

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
July 21, 2020 – 1:00 P.M.
Zoom Meeting

Members Present: Dr. Paula Akerlund, Ms. Astrid Aveledo, Mr. Art Blauvelt, Dr. Harry Carthum,

Members Absent: Ms. Denise Portmann

Others Participating in the Meeting:

Dr. Jennifer Alt, Ms. Marcy Alstrom, Mr. Kwabena Boakye, Dr. Ed Brewster,
Mr. Matt Edwards, Ms. Shelly Hoffman, Mr. Randy Karnath, Ms. Nicole Lacroix,
Ms. Linda Sullivan-Colglazier, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present except Ms. Portmann.

II. Agenda Adoption

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

III. Public Comments

Ms. Zelasko read a note from Dr. Minkler thanking the Board for their retirement gift.

IV. Action Items

1) Approval of June 16, 2020 Board Minutes

It was moved and seconded to adopt the June 16, 2020 minutes. Motion carried.

2) Approval of June 24, 2020 minutes

It was moved and seconded to adopt the June 24, 2020 minutes. Motion carried.

3) Approval of June 29, 2020 minutes

It was moved and seconded to adopt the June 29, 2020 minutes. Motion carried.

4) Approval of Fiscal Year 2019 Audit Report

Mr. Boakye reported the State Audit Office completed its financial audit of the college and held an exit meeting on June 24th. Dr. Akerlund represented the Board at the exit meeting. He reviewed the annual financial report that contained a clean opinion by the State Auditor, the highest opinion without any findings or exceptions. Mr. Boakye credited Business Office staff, Ms. Barbara McCullough, Ms. Shannon Van Kuren and Ms. Penny James for preparation efforts that led to receiving a clean opinion. Dr. Akerlund reported the auditors were impressed with how the process went and the efforts that were made so the process went smoothly.

Ms. Aveledo said this audit happened during a time of upheaval and asked Mr. Boakye how he feels about the college's financial situation moving forward. Mr. Boakye responded we have a sense of what we are facing but we need a budget analyst or accountant to continually monitor our finances. In the meantime we have a sense of what is confronting us and are able to handle the situation. It was moved and seconded to approve the Fiscal Year 2019 Audit Report.

Motion carried.

V. Information

1) Fall Quarter Reopening

Ms. Lacroix presented an overview of Fall Quarter reopening plans. She reported that e-team made the decision to move as many courses as possible to remote delivery. Industrial tech, nursing and science labs are the exception. Dr. Brewster said this decision was made in the interest of safety of students, faculty and staff. Dr. Carthum said he is pleased we have a plan and it can be adjusted as necessary. Ms. Aveledo asked for a definition of the word hyflex. Ms. Lacroix responded it is a combination of in person, hybrid and online. Communication detailing Fall Quarter reopening plans will be sent to students, faculty, staff and the community. The plan will be posted on the college website.

2) Update on FY 2020-21 Operating Budget

Mr. Boakye reported at the June 16, 2020 Board meeting the Board approved a preliminary budget for FY 2020-21 with the understanding it is expected there will be a reduction in the state allocation of at least 15% which could result in a cut of \$1.8M. Mr. Boakye stated that planning efforts are ongoing to identify opportunities to conserve costs and increase revenues. Ms. Aveledo asked what mechanism is needed for cuts to take place. Dr. Brewster responded that we don't know for sure how cuts to our allocation will come to us and when they will go into effect. It is now presumed cuts will not be allocated until the Legislature goes back into session in January, 2021. There is discussion on the federal level about possible backfill for states. Ms. Aveledo stated that in the past there has been conversation regarding accessing the college's reserve fund. It was her understanding from past conversations that part of that reserve was tied to cash flows and asked if we had a sense of what would be available beyond funds needed for cash flow needs. Dr. Brewster responded we cannot estimate an amount that might be needed until we know if there will be a reduction to our state allocation. Mr. Boakye added that the Board reserve is specifically set aside in CD's. Dr. Brewster asked Ms. Aveledo if she would like to see a presentation about how cash flow works. Ms. Aveledo said she would like to have a better understanding of the reserve fund and on cash flow needs. Dr. Carthum asked about enrollment projections. Mr. Matt Edwards was asked to present a review of summer 2020 state funded FTE. Based on this report we are on target with local revenue projection for summer but 20% below last year.

3) Recruitment/Retention Efforts

Dr. Alt's report included in backup materials received prior to the Board meeting included:

Recruitment Report

Spring 2020 Highlights

Winter 2020 Numbers

Summer 2020 Anticipated Activity

Summer 2020 Projects

Retention Efforts

Running Start

Athletics

Veterans and Students with Disabilities

TRIO

Workforce Funding and Support Programs

Funding Options

Ms. Aveledo asked if students do not have opportunities for one on one conversations with staff does that have an impact on enrollment. She suggested partnering with agencies that provide

one on one services, i.e., Beyond Survival, Domestic Violence Center, and mental health providers. They might have an opportunity to have one on one conversations with their clients about attending college. Ms. Alstrom, GHC Recruitment/Admissions Manager, stated she has been participating in meetings with local service providers where she has the opportunity to provide information about opportunities at the college.

VI. Standing Reports

1) Student Government Report

ASB President, Ms. Hoffman reviewed the following July, 2020 student activities.

Weekly cooking demos

Weekly craft Wednesdays

Drive-In Movie Night

Advertising for Student Life Positions is underway

2) Classified Staff Report

Mr. Karnath reported custodial and maintenance staff are doing everything possible to sanitize all areas on campus that are being used.

3) Faculty Report

Mr. Winsor reported faculty appreciate administration's clarity of direction going forward and want to thank everyone who is working on increasing enrollment.

4) President's Report (Dr. Ed Brewster)

Dr. Brewster thanked the Board for inviting him to become the interim president of the college. He said he has felt welcomed by faculty and staff. He reported the following:

- As much as possible Fall Quarter courses will be offered remotely.
- Efforts will be made to accommodate Faculty and staff requests to access to their offices.
- Some colleges are making cuts to their budgets now rather than waiting to hear if there will be cuts to their state allocation.
- Dr. Brewster will serve on the WACTC Technology Committee. The main focus of the committee will be ctcLink.
- NWAC has made the decision to cancel all Fall sports except golf.
- The president asked the Board if they would be interested in having a zoom meeting with Coastal Caucus Legislators. They agreed.

5) Board Report

1) Board Retreat

The Board retreat will be August 5th. The Board will meet with the executive team in the morning and with the president in the afternoon. Dr. Brewster said he would like one of the agenda topics to focus on the Strategic Plan and Strategic Priorities.

2) Board Meeting Dates

August 5th – Board Retreat

August 13th – Special Board Meeting to approve Title IX requirements

At 2:50 p.m. Board Chair Dr. Carthum announced that the next portion of the meeting will not be public because it falls outside the scope of the Open Public Meetings Act per RCW 42.30.140 (4)(b). He estimated the time to be approximately thirty minutes. The Board meeting reconvened at 3:45 p.m.

VII. **Executive Session**

Under RCS 42.30.110, 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.

The Board entered into executive session at 3:50 p.m. for the purpose of reviewing the performance of a public employee. The session is expected to last thirty minutes.

The meeting was reconvened at 4:25 p.m.

IX. **Action Items as a Result of the Executive Session**

None

X. **Adjournment**

The meeting was adjourned at 4:27 p.m.

Dr. Ed Brewster, Secretary

Chair, Dr. Harry Carthum

