

REGULAR MEETING OF THE  
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES  
February 16, 2021  
Board Meeting – 1:00 p.m.

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

Members Absent: None

Others Participating in the Meeting:

Mr. Kwabena Boakye, Dr. Ed Brewster, Ms. Wendy Carlson, Mr. Andrew Glass,  
Ms. Shelly Hoffman, Ms. Nicole Lacroix, Ms. Cara Beth Stevenson, Ms. Linda  
Sullivan-Colglazier, Dr. Arlene Torgerson, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present.

II. Agenda Adoption

Dr. Brewster requested an addition to the Celebrations agenda. His request was approved. It was moved and seconded to adopt the agenda as amended. Motion carried

III. Public Comments

None

IV. Celebration

E-Sports

Mr. Glass introduced Mr. Ralph Hogaboom, E-Sports Program Manager. Last year student government approved a \$70,000.00 request to initiate an E-Sports program. Funds were used to purchase equipment for an E-Sports Arena. Mr. Glass reported that GHC has made a huge impact in the national e-sports association and said that Mr. Hogaboom's contribution to the sport has been immeasurable and has brought notoriety to GHC. Mr. Hogaboom stated there are learning opportunities for E-Sports students, i.e., coding, broadcasting, leadership skills and digital streaming that could lead to a certificate. Mr. Hogaboom said another skill that students learn is competitive analysis. Ms. Lacroix added that there is a possibility we could offer an AA degree with an emphasis in broadcasting. Dr. Brewster stated that Mr. Hogaboom and the GHC E-Sports team has had the greatest influence on e-sports of any program in the country.

Letters of Appreciation

Dr. Brewster read a letter he received from a guardian of a disabled student attending GHC. She credited Ms. Rhonda Riggs, Associate Director of AccessAbility and Veterans Services, with the student's good experience at the college.

Dr. Brewster read a letter from the GHC Foundation thanking the Board for their \$1,000.00 donation to the Foundation's 90<sup>th</sup> anniversary fund-raising campaign. The goal of the campaign was to raise \$90,000.00. As of today the fund totals \$195,000.00.

V. Action Items

1. Approval of January 19, 2021, Board meeting minutes

It was moved and seconded to approve the January 19, 2021 Board of Trustees' meeting minutes. Motion carried.

2. Operational Policy 517, Withholding Services for Outstanding Debts

Mr. Boakye reported OP 517 complies with state law that states that colleges cannot withhold a student's transcript as a tool for debt collection. It was moved and seconded to approve Operational Policy 517, Withholding Services for Outstanding Debts. Motion carried.  
Dr. Brewster said Revisions to OP 517 put into policy what has been our practice since the law was implemented.

VI. Information

1. Administrative Services Update

Mr. Boakye's report was included in backup materials received prior to the Board meeting. Highlights included:

- FY 2021-22 Budget Development

At the March, 2021 Board meeting an analysis of how the college will be impacted will be presented. At this point we don't have control over the revenue but we do have control over expenditures.

- Audits

Three audits are being conducted:

Fiscal Review by State Board (ongoing)

Financial Statements Audit by the State Auditor's Office (ongoing)

Accountability Audit by State Auditor's Office (completed 2/9/21). No findings were found.

- FY 2021-21 Budget (current budget)

The Governor's budget was revealed in December, 2020. It included taking back the 3% cost of living adjustments that was given to exempt employees. The Legislative session is ongoing. They could impose budget reductions from 0.8% to 15% in the beginning of the fiscal year.

FY 2020-21 Quarterly Budget Report

Mr. Boakye reviewed the second quarter budget status report covering the period July 1, 2020 to December 31, 2020. He noted that revenue includes our state allocation and local revenue. This presentation showed actual expenses and revenues collected through December 31, 2020, and projections for Winter and Spring.

His report included an overview of the following:

How are we doing at Q2 – December 31, 2020 – revenue, expenses and budget status

Q2 Revised Revenue Projection – Tuition

Q2 Revised Revenue Projection – Running Start

Q2 Revised Revenue Projection- Fees/Miscellaneous

Q2 Revised Revenue – Summary

Q2 Actual Revenue Tracking

Q2 Actual Expenses Tracking

Q2 Budget Status

Budget Scenario Planning

Budget Development Process (outlined in Administrative Procedure 503.01)

2. Vice President for Instruction Update

Ms. Lacroix's report covered major initiatives in instruction including Guided Pathways, Diversity, Equity and Inclusion strategies, student learning assessment and supporting excellent teaching, and Spring 2021 – Fall 2021 class schedule.

Ms. Lacroix said a large portion of her office's efforts are preparing for next month's Board meeting when faculty will be considered for tenure and rehire. Seven candidates will be considered to move from the tenure track to full tenure and five faculty will be proposed for rehire. Prior to the March Board meeting Board members will receive progress reports on candidates for tenure and rehire. Faculty being considered for tenure will be interviewed by the Board during the executive session at the March Board meeting. Board members have final approval for granting tenure and rehire.

3. Student Services Update

Dr. Torgerson reviewed the enrollment report. She said we are down almost 17% from this time last year.

Dr. Torgerson next reviewed the quarterly recruitment report from Ms. Marcy Alstrom, Recruitment/Admissions Manager. Highlights included:

Fall 2020 Highlights that focused on student retention.

Fall 2020 numbers that included activities from enrollment services, financial aid, Running Start, etc.

Winter 2021 Anticipated Activities including virtual admissions session, financial aid night, Connected Learning, Rocket League Snow Day (E-Sports), school events.

Winter 2021 Projects including Financial Aid Family workshops, Running Start retention, Spanish translation project, World Class Scholars, and continued outreach.

VII. Standing Reports

1) Student Government Report (Ms. Shelly Hoffman)

Ms. Hoffman reported the following student activities:

- Digital caricature artist
- Cooking show with Jyll Everman
- Virtual Valentine cars
- Paint and snack
- Intention bracelets
- Motivational speaker Mike Marjama
- Escape Room

Updates include:

Food pantry is scheduled to be completed in November.

ASGHC President position is open for applicants.

Hope Squad and PTK are meeting regularly.

Met with seven legislators.

Student government supported the GHC Foundation's 90<sup>th</sup> anniversary campaign.

2) Classified Staff Report (Ms. Cara Beth Stevenson)

Ms. Stevenson reported the following:

Ms. Stevenson thanked the Board for their contribution to the Staff Development Committee.

Because of COVID there have not been as many requests for training from classified staff as in the past.

Ms. Stevenson is on the bargaining team representing GHC to bargain a new contract for classified staff. A tentative agreement was reached on December 19, 2020.

A labor management meeting was held on January 28, 2021 with Mr. Jones and Dr. Brewster. The major topic was staff work loads. She noted that many staff members are experiencing a high amount of stress. Increased work load plus preparing for ctcLink has taken its toll on staff.

3) Faculty Report (Mr. Shiloh Winsor)

Mr. Winsor stated that faculty share the same concerns regarding work load as classified staff. He added that many of our students are struggling with mental health issues and faculty are very concerned about counseling being under staffed.

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

Dr. Brewster said that e-team understands the heavy work load staff and faculty are experiencing. E-team is trying to make budget decisions that best serve the needs of students and employees.

The president, Mr. Winsor, Mr. Blauvelt and student representatives met with legislators from the 19<sup>th</sup> District to present the college's priorities. They will meet with legislators from the 24<sup>th</sup> District February 12.

COVID is still an issue. Some students have tested positive for COVID, all off campus. Close contacts include some faculty and other students and they have been isolating per health department protocols.

We have received CARES 2 funding in the amount of \$2,019,871.00. We are required to use a minimum of \$651,697.00 for student financial assistance. The remaining \$2,019,871.00 is available for other college needs. All funds need to be expended by January, 2022. There is concern the Legislature may impose budget cuts proportional to the amount we received to balance the state budget for the next biennium.

5) Board Report

None

VIII. Executive Session

Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

There was not an executive session.

IX. Action Items as a Result of the Executive Session

None

X. Good of the Order

Dr. Carthum asked for comments from attendees.

Mr. Arquette – As the college is struggling with what to do with the college budget, student government is experiencing similar issues. Budget hearings begin tomorrow.

Ms. Stevenson – Classified staff and union representatives want to work with management as we go forward with labor management meetings.

Ms. Hood – She encouraged people to watch the virtual performances every Friday through March, 2021.

Ms. Alstrom – Upcoming events are listed on the GHC calendar.

Mr. Lake – Expressed appreciation to those working on the ctcLink project.

Ms. Sullivan-Colglazier – She appreciates everyone who works at the college and makes her job easier.

XI. Adjournment

The meeting was adjourned at 3:31 p.m.

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Dr. Ed Brewster, Secretary

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Dr. Harry Carthum, Chair