

GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
September 20, 2016

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

Members Absent: None

Others: Ms. Kristy Anderson, Ms. Debi Brogan, Ms. Karen Carriker, Ms. Laurie Clary,  
Ms. Kim Cristobal, Mr. Jason Hosenev, Mr. Darin Jones, Mr. Randy Karnath,  
Mr. Justin Kjolseth, Ms. Lynne Lerych, Dr. James Minkler, Mr. Nicholas Lutes,  
Ms. Julie Miller, Ms. Carol O'Neal, Mr. Keith Penner, Mr. Matt Poisso,  
Ms. Monica Todd, Mr. Aaron Tuttle, Ms. Sandy Zelasko

I. Celebrating Success

Ms. Clary announced that the GHC Nursing Program has been granted continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN). She introduced nursing director, Ms. Carol O'Neal and nursing faculty, Ms. Debi Brogan, Ms. Kim Cristobal, Ms. Julie Miller, Mr. Matt Poisso, Ms. Monica Todd, and staff Ms. Karen Carriker. They all agreed it was a very difficult process, including building and implementing curriculum from start to finish. They all agreed it was a team effort and thanked the college for their support. Our accreditation status is good until 2021.

II. Call to Order

Chair, Mr. Blauvelt called the meeting to order.

III. Agenda Changes

None

IV. Public Comments

None

V. Introductions

Dr. Minkler introduced Mr. Nick Lutes, Vice President for Administrative Services who replaces Ms. Barbara McCullough, and Mr. Andrew Glass who replaces Ms. Sandy Lloyd.

VI. Action Items

1. Approval of Minutes

Dr. Carthum asked that the minutes of the June 27, 2016 meeting show he was not in attendance. It was moved and seconded to approve the minutes from the June 27, 2016 meeting with the noted correction. Motion carried.

2. Transforming Lives Selection

Mr. Hosenev reported that every year Board members from each community and technical college have the opportunity to nominate a current or former student for the state-wide Transforming Lives Award. It recognizes a student whose life has been transformed by attending a community or technical college. Four names were submitted for consideration. After discussion Dr. Carthum suggested asking faculty

for input. Ms. Sharp agreed. It was agreed that e-team would have further discussion regarding the selection.

3. Trustees' Account

Dr. Minkler asked the Board to approve transferring funds from the Choker Trustees' Account from Key Bank to Timberland Bank, and to change the signees to Dr. Minkler and Mr. Lutes. He explained this account is separate from state funds. Ms. Sharp moved to change the signatory authority to Dr. Minkler and Mr. Lutes and that the account be changed from Key Bank to Timberland Bank, and to authorize the delegated authority to execute a resolution if necessary. The motion passed unanimously and Board Chair Art Blauvelt announced that it is hereby resolved that the Choker Trustees' Account will now be through Timberland Bank with Dr. James Minkler and Mr. Nicholas Lutes will be the appointed signatory authorities.

VII. Standing Reports

1. Student Government Report (Ms. Yulisa Morelia)

Ms. Morelia reported on recent student life activities:

- Student Life Retreat
- Club Training
- Student Leadership Conference
- New Student Orientation
- Upcoming Events

2. Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath reported the following:

- Twelve classified staff from GHC attended the STTACC conference at Lake Washington Institute of Technology. Highlights included a speaker on diversity, breakout sessions that focused on computer skills and personal skills.
- Ms. Lisa Espedal from HR was selected for the quarterly classified staff award.
- Mr. Karnath is on the WPEA negotiating team for the college. He is sending out the final draft to classified staff members for a vote.

3. Faculty Report (Ms. Lynne Lerych)

Ms. Lerych reported the following:

- The faculty contract has been ratified for three years.
- Faculty are working on outcomes and program assessment. Labor management meetings will begin in order to make sure changes are being implemented.
- Faculty elections will be in October. Ms. Lerych reported she will not be running for faculty president.

Ms. Lerych said she was surprised to learn the college is in probation status and that does not sync with the audit report in the June 27, 2016 Board minutes. Dr. Minkler responded that there was a timing issue in getting the audit completed and reported to the Commission. An assumption was made that we had until the end of June to complete the audit report. The Northwest Commission on Colleges and Universities met on June 21<sup>st</sup> and they found the college was out of compliance because they had not received our external audit. We were required to submit a special report showing that we are in compliance with the requirement in March and the audit wasn't completed until June. However, the work was completed prior

to the end of the fiscal year and the report showed a clean audit. Ms. Anderson sent a reply stating we are in compliance. The Commission doesn't meet again until November or January when they will determine whether or not to remove the probation or leave it on for a full year. The cost to appeal would be \$25,000.00. Dr. Minkler added that if you access the Commission web site it will show GHC is on probation and will also show our response.

4. President's Report (Dr. Jim Minkler)

Dr. Minkler reported the following:

- Pacific County - Enrollment at our Pacific County centers has been declining over the last ten years. In an effort to hear community needs for class offerings community forums are being planned in Raymond and Ilwaco.
- BAS Degrees – The College is offering its first BAS degree this Fall Quarter. It is a BAS in Organizational Management, and has thirty students enrolled. The BAS in teacher education program has been approved and the BAS in Forestry Management is moving forward. Both programs are scheduled to begin Fall Quarter, 2017.
- Raymond School District Visit – Dr. Minkler and GHC carpentry instructor, Mr. Adam Pratt will meet with Raymond School District Superintendent and the high school carpentry instructor. The purpose is to develop an articulation of high school CTE construction trades credit into the college's carpentry technology program.
- CCAP – The Coastal Community Action Program has been helpful in securing housing for GHC students. They have expressed interest in building student housing adjacent to the campus. There is a possibility our carpentry technology program could be involved. The college would not manage the housing.
- Cross Laminated Timber – Spokane Community College, Everett Community College and GHC, along with WSU have been in discussion regarding higher education's role in CLT development in Washington State. Peninsula College is also interested.

5. Board Report

Ms. Sharp stated she liked starting the meeting celebrating successes at the college. Mr. Blauvelt agreed.

VIII. Information

1. Fall Quarter Enrollment – Mr. Hosenev reviewed enrollment information included in backup materials received prior to the meeting. He noted that we are at 97.4% of our state funded quarterly goal.
2. Fiscal Year-End Report – Mr. Lutes reviewed the following funds:
  - State and Local Budgeted Funds by Program
  - State and Local Budgeted Funds by Object of Expenditure
  - Multi-Year Comparison of tuition Collected
  - Cash Position Analysis
  - Grants Analysis

3. Core Theme 4 – Service to Community – Mr. Hosenev reported there are thirty-eight performances scheduled for the 2016-17 Bishop Center season, including a Pub Series featuring documentary films in a theater pub setting. Refreshments will be available for purchase. He added that thanks to Bishop Center sponsors all second graders in Grays Harbor and Pacific County will be bussed to the Bishop Center to see a performance of “James and the Giant Peach.” A new offering this year will be an opera workshop series. Music majors who are continuing their education are expected to have a background in opera.
4. Whiteside Building – Dr. Minkler asked for a discussion regarding the future of the Whiteside Building. He reported it costs about \$13,000 a year for utilities. Currently there isn’t anyone interested in leasing or buying the building. Mr. Penner will gather more data and present an update at a future meeting.
5. Formation of Core Theme Teams – Dr. Minkler said he hopes to have a report on a different core theme at each Board meeting. It has been decided to concentrate on core theme 4, Service to Community, at this time. Faculty are involved in outcomes assessment which pertains to Core Themes 1, 2 & 3.
6. Capital Projects Update – Mr. Penner gave an overview of the college’s master plan, architectural and engineering services for the demolition of buildings 200 and 300, and pre-design services for the HUB replacement building. Dr. Carthum asked if problems with the HVAC system in the Schermer Building had been resolved. Mr. Penner responded that an engineer has been engaged for an external review who has met with the engineering design team for discussion regarding how to correct the problem. Mr. Penner will continue to provide updates.
7. GHC Foundation Report – Ms. Jorgenson distributed information that showed the cost of attending college, comparing tuition from 1982 to today. She reported this spring the Foundation awarded \$606,900.00 in scholarships to GHC students. The World Class Scholars program that the Foundation supports has a goal of \$1M to endow the program. That fund currently totals \$880,000.00. WCS students currently receive \$2,000.00 towards their tuition.

IX. 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.  
None

X. Action Items as a Result of Executive Session

None

XI. Adjournment

The meeting was adjourned at 3:40 p.m.

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James Minkler, Secretary

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Art Blauvelt, Chair