

REGULAR MEETING OF THE  
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES  
November 17 – 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, Ms. Kristy Anderson, Mr. Kwabena Boakye, Dr. Ed Brewster,  
Mr. Andrew Glass, Ms. Shelly Hoffman, Mr. Darin Jones, Mr. Randy Karnath,  
Mr. Keith Penner, Ms. Nicole Lacroix, Ms. Linda Sullivan-Colglazier, Mr. Shiloh  
Winsor, Ms. Sandy Zelasko

Study Session

Facilities Update/Future Capital Requests

The focus of Mr. Penner's presentation was a review of the proposal for a new Student Services/Instructional Building. Backup materials including the following were received prior to the meeting:

Selection consultant policy and procedures  
Capital budget instructions  
Building budget summary  
Building floor plans  
Building site plans  
Timeline

Mr. Penner reported the current HUB was built in 1958 and is in need of serious repairs. Beginning in 2004 students set aside funds for a new Student Union Building. They are committed to \$3.2M. In 2018 design funds were received from the state for the replacement building. It was an eight-month process and representatives from all areas of the campus who are going to be housed in the new building provided input.

Some Board members and Dr. Brewster have expressed concerns regarding the following:

- The location of the Welcome Center.
- Justification for the need of a 500 seat banquet room on the third floor.
- Access to the third floor. How many steps, how wide a stairway, is access feasible given our demographics?
- Adequate parking including a sufficient number of ADA spaces adjacent to the building.

Dr. Brewster stated if we make structural changes not only will it be very costly, we risk being bumped off the list and need to reapply.

Mr. Penner said he has talked to the architects and they are willing to work with us to make some location changes that would not affect the structure of the building. Mr. Penner will set up meetings with the architects. Dr. Carthum and Dr. Akerlund will represent the Board at the meetings.

**Regular Board Meeting**

I. Call to Order/Roll Call

Roll was called and all members were present.

II. Introductions

Dr. Carthum asked Board members and meeting participants to introduce themselves to new Board member, Mr. Sayce.

III. Agenda Adoption

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

IV. Public Comments

None

V. Action Items

1. Approval of October 20, 2020 Board Meeting Minutes.

It was moved and seconded to approve the October 20, 2020 Board meeting minutes. Motion carried

2. Revision of FY 2020-21 Fee and Waiver Schedule

Mr. Boakye asked the Board to approve the revised schedule that now includes the waiver of tuition and fees for residents sixty years or older enrolled in credit courses. The previous schedule included the waiver of tuition and fees for residents sixty years of age or older enrolled in audit courses. It was moved and seconded to approve the revised Fee and Waiver schedule as presented. Motion carried.

3. Transforming Lives Nominee

Dr. Alt reported backup information on the Transforming Lives nominee process and GHC's recommended nominee was sent to the Board prior to the meeting. She noted that it is a confidential process until approved by the Board. It was moved and seconded to select Ms. Lesly Duran as the college's Transforming Lives nominee. Motion carried.

4. Title IX Rules

Dr. Alt asked the Board to approve extending the emergency Title IX rules they approved at the August 13, 2020 Board meeting for another 120 days. This will allow enough time to complete the full process of formal rulemaking for the WACs. It was moved and seconded to extend the emergency Title IX rules until March 17, 2021. Motion carried.

5. Proposed Rule Change to Student Code of Conduct

Dr. Alt reported that the college's Student Code of Conduct has not been updated since 2014. The proposed revisions include recommendations from the Attorney General's Office which include the final version of the Title IX rules that are in place on an emergency basis. The new regulations are required by the Department of Education and require all colleges and universities to be compliant. After discussion it was moved and seconded to repeal WAC 132B-120 (current code of conduct section) and adopt proposed permanent rules WAC 132B-125 in their unformatted version, awaiting OTS formatting before being submitted. Motion carried.

VI. Information

1. Administrative Services Report

Mr. Boakye provided an Administrative Services update that included the following:

Staffing – There is one vacancy in the Business Office

Audits – The Business Office is preparing for three audits simultaneously

Fiscal Review by the State Board

Accountability audit by State Auditor's Office  
Financial Statements audit by State Auditor's Office  
ctcLink training  
FY 2021-22 Budget Development

2. Instruction Update

Ms. Lacroix reported the following:

We are in week nine of remote education and faculty continue to deliver excellent course content and engage students.

BASTE (Bachelor of Science Teacher Education) review was just completed with a recommendation to extend limited approval with a follow-up evaluation in summer, 2021. The Medical Assisting program will undergo an accreditation visit on November 19, 2020.

Grants

The Industrial Technology program was awarded \$30,000 in additional Perkins funding.

Dr. Rucks submitted an application for a \$198,000 GEERS funding grant.

Guided Pathways funding will be distributed to support Guided Pathways initiatives.

Current negotiations are underway for high demand funding.

3. Student Services Update

Dr. Alt reported that Fall enrollment is down 14.4% from this time last year. Winter enrollment is down 22.1%.

Student Services Division Updates from the following departments were included in backup documents received prior to this meeting:

Accessibility Services

Athletics

Counseling and Advising

ctcLink

Financial Aid

Outreach and Recruitment

Raymond and Ilwaco

Running Start

Student Life

Testing Center

TRIO

Veterans Services

Welcome Center

Workforce Funding and Support Programs

4. Operational Policy 517, Withholding Services for Outstanding Debts – first reading

Mr. Boakye reported OP 517 is being revised to reflect state law that prohibits colleges and universities from withholding a student's official transcripts as a tool for debt collection. The revised policy will be brought back to the Board for adoption at their next Board meeting.

VII. Standing Reports

1) Student Government Report (Ms. Shelly Hoffman)

Ms. Hoffman provide the following student activities:

The Food Pantry is averaging 150 – 200 patrons a month.

Student Government is sending Running Start students a letter of support.

The Study Space is a success.

ASGHC is collaborating with the Health Department to create a video about COVID-19.

Ms. Hoffman has applied for a Winter Quarter Legislature internship.

2) Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath reported the Staff Development and Training Committee is holding a silent auction. Funds raised will be used to assist classified staff further their education. Mr. Karnath reported that classified staff are doing whatever it takes to keep the campus open and keep students and staff safe.

3) Faculty Report (Mr. Shiloh Winsor)

Mr. Winsor reported there are only a few weeks left in Fall Quarter before finals week. He noted that faculty are noticing that some students who enrolled are dropping out because of all of their classes being remote.

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

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

Highlights included:

The state budget picture continues to be unclear.

Discussions continue about Spring Quarter plans for instruction. With the current COVID-19 situation it is likely we will remain in our current remote learning mode for the remainder of the academic year.

E-team is holding zoom meetings with faculty, staff and exempt employees to provide updates about the college and to give them an opportunity for questions and comments.

The campus has been notified a student has tested positive for COVID-19. As a result, the program has been shut down for two weeks.

5) Board Report

1. December meeting – Dr. Carthum stated the Board is not scheduled to have a December Board meeting but suggested holding a special meeting on December 15. Board members agreed. Notice will be sent to the media to announce they will hold a special meeting.

2. Items of Interest

Dr. Carthum said last month's study session focused on equity, diversity and inclusion. He asked that in order to continue that discussion did the Board want to bring in a consultant to work with the Board and the Executive Team? Ms. Aveledo said she would work with Dr. Carthum to bring a proposal to the next Board meeting.

3. Contract Extension - Dr. Carthum asked AAG Ms. Sullivan-Colglazier if the Board needed to vote to approve the contract extension for Dr. Brewster to stay as interim president for an additional year. Ms. Sullivan-Colglazier said "yes" and it needs to be added to the agenda. It will be added as agenda item XIA.

4. ACT Meeting –Several Board members attended the zoom state-wide ACT Trustees' meeting. They learned that most colleges are facing the same issues as GHC due to implications of COVID-19.

5. Long House – Ms. Aveledo reported there was discussion at the last meeting the college had with Tribal leaders about building a Long House on campus. It could be used to engage school children with Tribal story tellers about Native history in our area. Dr. Brewster said he had a conversation with Mr. Gary Arthur, GHC Native Pathways Degree Coordinator about pursuing a Long House on campus. Mr. Arthur offered to arrange a meeting with representatives from our Tribal communities. Ms. Aveledo supported holding another meeting with Tribal representatives.

6. Bishop Trust – Mr. Blauvelt stated there was a lengthy discussion at the GHC Foundation meeting about the Board’s intention to transfer management of the Bishop Trust to the Foundation. He asked for more discussion at the next Board meeting about the existing pledge trust document.
7. Trustee Scholarship – Dr. Carthum met with Ms. Smith to set the criteria for the \$5,000.00 donation to establish a Board scholarship. It was decided to offer five \$1,000.00 scholarships open to any student and the recipient would be selected by the Foundation.

VIII. Non-Public Session

The Board entered into the Non-Public Session of the meeting at 3:35 p.m. for approximately ten minutes.

The meeting reconvened at 3:50 p.m.

IX. Action Items as a Result of the Non-Public Session

It was moved and seconded to authorize Board Chair, Dr. Carthum to execute the 2020-21 MOU addendum that deals with PIU’s and furlough days. Motion carried.

X. Executive Session

Under RCW 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.

XI. Action Items as a Result of the Executive Session

XIA. Extension of President’s Contract

It was moved and seconded to authorize the Board Chair, Dr. Carthum, to sign the revised employment contract with Dr. Brewster extending the contract to June 30, 2022 and containing other changes reflected in the document sent to the Board. Motion carried

XII. Good of the Order

Dr. Carthum asked those in attendance to comment on how they were coping with the pandemic.

XIII. Adjournment

The meeting was adjourned at 4:00 p.m.

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Dr. Ed Brewster, Secretary

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Dr. Harry Carthum, Chair

