

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
June 16, 2020 – 1:00 P.M.
Zoom Meeting

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

Members Absent: None

Others Participating in the Meeting:

Dr. Jennifer Alt, Mr. Kwabena Boakye, Ms. Laura Brener, Ms. Linda Sullivan-Colglazier, Mr. Matt Edwards, Mr. Andrew Glass, Mr. Randy Karnath, Mr. Taylor Miller, Dr. Jim Minkler, Ms. Sandy Zelasko

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

Roll was called and all members were present.

II. **Agenda Adoption**

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

III. **Public Comments**

Mr. Winsor read a statement from faculty member, Ms. Brenda Rolfe Maloney. Her statement is attached to these minutes.

IV. **Action Items**

Ms. Zelasko read a correction to the May 19, 2020 minutes submitted by Ms. Aveledo and a correction to the June 5, Board Work Session minutes submitted by Mr. Kwabena Boakye.

1) Approval of May 19, 2020 Board Minutes. It was moved and seconded to adopt the May 19, 2020 minutes as amended. Motion carried.

2) Approval of June 5, 2020 Work Session minutes. It was moved and seconded to adopt the June 5, 2020 Work Session minutes as amended. Motion carried.

3) Approval of FY 2020-2021 Operating Budget

Mr. Boakye's report was included in backup materials received prior to the meeting. He stated that the proposed FY 2020-2021 Operating Budget submitted for Board approval is preliminary for the purpose of having an approved budget as of July 1, 2020. The budget is preliminary because of notifications from the Office of Financial Management that there may be a reduction in the state appropriation after the new budget year has begun and this approved preliminary budget will need to be readjusted to meet the changes in the state appropriation. He reviewed the following:

Strategic Planning
 Mission, Vision, Strategic Priorities
 GHC FY 20 Goals and Accomplishments
 Organizational Charts
Operating Budget
 2020-2021 Revenue Estimates
 2020-2021 Expenditure Estimates
Organizational Detail Budget
FY 2020-2021 Student Activities Funds
FY 2020-2021 Tuition and Fee Schedule
 Tuition Schedules, Upper and Lower Divisions
 Fee, Fine and Waivers Schedule
FY 2020-2021 Salary Schedules
 Professional Salaries 175
 Professional Salaries 215
 Salary for Ancillary and Other Duties
 Exempt Salary Schedule
 Non-Permanent Hourly Salary Schedule (1050 Employees)

The following are questions and comments from the Board and Mr. Boakye and Dr. Minkler:
Dr. Carthum – Does this budget assume the 15% reduction? Mr. Boakye responded it does not. This is the budget with the original allocation.

Dr. Carthum - I thought we were supposed to plan for a 15% reduction from the state. Mr. Boakye responded the allocation we received in March, 2020 is what we have until we receive a new allocation. When and if we receive a reduction we will come back to the Board with an adjusted budget.

Dr. Carthum – We do not want to be in a position and get surprised in the Middle of November when we receive a revised allocation from the State. Dr. Minkler responded that we do not know when the legislature will be called back into session but hope it will be this summer rather than mid-year.

Ms. Aveledo – This budget does not assume any cuts from the state but we expect 15% in reductions. What is the difference of the amount from 8% to 15%? Mr. Boakye responded \$1M.

Ms. Portmann – If the Board does not take any action I don't see a benefit of approving anything until we have more clarity about the impact of the budget. What are other colleges doing? I am still confused what action the Board has to take other than approving a budget when there are so many uncertainties. Dr. Minkler responded it is a preliminary budget. We can't make cuts to a reduced budget that does not exist at this time. The only thing we have to work with is what we received in March, 2020.

Ms. Portmann – The Board can meet after we receive the revised allocation and adjust the budget.

Dr. Akerlund – I have the same concerns as Ms. Portmann. Can we table approval of the budget until after the state revenue forecast that will be announced tomorrow? Mr. Blauvelt responded that we need to have something in place by July 1, 2020.

Mr. Blauvelt – I think we should adopt the preliminary budget and recognize we will have to make adjustments when we receive a revised allocation from the state.

Ms. Aveledo – I think we should approve the budget as is and schedule a meeting to discuss revisions to the budget.

Ms. Portmann – If the rest of the Board wants to approve the preliminary budget knowing it isn't accurate and will not be the final budget, I will vote to approve.

It was moved and seconded to approve the preliminary budget as presented by the administration. Motion carried.

The Trustees will hold a special meeting the afternoon of June 29th if it is determined to be necessary.

4) Approval of FY 2020-2021 ASB Budget

ASB President, Mr. Taylor reviewed the student government budget submitted for approval. He stated there are not any changes from the first reading of the budget presented at the May 19, 2020 Board meeting. Ms. Aveledo asked if there has been any impact on enrollment that has resulted from offering e-sports. Mr. Taylor responded that currently we have nine new prospective students enrolling Fall Quarter. It was moved and seconded to approve the 2020-2021 ASB budget. Motion carried.

Mr. Taylor next presented the Technology Fee budget for approval. It was moved and seconded to approval the ASB Technology Fee budget for 2020-2021. Motion carried.

5) Approval of FY 21 Tuition, Fees, Fines and Waivers Schedule

Mr. Boakye reviewed changes to the FY 2021 Tuition, Fee, Fine and Waiver Schedules. He noted that the State Board approved a 2.5% tuition increase for FY 2021 and student government approved the State Board maximum of \$11.62 per credit for the student activities portion of tuition. It was moved and seconded to approve the FY2021 Tuition, Fee, Fine and Waiver schedules. Motion carried.

V. Information

1) Bishop Trust Investment Update

Mr. Boakye presented an update on the Ed and Lillian Bishop Trust investment that provides funds for scholarships for students seeking to continue their education at institutions that offer baccalaureate degrees. This includes GHC students in our BAS programs. As of December 31, 2019 the beginning investment market value was \$4,889,597 and the ending market value was \$5,435,109 for an inputted positive rate of return of approximately 11.16%.

2) Bishop Trust Scholarship Award

The Ed and Lillian Bishop Trust Investment provides resources to fund scholarships to students pursuing baccalaureate degrees. Four percent or \$218,781.80 of the market value of the Bishop Trust Scholarship fund is available for award in July, 2020 by the GHC Foundation. The Board of Trustees can amend the percentage. The fund manager's portfolio performance analysis was included in materials received prior to this meeting.

VI. Standing Reports

1) Student Government Report

Mr. Taylor reviewed activities students were involved in since the last Board meeting.

Joshua Rivedal, presented information on how to live mentally well.

Resume Building Workshop

Interview Skills Workshop

Weekly Scavenger Hunt

Wacky Craft Wednesday

Recipe of the Week

Weekly Trivia

Pet Pic Parade

Mr. Taylor reported that student government issued a statement to students, faculty and staff regarding the death of George Floyd.

Mr. Taylor thanked the Board and the college administration for supporting students. Ms. Shelly Hoffman is the ASGHC President for the next academic year and will represent students at Board meetings.

2) Classified Staff Report

Mr. Karnath reported highlights from the Labor Management meeting held on June 11, 2020. His full report is attached to these minutes.

3) Faculty Report

Mr. Winsor reported faculty concerns. His full report is attached to these minutes.

4) President's Report (Dr. Jim Minkler)

Dr. Minkler's report was included in backup materials received prior to the Board meeting. Prior to his report he stated he wanted to respond to Mr. Winsor's and Ms. Rolf-Maloney's response to his recent "Reflections" document. He said he regrets his statements regarding the college's hiring process was misunderstood. His intent was to state we have an excellent hiring process and rely heavily on screening committees and has followed their recommendations. Highlights from his written report are as follows:

WACTC Report

Capital Budget – noting it is unlikely we will receive funding for the proposed student union building.

WACTC meetings have included several one hour meetings devoted to the topic of Black Lives Matter.

WACTC voted to create a new commission composed of Chief Diversity Officers.

Colleges like GHC who do not have a Chief Diversity Officer can appoint someone to attend meetings.

ctcLink

Accreditation Recommendation Reminders

Recommendation substantially in compliance but in need of improvement.

Required follow up

Future evaluations

2017-2018 and 2018-2019 GHC Student Faculty Ratio

Fall 2015 – Fall 2019 Student/Faculty Ratio

2016 forward – Employee Count by Category

The Diversity Committee is working on a newsletter to be forwarded to students, staff and faculty recognizing Juneteenth. Ms. Aveledo asked if the Diversity Committee has plans to create a climate where healthy dialogue regarding diversity is encouraged? She asked how can we nurture that environment and have our college set an example for our community regarding respecting other people's perspectives. Ms. Aveledo said she was concerned that small colleges would not be represented on the state-wide Diversity Officer Commission.

5) Board Report

a. Board Elections

Ms. Portmann nominated Dr. Carthum to be the Board Chair for the next fiscal year. Dr. Akerlund seconded the motion. Motion carried. Ms. Portmann nominated Dr. Akerlund to be Vice Chair for the next fiscal year. Ms. Aveledo seconded the motion. Motion carried.

Mr. Blauvelt volunteered, and Dr. Carthum appointed him to represent the Board at GHC Foundation meetings for the next fiscal year.

Ms. Portmann suggested waiting until a new Board member is on Board to appoint a Board member to the state-wide ACT Legislative Committee.

b. Board Evaluations

Mr. Blauvelt stated it has been a very unusual year and he believes the Board has done what it is designated to do which is to provide policies and guidelines for the functioning of the college. Ms. Portmann said last year the Board used a tool that we are not using this year and asked for input regarding other evaluation tools. Ms. Portmann asked AAG Ms. Sullivan-Colglazier if she has access to Board evaluation examples. It was noted that the State Board also has examples of Board evaluation tools. It was suggested that the process take place at the Board retreat later this summer.

c. Board Retreat

The Board retreat will be scheduled for later this summer. Date and location will be dependent on what COVID-19 phase the county is in. Dr. Carthum suggested a date during the first ten days in August and requested Ms. Portmann's attendance even if her replacement has been named at that time.

Ms. Portmann said her term ends on September 30, 2020. Typically, the Governor's Office reviews applications 90 days prior to that date and thirty to forty-five days after that appoints a replacement. Ms. Portmann said she is fully committed to serving her entire term. Ms. Aveledo said if a replacement is named before the Board retreat she would like that person to attend.

VII. Executive Session

Under RCS 42.30.110, 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 the purpose of reviewing the performance of a public employee. No action will be taken during the executive session or after the executive session. The session is expected to last twenty minutes.

IX. Action Items as a Result of the Executive Session
None

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

Dr. James Minkler, Secretary

Chair, Mr. Art Blauvelt

Attachment from Agenda Item VII – 2 Classified Staff Report (Mr. Randy Karnath)

Highlights from the LMCC meeting on 6/11/2020

Mr. Karnath reported that last week classified staff representatives met with Mr. Jones and Dr. Minkler. Highlights from that meeting included the following:

Budget discussion:

Working to accept and work with a 15% reduction.

The closure of the kitchen, and lay off of the 2 full time employees is an indefinite decision. The kitchen has been running at over a 60% deficit for the last few years, and the bookstore reserve has covered that. That reserve is now gone, so closing the food service is a budget reduction.

Dr. Minkler indicated that food service will resume when it can be funded, and additional food will be available in the bookstore.

Furloughs were discussed.

The Shop Stewards suggested that a ladder type furlough could be put into place.

(This is a general idea, not set in stone), folks that make under 40,000 a year would have no furlough days, folks that earned 40 – 50 or 60 would have a couple of furlough days a month, folks that earned 60, 70 or more would have maybe 5 furlough days a month. This would save more than just having the lower paid staff taking furloughs. Dr. Minkler and Darin were very interested in this idea.

Communication was discussed, and Jim said that he wanted to thank all of the folks on the front line for all of their extra efforts. Shop stewards told Dr. Minkler that the front line was close to the breaking point, and needed some reassurance. WPEA recommended that instead of emails or a general “thank you”, he should bring back the President/Classified staff meetings that we used to have on Zoom. Dr. Minkler thought that was a good idea, and will work on that.

Dr. Minkler also indicated that he needed to know what was going on campus, so if anyone has concerns or issues, please bring them to a Shop Steward so they can be addressed.

Safety on campus was addressed. Kudos were given to the custodial crew for cleaning and sanitizing, but it was mentioned that things such as our air filters have not been cleaned and sanitized yet. This was taken into account with Dr. Minkler and Darin.

Dr. Minkler’s email about summer hours was also addressed. The wording was a bit confusing. The campus will be open to the public, as it is now, virtually. The hours are correct, but for staffing on campus, it will be up to the individual area supervisors to approved on campus work. Expect to “man the front line” as we are doing now, virtually.

Attachment from Agenda Item VII- 3 Faculty Report (Mr. Shiloh Winsor)

I have struggled with how to proceed in presenting this faculty report to the board of trustees. I would like to begin by thanking our college's diversity committee who helped our president create what feels like a thoughtful public response to this current moment from the college in the form of the "GHC Leads through Education and Unity" post on the main college website dated June 3.

In that posting, Dr. Minkler ended with the following comment, "As you perform your daily work, please reflect with compassion and empathy for one another and yourself. Continually find ways to stand for what is right, focus on service to those who are most impacted by racism and prejudice and let us emphatically cherish the diversity and the dignity of one another."

I have seen evidence of this work from faculty and staff across the institution. While this has been an incredibly stressful time for faculty and staff, we know that for our students, this quarter has been even more difficult. We as a college have risen to this moment with empathy for our students' difficulties and with understanding of the challenges they face. Although it has been difficult to create the inclusive hands-on environment we would want for our students, I have seen faculty rise to this challenge. I have seen instructors of disciplines nobody ever thought could or should go online provide robust and engaging academic experiences for our students.

Our faculty and staff have worked tirelessly to keep as many students engaged as possible because that is what we all collectively do, and because helping students achieve their educational goals is why we are here.

In this moment when stress is at an apex, from fear of illness, from fear of future uncertainty, and from fear of how or whether our society will be able to confront challenges faced, it is disappointing to see the president move from signaling our collective commitment to diversity and inclusion to co-opting an important social justice movement in what feels like a self-serving attempt to shame unnamed sections of the college community.

In the "Belonging" section of the most recent "Reflections #36," distributed last Friday, Dr. Minkler opens and closes with his desire to make the college a more welcoming place and a place where we spend time being self-reflexive about our own unacknowledged biases. This feels like important work, but it is work that this same "Belonging" section makes difficult due the central scattershot finger-pointing that appears on pages five and six.

In this section, it becomes clear that he feels concerns with college leadership have been personal attacks on him which then must justify him, as the leader of the college, in expressing a series of innuendos for what he chooses to characterize as racially-motivated slights by others.

Rather than re-iterating a commitment to creating a college that is belonging and providing a safe environment for thoughtful discussion and examination, the most current Reflections moves almost immediately into an attack on unnamed members of the college community regarding the way he believes a former colleague was treated due to her racial background. This attack is incendiary in nature and all the more troubling because it appears to have been used to excuse a poor decision – not a poor decision in the actual hire but a poor decision in creating a new top-level administrative position immediately before he realized that our several years of declining enrollment meant that the budget was nearly two million dollars over-spent.

He then proceeds to allude to reports of systemic bullying for which he did not investigate and for which he seemingly did not take appropriate action.

The faculty support a college that creates a respectful environment for every student and co-worker—one that celebrates differences, and we acknowledge that the college environment likely doesn't feel particularly welcoming for employees right now; therefore, it is disappointing to see our college president use a public platform to attack & insinuate (particularly faculty). To make use of a national social justice movement precisely at the peak of stress and distrust in decision-making will create an even more difficult working environment, and certainly will not lead to open, thoughtful dialogue.

I want to apologize to the president if he feels that my or my colleagues' comments that have been critical of the college administration or the current college climate have been personal in nature. I do not know the president very well in a personal capacity, but I believe in most circumstances he is a thoughtful and caring person. In his professional capacity, the response he has made to various concerns demonstrates that his skills may not be well-suited to the varied and critical challenges we face.

In my role as faculty union president, I have endeavored to show the board and the administration what the faculty perspective has been. I have tried to point out the concerns that I have heard from many faculty about our not meeting student demand for instructional offerings. I have tried to point out to the board and the administration that we have put a large burden of our cuts on the back of our part-time faculty who have gone from comprising nearly 20% of the salaries at the college to being budgeted at close to 12% next year, all while each section taught earns 40% less than the same section would earn 40 minutes away in Olympia or other metro areas. I have tried to explain that there is widespread faculty frustration with communication, a lack of accountability, and processes for decision-making. I am an unabashed advocate for instruction because that is what our students are coming to the college for. That said, I understand math, and I understand how the current budget situation is difficult. I understand how tough choices must be made. In my role as one of the college's division chairs, we have done our best to use our collective 130+ years of experience at the college in trying to help make those tough choices (particularly the ones we have known were in the works and weren't just announced after already having been made). Additional budget cuts are going to be rough for the college. At any institution, important discussions of bias and inclusivity will always be challenging if they are to be thoughtful and productive.

I've been with the college for 18 years and I've seen better and worse times for the college economically, but the college has felt incredibly dysfunctional over the past four years. I worry that open discussion will continue to be directly or indirectly stifled. I worry that without college leadership that is able to improve rather than shut-down communication, we will struggle to survive for those we are all here to serve – our students.