

REGULAR MEETING OF THE BOARD  
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

June 15, 2021

Board Meeting- 1:00 p.m.

Study Session

Prior to the regular Board meeting, Dr. Marion Smith led a discussion on Racial Equity Adaptive leadership. This was a follow-up discussion from the May Board study session. In preparation for the June study session Dr. Smith asked participants to think of a policy, procedure or practice that had good intent but had a negative impact when implemented.

Mr. Boakye stated the following example:

Our practice is to offer financial aid to students but some of our most needy students may be undocumented and we can't help them. Discussion followed. At the July meeting the focus will be on resources.

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

Others Participating in the meeting.

Ms. Kristy Anderson, Mr. Richard Arquette, Dr. Ed Brewster, Mr. Andrew Glass,  
Ms. Shelly Hoffman, Mr. Matt Holder, Ms. Margo Hood, Ms. Penny James,  
Mr. Darin Jones, Dr. Marion Smith, Ms. CaraBeth Stevenson, Mr. Shiloh Winsor,  
Ms. Linda Sullivan-Colglazier, Mr. Cal Svoboda, Dr. Arlene Torgerson,  
Ms. Amanda Wells, Ms. Sydney Yager, Ms. Sandy Zelasko

I. Call to Order/Roll Call

All Board members were present.

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebration

Dr. Brewster acknowledged the following students:

- Ms. Malia Marks, GHC Running Start student who just graduated from Harvard with honors and will attend the University of Cambridge in the Fall to pursue a master's degree in criminology.
- He read letters from two GHC students.
- Ms. Amy Haggerty who told her story about having a fear of math until she took a class from GHC math instructor, Mr. Patrick Martin. She credits him with her success at GHC.
- Ms. Amanda Wells, a returning student, who is graduating. She credits GHC faculty and staff for making this graduation as special as possible under a difficult situation.

V. Faculty Rehire

In Executive Session the Board will consider rehire for five tenure track faculty.

VI. Executive Session

The Board entered into executive session at 1:30 p.m. for approximately fifteen minutes. The meeting was reconvened at 1:45 p.m.

VII. Action Items as a Result of the Executive Session

It was moved and seconded to rehire the following tenure track faculty:

Mr. Michael Cornwell

Mr. Lance James

Mr. Patrick Mahoney

Mr. Nathaniel Wood

Motion carried.

VIII. Action Items

1. Approval of May 18, 2021 Board Meeting Minutes. It was moved and seconded to approve the May 18, 2021 Board Meeting Minutes. Motion carried.

2. Approval of FY 2021-2022 BASTE Fee Change/New Fees – Mr. Boakye reported the Board adopted the fee schedule at their April, 2021 meeting. Since that time legislation has eliminated the Bachelor in Applied Science in Teacher Education program \$300.00 edTPA testing fee effective Fall, 2021. The program director is requesting beginning Fall, 2021 students pay the same amount in three separate fees for three required tests they previously paid directly out of pocket. It was moved and seconded to approve cancellation of the BASTE program \$300.00 edTPA testing fee, and add the following fees: \$100.00 test fee for WEST-B, \$100.00 test fees for NES sub-test 1 and 11, \$100.00 test fee for WEST-E test 051. Motion carried.

3. Approval of FY 2021-22 Operation Budget

The proposed budget was included in backup materials received prior to this meeting. Dr. Brewster stated the college has done an outstanding job in meeting budget targets and achieved a balanced budget due to outstanding planning and implementation across the entire college. He stated that Mr. Boakye and his staff have done an outstanding job putting together the budget. Mr. Boakye reported the FY22 Operating Budget consolidates the balanced budget achieved in the prior year and injects additional funds purposefully to stabilize and/or spur enrollment growth. He noted the state allocation includes a 1.7% wage increase for faculty, but does not contain wage increases for classified and exempt employees.

Mr. Boakye's presentation included the following:

- Introduction Budget Letter by the President
- Mission, Vision, Strategic Priorities
- Organizational Charts
- FY22 Operating Budget Fact Sheet
- FY22 Operating Budget Summary
- FY22 Operating Budget Revenue Estimates
- FY22 Operating Budget Expenditure Estimates
- FY22 Student Activity Funds Budget
- FY22 Tuition and Fees Schedule
- FY22 Salary and Wages Schedule

Discussion following the presentation included the following:

Mr. Sayce – Within three or four months how do you use information from OFM to make quarterly adjustments?

Dr. Brewster – Actual enrollment will show our progress toward local revenue.

Dr. Carthum – We don't know what inflation is going to be. It also depends on recruitment efforts to be successful. There are no options except to increase enrollment.

Mr. Sayce – Is there a tuition increase?

Dr. Brewster – “Yes.”

Ms. Aveledo – Compared to this year does next year's allocation have more or less restricted funds?

Mr. Boakye – The restricted funds allocation is essentially flat, mostly next year's allocation is a rollover of the current year's allocation, except for the new allocation for the new legislative initiatives for next year.

It was moved and seconded to approve the FY2021-22 Operating Budget and related schedules. Motion carried.

4. Operational Policy 108, Policy and Procedure Policy (First Reading)

Ms. Anderson reported the college does not have a process to ensure a regular review of its policies and procedures and ensure a tracking of revisions. This policy addresses those concerns and addresses one of the recommendations received during the NWCCU Year-Seven Evaluation in 2019. This is a first reading of the policy and will be brought back to the Board at their July meeting for adoption.

5. MOU with GHCFT

IX. Non-Public Session

The Board entered into a non-public session to discuss the bargained MOU with the Grays Harbor College Federation of Teachers.

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

It was moved and seconded to approve the bargained MOU with the GHCFT as presented. Motion carried.

XI. Information

XII. Standing Reports

1) Student Government Report (Ms. Shelly Hoffman)

Ms. Hoffman reported the following:

- She has taken a part-time position with the SE Student Engagement Network, an organization that focuses on the Washington State College Grant.
- Four student government officers are returning for next year.
- PTK officers for next year have been elected.

Dr. Carthum thanked Ms. Hoffman for the outstanding job she has done representing students.

- 2) Classified Staff Report (Ms. Cara Beth Stevenson)  
Ms. Stevenson reported the Staff Development and Training Committee is planning a virtual quarterly meeting June 30. They are hoping to host a welcome BBQ before Fall Quarter begins.  
A new union contract is effective July 1, 2021. Staff are excited about the changes.
- 3) Faculty Report (Mr. Shiloh Winsor)  
Mr. Winsor thanked faculty and staff for working hard to keep students enrolled.  
Dr. Carthum said he is grateful to Mr. Winsor and his colleagues for their continued support of students.
- 4) Administrative Services Update (Mr. Kwabena Boakye)  
This month's Administrative Services Update was the presentation of the FY22 Operating Budget presented earlier in this meeting.
- 5) Instruction Update  
Dr. Brewster reported for Ms. Lacroix who was not in attendance. He said he is appreciative of her hard work learning a new college and new state system. She plans to further involve faculty in planning efforts moving forward.
- 6) Student Services Update (Dr. Arlene Torgerson)  
Dr. Torgerson reported enrollment is slightly up. Her term as interim VP for Student Services ends June 30. She said she is appreciative of the opportunity to serve the college.  
Dr. Carthum said he appreciates her stepping in to help the college.
- 7) President's Report (Dr. Ed Brewster)  
Dr. Brewster's full report was included in backup materials received prior to this meeting.  
Highlights included the following:  
Budget Development – Before presenting the budget to the Board two sessions were held for the college community to provide input.  
  
Plans for Expanded Instruction and Student Services for the 2021-22 year – Each area of the college has developed plans for increased in-person services, some of which have already started. We are still waiting for more information from the Governor regarding changes in masking, sanitation, and social distancing. Ms. Aveledo asked if when developing a plan are we factoring in local data and do we have the option of making adjustments based on local reality. Dr. Brewster responded “yes, within limits, i.e. whether or not to require vaccinations.  
  
ctcLink – Preparing for ctcLink implementation is very time consuming. We have a Go Live date for the first week in October. Summer hours will be Monday through Thursday for regular college operations and Fridays available for overtime or alternative scheduling in order to help employees with ctcLink requirements and/or regular work duties.
- 8) Board Report

Board Elections – Board elections were delayed until after the executive session. The Board entered into executive session for fifteen minutes for the purpose of evaluation of a public employee.

XIII. 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.

The meeting was reconvened at 3:40 p.m.

XIV. Action Items as a Result of the Executive Session

It was moved and seconded to extend President Brewster’s contract until the end of the 2023 academic year. Motion carried.

Board Elections

Dr. Akerlund moved that Dr. Carthum continue as Board Chair for the coming year. Mr. Sayce seconded the motion. Motion carried.

Ms. Aveledo nominated Dr. Akerlund as Vice Chair. The motion was seconded and carried.

Ms. Aveledo agreed to represent the Board at GHC Foundation meetings.

Mr. Sayce will represent GHC on the state-wide ACT Legislative Committee.

XV. Good of the Order

Dr. Carthum asked for comments from those attending the meeting.

Mr. Winsor – Acknowledged Ms. Diane Smith who is retiring from the college after 43 years.

Ms. Anderson – Five faculty have been featured in publications sent to students.

Mr. Boakye – Thanked the Board for approving the operating budget for the college and said we will do our best to make sure we keep true to what we state in the budget.

Ms. Hood – The last virtual presentation at the Bishop Center is this Friday.

Ms. Hood - Thanked Dr. Torgerson for coming back to the college to help bring stability to the student services department.

XVI. Adjournment

It was moved to adjourn. The meeting was adjourned at 3:47 p.m.

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Dr. Ed Brewster, Secretary

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Dr. Harry Carthum, Chair

