

GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
June 17, 2008

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

Members Absent: Ms. Fawn Sharp

Others Present: Dr. Ed Brewster, Ms. Jen Anderson, Ms. Laurie Clary, Mr. Keith Foster,  
Mr. Dave Halverstadt, Mr. Dierk Meierebachtol, Dr. Arlene Torgerson,  
Mr. Shane Voss, Ms. Beate Wahl, Ms. Gail Winkelman, Ms. Sandy Zelasko

1. Call to Order  
Board Chair, Mr. Warring called the meeting to order. All members were present except for Ms. Sharp.
2. Community Linkages  
None
3. Agenda Changes  
It was decided to move Agenda Item 10a, Memorandum of Understandings to the Faculty Contract after the executive session.
4. Approval of Minutes  
It was moved and seconded the minutes from the May 20, 2008 meeting be approved. Motion carried.
5. Public Comments  
None
6. Awards and Recognition  
Mr. Warring presented Ms. Beate Wahl with a gift certificate in recognition of her years of service to GHC and her upcoming retirement. She thanked the Board and expressed appreciation for her tenure at the college.
7. Board Development  
None
8. College Input (Reports)
  - a. Board of Trustees (Mr. John Warring)
    - 1) Board Elections  
Ms. Chaffee moved Ms. Warfield be elected chair. Mr. Colwell seconded the motion. Motion carried. Ms. Warfield moved Mr. Colwell be elected Vice Chair. Ms. Chaffee seconded the motion. Motion carried.
    - 2) Dates for Summer Gathering and Board Retreat  
The summer gathering at Mr. Warring's home will be August 13<sup>th</sup> at 6:00 p.m.

- 3) Board Retreat - The Board will hold their summer retreat September 10, 2008 at the Islander Resort in Westport. Ms. Zelasko will make the arrangements. The retreat will focus on progress of the college's strategic plan, the institutional effectiveness report, review of marketing analysis data and Board goals. Dr. Brewster will invite Ms. Cindy Hough to facilitate the retreat. Mr. Warring suggested inviting representatives from student government and classified staff to attend the retreat.

Dr. Brewster's annual evaluation will take place following the September Board meeting.

- b. ASGHC Report (Ms. Jen Anderson)  
Ms. Anderson reported she is an advocate for student government priorities and will be attending a State Board meeting in Wenatchee June 11.

ASGHC raffled a parking space and a \$100.00 gas card. They raised \$340.00.

- c. Classified Staff Report (Ms. Gail Winkelman)  
Ms. Winkelman reported several classified staff will be attending the Staff Training and Development meeting in Wenatchee later this summer.

- d. Faculty Report (Dr. Gary Murrell)  
Dr. Murrell was not in attendance.

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

1) WACTC Report

Dr. Brewster reported the contract with Hewlett-Packard for re-hosting has been terminated. Currently several options are being considered. The CIS will now report directly to the State Board.

A salary task force including State Board, TACTC, WACTC and faculty union representatives have been discussing salary recommendations for faculty and exempt employees. They will present proposals to the Legislature next session regarding "full scope" bargaining. Classified staff currently have "full scope" bargaining authority on a state-wide level.

WACTC is not supporting a proposal that would require RN's to complete a BSN degree within five years of their licensing.

2) Other Items of Interest

Scheduling and Transportation – The college is considering plans regarding future scheduling, i.e., offering on-campus classes four days a week rather than five. Gas prices are prohibiting many students from attending classes. Alternative modes of transportation for students, faculty and staff are being investigated.

Part-Time Faculty Conversion – During the last Legislative session one half million dollars was designated for conversion from part-time to full-time faculty positions. We may be eligible for funding for conversion.

Request - A request has been received from the Grays Harbor County Public Health Department for a letter of support for \$1M over five years to look at indicators in the community for reducing chronic disease.

Electronic Records Retrieval – The State has a requirement for electronic records retrieval for public records requests for purpose of discovery. The College will develop a policy and procedure for retaining electronic records.

f. Vice President for Instruction (Ms. Laurie Clary)

- 1) Nursing Program Update – Ms. Clary reported the National League for Nursing Accrediting Commission Evaluation Review Panel has verbally assured us that our nursing program is in compliance. Their recommendation will be considered by the NLNAC on July 9, 10, 2008.

GHC Nursing Director, Ms. Penny Woodruff, conducted three information sessions about the college’s nursing program. Six students attended. She addressed concerns regarding the status of our program.

Ms. Clary reported she and others from the college met with representatives from several area community colleges who are part of the SW Health Care Consortium. They identified needs to be addressed, benefits of the consortium, structure and functions to provide quality health care throughout SW Washington. They will solicit the State Board for funding to continue their efforts.

- 2) Instructional Review – Ms. Clary provided an update on Strategic Direction I, Goal I.1.: Develop and implement a system to evaluate all instructional programs to identify community needs for new programs, growth, continued status, or possible elimination. A service day for faculty was held to inform them of the process and answer inquiries. By the first day of Winter Quarter, 2009 all full-time faculty will submit an annual review of the 2007-08 academic year.

F. Vice President for Student Services (Dr. Arlene Torgerson)

None

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

- 1) Operating Budget 2008-09 - The College’s 2008-2009 financial budgets were included in Board packets and presented for approval. Mr. Foster reviewed the various budgets with the Board. The following items included in the proposed budget were noted:
  - a) General enrollment funding and additional funding for ABE, I-BEST, transfer, apprenticeship, CDL.
  - b) \$23,200 for tuition increase.
  - c) General salary increase.
  - d) Faculty conversion allocation from part-time to full-time.
  - e) Reserve is approximately the same as last year.
  - f) Student activity fund is a very conservative budget.

After discussion, Mr. Colwell moved the 2008-09 budget be approved. Ms. Warfield seconded the motion. Motion carried.

- 2) Text Book Rental Program – Ms. Wahl reported the Bookstore is implementing a book rental program beginning with one book Fall Quarter. The Book will cover Math 70 through 98 and be used a minimum of two years. New and used books will also be available.

- 3) Administrative Services Re-Organization – Mr. Foster presented a revised administrative services organizational chart that addresses Ms. Wahl’s retirement.

9. Monitoring Reports (Dr. Arlene Torgerson)

- a. Enrollment – Dr. Torgerson reported our FTE count is 74 below this time last year and we are below our goal to meet our annualized target. Retention efforts are continuing.

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.

The Board entered into executive session at 8:33 p.m. for approximately forty-five minutes. The meeting was reconvened at 9:10 p.m.

11. Action Items as a Result of Executive Session

None

12. Adjournment

The meeting was adjourned at 9:11 p.m.

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Edward J. Brewster, Secretary

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John Warring, Chair