

Work Session
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
January 21, 2020
Room 4331, Schermer Building

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

Members Absent: Ms. Denise Portmann

Others: Ms. Kristy Anderson, Mr. Kwabena Boakye, Ms. Laura Brener, Mr. Darin Jones, Dr. Jim Minkler, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present except for Ms. Portmann.

Mr. Blauvelt called the work session to order. The focus of the work session was a presentation from Ms. Brener and Mr. Winsor regarding the college's tenure process. Ms. Brener stated the purpose of tenure is to safeguard academic freedom, especially for those who teach controversial topics, and granting tenure is one of the Board's most important responsibilities. Mr. Winsor stated that the tenure process is meant to be rigorous in order to make sure the probationary faculty members seeking tenure will be faculty members of high quality.

The following topics were included in the presentation:

What is tenure?

Why is tenure important?

The tenure process at GHC.

Role of the Tenure Committee.

Composition of the Tenure Committee – 3 faculty, 1 student or DOC representative, 1 administrator.

Tenure Committee Data

Classroom observations

Student evaluations

Self-evaluations

Quarterly reports

Tenure Committee – Assessment

Advising

Availability to students

Supervision of work-study or para-professional.

Process – timeline

Questions from Board members included the following:

Mr. Blauvelt – When does the tenure process begin? Ms. Brener responded if a faculty member is hired into a tenure track position the process starts the first quarter.

Mr. Blauvelt – If a tenured faculty from another institution is hired is it still a nine quarter process?

Ms. Brener stated the tenure committee could make a recommendation to the Board to shorten the process. Mr. Winsor added that we try to hire the best instructors we can.

Dr. Akerlund – When the probationer is observed is there any criteria? Mr. Winsor responded that there are very specific areas that have been in place for many years but change over time, i.e., assessment requirements.

Dr. Carthum – Are there any expectations of the probationer out of the classroom. i.e., attending college functions, living in the area, etc. Ms. Brener responded we cannot require faculty to live within a certain radius of the college. We have a great many employees who do not live in Grays Harbor.

Ms. Aveledo – We get student evaluations and some comments are negative. It would be reassuring to know if negative comments are addressed by the committee.

Ms. Brener responded to Board member concerns that current practice does not allow them enough time to review the tenure packets of probationers up for tenure. She said that the process has changed and prior to the February Board meeting they will receive the full packets for each faculty member scheduled to be considered for tenure at the March Board meeting.

The Regular Board meeting commenced at 1:00 p.m.

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, Mr. Kwabena Boakye, Ms. Laura Brener, Ms. Joan Chapin, Ms. Barbara Crowell, Mr. Andrew Glass, Ms. Shelly Hoffman, Mr. Darin Jones, Dr. Jim Minkler, Mr. Shiloh Winsor, Ms. Sandy Zelasko

II. [Agenda Adoption](#)

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

III. [Public Comments](#)

None

IV. [Celebrating Success](#)

Campus Compact President's Leadership Award

Dr. Minkler stated that two nominees have been selected for the Campus Compact Leadership Award. Students are selected for their civic leadership and academic standing. Each student receives a \$500.00 scholarship. This year's recipients are Ms. Joan Chapin and Ms. Shelly Hoffman.

Ms. Barb Crowell spoke on Ms. Chapin's behalf. She stated that Ms. Chapin, who lost her son to suicide, has been very active in the Out of the Darkness event that brings attention to suicide awareness and prevention.

Mr. Richard Arquette nominated Ms. Hoffman. He said she is a dedicated student, active student leader and volunteer. She is the ASGHC Vice President and active in the campus food pantry, mental health on campus and serving the campus and local community.

V. [Action Items](#)

1. Approval of December 12, 2019 Board Minutes

It was moved and seconded to approve the December 12, 2019 Board minutes. Motion carried.

2. Approval of OP 802 – Mobile Device (First Reading)

Mr. Glass presented OP 802, Mobile Device Policy for a first reading. He stated the policy brings the college into compliance with the Washington State Office of the Chief Information Officer, and that we are six months out of compliance. He stated that all state agencies that allow the use

of agency issued or personal mobile devices to perform agency business must have a local policy defining the requirements of users to retain records according to the Washington State Archives record retention schedules. Additionally, the policy is to address privacy rights of both employees and students, and the stewardship of confidential state information. This is done through policy development, a training schedule, and the use of Mobile Device Management (MDM) or Enterprise Mobility Management (EMM) software.

3. Approval of ASGHC Fund Balance Spending

ASGHC President, Mr. Miller, reported student government has just learned that funds, which have been approved by an affirmative vote of student government, are not able to be utilized without approval of the Board of Trustees. The fund balance is comprised of monies that remain unencumbered at the end of the fiscal year within all student government accounts. These monies are intended for, but not limited to, capital purchases, acquisition of real property, and support of unbudgeted and one-time programs. Currently oversight of student funds include oversight and management by the Director of Student Life, review of purchases and accounts by the Business Office, oversight by the student government/budget committee, and student government officer oversight. After discussion, it was moved and seconded to approve the Associated Students of Grays Harbor College to utilize the ASGHC Fund Balance account for the 2019-2020 fiscal year, pending the approval of each fund allocation by the student government/budget committee, including funds that have already been allocated earlier this academic year as outline below.
Motion carried.

Table Tennis - \$850.00

Cotton Candy Machine - \$750.00

PA System Purchase - \$1,500.00

Cleaning & Repair of Charlie Choker Mascot - \$900.00

Start-up Expenses for establishment of E-Sports Program - \$75,000.00

Total - \$79,000.00

VI. Information

1. ctcLink Update

Mr. Glass's report was included in backup materials received prior to the meeting. Highlights included:

Background

The current administrative systems are over three decades old and no longer supported. Implementation of ctcLink will bring to the college a single, centralized system of online student and administrative functions that will give students, faculty and staff anytime, online access to a modern and efficient way of doing college business.

GHC Status

GHC is in deployment group 5 with 7 other colleges. We are slated to deploy in October, 2021.

Training

Intense training will be required of pillar leads. Some training will be off-site. Students, staff and faculty who will interact with significantly less portions of the system than other employees will receive targeted training.

2. Enrollment

Dr. Alt reviewed original enrollment projections as of October 29, 2019 for the NWCCU report, annual estimate based on summer & fall actuals, winter to-date & spring estimated from winter, and comparison by institutional intent data that shows we need 378 FTE to meet our quarterly target. Actual numbers will be available at the next Board meeting.

Mr. Blauvelt asked if the college makes efforts to help students who are going to be dropped? Dr. Alt responded we are only dropping those who owe more than \$500.00. Payment plans are available. Ms. Portmann asked how annualized numbers are estimated. Mr. Boakye responded you take all four quarters and divide by three.

3. Schermer Building Report

Mr. Boakye reported for Mr. Penner. The close out report for the Schermer Building was included in backup materials received prior to the meeting. The report included:

- Cost estimate at approved predesign.
- Cost estimate of the project as currently funded.
- Actual cost data at final completion.
- Estimate as currently funded to actuals variance.

Mr. Boakye noted that the project came in under budget. Dr. Carthum asked if the building continues to have problems with the HVAC. Mr. Boakye asked that questions be tabled until the next meeting when Mr. Penner is expected to be in attendance.

4. Revised 400 Series Operational Policies (First Reading)

Dr. Alt reviewed the following revised 400 series Operational Policies for a first reading:

- Operational Policy 403 – Student Education Records
- Operational Policy 404 – Student Services
- Operational Policy 405 – Scholastic
- Operational Policy 407 – Student Rights and Responsibilities
- Operational Policy 408 – Campus Speakers
- Operational Policy 409 – Budgeting for Student Activities
- Operational Policy 411 – Alcohol/Substance Abuse Prevention
- Operational Policy 412 – Hazing
- Operational Policy 413 – Student Residency Status and Non-Resident Tuition Waivers
- Operational Policy 414 – Basic Skills Tuition Waiver
- Operational Policy 415 – Reasonable Accommodations

Dr. Alt noted that the Title IX policy is not included because we are waiting for verbiage from our assistant attorney general that would put us in compliance with Department of Education directives.

VII. Standing Reports

1) Student Government Report (Mr. Taylor Miller)

Mr. Taylor presented the student life update. Highlights included:

- Faculty vs Student Basketball Game
- Blood Drive
- NACA Conference
- Student Government Riverview Site Visit
- Stress-Less Fest
- Rocket League
- Upcoming Events

2) Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath was not in attendance. Dr. Minkler said that last week's weather was very challenging. He credited custodial and maintenance staff for their efforts in keeping walkways clear.

3) Faculty Report

Mr. Winsor reported that faculty are disappointed that the college is discontinuing a tenure position by ending the CDL program. Ms. Portmann responded the program is not being eliminated, it is being moved to state support. Mr. Winsor said if it is moved to state support students will not be eligible for Pell grants. Dr. Minkler said it is his understanding that most of the students would be eligible for worker retraining funds. Dr. Carthum stated that at the December Board meeting it was his understanding that we would not be losing a tenured faculty member. Dr. Carthum inquired about how many CDL students would actually be eligible for worker retraining or other funding if the program is on self-support. Dr. Minkler responded that he will look into this and get the information to the Board. Ms. Portmann stated the Board does not get involved in the hiring of faculty. The Board is only responsible for hiring or firing the president. Dr. Akerlund agreed with Ms. Portmann. Dr. Minkler added that everyone wants what is best for students.

4) President's Report

Dr. Minkler's report was included in backup materials received prior to the Board meeting. Highlights included:

- WACTC Meeting Report
- Legislative Update
- Winter Choker Athletics
- Vice President for Instruction Search
- Campus Culture and Climate
- Instruction Update

5) Board Report

1. ACT Transforming Lives Event – Dr. Carthum, Ms. Aveledo, and Dr. Akerlund will attend the Transforming Lives event on February 17, 2020.

2. Mystery Getaway Event – Dr. Carthum, Mr. Blauvelt and Dr. Akerlund will attend the Mystery Getaway event.

3. Items of Interest –

Ms. Aveledo asked if we have an Operational Policy that addresses substance abuse, sexual violence, and rape culture. Dr. Alt responded that the Title IX policy addresses those issues.

Dr. Carthum expressed concern regarding the college's phone system and the length of time it takes to complete a call to the campus. Dr. Alt responded that the issue is being addressed.

Ms. Aveledo reminded the Board that Ms. Portmann's term ends in April. She is concerned about recruiting for her replacement.

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 3:10 p.m. for approximately thirty minutes. The meeting was reconvened at 3:50 p.m.

IX. [Action Items as a Result of the Executive Session](#)
None

X. [Adjournment](#)
The meeting was adjourned at 3:53 p.m.

Dr. Jim Minkler, Secretary

Mr. Blauvelt, Chair