

GRAYS HARBOR COLLEGE
Aberdeen, Washington
Special Meeting of the Board of Trustees
January 13, 2009

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

Members Absent: None

Others Present: Dr. Ed Brewster, Ms. Diane Carter, Ms. Laurie Clary, Mr. Keith Foster,
Mr. Dierk Meierebachtol, Dr. Arlene Torgerson, Mr. Shane Voss,
Ms. Gail Winkelman, 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
None
4. Approval of Minutes
It was moved and seconded the minutes from the November 18, 2008 meeting be approved.
Motion carried.
5. Public Comments
None
6. Awards and Recognition
None
7. Board Development
8. College Input (Reports)
 - a. Board of Trustees
TACTC Meeting January 26, 27, 2009 – Dr. Brewster, Mr. Colwell, and Ms. Warfield will attend the upcoming TACTC meeting. All trustees except Ms. Sharp will attend the legislative function hosted by GHC and Peninsula College on January 26.
 - b. President ASGHC (Mr. Shane Voss)
Mr. Voss reported the spaghetti feed sponsored by ASGHC was very successful. Proceeds benefitted the Union Gospel Mission and the Friendship House. A bowl-a-thon fund-raiser will be held in March to benefit the Coastal Community Action program.
 - c. Classified Staff (Ms. Gail Winkelman)
Ms. Winkelman reported demands on staff have increased with the additional enrollment.
 - d. Faculty (Ms. Diane Carter)
Ms. Carter said there are concerns regarding the ramifications of the state budget situation. Faculty are being encouraged to contact legislators to ask for their support of community and technical colleges.

e. President (Dr. Ed Brewster)

1) Items of Interest

- The GHC Legislative Committee and trustees met recently with Coastal Caucus legislators. They stressed they are supportive of community and technical colleges but are faced with large budget challenges.
- Classes were cancelled one day recently due to weather. There was some confusion among faculty and staff as to the status of college operations. Dr. Brewster stated efforts will be made to better inform employees regarding the difference between inclement weather and suspended operations procedures.

Mr. Foster added that work continues on providing a better notification system to employees and students regarding college operations. Currently employees and students are notified by text messaging, voice mail, the college web site, radio and television and e-mail.

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

1) NATEF Certification

Ms. Clary reported the college's automotive program has received recertification by the National Automotive Technicians Education Foundation. She also announced our CDL program has been approved by the Washington Department of Licensing and Federal Department of Transportation. She stated that enrollment is strong in both programs.

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

Dr. Torgerson announced that Mr. Ken Waite, GHC Athletic Direction, has passed away. A decision has not been made regarding his replacement.

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

None

9. Monitoring Reports (Dr. Arlene Torgerson)

Enrollment - Dr. Torgerson reported enrollment is up 20% over this time last year. Financial aid applications are up 22%.

10. Board Development

a. Mission/Goals – Dr. Brewster asked for a review of the college's Mission Statement and goals for the coming year. He reported that last Fall Quarter employees divided into work groups and provided feedback regarding the mission and vision. That information has been compiled and will be forwarded to the Strategic Planning Committee. After discussion, Board members stated they were in agreement with the current mission and goals but will wait to adopt them until after the Strategic Planning Committee forwards their suggestions to them. The mission and priorities adopted by the Board will influence budget decisions.

b. Criteria for Program Evaluation – Ms. Clary stated it is necessary to evaluate the viability and feasibility of our programs on a regular basis. She presented criteria used for evaluation of all programs. She noted that instructional deans are reviewing the process. She will also meet with Division Chairs and seek their input. Dr. Brewster added some new programs are being considered.

Dr. Brewster stated the revenue forecast that will be announced in March is expected to worse than projected at this time. After discussion, the Board opted to hold a retreat on

March 11th to review the current state budget situation and to address the impact of the budget on the college.

- c. Communications Plan – Dr. Brewster reviewed the college communications plan developed by Ms. Goldberg. It included:
- Campus Communications
 - Community Communications
 - On-Going Marketing Efforts

11. Executive Session

Under RCW 42.30.110, an executive session was held for the purpose of reviewing contract negotiations and personnel matters.

The Board entered into executive session at 3:30 p.m. for approximately one and a half hours. The meeting was reconvened at 4:37 p.m.

12. Action Items as a result of the Executive Session

None

13. Adjournment

The meeting was adjourned at 4:30 p.m.

Edward J. Brewster, Secretary

Carol Warfield, Chair