

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

June 18, 2019 – 1:00 P.M.  
Room 4331, Schermer Building

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

Members Absent: None

Others: Dr. Jennifer Alt, Ms. Kristy Anderson, Ms. Jennifer Barber, Ms. PJ Daugherty,  
Ms. Vickie Dotson, Ms. Maureen Espedal, Ms. Nancy Estergard, Mr. Andrew Glass,  
Mr. Ellis Graham, Ms. Judy Holiday, Ms. Margo Hood, Mr. Stan Horton,  
Ms. Penny James, Mr. Darin Jones, Ms. Morgan Jump, Mr. Randy Karnath,  
Ms. Vivian Kaylor, Mr. Tom Kuester, Ms. Barbara McCullough, Mr. Taylor Miller,  
Dr. Jim Minkler, Ms. Janet Parker, Ms. Rose Pendergast, Ms. Jayme Peterson,  
Ms. Paige Pierog, Dr. Lucas Rucks, Ms. Star Rush, Ms. Diane Smith, Ms. Lisa Smith,  
Mr. Jerad Sorber, Ms. Cara Beth Stevenson, Ms. Linda Sullivan-Colglazier,  
Ms. Deborah Weber, Mr. Shiloh Winsor, Ms. Sandy Zelasko

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

Roll was called and all members were present.

II. **Agenda Adoption**

Dr. Minkler asked to add Reduction in Force under the action portion of the agenda. It was moved and seconded to amend the agenda to add Reduction in Force. Motion carried.

III. **Public Comments**

None

IV. **Celebrating Success**

BASTE-ED Students – Ms. Judy Holiday, instructor in the BAST-ED program, introduced Ms. Paige Pierog and Ms. Morgan Jump, two members of the first graduating class of the teacher education program. Both expressed appreciation for being able to complete their educations close to home. They said they had a wonderful experience and feel they are prepared to begin their teaching careers.

V. **Action Items**

1) Approval of May 21, 2019 Board Meeting Minutes

It was moved and seconded to approve the May 21, 2019 minutes. Motion carried.

2) Continuing Resolution

Dr. Minkler reported the final operating budget plan for FY 2019-20 will be submitted to the board for approval at their July budget meeting. A continuing resolution is needed in order to carry over spending authority into the new year. It was moved and seconded to approve the resolution as submitted. Motion carried.

3) Reduction in Force

Dr. Minkler asked the Board to authorize a reduction in force in one or more programs, due to the college facing adverse conditions due to an inadequacy of finances. It was moved and seconded to adopt the reduction in force proposed by the president for the 2019 – 2020 academic year based upon the citations the president made in his comments. Motion carried.

Upon advice from Assistant Attorney General, Ms. Linda Sullivan-Colglazier, Mr. Blauvelt withdrew his motion. Mr. Blauvelt moved that based upon information provided in the budget workshop, Grays Harbor College faces adverse conditions resulting from a \$1.5 M deficit and authorizes the president to move forward with a Reduction in Force as needed. Motion carried.

VI. Information

1) Collective Bargaining

Mr. Jones reported that bargaining between the college and the Grays Harbor College Federation of Teachers Local #4984 has been ratified. It will be in effect for the next three years. Board members asked if there were any significant changes. Mr. Jones responded that it brings the contract into compliance with a number of new laws, and includes clarification language around duties of faculty work load, administrators, and division chairs. It was moved and seconded to approve the contract between Washington Community College District No. 2 and the Grays Harbor College Federation of Teachers. Motion carried.

2) Operational Policy 703 – E-Signature

Mr. Glass presented a first reading of Operational Policy 703 – E-Signature. It is a compliance policy mandated from the Office of the Chief Information Officer. After discussion, it was moved and seconded to waive the second reading and adopt OP 703 as presented. Motion carried.

3) Operational Policy 107 – Naming of College Buildings

Dr. Minkler reported the architects for the new student union instructional building are asking for the name of the building in order to design signage that reflects the name. The Board has always been involved in naming of buildings but there has not been an official policy. He presented OP 107, Naming of College Buildings, for a first reading. There will be a second reading of the policy at the September Board meeting. Ms. Aveledo suggested broadening the scope of the policy to allow for naming the building after someone involved in the history of our area.

4) Budget Update

Ms. McCullough reported state and local budgeted revenues are projected to be approximately \$18,600,000 for the new fiscal year. The state initial allocation is \$11,852,292. Dr. Minkler reported after fund review the college deficit is projected to be between \$1.3M and \$1.7M. Following the Board's direction, a plan will be developed to address the deficit. It will be presented at the July Board meeting. Mr. Blauvelt asked the Board to set a date for the budget meeting. After discussion it was decided to hold the meeting on July 30 at 1:00 p.m.

VII. Standing Reports

1) Student Government Report

Mr. Miller's report that included recent student government events was included in the backup packet received prior to the Board meeting. He reported he will continue as ASGHC President next year.

2) Classified Staff Report

Mr. Karnath reported the following:

- Preparations for graduation have begun.
- The quarterly staff potluck will be June 26.
- Classified staff are very concerned about the reduction in force and morale is very low. Staff have asked for a seniority list and a listing of classified job descriptions.

3) Faculty Report

Ms. Barber reported the following:

- Faculty voted to ratify changes to the contract.
- She has accepted a job at South Puget Sound Community College and will be leaving GHC the end of June.
- She asked to go on record that it was an egregious oversight of the college budget that has cost people their jobs. She added that it is a poor time to increase Vice President salaries.

4) President's Report

WACTC Report – Dr. Minkler reported highlights from the recent presidents' meeting that included:

- Nursing Compensation
- Strategic Enrollment Task Force Report
- Creation of Equity Committee

Accreditation Report – Ms. Anderson and Dr. Minkler will attend the NW Commission on Colleges and Universities meeting in Park City, Utah to discuss the accreditation visit in April and the peer report that resulted from that visit.

Strategic Planning Year-End Report – Ms. Anderson distributed copies of the Strategic Planning year-End Report. The document captures accomplishments from last year. Dr. Carthum asked about follow-up on students after they leave the college. Ms. Anderson responded it is difficult to gather that information.

Community Engagement - As part of the 2020-27 strategic plan development process, focus group interviews with key stakeholders in the community will be held. Participants will have the opportunity to provide input that will be helpful in shaping the mission of the college over the next seven years.

Update on VPAS search and interim VPI Search

The VPAS position has been posted. It is hoped that interviews will be completed in July and an offer made by the end of July. The search for a one-year interim VPI has begun. The permanent position will be posted over winter break.

5) Board Report

Board Elections – It was moved and seconded to elect Mr. Blauvelt Board Chair for the 2019 – 2020 academic year, and Dr. Akerlund as Vice Chair. Motion carried. Dr. Carthum will represent the Board at GHC Foundation meetings. Ms. Portmann will represent the Board at ACT Legislative Committee meetings.

Board Evaluation

Ms. Portmann reported there was 100% participation in the Board evaluation process. Results will be reviewed at the Board summer retreat. The retreat will be held on August 6<sup>th</sup> at the Quinault Beach Resort.

Trustee/Leadership Account

Dr. Carthum led a discussion regarding the trustee/leadership account. He suggested the Board consider designating some of the funds for college activities. It was decided to continue the discussion at the August 6 Board retreat before making funding decisions.

The Board entered into executive session at 2:55 p.m. for approximately thirty minutes.

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 meeting reconvened at 3:46 p.m.

IX. Action Items as a Result of the Executive Session

It was moved and seconded to renew the president's contract that expires June 30, 2019 for three years with the same compensation as the prior year. Motion carried.

X. Adjournment

The meeting was adjourned at 4:50 p.m.

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Dr. James Minkler, Secretary

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Ms. Denise Portmann, Chair