of prior year's allocation, except changes in model and earmark allocations. The governor's approved state budget for FY23 provides a 3.743% cost of living adjustment (COLA) for faculty employees, 3.25% COLA for classified employees, including \$2,000 one-time lumpsum to classified employees earning less than \$99,000 annually. The governor's approved budget also provides a 3.25% COLA for both professional exempt and administrative exempt employees. While labor management negotiations to determine actual COLA for faculty and professional exempt employees are ongoing, state funds allocated to the college to support COLA implementation is about 80% of the projected COLA cost using the governor approved percentages for the various employee categories.

The college projects to generate a total of \$5,020,832 in local revenue for FY23. Student enrollment drives local revenue. For FY23, initial projected enrollment FTE for fall 2022 is 871 and 272 for Running Start. Compared to FY22, enrollment FTE for FY23 is projected to decline 8% and 5% for Running Start.

Combining state allocation and local revenue, projection for total operating revenue is \$18,760,108. Compared to \$19,673,105 in estimated total expenditures, the FY23 Operating Budget has a deficit of \$912,997. Plan to resolve the deficit includes efforts to increase enrollment FTE, austerity measures to reduce expenses and utilization of HEERF funds as supplement for lost revenue.

Budget Priorities - The FY23 Operating Budget priorities include (1) supporting student enrollment, (2) fulfilling critical college needs, (3) aligning college resources with college priorities and (4) ensuring the health and safety of students, employees and campus visitors.

Revenue Challenges – The state revenue outlook is stable, but prone to global exposures impacting the national economy. Local revenue outlook is volatile. In the short-term, the volatility is steadied by HEERF lost revenue claims, which is available through FY24 only. Running Start contributes a significant portion of local revenue. However, it appears Running Start enrollment has peaked and on decline. Additional revenue challenges include missed enrollment target and COVID-19 or other unpredictable disruptions.

Expenditure Challenges – The expenditures of the college are mostly structured due to employee commitments and unavoidable operational costs that are subject to inflationary increases. As aforementioned, expenditure estimates for the FY23 Operating Budget is more than projected revenue, resulting in a structural budget deficit. Other expenditure challenges include implementing collaborative austerity measures, right-sizing departmental budget lines and tracking HEERF qualifying costs.

Course Correction - Current budget process includes quarterly review of enrollment target, revenue projection and expenditure estimates for course correction. Therefore, the proposed FY23 Operating Budget submitted for BOT approval is for the purposes of having an approved budget as of July 1, 2022, with the understanding, that the approved budget will need to be readjusted based on the quarterly changes in the enrollment target, revenue projection and expenditure estimates.

Proposed FY23 Operating Budget

The FY23 Operating Budget and related schedules are documented in the following separate attachments.

- A. Introduction Budget Letter by the President
- B. Mission, Vision, College Plan
- C. Organizational Charts
- D. Budget Fact Sheet
- E. Budget Summary
- F. Revenue Estimates
- G. Expenditure Estimates
- H. Budget Detail Lines
- I. Tuition Upper and Lower
- J. Fee Schedule
- K. Exempt Admin Salary Schedule
- L. Non Permanent Hourly Staff (1050) Salary Schedule

FY23 Operating Budget Analysis

State Allocation – State revenue is allocated initially as draft before finalizing and subsequently amending throughout the year in allocation tranches. The FY22 state allocation tranche used for this analysis is Allocation #8, the most up-to-date allocation distribution on June 13, 2022. For FY23, the draft allocation distribution on June 13, 2022, is used.

Comparing FY23 draft state allocation to FY22 actual state allocation #9, as shown in the attached FY23 Operating Budget Summary and Revenue Estimates, state allocation increased 7% or \$865,000. The increase resulted from COLA allocations and allocations to support implementation of new legislative initiatives for mental health, student outreach, equity and diversity, community based financial aid and hazing prevention.

Local Revenue – Local revenue is comprised of Tuition, Fees/Miscellaneous and Running Start. The local revenue estimates for the FY23 Operating Budget is based on 871 projected enrollment FTE target for fall 22, which is a decrease of 8% compared to actual enrollment FTE for fall 21. The Running Start revenue estimate is based on 272 projected enrollment FTE target for fall 22, which is a decrease of 5% compared to actual enrollment FTE for fall 21.

Comparing FY23 estimated local revenue to FY22 actual local revenue, as shown in the attached FY23 Operating Budget Summary and Revenue Estimates, tuition revenue is estimated to decline \$194,820 or 7%; Fees/Miscellaneous revenue is estimated to decline \$27,802 or 7% and Running Start revenue is estimated to decline \$142,538 or 7% for a combined total decline of \$365,160 or 7%.

Expenditures – Expenditures include salaries and wages, benefits, goods and services, travel, capital equipment, grants and subsidies. The expenditure estimates for the FY23 Operating Budget is largely the FY22 actual expenses and additional projected expenditures for COLA and new legislative initiatives.

Comparing FY23 estimated expenditures to FY22 actual expenses, as shown in the attached FY23 Operating Budget Summary and Expenditure Estimates, Salary and Wages are estimated to increase \$307,146 or 3%; Benefits are estimated to increase \$72,593 or 2% for a combined total personnel cost increase of \$379,739 or 2%. Overall, total expenditures for FY23 are estimated to decline \$72,240 or 2%.

HEERF Funds - Grays Harbor College received federal direct allocation from the Higher Education Emergency Relief Fund (HEERF). Remaining allocation available for FY23 is \$2.4 million. Following strict implementation guidelines, the remaining HEERF funds will help cushion the COVID-19 impact on college operations. The HEERF fund is considered restricted and unearned. Revenues will be recognized for only the expenditures meeting the rules governing utilization of the funds, including lost revenue resulting from COVID-19 related enrollment declines.

FY23 Tuition and Fees Schedule

Tuition – The FY23 Tuition Schedule is updated to include a 2.4% SBCTC approved increase in tuition rates compared to FY22.

Fees – The FY23 Fees Schedule was approved by the Board at the April 19, 2022 meeting. At that time there was one proposal to change how the charge for Prior Learning Assessment is applied. Prior Learning Assessment is charged \$45 per credit. The new proposal changes the charge for Prior Learning Assessment to \$45 per class.

Subsequently, there are 3 new course fee requests as follows.

1. Increase course fees for Carpentry and Diesel from \$45 to \$72
2. Add Refrigerant Testing fee of \$15 to course AUTO 213. The Refrigerant Testing is optional for Diesel students
3. Reduce Commercial Driver's License Lab fee from \$155 to \$134.26

FY23 Salary and Wages Schedule

The FY23 Salary and Wages Schedule includes the governor's approved COLA increase of 3.25% for both administrative exempt and hourly employees. Upon the conclusion of labor management negotiations, the Salary and Wages Schedule will be updated to reflect the actual negotiated rates for the faculty and exempt professional employees.

The Board is requested to approve the FY2022-23 Operating Budget and related schedules

GRAYS HARBOR COLLEGE
Board of Trustees Meeting

June 21, 2022

Written Report

Background Information:

Agenda Item: VI- 6 Action
Topic: FY23 Fee Schedule
Prepared By: Kwabena Boakye
Attachments: FY23 Fee Schedule

Narrative

As part of the budget process, the Fee Schedule is reviewed annually. Outdated fees are identified and excluded from the Fee Schedule. New fee proposals are considered and added to the Fee Schedule. For the FY23 budget year, no outdated fee is identified and excluded.

The FY23 Fees Schedule was approved by the Board at the April 19, 2022 meeting. At that time there was one proposal to change how the charge for Prior Learning Assessment is applied. Prior Learning Assessment is charged \$45 per credit. The new proposal changes the charge for Prior Learning Assessment to \$45 per class.

Subsequent to the board approval, there are 3 new course fee proposals as follows.

1. Increase course fees for Carpentry and Diesel from \$45 to \$72
2. Add Refrigerant Testing fee of \$15 to course AUTO 213. The Refrigerant Testing is optional for Diesel students
3. Reduce Commercial Driver's License Lab fee from \$155 to \$134.26

ACTION REQUESTED:

The Board is requested to approve the Revised FY23 Fee Schedule, including the 3 new course fee proposals aforementioned.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
June 21, 2022

Written Report

Background Information:

Agenda Item: VIII – 6 - Vice President for Instruction's Report

Topic: Instructional Goals

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.

\$138,000 Workforce Development Fund

Diesel Technology: Modernizing Education to Meet the Emergent Needs of 21st Century Learnings

Highlights to revitalize the Diesel Tech program:

- Develop an articulation agreement with Centralia College for direct transfer to the Bachelor of Applied Science in Diesel Technology.
- Redesign the curriculum and decrease required credits for degree completion to less than 100 credits. Develop short-term, high employability certificates.
- Provide students with at least two training opportunities or career connections with local industry, educational centers, or the Department of Ecology related to a variety of career paths or emerging technologies in diesel innovations.
- Establish CTE Dual Credit agreements with area high schools.
- Incorporate specialized training certification opportunities through the National Institute for Automotive Service Excellence and NC3 Certifications using virtual reality simulation.
- Establish timeline to implement flexible learning and alternative delivery options for fall 2023.
- Replace outdated training equipment and modernize equipment, technology, and lab/garage space.
- Faculty development training – industry/BAS alignment, teaching strategies, inclusive pedagogy, virtual reality, and other technologies.

CDL Update


The CDL course was redesigned Spring 2022 to be delivered as an 8-week course. 11/12 students enrolled in the class; 11/12 students passed the industry certification! The summer class is full. The success of this course is in part due to the collaboration with Lisa Smith and the College Foundation.


Medical Assisting and Nursing Assistant-Certified Programs

The medical assisting program will start a 2nd cohort this fall. The program has been revised to offer multiple entry points during the first year. It is also partnering with the Twin Harbor Skills Center to provide CTE Dual Credit options.

Grays Harbor College
Published by Holly Duffy · March 4 at 2:25 PM · 🌐

Grays Harbor College is now accepting applications for the Commercial Transportation & Maintenance (CDL) program! Classes are on Thursday-Sunday from 7:00 am-2:15 pm at the Satsop Development Park. Funding options are available.





**Pursue a Career as a
Certified Nursing Assistant!**

SUMMER COURSE STARTS JULY 5TH
With scholarships covering some or all the cost of tuition, your new career can be closer and more affordable than you think.
Visit ghc.edu/nac for more details!

\$1,500 SCHOLARSHIP AVAILABLE
The Ken Millen Career Pathways Scholarship is awarded by the Grays Harbor College Foundation and is available to Grays Harbor and Pacific County residents who enroll in the NA-C program.

REGISTER TODAY!
Contact Karen Carriker
360.538.4244 | karen.carriker@ghc.edu

GRAYS HARBOR COLLEGE

Grays Harbor College is an equal opportunity institution. For more info, see ghc.edu/students.

GHCC/CDL
Get your Class-A License in 8 weeks!
Get your Class-A License in 8 weeks!

[Learn more](#)

Culinary Arts

Need for community needs assessment to determine the program design. The initial proposal to have a full culinary arts program may or may not be sustainable considering the high expense of such a program.

Early ideas worth exploring:

Partnering with local high school

Expanding extended learning options and community engagement

Reframing an entire culinary arts program to a portion of hospitality management.

Next week

Bachelor of Science in Computer Science

Conversations underway with South Puget Sound Community College. They are moving forward with a Statement of Need and are open to collaborating with GHC with a projected date of Fall 2024. SPSCC is hosting a public and private sector subject matter input gathering this Friday – Nicole will be attending.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
June 21, 2022

Background Information:

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

Spring Quarter

Total **State-Funded FTE** is at -59.8 FTE compared to 6/15/2021. Combining FTE for State-Funded enrollments and Running Start, the total is -81.2 FTE compared to the closest date for Spring 2021.

Summer Quarter

Last Year to This Year

Comparing 06/16/2021 – 21 days prior, to 06/14/2022 – 21 days prior to the quarter.

On 06/16/2021, we had reached **39.5%** of our **390 FTE State-Funded** quarterly goal. As of 06/14/2022, we are currently at **46.1%** of our **390 FTE State-Funded** quarterly goal.

FTE: Summer 2022	06/16/2021 Day # -20	06/14/2022 Day # -21			08/17/2021 FINALS
	2021-22	2022-23	Difference	% Diff from 2021 to 2022	Summer 2021 FTE change to end of quarter
1-Academic	116.00	124.54	8.54	7.4%	22.00
Transfer					138.00
2-Transition	0.33	1.87	1.53	459.8%	33.10
Programs					33.43
3-Vocational	37.48	53.19	15.71	41.9%	19.67
4-BAS Programs	0.40	-	-0.40	-100.0%	57.15
					0.41
State Support	154.21	179.60	25.39	16.46%	75.17
Total					229.39
3-Running Start	-	-	0.00	0.0%	-
					0.00
State Support + Running Start	154.21	179.60	25.39	16.5%	75.17
Total					229.39

Total **State-Funded FTE** is at +25.4 FTE compared to last year. Current estimates have approximately 51 summer FTE coming from **running start**. This puts us at 127.8 State-funded FTE for summer, which is 32.8% of the 390 FTE State-funded quarterly goal and -26.4 FTE compared to the same day last year.

Last Week to this Week (06/07/22 to 06/14/22)

State Funded FTE changed +28.4 FTE since last week's snapshot.

Fall Quarter Year to This Year

Comparing 06/17/2021 – 95 days prior, to 06/14/2022 – 97 days prior to the start of fall quarter.

On 06/17/2021, we had reached **25.2%** of our **1609 FTE State-Funded** quarterly goal. As of 06/14/2022, we are currently at **22.6%** of our **1610 FTE State-Funded** quarterly goal.

Total **State-Funded FTE** is at -41.7 FTE compared to 06/10/2021.

Combining FTE for State-Funded and Running Start enrollments, the total is at -60.3 FTE compared to the closest date for fall 2021.

FTE: Fall 2022	06/17/2021 Day # -95	06/14/2022 Day # -97				12/14/2021 FINALS
	2021-22	2022-23	Difference	% Diff from 2021 to 2022	Fall 2021 FTE change to end of quarter	Final FTE Numbers for Fall 2021
1-Academic Transfer	260.33	226.58	-33.75	-13.0%	227.80	488.14
2-Transition Programs	0.73	-	-0.73	-100.0%	97.50	98.23
3-Vocational	113.71	91.64	-22.07	-19.4%	188.92	302.62
4-BAS Programs	30.67	44.29	13.62	44.4%	24.34	55.01
6-Missing Inst. Intent	-	1.20	1.20	0.0%	-	0.00
State Support Total	405.44	363.70	-41.74	-10.29%	538.56	944.00
3-Running Start	83.67	65.14	-18.53	-22.1%	202.72	286.39
State Support + Running Start Total	489.11	428.84	-60.26	-12.3%	741.29	1230.39

Last Week to this Week (06/07/22 to 06/14/22)

State Funded FTE changed +23.5 FTE since last week's snapshot.

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

Increasing Enrollment

- North Beach Junior/Senior High has been on campus weekly since mid-May; during the visit students participated in a college presentation, a campus tour and could even enroll at GHC.
- GHC was present at the Twin Harbor CLNA Stakeholder forum at Aberdeen High School
- Delivered World Class Scholar (WCS) Awards and/or attended graduations to celebrate WCS recipients at North River, Lake Quinault, Mary. M. Knight, Montesano, Elma, Ocasta and Oakville
- Education Center personnel have been doing onsite placement testing at Raymond, Ilwaco and Naselle and attended the Ilwaco College Fair
- Hosted workshops at the Quinault Nation on; transition to college, financial aid & scholarships
- TRIO EOC has been at the Hoquiam, Aberdeen and Montesano libraries and Pacific/Grays Harbor Counties businesses, courthouses, police stations, jails, detention center and schools
- TRIO EOC has been conducting presentations at area non-profit organizations, hosting community events (in both counties), GHC campus tours and financial literacy workshops.
- Press releases, print and radio ads have been promoting the college and summer/fall enrollment
- Three mail campaigns have targeted individuals between 21-35, 15-20 and 17-35.
- Social media ads on Facebook and Instagram reached 12,809 users last month
- Spring snapchat and digital display ad campaign showed over 1 million times
- We are hiring for one (1) additional outreach positions: Admissions & Recruitment Manager.

Student Services Division

- Received \$2.87 million five-year grant for TRIO Upward Bound; embeds college personnel in area high schools to assist students in developing the skills and motivation necessary to complete high school and enter and succeed in college [College Priority 1, 2, 3 & 5]
- Preparing for the 91st annual Commencement Ceremony on Wednesday, June 22 at 7:00p at the Historic Olympic Stadium. Please visit www.ghc.edu/graduation for more. [College Priority 2]

- Using grant monies to purchase two tech solutions that will support student enrollment, retention and completion: tele-health services and AI chatbot technology *[College Priority 2&3]*
- The ASGHC is almost done with their annual budget development process. These fees fund a robust set of initiatives that are designed engage, retain & complete students *[College Priority 2&4]*
- 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).
- Visit www.ghc.edu/register-classes to confirm your for summer/fall classes . *[College Priority 5]*
- 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]*
- 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]*
- Have celebrated student success and academic achievement at; two (2) Running Start Celebrations, Student Awards & Recognition, and TRIO Graduation *[College Priority 2]*

Bishop Center – Upcoming Events

To purchase tickets to the following upcoming performances, please visit www.ghc.edu/bishop.

- Grays Harbor Opera Workshop – Sat., June 25 at 7:30p and Sun., June 26 at 2:00p
- Rock of Ages (Summer Musical) – July 22-24

Choker Athletics - Spring Sports

Men's Baseball and men/women's golf had very successful spring seasons. The baseball team made it to the playoffs for the first time since 1977 and Men's Golf competed in the NWAC Golf Championships in Yakima. More information will be available in the middle of the summer at www.ghcathletics.com about our two (2) fall sports, women's soccer and cross country.

GRAYS HARBOR COLLEGE
Board of Trustees Meeting
June 21, 2022

Written Report

Background Information:

Agenda Item: VIII – 8 - President's Report

Topic: Various Topics

Prepared By: Ed Brewster

College Priorities:

CP #1: Enrich Student Learning

Student Awards Ceremony – The first Student Awards Ceremony in three years was held on June 7th. This was an outstanding event that recognized the long-standing tradition of excellence in teaching and learning for Grays Harbor College. Congratulations to all of our students who received awards.

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

SSIB - Following a successful celebration event of the new building, construction began again that week. We are excited to see the groundwork being completed. We have successfully determined places on campus to relocate student service and bookstore operations, so that demolition can begin by the middle of July on the HUB.

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

Diversity, Equity, and Inclusion Strategic Plan – The plan has been discussed at an open forum with the college and posted online with a link to a survey to provide feedback about the plan. The input will be considered for inclusion in the plan, with the final version submitted to the State Board in July. The plan will be shared with the Board this summer.

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

E-Team has worked very hard over the past month to reduce the operating budget for the coming year. The budget proposal will be present to the Board during a Study Session at this meeting.

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. Also, Running Start is available for Summer Quarter for the first time. We are

cautiously optimistic about early reports showing an increase in enrollment for both Summer and Fall Quarters.

Other News

The usual slate of end of year celebrations have occurred this month, culminating in Graduation on the 22nd at 7:00 pm at Olympic Stadium in Hoquiam and our end of year awards and recognition event for employees on Friday, June 24th at 11:00. It will be the last event in the HUB.

Closing Thoughts

Pride Month is nationally recognized as a time to celebrate the resilience, perseverance, and freedom of members of the LGBTQIA+ community. Pride celebrations, like GHC's [Chalk it Up for Pride](#), are dedicated to uplifting LGBTQIA+ voices, celebrating LGBTQIA+ culture, and learning LGBTQIA+ history. This month, I also encourage you to visit the [Spellman Library's Blog](#) for a selection of reading on LGBTQIA+ history, resources for youth, reflections on identities, and more.

Grays Harbor College will be closed on Monday, June 20th in commemoration of Juneteenth. Please join us in celebrating the steps that are being taken to end racism while simultaneously acknowledging that, even 157 years later, there is still much work to be done in our world, our country, and here at GHC.