

GRAYS HARBOR COLLEGE
Aberdeen, Washington
Regular Meeting of the Board of Trustees
May 19, 2009

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

Members Absent: Ms. Rebecca Chaffee, Ms. Fawn Sharp

Others Present: Dr. Ed Brewster, Ms. Diane Carter, Ms. Laurie Clary, Mr. Keith Foster,
Mr. Dierk Meierbachtol, Dr. Arlene Torgerson, Mr. Zackrie Vinczen,
Mr. Shane Voss, Ms. Gail Winkelman, Ms. Sandy Zelasko

1. Call to Order
Chair, Ms. Warfield called the meeting to order.
2. Community Linkages
None
3. Agenda Changes
None
4. Approval of Minutes
It was moved and seconded the minutes from the April 21, 2009 meeting be approved. Motion carried.
5. Public Comments
None
6. Awards and Recognition
7. Board Development
None
8. College Input (Reports)
 - a. Board of Trustees
 - 1) TACTC Spring Conference – Mr. Colwell and Dr. Brewster reported on highlights from the recent TACTC conference.
 - 2) Board Retreat – After discussion, it was decided to hold a Board retreat preceding the Board meeting on Tuesday, July 21st beginning at noon in the Boardroom. Agenda items will include, budget, strategic planning, and the president’s evaluation.
 - b. President ASGHC (Mr. Shane Voss)
 - 1) ASGHC President – Mr. Voss introduced Mr. Zackrie Vinczen, newly elected ASGHC president.
 - 2) Mayhem – Mr. Voss reported Mayhem was a very successful event attended by students and members of the community.

- 3) Student Voice Academy – Students representing fourteen community and technical colleges in the state met to develop student priorities to present to legislators. Five issues were selected, including one presented by GHC. The priorities, in no specific order are:
 - Cutting textbook costs
 - Environmental initiatives for sustainability
 - Campus safety/security
 - State matching funds for student spaces
 - Student voting representative on board of trustees

- 4) Student Referendum – The legislature did not fund any pre-design projects including the HUB replacement building. The project will be re-submitted during the next biennium. Student government is moving forward with a referendum that would assess students a fee for student space not funded by the state in the proposed building

- c. Classified Staff (Ms. Gail Winkelman)
Ms. Winkelman reported the classified staff contract needs to be ratified. A vote will take place next week.

- d. Faculty (Ms. Diane Carter)
Ms. Carter reported faculty will vote on their contract in the near future.

- e. President (Dr. Ed Brewster)
 - 1) Strategic Planning – Dr. Brewster reviewed the college’s Mission Statement, Vision, Values and Goals developed by the Strategic Planning Committee. In order to satisfy accreditation requirements, the theme of the college’s mission needs to be very clear. He noted we are in the process of developing measures and action steps for each goal. After discussion, it was moved and seconded to adopt the Vision, Mission, Values and Goals as presented. Motion carried.

 - 2) WACTC Report – Highlights from the recent presidents’ meeting were included in Board packets. Results of the recent legislative session were noted:
 - Running Start students are now subject to the same fees as other students, other than tuition and S & A fees.
 - The operating budget was reduced 10.8% over the biennium, equally distributed over the 2 years.
 - Tuition will increase 7% per year.
 - The capital budget includes design funding for the Science, Math, Art building but not pre-design funds for the HUB replacement building.

 - 3) Other Items of Interest
Governor Gregoire was on campus recently to sign a bill for the pontoon project which will bring jobs to Grays Harbor.
 - Notification has been received from WSU that their 2 + 2 program will be discontinued after the current cohort is finished. We are meeting with private universities in an effort to replace the 2 + 2 program and offer other BA options for our students. The WSU Learning Center on campus will close by December of this year.

- State Board member, Mr. Tom Koenniger will be on campus June 4th. The purpose of his visit is to discuss the impact of budget cuts to GHC and to tour the college.
- The Stafford Creek budget has been restored. There will be some cuts in basic skills and parenting programs. A new program titled Sustainable Gardening will be implemented.

Vice President for Instruction (Ms. Laurie Clary)

- 1) Instructional Review – Ms. Clary reported all full-time faculty completed the instructional review process. Reports were reviewed by her and members of the instructional management team. As a result, enrollment management decisions were made that reduced instructional costs by \$20,000 to \$40,000 with negligible impact on students.

Vice President for Student Services (Dr. Arlene Torgerson)

- 1) Senior Citizen Fee Waiver – Dr. Torgerson asked for consideration of revised Operational Policy 514, Fee Waivers, Senior Citizens. The current policy lists a cost for senior citizen fee waivers that does not reflect the current fee schedule. After discussion, it was moved and seconded to adopt the revised policy. Motion carried.
- 2) Running Start Fee Waiver – This year’s legislature re-established the policy that Running Start students must pay college fees. Colleges are mandated to make fee waivers available for low-income Running Start students. Dr. Torgerson presented OP 515, Running Start Fee Waiver for review. The policy states low-income status will be determined by the following:
 - Proof that a student qualifies to receive free or reduced lunch at their high school.
 - Documentation that a student has qualified for free or reduced price lunch in the last five years.
 - Other documentation of low-income status.

After discussion, it was moved and seconded to adopt OP 515, Running Start Fee Waiver. Motion carried.

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

- 1) Quarterly Budget Status – Mr. Foster reviewed the following budget reports for March 31, 2009:
 - State General Fund by Program
 - State General Fund by Object of Expenditure
 - Grants Analysis
 - Multi-Year Comparison of Tuition Collected
 - Cash Balances
 - Capital Budget Tracking
- 2) Budget Update & Tuition and Fees Approval – The legislature approved a 7% tuition increase and options for fee increases. The E-Team is recommending no across the board fee increases this year and limiting fee increases to mandates from the State Board and fees that need to be adjusted, i.e., senior citizen fees and Running Start fees. After review, it was moved and seconded to approve the presented fee, waiver and fine schedule for 2009-2010. Motion carried.

- 2) Response to Swine Flu – Mr. Foster gave an update on how the college responded to the Swine Flu alert. The following steps were taken:
- Hand sanitizers were placed in several locations on campus.
 - Hand washing reminders were placed in all campus restrooms.
 - Faculty, staff and students were contacted by e-mail informing them of web sites they could access regarding Swine Flu and Pandemic Influenza. Information received from the local Health Department was also forwarded.

9. Monitoring Reports (Dr. Arlene Torgerson)

Dr. Torgerson reported enrollment is up 17% and we have reached 97% of our FTE target. Financial aid and admission applications for Fall are up from last year.

10. Discussion/Action

None

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 7:15 p.m. for approximately fifteen minutes. The meeting was reconvened at 7:34 p.m.

12. Action Items as a Result of Executive Session

13. Adjournment

The meeting was adjourned at 7:35 p.m.

Edward J. Brewster, Secretary

Carol Warfield, Chair