

GRAYS HARBOR COLLEGE
Aberdeen, Washington
Regular Meeting of the Board of Trustees
September 16, 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. Laurie Clary, Mr. Keith Foster, Mr. Dave Halverstadt,
Mr. Dierk Meierebachtol, Ms. Debbie Reynvaan, Dr. Arlene Torgerson,
Mr. Shane Voss, Ms. Sandy Zelasko

1. Call to Order
Board Chair, Ms. Warfield called the meeting to order. All members were present except for Ms. Sharp.
2. Community Linkages
None
3. Agenda Changes
None
4. Approval of Minutes
It was moved and seconded the minutes from the June 17, 2008 meeting be approved. Motion carried.
5. Public Comments
None
6. Awards and Recognition
None
7. Board Development
None
8. College Input (Reports)
 - a. Board of Trustees
 - 1) TACTC Conference – Ms. Chaffee, Ms. Warfield, Mr. Warring and Dr. Brewster will be attending the TACTC Fall Conference October 2nd in Renton.
 - 2) Chamber of Commerce Leaders’ Banquet – The College is sponsoring a table at this year’s banquet October 24th. Dr. Brewster asked that Board members who want to attend contact his office.
 - 3) Date for Winter Retreat – This year’s Board winter retreat will be a half day session in March held on campus.
 - b. President ASGHC (Mr. Shane Voss)
Mr. Voss reported on the following:
 - 1) Student government is raffling off a parking spot in the upper lot.
 - 2) Student government is suggesting designated parking for students who car pool.

- 3) ASGHC meetings will be available to off-campus sites via ITV.
- 4) Student officers attended a Leadership conference that featured available entertainment offerings to bring to campus.
- 5) Legislative academy is in October.

c. Classified Staff Report (Ms. Gail Winkelman)

Ms. Winkelman was not present. A report regarding classified staff issues was included in the Board packet. Highlights included:

- 1) Several staff attended Breakaway Day in Tacoma. It included a visit to Pierce College, a presentation by the Homeland Security Office at Pierce and a tour of the Museum of Glass.
- 2) Eleven classified staff went to Wenatchee for the Staff Training for Technical and Community Colleges conference.
- 3) Classified staff will be reviewing the WPEA contract and vote on ratification.

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

1) WACTC Report – A report on the last WACTC meeting was included in Board packets.

2) Strategic Plan – Dr. Brewster asked for a review of the 2009-13 college goals discussed at the recent Board Retreat. The Board agreed they represented their intentions. Dr. Brewster noted they will frame our strategic plan process. Strategies will be developed and presented at the March Board retreat.

Dr. Brewster next distributed the college's Mission and Vision statement. He said there is interest in using fewer words and simplify both the mission and the vision. He will ask the college community for feedback during opening day sessions. Their input will be forwarded to the Strategic Planning Committee to finalize and brought back to the Board for approval.

3) Other Items of Interest

a) CLARUS - Dr. Brewster reviewed the initial report received from the CLARUS Corporation. A representative from CLARUS will meet with E-Team and the Project Management Team on October 9th and present their findings to the college community on October 10th. Board members are encouraged to attend any and all sessions.

b) Alternative Schedule – A four-day class schedule will be proposed to faculty at the next Division chairs meeting.

c) Candidate Forum – Dr. Brewster will moderate a candidate forum sponsored by the League of Women Voters at Aberdeen High School on September 27th.

d) New Student Orientation was very successful. Over 200 students participated.

e) Stafford Creek GED Graduation – The next Stafford Creek GED graduation ceremony will be December 10th. Attendees need clearance before attending. Board members are encouraged to attend.

- f. Vice President for Instruction (Ms. Laurie Clary)
- 1) Nursing Program Update – Ms. Clary reported as of August 8, twenty-two graduates had passed their boards (NCLEX). This is a passing rate of 84.6%. Four graduates still need to take the exam and two have applied. If they pass the test, we will have a pass rate of 91.6%.
 - 2) Ms. Clary presented a draft of an entrepreneurial program degree.
- F. Vice President for Student Services (Dr. Arlene Torgerson)
- 1) Student Services Annual Report – Copies of this year’s Student Services Annual Report were included in packets received prior to the meeting.
- g. Vice President for Administrative Services (Mr. Keith Foster)
- 1) Budget Status 07-08 Year End – Mr. Foster reviewed the following reports:
 State General Fund by program
 State General Fund by Object of Expenditure
 Associated Students Fund
 Grants Analysis
 Multi-Year Comparison of Tuition Collected
 - 2) Budget Reduction Update – Mr. Foster reported we have begun the process of responding to the Governor’s reduction mandate. The target for GHC is \$100,000. To date approximately \$50,000 in potential savings has been identified.
 - 3) Capital Update – Mr. Foster reported on the following capital projects:
 - The 600 Building is being demolished.
 - The sidewalk between the 800 and 200 buildings is being widened by three feet.
 - The Child Care Center design is progressing. We are in the process in interviewing architect firms.
 - Lake Swano Trail walkways and bridges are being repaired.
 - The back entry road to the campus has been graveled.
 - Riverview repairs are continuing.
 - SMART Building pre-design is completed.
9. Monitoring Reports (Dr. Arlene Torgerson)
- a. Enrollment - Dr. Torgerson reported the following:
 - We are currently up 82 FTE over this time last year.
 - 260 more financial aid applications have been received than this time last year.
 - Both academic and technical enrollment is up for Fall Quarter.
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 7:12 p.m. for approximately two hours. The meeting was reconvened at 9:38 p.m.

11. Action Items as a Result of Executive Session
Mr. Warring moved the Board extend the president's contract through June, 2011. Ms. Chaffee seconded the motion. Motion carried.
12. Adjournment
The meeting was adjourned at 9:46 p.m.

Edward J. Brewster, Secretary

Carol Warfield, Chair