

REGULAR MEETING OF THE
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
October 20, 2020 – Noon - Zoom Meeting

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

Members Absent: None

Others Participating in the Meeting:

Dr. Jennifer Alt, Mr. Richard Arquette, Mr. Kwabena Boakye, Dr. Ed Brewster,
Mr. Matt Edwards, Mr. Andrew Glass, Ms. Shelly Hoffman, Mr. Darin Jones,
Mr. Randy Karnath, Ms. Nicole Lacroix, Ms. Linda Sullivan-Colglazier,
Mr. Shiloh Winsor, Ms. Sandy Zelasko

Dr. Carthum welcomed Trustee, Mr. Jim Sayce, to his first Board meeting. Mr. Sayce resides in Seaview, WA and is the manager of the Port of Willapa Harbor. He previously was the Executive Director of the Pacific County Economic Development Council.

Study Session

Equity, Diversity, Inclusion - facilitated by Ms. Astrid Aveledo.

Prior to the meeting, trustees were asked to review materials included in their Board packet that focused on the following:

- What is racial equity? Why does it matter?
- The structural and historical context of racism.
- The difference between equality and equity.
- Centering black and indigenous people.
- Intersectionality.
- Race equity and COVID-19.
- Addressing race equity at “the five levels.”
- Connecting race equity and anti-poverty work.
- Understanding implicit bias & internalized racial oppression.
- The “addressing” model for understanding social identities.

Ms. Aveledo said trustees offer their experiences, knowledge and expertise in leading the college forward to improve equity, diversity and inclusion for students and employees.

Highlights of the discussion included the following:

Washington is home to twenty-nine recognized and seven non-recognized tribes. The college sits on land that once belonged to the Chehalis Tribe.

When we talk about race it is important to acknowledge power which leads to one group of people having advantage over another group of people.

Ms. Aveledo explained the difference between the terms Latino and Hispanic. Hispanic refers to language and Latino refers to origin.

Data shows that U.S. born Hispanics attend college at a higher rate than non-U.S. born Hispanics. It was noted that families are important in decision-making and it is important that Hispanic students' parents receive information in Spanish about how their children can attend college.

Board members agreed there needs to be more presentations addressing equity, diversity and inclusion. Dr. Carthum asked for suggestions how to move forward.

Ms. Anderson – Review the demographics in our district in order to improve recruitment and retention efforts.

Mr. Jones –As we develop our Strategic Plan objectives and indicators for strategic priorities two and three we need to review information that will show us how to improve our support for our students.

Dr. Alt – How do we measure whether or not our employees feel a sense of “belonging?”

Mr. Sayce – There is a difference between power and authority. Sometimes a leader needs to be quiet and listen.

Ms. Hoffman – Other college websites are very diverse in their diversity offerings, i.e., videos, programs, etc.

Ms. Aveledo asked that the Board continue to engage in future conversation that focus on race, diversity, equity, inclusion.

Regular Board Meeting

I. Call to Order/Roll Call

Roll was called and all members were present.

II. Agenda Adoption

Dr. Carthum asked that the executive session be moved from after the Board report to before the Board report. It was moved and seconded to adopt the agenda as amended. Motion carried.

III. Public Comments

None

IV. Action Items

1. September 20, 2020 Board Minutes - It was moved and seconded to approve the September 15, 2020 Board Meeting Minutes. Motion carried.
2. Faculty Excellence Awards – Mr. Boakye reported that as of September 30, 2020 the Exceptional Faculty Fund balance was \$294,512.87, \$200,000.00 of that balance is permanently restricted and \$94,512.87 is temporarily restricted. The guideline for distributing awards is based on 4% of the total funds as of the September 30 bank statement. The Board has the option of increasing the distributed amount as long as the balance does not drop below \$200,000.00. After discussion it was moved and seconded to approve \$11,984.00 for the 2020 Exceptional Faculty Awards. Motion carried.
3. Transfer of Bishop Trust Management to the GHC Foundation – In 1986 the E.K. and Lillian F. Bishop Foundation, under an agreement with Grays Harbor College, pledged to endow \$1,000,000.00 that the college would manage to provide scholarships to Grays Harbor County residents who were pursuing a four-year degree and/or a postgraduate degree. Mr. Boakye reported it is the practice of the college for the GHC Foundation to administer all endowments for the college including the Bishop Trust. At the Foundation's December 12, 2019 meeting

the Foundation Board moved to accept the management of the Bishop Trust should the Board of Trustees approve the management transfer. Discussion included:

Dr. Carthum said the funds were donated to the college, not the Foundation. Mr. Boakye said the college is the administrator of the trust and the funds are donated to the trust.

Dr. Carthum noted that the fund lost money last year and he asked if the Board has any control how to invest the funds. He asked if the college transfers management to the Foundation does the Foundation decide who manages the funds? Mr. Boakye said several years ago the Board decided to move the funds to TIAA/CREF.

Mr. Sayce asked if Pacific County students could receive funds if additional funds were added to the account. Dr. Brewster responded the trust has restrictions and it would be difficult to change them.

Mr. Blauvelt said the original concept was the college would create a selection committee that would select the recipients.

After discussion it was moved to approve the transfer of the management of the E.K. and Lillian F. Bishop trust scholarship awards to the Grays Harbor College Foundation, and authorize the president of the college to negotiate a MOU regarding that. Motion carried.

V. Information

1. Budget Status for FY 2020 – Mr. Boakye reported the college ended FY2020 with a positive budget balance. His 2020 budget overview included the following:
 - Budget compared to actual expenses by object.
 - Budget compared to actual expenses by program.
 - Actual revenue compared to budget and actual expenses.
 - Revenue projection compared to actual revenue.
 - Cash, restricted cash and/or reserve funds.

Ms. Aveledo said she wanted to acknowledge how much effort it has taken to get the college to the place where revenue is higher than expenses. Dr. Carthum said he appreciated the detailed report.

2. Quarterly Budget Report for FY 2021 – Mr. Boakye's FY 2021 Q1 Report included the following:
 - Q1 Revised Revenue/Expenditures
 - Q1 Actual Revenue Tracking
 - Q1 Actual Expenses Tracking
 - Q1 Budget Status
 - Budget Scenario Planning
 - Budget Development Process

Mr. Boakye said we still do not know if we will receive an allocation cut from the Legislature. The estimated range is between 5% and 15%. GEER funding (\$392,116.00) and CARES funding (\$651,697.00) will help offset any deficit. Dr. Akerlund asked what CARES funding can be used for. Mr. Boakye responded expenditures from CARES have to be a result of changing the modality of instruction caused by COVID-19. Dr. Brewster added that both GEER (state funding) and CARES (federal funding) are one-time funding. Ms. Aveledo asked if CARES funding can address loss of revenue due to COVID-19. Mr. Boakye responded it cannot be use for loss of revenue. Some exceptions are for schools that provide student housing and dining.

3. Enrollment – Dr. Alt reported enrollment is down approximately 205 FTE from last year at this time.

A report prepared by Ms. Anderson and Mr. Edwards that showed the impact of COVID-19 on enrollment was included in backup materials received prior to this meeting. Highlights included:

- Race/ethnicity mix did not change, i.e., we did not lose more Hispanic/Latino than white students.
- Fewer new students enrolled than in previous Fall Quarters.
- Running Start enrollment is up.

Ms. Aveledo asked about the impact of on-line instruction. Dr. Alt responded schools that were all on-line pre-COVID have seen an increase in enrollment.

VI. Standing Reports

- 1) Student Government Report (Ms. Shelly Hoffman)

Ms. Hoffman reported recent student activities that included the following:

- Weekly personal care information
- Motivational Mondays
- Adulting 101
- Mental health week
- Choker pride – students send a picture of themselves wearing Choker gear
- Halloween costume and pumpkin contest.

Ms. Aveledo asked about the results of the student housing feasibility study. Ms. Hoffman responded the report showed there is a need for student housing but the cost to students to live in the facility is not in the price range they can afford. A copy of the report will be shared with the Board.

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

Mr. Karnath reported that classified staff are pleased that the mandatory furlough days scheduled for November and December have been rescinded.

- 3) Faculty Report (Mr. Shiloh Winsor)

Mr. Winsor reported the following:

- Faculty are working hard to assist students who are adapting to on-line instruction.
- Today is advising day and students are registering for Winter Quarter.
- Nursing faculty are concerned they will not be able to find enough clinical settings for their students and whether or not simulations will allow students to get the number of hours they need.

- 4) President's Report (Dr. Ed Brewster)

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

Highlights included:

- The college is undergoing a performance audit and a financial statement audit. In addition, the State Board is performing a fiscal review.
- The State Budget continues to be unclear and it is projected there will be allocation cuts that result in reductions for this fiscal year.
- Progress on preparing for the implementation of ctcLink continues.
- Information will be sent to the college community this week offering resources to cope with the COVID-19 situation.

- Student Life is scheduling zoom sessions for students who have expressed concerns about the effects of the upcoming election. Ms. Aveledo said the Dispute Resolution Center has resources to assist both employees and students who are experiencing stress as a result of COVID-19 and/or the upcoming election.

VII. Executive Session

The Board entered into executive session at 3:50 p.m. for approximately twenty minutes to consider the performance of a public employee.

The regular meeting was reconvened at 4:10 p.m.

Dr. Carthum said because of COVID-19 the Board has decided to postpone the college presidential search for an additional year.

VIII. Action Items as a Result of the Executive Session

It was moved and seconded to authorize the extension of interim president Dr. Brewster's contract for an additional year or upon the hiring of a new president. Motion carried.

Dr. Brewster thanked the Board for the vote of confidence and said he is looking forward to an additional year and will work hard to develop a pool to select the next college president.

5) Board Report

Trustees' Account – Dr. Carthum was charged with bringing a proposed budget for expenditures from the Trustees/Leadership account. The current balance of the account is \$12,000.00. He proposed the following:

- Choker Club -\$1,000.00
- Bishop Center - \$1,000.00
- ACE (All College Employees) - \$500.00
- Staff Development and Training Committee - \$500.00
- Scholarship - \$5,000.00

Ms. Aveledo suggested donating \$1,000.00 to the GHC Foundation's fund-raising event scheduled for February, 2021. This suggestion will be addressed at the January, 2021 Board meeting.

Dr. Alt asked if the Board had guidelines for expending the Bishop Center donation.

Dr. Carthum responded the Board will leave that decision to the college.

It was moved and seconded to approve the proposal for expending funds from the Trustees/Leadership account. Motion carried

Items of Interest

Dr. Carthum report the following:

Mr. Blauvelt will represent the Board at GHC Foundation meetings.

Mr. Blauvelt is the Board's representative to the ACT Legislative Action Committee.

Ms. Aveledo will continue to lead the Board through discussions regarding equity, diversity and inclusions.

Dr. Akerlund will represent the Board on the presidential search committee.

Dr. Akerlund will represent the Board on the college's Strategic Planning Committee.

Mr. Sayce reported that in an effort to continue transparency between the college and the college community he has skills in Lean management tools and would be willing to lead a lead a Lean discussion after the first of the year.

Dr. Carthum suggested next month's study session focus on facilities and future capital projects.

IX. Good of the Order

Dr. Carthum asked for comments from the audience.

Ms. Anderson

- There is data available that addresses student success regarding diversity and equity.
- Efforts continue to gather follow-up information on GHC graduates. The college has its own data supplemented with employment security data and other transfer data.

Ms. Lacroix – Instruction is focusing on designing coursework for Guided Pathways.

Mr. Edwards – Data regarding the impact of COVID-19 is available.

The next regular Board meeting is scheduled for November 17, 2020.

X. Adjournment

It was moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 4:55 p.m.

Dr. Ed Brewster, Secretary

Dr. Harry Carthum, Chair