

Exempt Team 1-11-12

Mr. Beus facilitated the meeting. He reported the format was discussed with members of last year's Leadership Development Team.

A handout titled "The Tidbit" was distributed. It listed upcoming events and information items.

This month's department presenter was Mr. Tyler Gaston, GHC Athletic Director. He distributed information that focused on some of the areas the athlete department deals with pertaining to student athletes. He reviewed the following:

- Recruitment (local high schools, tournaments, open gyms, high school coaches, etc.)
- Enrollment (application, placement test, FAFSA, scholarship applications)
- FAFSA (TRIO, financial aid, Ms. Diane Smith)
- Housing (budgeting, rules, roommates, jobs, etc.)
- Advising (academic plans, financial aid, league eligibility)
- Tracking (grade checks, achievement points, eligibility, etc.)
- Academics (grade checks, academic plans, tutoring, study tables)
- Code of Conduct (team rules, class attendance, department and NWAACC codes, etc.)
- Travel (hotels, meals, bus scheduling, etc.)
- Contracts (officials, facilities, trainers, sponsors)
- Purchasing (equipment, etc.)
- Promotions (golf tournament, crab feed, advertising, fund-raising)
- Fiscal impact on the institution (\$245,086)
- Reports (NWAACC, Title IX, etc.)

He noted that student athletes' grades are tracked every two weeks. A grade of C- or below is noted and an improvement plan is developed for the student.

Mr. Beus asked for clarification on several issues related to Chokermail. Ms. Lloyd responded to the following questions:

1. Is the only way the college is communicating with students now through chokermail?
In the past chokermail was only created for students who requested it. We now have created a chokermail account for all students and those accounts are immediately activated. Students can easily find out if their account is created and available by going to <http://chokermail.ghc.edu> and entering their name and SID and hitting submit... their email address and password will be displayed. If they are not in the system for some reason – the message tells them how to contact Mr. Ralph Hogboom for assistance. These e-mails are not in the SMS system until students request we change their e-mail addresses.
2. Do we tell students to update their e-mail information in the SMS to be their chokermail address? If so, can they do this on their own or do they need to go to Admissions/Records?
Yes. For new students - The first time students register for a class their chokermail e-mail is set up – which is usually after entry advising. Returning students will automatically have their chokermail. Students should request that their SMS information be updated. They can do this by calling Admissions/Records, sending an email to admissions@ghc.edu, or stopping by the windows.

3. Should we be recommending to students to have their e-mails forwarded or not? Some students have already done this and they are replying back from an outside account (i.e. Gmail/yahoo, etc.) and the e-mails are going to our junk e-mail accounts.
If they want to forward their e-mail address they can do that. Sometimes the reply may go to junk mail. It is better they don't forward their e-mail to another account.
4. If we need to contact a student how do we get their e-mail addresses?
We have e-mail accounts for all students. We can provide a spreadsheet of all students and their chokermail address. We must be aware that We have agreed to not spam students and use this email address with that in mind.
5. When students sign up for Angel what e-mail address are they to be using?
When students sign up for a class that is used in Angel they are signed up with the e-mail they have on record in the SMS system. Once you get an e-mail in an Angel class it is difficult for us to change. Students need to update and include their chokermail address. Mr. Horton added that you don't need an e-mail account to have Angel. When you are in that class e-mail is internal. If they want to change the e-mail they have to do it themselves from the Angel home page.

Other comments included:

Ms. Smith said FYE can help informing students they need to change their e-mail to chokermail. If we are going to say this is the way we are going to communicate with students everyone has to have that be the major way they communicate with students. We need to tell instructors to tell students that is the only way they will communicate with them.

Dr. Brewster asked if we are still communicating with students through the mail. Ms. Lloyd responded some things are still being sent through the mail, but when we are communicating with email, we will be using chokermail. Ms. DeVerse said she sent e-mails to students reminding them that tuition was due and more students paid on time than before.

Ms. Woodruff asked if we get an e-mail from students that isn't chokermail how do we reinforce we are only responding to chokermail. Ms. Lloyd said to reply to both e-mail addresses.

How do we add chokermail to safe sender list? Ms. Lloyd said to go to junk mail options.

Dr. Brewster stated it might be a good idea to send a reminder to the entire college asking if they have questions about chokermail to contact Ms. Lloyd or Ms. DeVerse.

WAOL Start Date

Ms. Smith announced that WAOL classes start the first week of our spring break which is ten days before GHC classes start. Dr. Brewster asked Mr. Hoton to take the lead on informing students and faculty.

Art Shows

Mr. Horton announced this quarter's art show in the library will feature GHC art students. New works produced by our students will be added during the quarter. The high school art show will be held during the first half of Spring Quarter, and the Grays Harbor Woodworkers guild will be featured the second half of Spring Quarter.

Crab Feed

Mr. Gaston announced the Choker Club crab feed will be January 27. Tickets are \$22.00 in advance and \$25.00 at the door.

GED Graduation

Ms. Wilson announced that this year's GED graduation will be June 20th.

College Goal Sunday

Mr. Thornton reported the college is participating in a national event Sunday, January 16, called College Goal Sunday. Students will receive help completing their financial aid forms, scholarship applications and learn other options for financing their education. Assistance will be available in English and Spanish.

Legislature/Budget

Dr. Brewster reported not a lot has transpired in the legislature since the last exempt meeting. During the special session the legislature made about \$500M in cuts. They need to cut an additional \$1.B plus the amount they want in reserves.

The Supreme Court made a decision that basic education is not being fully funded by the legislature and that has to be rectified by 2018. That may mean bigger cuts for higher ed.

Dr. Brewster said he sent a letter to college employees explaining the early retirement/resignation incentive options available to employees this year.

Running Start Report

Ms. DeVerse reported the Running Start report mandated by the legislature took her ten hours to complete and she was hoping there was a possibility they will no longer require it. Dr. Brewster responded he has not heard anything about the report being eliminated.

Get Away Event

Mr. Peterson announced the annual Get Away event sponsored by the GHC Foundation will be February 23rd. Proceeds benefit the World Class Scholars' program. This year's goal is to raise \$50,000. Tickets are \$50.00 a person. The winner receives a trip for two plus \$500.00 spending money.

GHC Scholarships

Mr. Potts reported students will have about two months to apply for approximately 150 GHC scholarships. The application process is available on-line. The scholarship awards ceremony will be May 23rd.

The college received \$45,000 for scholarships for vocational programs from the pontoon project that will provide nine \$5,000 scholarships. A separate application is required for these scholarships.

Relay for Life

Ms. Smith reported the GHC Relay for Life team is less active than in the past. Fund-raising activities will begin soon.

Dr. Derek Greenfield

Motivational speaker Dr. Derek Greenfield will be on campus January 26. He will present a diversity workshop for faculty and staff on at 8:30 a.m. in room 2255. He will offer two presentations for faculty, staff and students – “Believe and Achieve” from noon – 1:00 p.m., and “Hip Hop and American Society” from 2:00 p.m. – 3:30 p.m. in Room 2250.

Il Voce

Dr. Torgerson reported Il Voce, a popera singing group will perform at the Bishop Center Sunday, January 22 at 3:00 p.m.

Testing Fee

Ms. Barnes stated we have started charging students who are taking the placement test prior to registering for Spring Quarter.

Furloughs

Dr. Brewster reported he has cancelled furloughs for this year, and February 17 will be an all-college day. It is hoped it will be a combination of training sessions and a general meeting. Ms. Clary will report on non-instruction program review.

Thank You

Dr. Brewster said he appreciated the leadership committee taking charge of the exempt meetings and asked if they would like to permanently take responsibility for planning the meetings. He offered to meet with the committee for further discussion.