

REGULAR MEETING OF THE
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
September 15, 2020 – 9:00 a.m. - Zoom Meeting

Members Present: Dr. Paula Akerlund, Mr. Art Blauvelt, Dr. Harry Carthum, Ms. Denise Portmann

Members Absent: Ms. Astrid Aveledo

Others Participating in the Meeting:

Dr. Jennifer Alt, Mr. Kwabena Boakye, Dr. Ed Brewster, Mr. Matt Edwards,
Mr. Andrew Glass, Ms. Shelly Hoffman, Mr. Darin Jones, Ms. Randy Karnath,
Ms. Nicole Lacroix, Ms. Linda Sullivan-Colglazier, Ms. Sandy Zelasko

Study Session

Revised 2020-2021 Enrollment Projections and Financial Resource Review Report

Ms. Anderson reported the Northwest Commission on Colleges and Universities requested a Financial Resource Review report from Grays Harbor College. The report consists primarily of two items – Enrollment Management and Financial Management. The Enrollment Management section covers enrollment trends from the past three years and enrollment projections that reflect Summer Quarter enrollments and enrollment to-date for Fall Quarter. The Financial Management Section consist of an analysis of the College’s financial health statistics and a narrative of things such as current financial status, Board of Trustees Engagement, and integration of budget and college planning. Ms. Anderson stated that having enrollment and financial information, such as that provided in the Financial Resource Review report, allows the college to be evidence-based in its decision-making.

Enrollment Assumptions

Mr. Matt Edwards reviewed information from the enrollment section of the report that included the following:

Mr. Edwards described the factors and assumptions that were made in the enrollment projections in the Financial Resource Review report. Among those things considered were the following:

- Quarter to quarter attrition
- Average FTE for different enrollment areas – athletics, transfer, transitions, vocational, BAS, CE,
- Stafford Creek, Running Start, Self-Funded
- Effects of COVID-19 on enrollment through 2021-22, expected to ease for 2022-2023.
- State Funded FTE vs Other Fund Sources
- Anticipated 2020-2021 enrollment variances by Quarter

Dr. Carthum stated it appears that in the future fewer students will spend time on campus. This has an effect on how to plan for facilities. He said it would be interesting to have data that showed the daily attendance of students on campus. Ms. Anderson said this year that data would be atypical because of COVID-19.

Trend of Financial Health Ratios and Cash Reserves

Mr. Boakye reviewed the trend of financial health revenues and cash reserves from FY 2017 through FY 2022. Categories included:

- Cash Balance
- Cash Ratio
- Current Ratio
- Average Daily Revenue

- Average Daily Expenses
- Primary Reserve Ratio (without pension/OPEB)
- Net Operating Revenue Ratio
- Return on Net Assets Ratio
- Viability Ratio (without pension/OPEB)

Mr. Boakye stated that at the October Board meeting updated revenue projections will be presented. Mr. Boakye emphasize that if COVID-19 had not hit we would have a very healthy budget. Efforts have been made to streamline expenses which should result positive net revenues.

Mr. Boakye also noted that the financial health of the college features prominently in the **2019-2026 Strategic Plan**. The following two objectives have been identified in support of *Strategic Priority #4: Ensure Effective, Efficient, and Sustainable use of College Resources*:

- Optimize the use of resources to sustain college operations
- Innovate to enable growth for fiscal viability to support the college mission.

Ms. Portmann asked if this projection of daily average revenue incorporates declining enrollment. Mr. Boakye responded it does.

Mr. Blauvelt asked if the college has liability for the pension plan. Dr. Brewster responded that pensions have no direct bearing on expenditures and revenue. He noted that most administrative pensions are not in the state system, they are in TIAA-CREF.

Regular Board Meeting

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 approve the agenda as published. Motion carried.

III. Public Comments

None

IV. Action Items

1. It was moved and seconded to approve the August 13, 2020 Special Board Meeting minutes. Motion carried.
2. It was moved and seconded to approve the August 27, 2020 Special Board Meeting minutes. Motion carried
3. Revised FY 2020-21 Fee, Fine and Waiver Schedule – Mr. Boakye reported two approved waivers pertaining to athletes were not included in the FY 2020-21 Fee, Fine and Waiver schedule the Board approved at their June 16, 2020 Board meeting. It was moved and seconded to approve revisions to the FY 2020-21 Fee, Fine and Waiver schedule. Motion carried.

V. Information

1. Budget Update – Mr. Boakye reported the first quarterly budget report will be submitted to the Board at their October, 2020 Board meeting. It will compare budget projections for revenue and expenditures to actual revenue and expenditures on a quarterly basis. Dr. Akerlund asked if Board members will receive a copy of the quarterly report prior to the October meeting. Mr. Boakye responded “yes.” Dr. Brewster stated we have received preliminary information that indicates we will receive approximately \$419,000.00 from the Governor’s GEER fund which will help balance our budget for the current year.

The furlough program for exempt and classified staff started in August and will be in force through December. During that time exempt and classified staff will take one furlough day a month. The savings to the college will be approximately \$100,000.00.

2. Enrollment – Dr. Alt reported last year at this time we had reached 72.7% of our state funded quarterly goal. Currently we are at 60.5% of our state funded goal. It is expected more enrollment will be added before the beginning of the quarter, noting that forty-four new appointments were made this morning. Ms. Lacroix said most transfer courses are at 80 – 100% class capacity and faculty have been willing to take students on the wait list which adds to their capacity. Dr. Carthum said the Board is very aware that Student Services are working very hard and the Board appreciates their efforts.
3. Ratified Faculty MOU – Mr. Jones reported that after the Board approved the Faculty MOU the faculty ratified it and it is now in place.

VI. Standing Reports

- 1) Student Government Report (Ms. Shelly Hoffman)
Ms. Hoffman reported that student government has been working hard to identify things that can be done this quarter to support students at a time when most students not coming to campus.
- 2) Classified Staff Report (Mr. Randy Karnath)
Mr. Karnath reported that classified staff are gearing up for Fall Quarter and looking forward to kick-off activities.
- 3) Faculty Report (Mr. Shiloh Winsor)
Mr. Winsor said that faculty are preparing for classes and are excited to be back with students.
- 4) President’s Report (Dr. Ed Brewster)
Dr. Brewster reported we are fully operational for Fall Quarter and said several staff are responsible for developing the return to campus plan that is on the web. It contains procedures and protocols. At this time the plan is to have the same model for Winter Quarter, noting that it can be modified.

Kick-Off day is tomorrow and all faculty, staff, College Board members, Foundation Board members and student government have been invited to participate. This is the college’s 90th year and celebrations are being planned. It has been suggested the College collaborate with the Foundation and produce a video that reflects the 90 years the College has been serving our community.

We just received notification from the Auditor's Office that we will have two audits, a performance audit and a financial statement audit. Board members may be called to participate

5) Board Report

1. **Board Goals** – Dr. Carthum asked Dr. Akerlund to compile the draft Board goals discussed at the last Board meeting. They are as follows:

Student Success

Provide leadership to support equity and educational practices that result in student success and retention.

Impact of Pandemic

Receive regular reports on the College's response to the coronavirus pandemic in order to help build morale and support students, faculty, staff, and administration during this challenging time.

Fiscal Responsibility

Review, approve, and monitor the College budget to ensure effective management of fiscal resources.

Community

Promote engagement and outreach to our community in order to understand and address issues and to further develop areas of mutual interest.

Board of Trustees

- Complete the search process for a new college president who will begin on July 1, 2021.
- Provide orientation and support for new Trustee.
- Build trust and teamwork with the Board and President.
- Monitor progress on the goals of the Strategic Plan.
- Review the future facilities' needs of the College.
- Participate in professional development through study sessions.
- Evaluate progress on BOT goals on a regular basis.

A request from Board member Astrid Aveledo, who was not able to attend this meeting, was reviewed. She feels strongly that one of the goals states the Board engage in diversity, equity, and inclusion, and antiracism work. Dr. Carthum suggested that Ms. Aveledo lead the study session at the October Board meeting that focuses on racism and diversity. It was moved and seconded to adopt the goals for the Board of Trustees for academic year 2020-21. Motion carried. Mr. Blauvelt asked that it be noted that the goals can be amended as needed.

2. **Ethics and Prohibited Political Activities** – The college's assistant attorney general, Ms. Sullivan-Colglazier lead a presentation on the restrictions on use of public funds and property to support or oppose candidates or ballot measures. Washington statutes that pertain to the restrictions were included in backup materials received prior to the meeting. She said state agencies with questions should consult with the Executive Ethics Board or their assigned legal counsel.

3. **Presidential Search** – Mr. Jones led a discussion on the presidential search process. Highlights included:

- Pros and cons of conducting the presidential search in house or hiring a consultant. He said the cost of a consulting firm is approximately \$80,000.00.
- Search Committee criteria.
- Timeline
- Final selection

Dr. Carthum stated it is not the Board's intent to make any decisions at this meeting. He said in the next week he will appoint one or two Board members to make recommendations how we move forward with the search process. Mr. Jones said he wants to make it clear that the Board selects the final candidate.

4. Trustees/Leadership Account - Dr. Carthum asked for a review of the Trustee/Leadership Bank account. Board members and the President contribute to this account. The current balance is \$11,675.53. At last year's Board retreat the Board opted to use funds from this account to support The Bishop Center, GHC Foundation's Mystery Getaway event, Choker Club and ACE (All College Employees) fund. Dr. Carthum said he would bring a proposed budget to the October Board meeting.
5. Items of Interest - Dr. Carthum reported that Ms. Portmann has completed her two full terms and this may be her last meeting. He said he appreciates her leadership and hopes to find a way to keep her involved in the College. Ms. Portmann responded that it has been an honor to serve on the Board. She said the College plays a critical role in the community and encouraged Board members to continue working collaboratively to face the challenges facing the College. Other Board members, staff and Dr. Brewster acknowledged her contributions to the college.

Dr. Carthum asked if there were comments from the audience.

Ms. Smith, GHC Foundation Director reported the Foundation received a \$21,500.00 grant to purchase carpentry hand tools for student and microscopes for the science department. She noted the microscopes had not been updated since the 1950's.

Dr. Alt reported the college is the recipient of a grant from the Grays Harbor Community Foundation too translate college documents into Spanish.

Mr. Boakye said administrative services is in the process of preparing for the upcoming audits. The Accountability Audit is scheduled for October and the Financial Audit in January.

VII. Executive Session

There was not an executive session.

VIII. Action Items as a Result of the Executive Session

None

IX. Good of the Order

The next regular Board meeting is scheduled for October 20, 2020.

X. Adjournment

It was moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 2:47 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum, Chair

