

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

August 16, 2022
Board Meeting – 1:00 p.m.

Members Present: Dr. Paula Akerlund, Ms. Aliza Esty, Mr. Jim Sayce

Members Absent: Ms. Astrid Aveledo, Dr. Harry Carthum

Others who participated in the Board meeting:

Dr. Ed Brewster, Mr. Derek Edens, Dr. Cal Erwin-Svoboda, Mr. Darin Jones,
Ms. Nicole Lacroix Mr. Keith Penner, Dr. Martin Reimer,
Ms. Cara Beth Stevenson, Mr. Jeremy Winn, Ms. Sandy Zelasko

Dr. Akerlund chaired the meeting in Dr. Carthum's absence.

I. Call to Order/Roll Call

Roll was called and all Board members were present except Ms. Aveledo and Dr. Carthum.

II. Land Acknowledgement

Mr. Sayce read the land acknowledgement statement honoring the Chehalis, Chinook, Quinault and Shoalwater Bay peoples who previously occupied the lands the college now occupies.

III. Agenda Adoption

Dr. Brewster asked that the agenda be amended to add the introduction of new employees. It was moved and seconded to adopt the agenda as amended. Motion carried.

Dr. Brewster introduced new deans of instruction, Dr. Martin Reimer and Dr. Evi Buell.

IV. Public Comments

None

V. Celebration

Dr. Brewster reported that before the HUB could be demolished, all offices and personnel from that building needed to be moved to other areas on campus. He recognized custodial, student services, and maintenance staff for the tremendous amount of work required during the moving process.

VI. Action Items

1. Approval of June 21, 2022 Board minutes

It was moved and seconded to approve the June 21, 2022 Board minutes. Motion carried.

2. Operational Policies

Mr. Darin Jones reported that all of the 600 and 700 Operational Policies have gone through the process of two readings at College Council meetings and were approved by the Council to move forward with taking them to the Board for adoption.

It was moved and seconded to adopt the following Operational Policies:

- Operational Policy 601, 611, 622, 629, 634 all combined into a new 640 – Leaves and Reporting
- Operational Policy 608, 627, 632, 633 all combined into a new 641 – Accommodation and Related Leaves
- Operational Policy 610 (New Number 642) – Workplace Accommodations
- Operational Policy 657 – College Holidays
- Operational Policy 618 (New Number 665) – Professional Organizations, Faculty and Other Exempt
- Operational Policy modify 621 (New Number 660) and delete 654 based on changes to 621 – Employee Professional Development and Tuition Payment
- Operational Policy 650 (New Number 671) – VEBA CTC
- Operational Policy 622.03 (New Number 680) – Employee Separation
- Operational Policy 652 (New Number 681) – Consideration of Re-Employment – Exempt and Faculty
- Operational Policy 628 (New Number 685) – Emeritus Status for Employees
- Operational Policy 700 – Delete because there are no longer non-represented classified staff working for the college.
- Operational Policy 701 – Classified staff Development and Training.

Motion carried.

3. Approval of President's COLA

Mr. Jones reported that the president's contract states that "any adjustment in the salary of the interim President shall be implemented by resolution or motion duly adopted by the Board at an open public meeting and shall be evidenced by written addendum to this contract."

He said that administrative exempt employees at GHC were given a 3.25% COLA effective July 1, 2022. Mr. Sayce made a motion to approve a 3.25% COLA for interim president Dr. Ed Brewster. Motion carried.

4. S & A Tech Fee Operating Budgets

Dr. Erwin-Svoboda reviewed the proposed 2022-2023 Student Fee Funded Operating Budgets. He reported that the Vice President for Student Services and the College President have reviewed the student budget committee's recommendations and have no concerns with the proposed budgets. The following funds were reviewed:

- Athletics Department
- Auxiliary Programs
- Student Funded program Centers
- Student government
- Clubs and Organizations
- Student Wages
- Student Life
- Tech Fee Budget

It was moved and seconded to approve the proposed 2022-2023 S & A Budget in the amount of \$529,576.00 and the proposed 2022-2023 Tech Fee Budget in the amount of \$114,834.97.

Motion carried.

VII. Information

None

VIII. Standing Reports

1) Student Government Report

None

2) Classified Staff Report

Ms. Stevenson reported the following:

The Staff Development and Training Committee met to plan activities for the coming year.

The classified staff break away day is tomorrow and includes a trip to Astoria.

The SDTC is partnering with ACE to host a BBQ on Kick-Off-Day, September 12, 2022.

Ms. Stevenson said she is the representative for GHC classified staff who are negotiating for their 2023-25 contract. They bargain as a collective with other colleges represented by WPEA. She noted that the contract needs to be ratified by September in order to present it to OFM and the Legislature by October 1, 2022.

Ms. Stevenson reported that classified staff are concerned about the campus climate, and how classified staff morale has worsened. She said there is a lot of siloing between departments and between administration and classified staff. She said they should be working together but that is not happening. She said she hopes there can be more conversations to encourage better communication, listening and understanding between the various factions.

3) Exempt Staff Report

None

4) Faculty Report

None

5) Administrative Services Update

None

6) Instruction Update

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

Highlights included:

\$427,000 Nursing SIM Funding Grant.

CDL Graduation and Collaboration with PacMtn.

Exploring programs in Bachelor of Science in Computer Science and Hospitality

Management/Culinary Arts.

7) Student Services Update

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

Highlights included:

Enrollment Reports

Summer Quarter Enrollment – up 9% from last year.

Fall Quarter Enrollment – behind 103 FTE from last year.

Marketing and Communications

Fall digital and Snapchat ad campaign launched on July 15.

Updating advertising to promote “take a class on us” promotion.

Instagram impressions increased significantly

More video content will be on GHC’s social media.

Outreach and Recruitment

Communication campaigns that generated 429 contacts with applicants.

Bi-weekly campus tours of Aberdeen campus.

Text GHC: has been successful at increasing communication.

Updating admissions materials.

Contacting World Class Scholar recipients.

The outreach & recruitment team and TRIO EOC has been participating in events in the community.

Updates about the Student Service Division, events at the Bishop Center, and Choker athletics was included in the VP for Student Services report.

8) President’s Update

Before reviewing his report that was included in backup materials received prior to the meeting Dr. Brewster stated that he would like to acknowledge Ms. Stevenson’s comments concerning the decline of morale on campus. He said e-team is concerned, and he would like to work with classified staff to explore options for improving the campus climate.

Highlights of the President’s report are as follows:

- Results of last spring’s accreditation mid-cycle report and visit have been received. The college will need to submit an ad-hoc report in spring of 2024 and have a visit on recommendations 3 – 5 (integrated planning, student learning outcomes assessment, and ensure institutional effectiveness).
- GHC’s administrative exempt group met to discuss and identify plans for professional development, teamwork and support for the college community and priorities.
- GHC’s equity, diversity and inclusions strategic plan has been submitted to the State Board.
- GHC’s maintenance crew is preparing buildings for Fall classes and activities.
- Marketing, outreach/recruitment and intake strategies are being implemented.

Student Services/Instruction Building Update

Dr. Brewster and Mr. Penner provided an update on the construction of the new Student Services/Instructional Building. Mr. Penner said that because of the delay with the permitting process the opening of the building scheduled for Fall, 2023 will likely be delayed until November, 2023.

9) Board Report

a. Foundation Meeting Report – The Foundation Board did not meet this month.

b. Board Art Committee Update – Dr. Akerlund reported the Board Art Committee is making good progress on the initiative to seek local art for the new building. Discussions continue with the Foundation to launch a campaign for naming rights for various areas in the building. A portion of the funds raised can be used to purchase art work. The next step is to form a selection committee and develop an RFP for art, particularly local Native art.

- c. By policy, the president has naming rights for inside the building. The Board has authorization to name the entire building.
- d. Presidential Search – Dr. Akerlund thanked Ms. Kristy Anderson, Ms. Holly Duffy and Ms. Lisa Krause for placing information about the presidential search on the college web page. She also thanked everyone who provided profile input. An aggressive search process will begin in the Fall. Applications received by November 29 will be assured consideration. The search should be completed next Spring and the new president will begin July 1, 2023.
- e. Board Retreat – The Board will hold a retreat August 26, 2022. The focus of the meeting will be to set goals for the President and the Board. E-team and instruction deans will participate.

IX. [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.

X. [Action items as a Result of the Executive Session.](#)

There was not an executive session

XI. [Good of the Order](#)

XII. [Adjournment](#)

The meeting was adjourned at 2:25 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum Chair

