

*SPECIAL MEETING*  
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES  
August 13, 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, Ms. Kristy Anderson, Mr. Kwabena Boakye, Dr. Ed Brewster,  
Mr. Andrew Glass, Mr. Darin Jones, Mr. Randy Karnath, Ms. Cara Beth  
Stevenson, Ms. Linda Sullivan-Colglazier, Mr. Shiloh Winsor, 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 as presented. Motion carried.

III. Public Comments

None

IV. Action Items

Ms. Zelasko read corrections to the July 21, 2020 minutes and the August 5, 2020 Board Retreat minutes submitted by Ms. Aveledo.

1. It was moved and seconded to approve the July 21, 2020 minutes as presented and amended. Motion carried.

2. It was moved and seconded to approve the August 5, 2020 Board Retreat minutes as presented and amended. Motion carried.

3. Approval of Title IX Changes

Dr. Brewster reported there have been several lawsuits filed asking for a stay on the August 14, 2020 deadline for implementation of the new Title IX regulations. The requests have been denied. In order to become compliant with the August 14, 2020 deadline it is necessary that the Board take action at this meeting approving the changes. Dr. Alt noted that the Washington State Assistant Attorney General's Office provided the State Board with guidelines and model Title IX policies, procedures and Washington Administrative Code (WAC) in order to become compliant with the August 14 deadline.

1. It was moved and seconded to approve the adoption of the newly created WAC 132B-120-320 through 132B-120-360. (This includes the following: WAC 132B-120-320, WAC 132B-120-325, WAC 132B-120-330, WAC 132B-120-335, WAC 132B-120-340, WAC 132B-120-345, WAC 132B-120-350, WAC 132B-120-355, and WAC 132B-120-360). Motion carried.

2. It was moved and seconded to approve repealing WAC 132B-120-300, WAC 132B-120-305, 132B-120-310, and WAC 132B-120-315. Motion carried.
3. It was moved and seconded to approved revised Operational Policy 406, Title IX, Sexual Harassment and Non-Discrimination. Motion carried.

## V. Information

### 1. Enrollment Report

The enrollment report as of August 11, 2020 was included in backup materials received prior to the meeting. It shows that we are at 42.6% of our target and gained 65.03 FTE in the last week. Dr. Alt said efforts continue to enroll new students including e-mail, texting, phone call campaigns, postcards and usual marketing efforts.

Ms. Aveledo asked if other colleges are in a similar situation regarding the percentages they are off their enrollment targets. Dr. Brewster responded that information from other colleges for the coming year are not yet available. Last year's figures show our percentages were worse than most other colleges. He noted that enrollment is down throughout the system.

Ms. Aveledo asked if there are similarities with rural colleges regarding how they are meeting their allocations. Dr. Brewster stated the enrollment decline trend is hardest on the small colleges because we do not have the resources large colleges have.

Dr. Carthum asked about specific marketing efforts. Mr. Glass responded there are a number of ongoing marketing campaigns including focusing on re-engaging adult learners and attracting recent graduates. Over 3,000 post cards targeting 18 – 30 year olds are being mailed this week. A second mailing targeting high school students that focuses on Running Start options will be mailed soon. Dr. Carthum stated there are many people in our marketing area who need additional education the college can provide but it is difficult for many people to make the first step. He said it is necessary to reach out to prospective students and personally make them feel comfortable coming to campus.

Ms. Aveledo asked about enrollment in the college's hospitality/eco tourism program and asked if we are in communication with the Quinault Nation Enterprise Board, noting they are very interested in training options. Dr. Brewster said he did not know the status of enrollment in the program or if the Quinault Nation had been contacted but would report back on his findings.

### 2. Budget Planning Update

Mr. Boakye stated that budget planning is an ongoing process. Earlier this year OFM informed state agencies of the possibility of having to reduce their state allocation by 15%. In an effort to resolve the potential cut we are conserving costs and making efforts to increase revenues. An example is that classified staff and exempt staff were asked to take four furlough days in July. This resulted in a savings of \$80,000.00. They will be asked to take one furlough day a month from August through December that will constitute a savings of \$100,00.00.

Dr. Brewster reported he just learned that the State Board is planning a distribution of funds from the GEER program. GHC's portion is estimated to be approximately \$400,000.00.

Mr. Boakye said enrollment impact on local revenues will continue to be monitored and the Board will be updated as new information becomes available

## VI. Board Report

### 1. Board Goals

Dr. Carthum asked Board members for Board goal suggestions, noting that possible goals were discussed at the Board retreat but none were formulated. He said he anticipates three to five goals will be adopted. Suggestions included:

- Search for a new College President
- Financial stability
- Enrollment
- Reaching out to the community
- Equity

Ms. Aveledo

- The Board needs to continue reviewing financial information in order to provide the direction the Board is mandated to provide.
- Host students of color at the beginning of the quarter in order to make them feel comfortable at our college.
- In order to help provide an environment of inclusiveness encourage Board members, faculty and staff to add their preferred pronouns to their signatures.
- Encourage Board members and the President to continue community outreach.

Dr. Carthum asked Dr. Akerlund before the next meeting to review the President's goals and those suggested today and draft Board goals for the Board to review and adopt at their next meeting.

### 2. Items of Interest

Dr. Brewster stated that because this is a special Board meeting the agenda did not include reports from classified staff, faculty and students. Dr. Carthum invited meeting participants to comment on their areas.

Mr. Winsor

- Thanked Ms. Portmann for her service on the Board.
- Faculty and administration continue labor management meetings.

Ms. Stevenson

- Expressed appreciation to Ms. Aveledo for her comments about inclusive pronouns.
- The COLA classified staff received was catching up for many years of minimal cost of living increases.

Mr. Blauvelt asked if there are any welcoming events planned for Fall Quarter. Dr. Brewster responded that welcoming events will most likely be zoom sessions.

Ms. Portmann reported that her daughter is a junior at Willapa Valley High School. Currently 23 of 40 students in her class have signed up for Running Start.

Mr. Karnath reported that Ms. Caitlin Dulin who works in the college Bookstore received the quarterly staff award

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 2:26 p.m. for approximately twenty minutes.

The meeting was reconvened at 2:51 p.m.

VIII. Action Items as a Result of the Executive Session

It was moved and seconded the Board endorse the following goals of Dr. Ed Brewster, President of Grays Harbor College as presented. Motion carried.

Goals for the President  
Grays Harbor College  
Academic Year 2020/2021

1. Develop and Implement a plan for opening and sustaining college operations that are in compliance the Covid-19 guidelines from the Governor and the Grays Harbor County Health Department, and support the success of the students, faculty and staff of Grays Harbor College.
2. Effectively manage the human and fiscal resources of the college within the framework of the approved budget and plan for additional projected budget reductions from the state.
3. Develop and implement strategic enrollment strategies to maximize student participation in college programming each quarter of the academic year, especially in state funded courses.
4. Develop and implement strategies to address issues of equity, morale, motivation and productivity.
5. Assist the Board of Trustees in a search process for a permanent college president.

IX. Good of the Order

The next regularly scheduled Board meeting will be September 15<sup>th</sup> beginning at noon. Dr. Carthum said if it is necessary to hold a special meeting earlier than September 15<sup>th</sup> the Board will be polled regarding their availability.

X. Adjournment

The meeting was adjourned at 2:58 p.m.

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Dr. Ed Brewster, Secretary

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Chair, Dr. Harry Carthum

