

*REGULAR MEETING*  
**GRAYS HARBOR COLLEGE BOARD OF TRUSTEES**

February 15, 2022  
Study Session – 1:00 p.m.  
Board Meeting – 2:30 p.m.

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

Members Absent: None

Others who participated in the Study Session or Board meeting:

Ms. Kristy Anderson, Dr. Brad Baranowski, Mr. Kwabena Boakye,  
Dr. Ed Brewster, Ms. Linda Sullivan-Colglazier, Ms. Kari Collen,  
Ms. Holly Duffy, Mr. Derek Edens, Mr. Matt Edwards, Mr. Darin Jones,  
Mr. Cal Erwin-Svoboda, Ms. Cara Beth Stevenson, Ms. Sandy Zelasko

Before the study session began, Dr. Carthum introduced new Board member, Ms. Aliza Esty.

**Study Session – Enrollment**

Dr. Brewster said the focus of the College Priority #5 work group has been changed from Strengthen community connections and partnerships to Strengthen enrollment, partnerships, and pathways to student achievement. He reported an All-College-Day meeting was held on February 4<sup>th</sup> that addressed enrollment challenges. Attendees participated in breakout sessions that encouraged feedback regarding enrollment strategies. The main theme from those sessions was the college needs to develop connections with middle schools, high schools, employers and the community.

Information on marketing, outreach, and retention efforts were presented. Highlights included:

Comparison of the following:

- Total state-funded annual FTE - 2012-13 to 2021-22.
- Fall Quarter – State Funded and running Start – Fall 2012 – Fall 2021
- Unique students by new/returning status – Fall 2015 – Fall 2021
- Applications and conversions: Fall Quarters 2019 – 2021
- College-level credit milestones by the end of year 1 – 2013-14 – 2019-20
- Unique students by full/part time – Fall 2015 – Fall 2021

Overview of strategic enrollment management

Strategies for impacting enrollment

Marketing and communications efforts

Outreach and recruitment

New student entry process

Guided Pathways goals

- Clarify paths to student end goals
- Help students choose and enter a path
- Help students stay on a path
- Ensure that students are learning

An overview of Senate bills 5227 and 5194 was reviewed. They are a system-wide approach to ensuring equitable access and educational success for all residents, particularly for students from communities of color, disabilities and low-income communities.

Comments from Board members included the following:

Dr. Carthum - He is concerned about the low conversion rate from a person filling out an application to enrolling.

Ms. Aveledo - Our community has special needs. Many potential students with great skills have a fear of testing which prevents them from considering college. It is important they interact with a person who walks them through the process.

Mr. Sayce – It is important to understand how young people are influenced and reach them at a young age.

Ms. Esty – She agreed with Ms. Aveledo that often times a prospective student doesn't know where to start. It is important for them to meet with a person who reassures them there are services available, including assisting them with their financial aid application.

Dr. Carthum – Students do better when they have colleagues to confer with. Not having many students on campus affects that connection.

Mr. Sayce - The Port of Willapa Harbor is in negotiations to acquire a large parcel of land in South Bend and one of the thoughts is to support entrepreneurship/small business development. There is interest in rethinking the purpose of the Riverview Education Center in Raymond to make it more relevant to the area with respect to small business development training. Dr. Brewster responded that we need to look at the best utilization of the Riverview Center. It has been under-utilized the last few years.

Dr. Carthum thanked presenters for the informative information.

### **Regular Meeting**

Dr. Carthum asked Ms. Esty to introduce herself. She reported she received her AA degree from GHC in 2020 and his finishing her BA degree in accounting from Western Governors University this year. She is currently employed at the Grayland Water Department.

#### **I. Call to Order/Roll Call**

Roll was called and all members were present.

#### **II. Agenda Adoption**

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

#### **III. Public Comments**

None

#### **IV. Celebration**

Dr. Carthum said he would like to take this time to recognize the contributions of Mr. Blauvelt. He has been the senior member of the Board until his term ended in September, 2021. He stayed on the Board until the Governor appointed Ms. Esty. Dr. Carthum said he learned a lot from Mr. Blauvelt and appreciates his thoughtfulness and knowledge. Mr. Blauvelt responded it has been a privilege to serve on the Board and enjoyed working with both Dr. Brewster and Dr. Minkler. He said his fellow Board members are collaborative and are dedicated to the College. His fellow Board members and Dr. Brewster expressed their appreciation to Mr. Blauvelt for his service to the College.

## V. Action Items

### 1) Approval of January 18, 2022 Board meeting minutes

Dr. Akerlund asked that the January 18, 2022 minutes be amended to note that the Board took action to authorize a sub-committee consisting of herself and Ms. Aveledo to advise the Board regarding art for the new SSIB.

Ms. Aveledo stated her name was spelled incorrectly in the minutes.

It was moved and seconded to adopt the minutes of the January 18, 2022 Board meeting to include the aforementioned amendments. Motion carried.

### 2) Operational Policy 656, Telework and Flexible Work Hours

Mr. Jones presented Operational Policy 656, Telework and Flexible Work Hours for a second reading and adoption. It was moved and seconded to approve Operational Policy 656, Telework and Flexible Work Hours. Motion carried.

## VI. Information

None

## VII. Standing Reports

### 1) Student Government Report

Mr. Erwin-Svoboda reported for Ms. Hoffman who was not able to attend the meeting. Student government activities include the following:

#### **Weekly**

- Coffee Chat Tuesdays 8-10 AM
- Pizza Workshop Wednesdays 11 AM-1 PM
- Pantry Tuesdays 10 AM-2 PM
- Cornhole Thursdays 11AM-1 PM
- Foodster Fridays (cooking Video collaboration with Arc of GH)

#### **One time only**

- Today 12:30-2:00 PM Self Love Event
- Wednesday 12:30-2:00 PM Chocolate Day
- Thursday 12:30-2:00 Day of Hope
- Friday 12:30-2:00 PM School Love

### 2) Classified Staff Report

Ms. Stevenson reported the following:

- ctcLink continues to be an issue for classified staff, especially Financial Aid personnel. They are working in ctcLink and the old system which results in having to do double entry for all information. They will transition to ctcLink during the 2022-23 academic year.
- The classified staff union (WPEA) is working with the Washington state Labor Council to sponsor workshops for employees who might be running for political office and need advice on fund-raising and establishing a campaign.

3) Exempt Staff Report

Ms. Christmas reported the following:

A timeline for exempt staff bargaining has not yet been established.

There are concerns regarding the following:

ctcLink issues, especially with access.

Empty staff positions that have not been filled.

Discussions about the bookstore being outsourced.

4) Faculty Report

Mr. Winsor reported students are registering for Spring Quarter. Some classes are already full.

5) Administrative Services Update

Mr. Boakye presented an update on the FY 2022-23 budget development process. Budget managers were sent a template for requests. They have been received and collated for the president and e-team. All the requests were shared at the January all-campus budget meeting. There will be an audit entrance meeting in preparation of the FY 2021 audit. Two Board members will be invited to attend.

6) Instruction Update

Ms. Lacroix's report was included in backup materials received prior to the meeting.

Highlights included:

Tenure and rehire information will be forwarded to the Board in preparation for the March Board meeting for rehire and tenure voting.

Ms. Aveledo said that while she does not anticipate having issues with any of the tenure applications we will be presented, she does have concerns over the process. She said the process cannot be built on the assumption that all will go well and currently there is no time in the process if a concern arises. She said she would like to spend more time calibrating the Board's expectations around this process for future years.

Ms. Lacroix next reviewed the progress status and future direction of the three instructional goals including asking faculty to commit to adopt at least one of eight inclusive practices aimed at closing racial equity gaps.

Dr. Akerlund said she is excited to hear about challenging equity goals in the instructional programs.

7) Student Services Update

Mr. Erwin-Svoboda's report was included in backup materials received prior to the meeting.

Highlights included:

- Enrollment is down 14.8% from this time last year.
- Update on upcoming events at the Bishop Center. All performances are either in-person or virtual.
- Choker athletics – upcoming home games.
- Spring Quarter registration has begun.
- The Diversity Advisory Committee will host a conversation with Dr. Doreen Harden-Cato, a world renowned educator, advocate and leader.

8) President's Update

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

Highlights included:

- The mid-cycle accreditation report was sent to the Northwest Commission. They will be conducting a virtual visit to campus on April 14 and 15. Evaluators will want to meet with Board members during that time.
- All-College-Day on February 4 was successful in engaging the college community in discussion about how to increase our enrollment efforts.
- There are on-going conversations with local hospital administrators and school superintendents to develop a planning process to build pipelines for careers in allied health.
- Mr. Edens, Ms. Lacroix and Dr. Brewster attended a meeting at the Ocosta School District about training for Marine industries.
- There are plans to expand our CDL program to meet the need for truck drivers.

9) Board Report

a. Foundation Meeting Report

Ms. Aveledo reported highlights from the recent GHC Foundation meeting:

The Board's donation to the Foundation's "Journey" fund-raiser qualified for a matching donation.

The Board is supporting three scholarships.

b. Other Items of Interest

Dr. Carthum stated the March Board meeting will be a hybrid meeting, in-person and zoom.

VIII. Executive Session

Under RCS 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 Board entered into executive session at 3:33 p.m. for the purpose of reviewing the performance of a public employee. The session is anticipated to last approximately twenty minutes.

The meeting was reconvened at 4:16 p.m.

IX. Action Items as a Result of the Executive Session

None

X. Good of the Order

Ms. Anderson – Asked that if anyone heard on ad on social media about the college to let her know.

Mr. Edens – Centralia College was hit with ransomware.

Ms. Stevenson – Welcomed trustee Ms. Esty and said she looks forward to working with her.

Ms. Hood – Choker Club is selling crab for a fund-raiser that benefits Choker athletics.

XI. Adjournment

The meeting was adjourned at 4:22 p.m.

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Dr. Ed Brewster, Secretary

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Dr. Harry Carthum Chair

