

GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Special Meeting of the Board of Trustees  
May 17, 2016

Members Present: Mr. Art Blauvelt, Dr. Harry Carthum, Ms. Rebecca Chaffee, Ms. Denise Portmann,

Members Absent: Ms. Fawn Sharp

Others: Ms. Kristy Anderson, Ms. Tracie Barry, Mr. D'Angelo Brown, Ms. Laurie Clary, Mr. Matt Edwards, Ms. Jane Goldberg, Mr. Jason Hoseney, Mr. Darin Jones, Mr. Randy Karnath, Mr. Justin Kjolseth, Ms. Lynne Lerych, Ms. Cydni Long, Ms. Barbara McCullough, Ms. Yulisa Morellia, Ms. Julie Nelson, Mr. Keith Penner, Mr. Malik Redmond, Ms. Kathryn Staats, Ms. Sandy Zelasko

1. Call to Order

Chair, Ms. Portmann called the meeting to order.

2. Agenda Changes

None

3. Approval of Minutes

It was moved and seconded to approve the April 19, 2016 minutes. Motion carried. It was moved and seconded to approve the April 22, 2016 minutes. Motion carried.

4. Public Comments

None

5. Board Development

a. Summer at Sea (Instructor Ms. Julie Nelson and Students)

Ms. Nelson reported since 2014 she has been part of a University of Washington research team that is laying fiber optic cable along the west coast of the United States. Two GHC students, Ms. Tracie Barry and Mr. Joe Kalisch joined her this past summer. Ms. Barry said it was an incredible experience and working with the researchers was a highlight. She said the experience has reinforced her goal of attending the University Of Washington Oceanography School. Ms. Nelson will join the team again this year.

b. Core Theme Indicator Update (Scorecard) (Ms. Kristy Anderson)

Ms. Anderson led a discussion of the 2014-15 Core Theme Indicator results.

Discussion included:

- Overview of Core Theme Objectives and Indicators.
- Methodology for Developing Indicators and Collecting Data.
- Discussion of Results
- Indicator Results
- Use of Results in Decision-Making
- Core Theme Scorecard

The presentation included reviewing the Core Them Objectives and Indicators and how they were developed and how they fit into the college's planning system. The results of the Core Theme Indicators for the last three years were reviewed. She noted that it is required by the accreditation commission that we have core themes and that we measure them.

The goal is to have our indicators to be at our above the system average. She noted that the data comes from the Student Achievement data from the State Board.

c. Instruction Annual Report (Ms. Laurie Clary)

Ms. Clary presented the Instruction Annual Report. It included the following:

Mission Support and Unit goals

Personnel and budget

Organizational Chart

Progress on indicators of achievement of the Core Themes

Enrollment Management Plan

Notable Accomplishments/Projects

Instructional Work Plan for 2016 – 2017

Systematic Plan for evaluation – instructional programs

Our goals for next year will be to gather data, meet our enrollment management and retention goals and develop and implement our student learning outcome processes.

Ms. Clary reported we are the first college in the state where students can enroll for an enter year.

6. Awards and Recognition (Mr. Keith Penner)

a. 2016 Excellence in Concrete Awards (Schermer Building)

Mr. Penner announced that the Schermer Building received several awards at the Excellence in Concrete awards event recently in Seattle.

7. College Input (Reports)

a. Trustees' Report

1) Items of Interest

Board members were asked to let Ms. Zelasko know which end-of-the-year events they will attend.

b. ASGHC President's Report (Ms. Kathryn Staats)

Ms. Staats reported on the following student activities:

- Volleyball Tournament – thirty-five students participated.
- Campus Day of Service – Over ninety participants gave over one hundred hours of volunteer work to the campus, i.e., weeding, painting, etc.
- Sexual health, prevention and education
- Relay for Life car wash
- Legislative Voice Academy – Statewide event that sets next year's student legislative agenda
- Fireside Room grand opening
- Budget Process

c. Classified Staff (Mr. Randy Karnath)

Mr. Karnath reported Ms. Sandra Lozano received the classified staff quarterly award. He announced that the classified staff break away day is July 21<sup>st</sup> and the STACC conference is August 11<sup>th</sup> and 12<sup>th</sup>.

d. Faculty (Ms. Lynne Lerych)

Ms. Lerych did not have a report.

- e. President's Report (Dr. Ed Brewster)
- 1) WACTC Report - Dr. Brewster was not in attendance. His report from the recent Presidents' meeting was included in backup materials received prior to the meeting.
  - 2) Revised Operational Policy 611, Annual (vacation) Leave, Exempt Staff  
Mr. Darin Jones reported for Dr. Brewster. Mr. Jones presented revised Operational Policy 611, Annual (vacation) Leave, Exempt Staff, for review and approval. The only change is increasing the amount of vacation buy out days from two hundred and forty to four hundred which would affect PERS 1 and TRS 1 participants. After discussion it was moved and seconded to approve revised Operational Policy 611, annual (vacation) Leave, Exempt Staff. Motion carried.
- f. Vice President for Instruction (Ms. Laurie Clary)
- 1) BAS Degrees - Ms. Clary reported the State Board approved the college's BAS in Teacher Education degree. It is a partnership with Centralia College. It still needs approval from the accreditation commission and the Professional Education Standards Board. The final step is financial aid approval from the U.S. Department of Education
- g. Vice President for Student Services (Mr. Jason Hosenev)
- 1) Student Success (Students of Color Conference)  
Mr. Hosenev introduced students who attended the Students of Color conference in Yakima. They all agreed that it was a wonderful experience and they learned a lot about the importance of understanding other people. They attended various workshops that focused of different ethnicities, bullying, sexual orientation, societal conflicts, etc.
  - 2) Enrollment  
Mr. Hosenev reported enrollment is up compared to this time last year. He noted that vocational enrollment is still down.
- h. Vice President for Administrative Services (Ms. Barbara McCullough)
- 1) Quarterly Financial Report  
Ms. McCullough reviewed the quarterly budget status reports for March 31, 2016:  
State General Fund by program  
State General Fund by object  
Multi-year Comparison of Tuition Collected  
Cash Position Analysis  
  
The fiscal year 2016-17 proposed budget will be presented to the Board at their June 21, 2016 meeting.
  - 2) Fee Schedule  
Ms. McCullough reviewed the draft fee, waiver and fine schedule for 2016-2017. The increases and additions are proposed by Instruction and Student Services. After discussion it was moved and seconded to approve the proposed fee, waiver and fine schedule. Motion carried

8. Executive Session  
None

There was discussion regarding whether or not the Board needed to go into executive session to discuss the details of the contract between the college and Dr. Minkler. Mr. Kjolseth responded the contract is public record and an executive session is not necessary. Ms. Portmann reported there have been no changes since the draft contract.

It was moved and seconded to authorize the Chair of the Board of Trustees to offer the position of president of Grays Harbor College to Dr. James Minkler and to negotiate a contract for review and approval by the Board of Trustees at the earliest opportunity. Motion Carried. The contract is effective July 1, 2016.

9. Adjournment

It was moved and seconded to adjourn the meeting. Motion carried.

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Edward J. Brewster, Secretary

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Denise Portmann, Chair