

GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
October 22, 2008

Members Present: Ms. Rebecca Chaffee, Mr. Dennis Colwell, Ms. Carol Warfield,  
Ms. Fawn Sharp, Mr. John Warring

Members Absent: None

Others Present: Dr. Ed Brewster, Ms. Diane Carter, Ms. Laurie Clary, Mr. Keith Foster,  
Mr. George Johnson, Mr. Dierk Meierebachtol, Ms. Debbie Reynvaan,  
Mr. Shane Voss, Ms. Barbara Wood, Ms. Sandy Zelasko

1. Call to Order  
Board Chair, Ms. Warfield called the meeting to order. All members were present.
2. Community Linkages  
None
3. Agenda Changes  
Agenda Item 7, Board Development, was moved to the end of the meeting to accommodate participants.
4. Approval of Minutes  
It was moved and seconded the minutes from the September 16, 2008 meeting be approved.  
Motion carried.
5. Public Comments  
None
6. Awards and Recognition  
New faculty and staff were recognized at a dinner prior to the Board meeting.
7. Board Development  
CLARUS Report – A copy of data presented to the faculty and staff by Ms. Kathi Swanson of the CLARUS Corporation was received by the Board prior to the meeting. Dr. Brewster reported the recommendations from CLARUS will be considered by the Project Planning Committee. They will develop short-term and long-term strategies and suggest when and how to integrate them into the strategic planning process.
8. College Input (Reports)
  - a. Board of Trustees
    - 1) Fall TACTC Conference – Dr. Brewster, Ms. Chaffee and Ms. Warfield attended the TACTC Fall Conference. They reported the following:
      - Trustees are encouraged to advocate for the state-wide budget request.
      - Total system request is approximately \$290M.
      - After the November 19 revenue projections are published more budget cuts are expected.
      - There are concerns regarding capital funding.

- 2) Date for Board Retreat – The Board will hold its winter retreat on March 11, 2009 from 1:30 p.m. – 5:00 p.m.
  - 3) Board Holiday Party – The Board holiday party will be December 16 at the Westport Winery.
- b. President ASGHC (Mr. Shane Voss)
- Mr. Voss reported hybrid class offerings are popular with students. Dr. Brewster added that beginning Winter Quarter several faculty are offering alternative class schedules.
  - Student government held a parking spot raffle and raised \$339.00.
  - Civics Week was very successful. Several legislators and county officials made presentations.
  - Students are interested in having designated parking for those who car pool.
  - Two ASGHC officers will attend the student legislative academy in Olympia.
- c. Classified Staff (Ms. Gail Winkelman)  
Mr. Johnson represented classified staff. He reported WPEA members voted and ratified their contract.
- d. Faculty (Ms. Diane Carter)  
Ms. Carter reported faculty negotiations are continuing.
- e. President
- 1) WACTC Report – Dr. Brewster’s report from the last WACTC meeting was included in the Board packet. The major focus was on funding and how to address budget reductions and accomplish cost savings. Legislative priorities were a major focus of the meeting.
  - 2) Items of Interest  
Coastal Caucus Legislators have been invited to campus December 1<sup>st</sup> from 2:00 p.m. to 4:00 p.m. This will be an opportunity for the GHC Legislative Committee to meet with them and present the college’s requests. Board members are encouraged to attend the meeting.
- f. Vice President for Instruction (Ms. Laurie Clary)
- 1) New Faculty and Instructional Staff – Bios on new faculty and staff were included in Board packets.
  - 2) Faculty Excellence Development Awards – Board members expressed interest in having faculty members who received development awards last year report their experiences at future board meeting. Ms. Clary will arrange for presentations.
  - 3) Tenure Decision – One faculty member is out of sync in the tenure process which makes it difficult for that tenure committee to complete the second and fifth quarter work and make a recommendation regarding rehire. The Board agreed to receive the Committee’s 2<sup>nd</sup> quarter recommendation regarding rehire two weeks prior to the November, 2007 board meeting. Ms. Clary requested the Board approve the same timeline for the fifth quarter rehire decision. Tenure

information will be mailed to the Board prior to the November meeting. The Board agreed with the request.

g. Vice President for Student Services (Dr. Arlene Torgerson)  
None

h. Vice President for Administrative Services (Mr. Keith Foster)

- 1) Tuition Collection Comparison – Included in Board packets was comparative tuition collection information from 2004 – 2008. The comparison data was relative to the system total as well as small colleges.
- 1) Budget Reduction Update – Efforts continue to identify areas where budget cuts can be made. It is possible after the November 19 revenue projection is announced, further cuts may be implemented.
- 2) Faculty Excellence Funds – Mr. Foster reminded the Board that this fund needs to carry a balance of \$200,000. As of October 6, 2008 the balance was \$204,139. Mr. Foster will continue to monitor the fund and report the balance at the January, 2009 meeting.
- 3) GHC State Audit – Ms. Wood reported the college is audited every two years. Our visit will begin October 27. The entrance interview will be November 14<sup>th</sup> at 2:00 p.m. Ms. Sharp and Ms. Warfield indicated they could attend. The exit interview will be sometime in December.

State Board Audit – Every year the State Board performs an operations review audit. Auditors will be on campus November 4<sup>th</sup> through the 6<sup>th</sup>. In addition to other areas, they will focus on Worker Retraining, Tech Prep, and Perkins to determine if we are in compliance.

9. Monitoring Reports (Dr. Arlene Torgerson)

Enrollment – Dr. Torgerson was not in attendance. Dr. Brewster reported enrollment continues to climb. As of yesterday, enrollment was up 152 FTE over this time last year.

7. Board Development

CLARUS Report – Ms. Kathi Swanson from the CLARUS Corporation met with the Board via a conference call. The Board had received the market assessment results and executive summary report before the meeting. She reviewed the information with the Board. Areas included were:

- 1) Customer Response Scan
- 2) Non-Enrolling Applicants
- 3) High School Market
- 4) Adult Market
- 5) Workforce
- 6) Non-Returning Students

10. Executive Session

Under RCW 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 of real estate; and/or reviewing professional negotiations.

12. Adjournment  
The meeting was adjourned at 8:53 p.m.

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Edward J. Brewster, Secretary

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Carol Warfield, Chair