

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

June 15, 2021

Study Session noon -1:00 p.m.

Meeting ID: 898 0849 3488

Passcode: equity

Regular Board Meeting – 1:00 p.m.

Regular Meeting <https://ghc.zoom.us/j/95882402179>

AGENDA

Study Session

Racial Equity Adaptive Leadership Session

Regular Meeting

I. Call to Order/Roll Call

II. Agenda Adoption

III. Public Comments

IV. Celebration

GHC Running Start graduate Malia Marks

V. Faculty Rehire (Action)

VI. 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.

VII. Action items as a Result of the Executive Session

VIII. Action Items

- 1) Approval of May 18, 2021 Regular Board Meeting Minutes
- 2) Approval of FY 2021-2022 BASTE Fee Change/New Fees (Mr. Kwabena Boakye)
- 3) Approval of FY 2021-2022 Operating Budget (Mr. Kwabena Boakye)
- 4) Policy and Procedure Policy – First Reading (Ms. Kristy Anderson)
- 5) MOU with GHCFT (Mr. Darin Jones)

IX. Non-Public Session

Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140 (4) (b) pertaining to negotiations

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

XI. Information

XII. Standing Reports

- 1) Student Government Report (Ms. Shelly Hoffman)
- 2) Classified Staff Report (Ms. Cara Beth Stevenson)
- 3) Faculty Report (Mr. Shiloh Winsor)
- 4) Administrative Services Update (Mr. Kwabena Boakye)
- 5) Instruction Update (Ms. Nicole Lacroix)
- 6) Student Services Update (Dr. Arlene Torgerson)
- 7) President's Update (Dr. Ed Brewster)
- 8) Board Report
Board Elections

XIII. Executive Session

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XIV. Action items as a Result of the Executive Session

XV. Good of the Order

XVI. Adjournment

REGULAR MEETING OF THE BOARD
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

May 18, 2021

Board Meeting- 1:00 p.m.

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

Absent: None

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.

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

Participating in the Meeting:

Ms. Kristy Anderson, Mr. Richard Arquette, Dr. Ed Brewster, Mr. Kwabena Boakye,
Mr. Matt Edwards, Mr. Andrew Glass, Ms. Shelly Hoffman, Mr. Darin Jones,
Ms. Nicole Lacroix, Ms. Chelsea Metivier, Ms. Linda Newman, Dr. Marion Smith,
Ms. Linda Sullivan-Colglazier, Ms. Cara Beth Stevenson, Dr. Arlene Torgerson,
Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

All Board members participated in the study session. Ms. Aveledo was not able to attend the regular Board meeting.

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebration

Last year the Board funded four scholarships. Dr. Brewster reviewed thank you letters from the recipients that were included in backup materials received prior to the meeting.

V. Action Items

1. Approval of April 20, 2021 Regular Board Meeting Minutes

It was moved and seconded to approve the April 20, 2021 Board meeting minutes.

Motion carried.

2. Approval of Final WAC Changes Related to Title IX and Student Conduct

Mr. Jones reported in the Fall of 2020 the Board approved the updated Title IX and Student Conduct WAC revisions. Since that time the college received advice from the Attorney Generals office to add the following sentence to WAC 132B-125-400: "College may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair." All other sections of the rules remain the same as they were when they were presented in the Fall of 2020.

It was moved and seconded to adopt the revisions submitted to the permanent rules. Motion carried.

VI. Information

1. Student Housing Feasibility Report

Mr. Arquette reported that student government funded a housing feasibility study. They did a request for proposal and they selected Scion Advisory Services to conduct the survey. Ms. Chelsea Metivier and Ms. Linda Newman from the Scion organization reviewed the report. They said it was an engaged process that included data review, a strategic objectives workshop, stakeholder meetings, focus groups, off-campus rental market analysis and a student survey. They noted the survey was conducted during the COVID pandemic.

Recommendations:

Refrain from building housing at this time.

Explore and evaluate college identified potential community partnership options, including any options to master-lease existing housing.

Reassess demand when enrollment stabilizes.

Next Steps

Test financial feasibility lease of any community/master-lease options.

Monitor enrollment trends and initiatives.

Develop a Housing Resource Center/position and conduct a dining services review.

Dr. Carthum stated that there have been three private entities who have expressed interest in constructing student housing. Only one organization requested a feasibility study. He stated that it should have been the responsibility of that organization to commission and pay for that study and he cannot understand why the student body was asked to bear the expense. Dr. Carthum requested that administration provide a rationale for that decision.

VII. Standing Reports

1) Student Government Report (Ms. Shelly Hoffman)

Ms. Hoffman reported the following student government activities:

Tie Dye event

Chef Jill – Friday cooking show

Presentation on "it's ok to not be ok"

Student survey focusing on aligning return to campus and College Priority #2

Applications are open for student government officers

- 2) Classified Staff Report (Ms. Cara Beth Stevenson)
Ms. Stevenson reported a labor management meeting is scheduled for May 26. The focus will be the remote work policy that was presented at the recent College Council meeting. The Staff Development and Training Committee is planning a virtual gathering in June.
- 3) Faculty Report (Mr. Shiloh Winsor)
Mr. Winsor reported that registration for Summer and Fall quarters opens soon. He noted that students can now receive four quarters of financial aid. Summer Quarter will be almost entirely on line.
- 4) Administrative Services Update (Mr. Kwabena Boakye)
Quarterly Budget Report – Mr. Boakye reviewed the FY 2020-2021 Q3 Budget Report that was included in backup materials received prior to the Board meeting. Highlights included:
How are we doing at Q3?
Q3 Revised Revenue/Summary
Q3 Actual Revenue Tracking
Q3 Actual Expenses Tracking
Q3 Budget Status
Budget Development Process
Update on FY 2021-22 Budget Development
- Mr. Boakye asked that feedback regarding how to increase revenue, how to decrease expenditures, and best ways to increase enrollment be e-mailed to budget@ghc.edu.
Dr. Brewster stated the proposed budget for the coming year will be presented at the June Board meeting. Board members thanked Mr. Boakye for the informative presentation.
- 4) Instruction Update (Ms. Nicole Lacroix)
Ms. Lacroix's report included the following:
- Updates on new hire in instruction – Mr. Sean Lyons, chemistry faculty and
 - Ms. Crystal Woods, Program Coordinator.
 - Instruction and Student Services are collaborating to complete the 2021-22 Guided Pathways priorities report required by the State Board.
 - Instruction will explore inclusive strategies Spring Quarter in order to align Guided Pathways, student leaning and diversity, equity and inclusion.
 - Instruction continues work on assessment of student learning aligned with strategic priority one.
- 6) Student Services Update (Dr. Arlene Torgerson)
Dr. Torgerson reported enrollment is down 15% from last year. Outreach efforts are taking place, including offering financial aid workshops.
Graduation will be June 25 and there are opportunities for Board members to participate. Dr. Brewster and Dr. Carthum will be recording their statements prior to graduation. More information will be forthcoming.

7) President's Report (Dr. Ed Brewster)

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

Highlights included:

2021/22 Operation Budget Development – We have received preliminary state allocation information but are waiting decisions about distribution of earmarks and provisos passed by the legislature.

Capital Budget- The Legislature approved construction of our Student Services Instruction Building and funding for replacing sewer lines on the Aberdeen campus. It is expected that construction on the SSIB will begin in late Fall Quarter.

Expanded Instruction and Student Services for the 2020/21 year – The Return to Campus Task Force has been meeting weekly since April 15. Discussion has focused on plans for returning more students and employees to our campuses. We are waiting for more recommendations from the Governor before sending materials that include a framework, instructions for Phase 1 of the return to campus plan, and a question and answers document. The Task Force will continue meeting to discuss modifications to the plan.

ctcLink – Work continues on preparing for the implementation of ctcLink. Our go live date is the first week in October. Summer hours will be Monday through Thursday for regular college operations, with Fridays available for overtime or alternative scheduling.

Mr. Sayce asked about increased building costs for the new building and whether or not it will impact the bidding process. Dr. Brewster agreed that building materials costs have increased which may necessitate some modifications of design.

8) Board Report

Dr. Akerlund reported she participated in the state-wide trustees' association's (ACT) presentation on equity, diversity and inclusion. The presentation was tailored towards trustees. She noted the meeting was the same time as the Board study session and asked that future Board meetings do not conflict with ACT meetings.

Dr. Carthum said he is hoping in-person Board meetings can resume beginning with the June meeting.

VIII. Non-Public Session

The Board entered into the non-public session at 3:10 p.m. The meeting was reconvened at 3:25 p.m.

IX. Action Items as a result of the Non-Public Session

Board Chair Dr. Carthum asked Mr. Jones to prepare an extension to Dr. Brewster's contract through the 2022-23 academic year and bring it to the June Board meeting for approval.

X. Executive Session

There was not an executive session.

XI. Action Items as a Result of the Executive Session

None

XII. Good of the Order

Mr. Winsor said he was pleased to hear that Dr. Brewster potentially will be president for another year and he appreciates the stability he brings to the college.

XIII. Adjournment

It was moved to adjourn. The meeting was adjourned at 3:35 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum, Chair