

Work Session
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
February 18 2020
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: Ms. Kristy Anderson, Mr. Kwabena Boakye, Ms. Laura Brener, Mr. Andrew Glass,
Ms. Penny James, Mr. Darin Jones, Mr. Taylor Miller, Dr. Jim Minkler,
Ms. Linda Sullivan-Glazier, Mr. Shiloh Winsor, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present.

**Board of Trustees' Work Session
Budget Review**

Mr. Blauvelt called the work session to order. Mr. Boakye, Vice President of Administrative Services, presented the quarterly budget update. The report was included in backup materials received prior to the meeting. Highlights included:

Current budget status shows \$28,249.00 unresolved deficit.

Mid-year update on expenditures.

Mid-year update on revenues

 Tuition

 Running Start

 Fee/Miscellaneous

Fall revenue projection

 Tuition

 Running Start

 Fees

Budget status as of 12/31/19

Monthly cash balance comparison

Active fee codes

Once actual numbers for Spring are available, projections will be reassessed.

Next fiscal year (2020-21) budget process – A Budget Committee, comprised of representatives from all areas of the college will establish priorities and forward those recommendations to the president. The president, in consultation with the executive team, will finalize the budget and forward to the Board for adoption.

Questions from the Board included:

Ms. Aveledo – Are the department heads involved in reviewing expenditures? Dr. Minkler responded our budget managers do not have the information they need to make sure they are staying in budget. Mr. Boakye is developing a plan that would provide that information.

Dr. Carthum – How are we doing on increasing enrollment? Dr. Minkler responded that Spring quarter looks encouraging.

Ms. Portmann – The budget report is encouraging. It is a small percentage that we are over budget.

Ms. Portmann – Regarding budget managers being able to access correct information, it is important to refine the process so that everyone feels confident about the data they are receiving.

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, Mr. Ian Dorsch, Dr. William Dyer, Dr. Andrew Gaines, Mr. Andrew Glass, Ms. Penny James, Mr. Darin Jones, Mr. Taylor Miller, Dr. Jim Minkler, Mr. Keith Penner, Ms. Adrienne Roush, Dr. Lucas Rucks, Ms. Linda Sullivan-Glazier, Mr. Shiloh Winsor, Ms. Sandy Zelasko

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebrating Success

The celebrating success agenda item will be moved to later in the meeting in order to accommodate the presenters.

V. Action Items

1. Approval of January 21, 2020 Board minutes. Ms. Aveledo asked that the minutes be revised to show that she is attending the Transforming Lives event along with Dr. Akerlund and Dr. Carthum. Mr. Blauvelt is not attending. It was moved and seconded to adopt the January 21, 2020 minutes as amended. Motion carried.
2. Approval of Operational Policy 802, Mobile Device – Mr. Glass presented proposed Operational Policy 802, Mobile Device, for a second reading and approval. After review, it was moved and seconded to adopt Operational Policy 802, Mobile Device. Motion carried.
3. Approval of 400 series Operational Policies - Dr. Alt presented edited and revised 400 series Operational Policies for a second reading and approval. After review, it was moved and second to adopt the 400 series Operational Policies as presented. Motion carried.

VI. Information

1. Guided Pathways

Ms. Brener and Dr. Alt presented a summary of the Guided pathways initiative and how it is being implemented specific to GHC. Included in backup materials was an overview of Guided Pathways and its purpose in higher education written by Ms. Kari Collen, Interim Associate Dean of Student Access and Success. The goal of Guided Pathways is to get students to college, through college, and beyond. It was noted that outcomes, and having access to state-wide comparison data, including the effect on under-served populations is very important. An in depth discussion of Guided Pathways will be the focus of a future Board work session.

2. Capital Status Report – Mr. Penner presented an overview of the following capital projects:
 - Minor Project Summary – 2019 – 2020
 - 4000 Construction Change Orders/Contingency Breakdown
 - 4000 problems since HVAC resolution
 - 4000 SIB Coordination and Impact
 - 4000 Major Project Status Report Schermer narrative.

Mr. Penner reported that in the near future the Office of Civil Rights will be on campus to perform an audit. Part of that audit is an ADA component. They want to make sure we were in compliance with ADA regulations when each building was built. Dr. Carthum asked if we are subject to an OCR audit on a regular basis. Mr. Penner responded the last OCR audit was seventeen years ago. The State Board cycles through the colleges and audits two or three of them a year. Dr. Carthum asked if this was in response to a complaint. Dr. Alto responded “no, it is just our turn.”

Regarding the construction change order/contingency breakdown report Mr. Penner noted that we came in under budget. Dr. Carthum asked what is the process for approving expenditures on a contingency? Mr. Penner responded that they are subjective. The owner, architect, contractor and Department of Enterprise Services have to validate the cost.

- IV. Celebrating Success – Bishop Center GHC Productions and Performances. The capital projects update was interrupted temporarily in order to accommodate schedules of the Celebrating Success presenters. Dr. Alt introduced full-time faculty members Dr. Andrew Gaines, theater/communications, Dr. William Dyer, music, and GHC adjunct instructor Mr. Ian Dorsch, music. They reported on GHC produced events that have occurred or are occurring in the 2019-2020 Bishop Center season. Dr. Carthum stated he has attended every event in the Bishop Center and said it is a jewel for our area. Ms. Portmann added that she is thankful we have the Bishop Center and the people involved.

The Capital Projects Update resumed.

Dr. Carthum asked about the condition of the Schermer Building. Mr. Penner responded the HVAC issue has been resolved and energy bills have plummeted.

Ms. Avelado asked that when the new building is being constructed it would be helpful if the Board could see on-going costs organized according to project phases.

VII. Standing Reports

- 1) Student Government Report (Mr. Taylor Miller)

Mr. Miller reported the following student activities:

Martin Luther King Day of Service

Diversity speaker, Mr. Adan Bean

Seattle Thunderbird Trip

Student Open forum regarding how to best represent students

Diversity speaker, Ms. Shonda Buchanan

Valentine card making

Upcoming Events

- 2) Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath said many classified staff are concerned that the college does not have a security officer. Dr. Minkler stated the concerns are valid and the position will be posted soon.

3) Faculty Report

None

4) President's Report

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

Update from the last presidents' meeting

ctcLink update

Legislative update

Guided Pathways update

Ms. Aveledo asked about the future of the Ilwaco Center. Dr. Minkler responded that twenty-seven students are attending the Center and recommended tabling any discussion about the possibility of closing the Center. Ms. Aveledo responded that the special meeting raised strategic visioning questions and that she would like an update.

Dr. Minkler met with the Ocean Beach School District superintendent to discuss possible ways the college can better serve South Pacific County. Dr. Minkler said there are plans to hold a community forum at the Center to discuss offering hospitality and tourism classes.

5) Board Report

1. Transforming Lives Event – Dr. Carthum, Dr. Akerlund and Ms. Aveledo reported the Transforming Lives event was very impressive and that GHC's representative, Kristy Maldonado's presentation was impressive. Ms. Aveledo mentioned that at the event, each recipient made a final recommendation. Ms. Aveledo shared that Kristy Maldonado recommended normalizing the practice of identifying gender pronouns. Ms. Aveledo then posed that recommendation as a challenge to the Board of Trustees to start using preferred pronouns on their name cards at every meeting as a way of creating more inclusive environments.

2. Items of Interest – Ms. Aveledo suggested Board members check in with one another regarding highly sensitive college issues. Mr. Blauvelt stated Board members have to be very conscious of the intent of open public meetings act. He said he hopes Board meetings are open enough to provide Board members opportunities to discuss concerns in a transparent manner. Ms. Aveledo responded that it was possible that some of the highly sensitive issues could be appropriately discussed as part of the regular meeting and suggested checking in with Mr. Darin Jones on proper boundaries for those conversations. Dr. Carthum asked what topics are appropriate to discuss in executive session. Ms. Sullivan-Colglzier stated there is a list of criteria appropriate to be addressed in executive session, and the discussion needs to meet one of those criteria. Ms. Aveledo reported she was sought out on social media by an individual that was very upset by what they perceived as a lack of accountability regarding the budget and employees affected by the layoffs.

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 2:45 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. Art Blauvelt, Chair