

GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Special Meeting of the Board of Trustees  
June 27, 2016

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

Members Absent: Dr. Harry Carthum, Ms. Fawn Sharp

Others: Ms. Kristy Anderson, Dr. Ed Brewster, Ms. Laurie clary, Mr. Darin Jones, Mr. Randy Karnath, Mr. Justin Kjolseth, Ms. Lynne Lerych, Ms. Barbara McCullough, Ms. Kathryn Staats, Mr. Aaron Tuttle, Ms. Sandy Zelasko

1. Call to Order

Vice Chair, Mr. Blauvelt called the meeting to order. Ms. Portmann participated by phone.

2. Agenda Changes

None

3. 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 or acquisition of real estate; and/or reviewing professional negotiations.

The Board entered into executive session at 11:00 a.m. for approximately fifteen minutes.

The meeting was reconvened at 11:22 a.m.

4. Action items as a Result of Executive Session

a. GHCFT Contract – Mr. Blauvelt asked Ms. Lerych for comments before hearing a motion on the GHCFT contract. Ms. Lerych responded the faculty voted for ratification of the contract. She said she agreed a good solution was reached and she has received positive feedback from faculty. Mr. Blauvelt asked her if the process worked well. Ms. Lerych responded, yes, the sessions were productive. She stated we have a good faculty/management relationship, and noted that there have been three negotiations that have dealt with significant issues and each time it has been a collaborative effort. It was moved and seconded to ratify the 2016-2019 contract agreement between the Board of Trustees and the GHCFT. Motion carried.

5. College Input (Reports)

a. Trustees' Report

1) Board Elections – It was moved and seconded that Mr. Blauvelt be named chair of the Board of Trustees for 2016-2017. Motion carried.

It was moved and seconded that Dr. Harry Carthum be named as vice chair. Motion carried.

It was moved and seconded that Dr. Carthum represent the Board at GHC Foundation meetings. Ms. Portmann will attend in Dr. Carthum's absence. Motion carried.

It was moved and seconded that Ms. Sharp continue in her role as the representative to the ACT Legislative Committee. Motion carried.

2) Appointment to Greater Grays Harbor Board

Dr. Brewster reported that with the reorganization of the Chamber of Commerce and the Economic Development Council there are designated Board positions. The GHC position is appointed by the GHC Board. It was moved and seconded that Dr. Minkler be appointed to represent the college on the Great Grays Harbor, Inc. Board. Motion carried.

3) Items of Interest

Mr. Blauvelt stated he would like to have a Board Retreat with the Board of Trustees and the new president. Ms. Zelasko will poll members to find a date when they are all available.

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

1) Operational Policy 324 – Washington Reverse Articulation Program (WRAP)

Ms. Clary presented OP 324 for consideration. She explained it is an agreement between two and four year colleges and universities that allows students who leave a community or technical college prior to earning their associate degree to transfer credit earned at the university back to that community or technical college. This policy brings the college into compliance with the statewide agreement for reverse transfer. It was moved and seconded to adopt OP 324, Washington Reverse Articulation program (WRAP). Motion carried.

c. Vice President for Administrative Services (Ms. Barbara McCullough)

1) Bishop Scholarship Investment Proposal

Ms. McCullough reported the college and the Board of Trustees administer the Bishop Fund designated for third and fourth year and graduate level students. The Investor Policy for the fund has not been finalized. However the Board has the authority to distribute endowment principal in addition to interest. She asked that the Board approve 4% of the endowment balance for scholarships. As of May, 2016 the fund totaled \$4.8M. Four percent would amount to \$190,000.00. Recipients of the scholarships need to be twenty-six years old or younger and a resident of Grays Harbor or Pacific Counties. It was moved and seconded to approve the Bishop Scholarship Investment Policy as presented. Motion carried.

2) Audit Report

Ms. McCullough reported the exit meeting for the fiscal 2013-14 audit was held prior to this meeting. Board chair, Ms. Portmann, attended the meeting. This is the first time the college has had a full financial statement audit completed by independent auditors. Ms. McCullough stated we received a clean audit with only a few verbal recommendations that were discussed at the exit meeting. She distributed the GHC Fiscal year 2014 Financial Report and reviewed information from the exit conference. The Financial Report will be on the college's web site and sent to the Northwest Commission on Schools and Colleges.

3) 2016-2017 Budget Approval

Ms. McCullough reviewed the 2016 Financial Budgets that included the following:

Operating budget

2016-17 Revenue Estimates

2016-17 Expenditure Estimates

Strategic Planning

Detail Line Item Budgets

Grants and Contracts

Student Activities Funds

Tuition and Fee Schedule

Facilities use Charges

Salary Schedules

After discussion, it was moved and seconded to approve the 2016-2017 Financial Budgets. Motion carried.

Dr. Brewster stated this was his last Board meeting and wanted to thank the Board, faculty and staff for their commitment to the college. Mr. Blauvelt said the Board appreciates the time Dr. Brewster has given to the community and college. Ms. Chaffee and Ms. Portmann agreed.

6. Adjournment

The meeting was adjourned at 12:30 p.m.

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Edward J. Brewster, Secretary

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Denise Portmann, Chair