

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

March 17, 2020 – 1:00 p.m.
Room 4134, 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, Mr. Kwabena Boekye, Ms. Laura Brener, Ms. Kari Collen, Mr. Matt Edwards, Ms. Shelly Hoffman, Mr. Randy Karnath, Mr. Taylor Miller, Dr. Jim Minkler, Ms. Dakota Roos, Dr. Lucas Rucks, Ms. Sydni Yager, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all members were present. Ms. Aveledo and Ms. Portmann participated by phone.

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebrating Success

Dr. Minkler introduced Ms. Dakota Roos, this year's nominee to the All Washington Academic Scholar team. She graduates from GHC this year and will transfer to earn a bachelor's degree in Commercial Dance. Mr. Blauvelt congratulated her and presented her with a check for \$500.00 from the Board of Trustees. Ms. Roos said she appreciates the opportunity to represent the college.

V. Action Items

Approval of February 18, 2020 minutes - It was moved and seconded to approve the minutes as presented. Motion carried. Dr. Minkler asked that the minutes be revised to show the budget status was as of 12/31/19, not 10/30/19 as reported. Dr. Carthum withdrew his original motion and moved to adopt the minutes as amended. Motion carried.

VI. Information

1. 500 Series Operational Policies (first reading) – Mr. Boakye presented revised 500 Section Operational Policies for a first reading. They have been approved by e-team and College Council. Mr. Blauvelt asked about OP 501, Business Functions, Delegation of Authority. He asked if this would be the appropriate place to add something that would address what we have learned from the corona virus, i.e. how do you adopt an emergency declaration? Mr. Boakye responded we have an Emergency Operations Center committee consisting of the President, e-team and Chief of Facilities. The intent is to develop a policy that addresses emergencies.

Dr. Carthum asked if we are eliminating policies regarding college owned vehicles. Mr. Boekye responded that all policies and procedures referring to college vehicles will be incorporated into one policy.

2. Proposed Operational Policy 416, Athletics (first reading) – Dr. Alt reported that currently the college does not has a policy on athletics. The policy states that athletes will adhere to the standards outlined in the NWAC Codebook and any additional requirements for their specific sport conference.
3. Update on Financial Audit - Mr. Boakye reported that due to staffing constraints, preparation of the FY 2019 financial statements is currently in process and will not be completed by the end of March as required by the accrediting body. We have hired a contract employee to assist, and have requested a postponement. The auditor’s office has indicated they will not be able to come to campus until April or May.
4. Update on Office of Civil Rights Audit – Dr. Alt reviewed highlights from the unofficial findings from the OCR audit exit interview. The official report should be received in about sixty days. She noted that the auditor reported she interviewed several students and did not hear any negative comments. Dr. Akerlund asked if an action plan is required, and if so, is it developed by a committee? Dr. Alt responded there will be recommendations of things we must do in a specific time frame and we will put a group together to respond to the recommendations. Ms. Aveledo said when the response group is formed it might be beneficial to engage past alumni, specifically minority students.
5. Strategic Enrollment Management Committee Update - Mr. Matt Edwards, co-chair of the Strategic Enrollment Management Committee presented an updated report of progress implemented on action items identified in Fall Quarter and reported at the December Board meeting. The action items are broken into short-term, mid-term and long-term action items. Mr. Edwards reported the status of the short and mid-term action items.

Short-term items included the following marketing efforts:

- Advertising Washington College Grant and Summer Pell
- Student, Faculty and Staff success stories
- 2 + 2 Degrees
- Materials in Spanish
- E-Sports team
- Montesano Academy

Mid-Term Action Items:

- Career coach software
- WSAC (Washington Student Achievement Council) Adult re-engagement initiative
- AAS-T hospitality and eco-tourism

Dr. Alt said the career coach software offers two different assessments for students who do not have a specific career in mind. Ms. Aveledo asked if we are providing information about this software to our partners or other youth serving agencies. Ms. Collen responded we have informed K-12 and Pac Mountain representatives. Ms. Aveledo said she is connected to several youth programs and would like to help connect them with the college.

Dr. Rucks said the AAS-T hospitality and eco-tourism program is still on track to begin this Fall. We are hoping to receive approval from the NWCCU to offer hospitality-eco-tourism degrees.

Mr. Blauvelt asked if students who have defaulted on student loans will be eligible for Washington Grant funds. Ms. Collen said she does not have that information. Dr. Rucks said there are income thresholds to be eligible.

6. Exceptional Faculty Award 2019-2020 – Prior to this meeting the Board received the Exceptional Faculty Committee's recommendations for this year's recipients. The Board will be asked to vote on the recommendations at their April Board meeting.

VII. Standing Reports

1) Student Government Report (Mr. Taylor Miller)

Mr. Taylor introduced Ms. Shelly Hoffman, next year's ASGHC President. Mr. Taylor reported on February's student activities. He announced that all upcoming activities are cancelled until further notice.

2) Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath reported classified staff are taking precautions because of the corona virus while still serving students. While faculty and staff are working remotely, custodial staff are cleaning and sanitizing the campus. Once an area is cleaned it will be locked.

3) Faculty Report

None

4) President's Report

Dr. Minkler asked that his report and the Board report be postponed until after the executive session. His request was approved.

The Board entered into executive session at 2:10 for approximately twenty minutes for the purpose of evaluating and reviewing qualifications and performances of public employees.

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 regular Board meeting was reconvened at 2:37 p.m. Mr. Blauvelt stated the purpose of the executive session was to review candidates for tenure and rehire. All of the people on the list for tenure and rehire are exceptional individuals and are appreciated for their efforts they put forth for Grays Harbor College.

Action Items as a Result of the Executive Session

It was moved and seconded to rehire Ms. Debi Brogan, Dr. Janel Cope, Dr. Andrew Gaines, Dr. Hannah Mechler, Mr. Jaime Reino, Ms. Tiffany Smith, Ms Tracey Ushman, Dr. Patrick Womac. Motion carried.

It was moved and seconded to grant tenure to Mr. Nathan Barnes. Motion carried.
Dr. Carthum stated there were several comments from students attesting to Mr. Barnes positive effect he has on students.

It was moved and seconded to grant tenure to Mr. Jesse Kangas-Hanes. Motion carried.
Dr. Carthum said he was impressed with Mr. Kangas-Hane's honest and introspective self-evaluation and his dedication to address student issues.

It was moved and seconded to grant tenure to Mr. Tom Stearns. Motion carried.
Dr. Carthum stated he was impressed with Mr. Stearn's restructuring of the Writing Center.

It was moved and seconded to grant tenure to Dr. Anthony Molinero. Motion carried.
Dr. Carthum stated he was interested to learn about Dr. Molinero's summer research at the University of Washington and how it will help him develop a lab to be used by students.

It was moved and seconded to grant tenure to Mr. Chris Graham. Motion carried.
Dr. Carthum said that he was pleased to learn that Mr. Graham, who teaches at Stafford Creek, holds his students to a level par with the campus.

It was moved and seconded to grant tenure to Ms. Melanie Israel. Motion carried.
Dr. Carthum said it is obvious that Ms. Israel is committed to the college and is very visible in the community. Student comments emphasized that she is always available to help students.

5) President's Report

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

Highlights included:

WACTC meeting update

- Report from ACT members who attended the national meeting in Washington D.C.
- Mr. Keith Swanson from the Governor's Office report on the process of recruiting new Board members.
- Report from Mr. Chris Reykdal (State Superintendent of Schools) regarding potential changes to Running Start funding.
- State Board report from director, Ms. Jan Yoshiwara.

Planning Community Forum at Columbia Education Center

Plans are moving forward for a community forum at the Columbia Education Center on April 22. The focus will be on plans to offer a hospitality, eco-tourism and culinary arts degree.

COVIC-19

The GHC Emergency Operations Center is meeting regularly to address issues caused by the COVIC-19 crisis. Ms. Aveledo said it is important to develop a mechanism to track loss of revenue and expenses.

Instruction Update

- eLearning - Mr. Jeremy Winn, eLearning coordinator will present two sessions at the WA annual Canvas Conference.
- BAS-T- There are fourteen completed applications and several incomplete applications for next year's co-hort for GHC's BAS-T program.
- Medical Assisting – Reviewers from California, Texas and Illinois will be on campus March 26 and 27 to review the college's medical assisting program.

- Welding – GHC will be recommended for renewal as a WABO Qualified Welder Testing Agency.
- Native Pathways – Mr. Gary Arthur, Native Pathways Coordinator has visited eight schools to promote GHC programs.

6. Board Report

Ms. Aveledo asked about the mood of the college. Ms. Brener responded there is some anxiety because of the uncertainty of the future. Ms. Aveledo asked if anything was being done to help employees deal with the stress. Dr. Minkler responded he is sending updated information to employees on a regular basis. Dr. Alt said an e-mail was sent to the campus on how to access counseling service. Mr. Taylor said work study students are concerned how their jobs will be affected. Mr. Karnath suggested thy contact maintenance and custodial staff to see if there are work opportunities.

IX. Good of the Order

None

X. Adjournment

The meeting was adjourned at 3:45 p.m.

Dr. Jim Minkler, Secretary

Mr. Art Blauvelt, Chair