

GRAYS HARBOR COLLEGE
Aberdeen, Washington
Regular Meeting of the Board of Trustees
November 15, 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. Laurie Clary, Mr. Andrew Glass, Mr. Jason Hosenev, Mr. Darin Jones, Mr. Randy Karnath, Mr. Nick Lutes, Dr. Jim Minkler, Ms. Yulisa Morelia, Ms. Julie Nelson, Mr. Keith Penner, Mr. Phil Slep, Mr. Dave Stollier, Ms. Sandy Zelasko

I. Celebrating Success

“James and the Giant Peach” - Mr. Hosenev asked that this agenda item that features cast members from “James and The Giant Peach” currently being performed at the Bishop Center, be moved to later in the meeting to accommodate performers. His request was approved.

II. Call to Order

Chair, Mr. Blauvelt called the meeting to order.

III. Agenda Changes

Celebrating Success is moved to later on the agenda.

IV. Public Comments

None

V. Action Items

Approval of Minutes

It was moved and seconded to approve the October 18, 2016 minutes. Motion carried.

Transforming Lives Nominee

Mr. Hosenev introduced GHC’s Transforming Lives nominee, Mr. Phil Slep. Each college nominates a student whose life was changed by attending a community college. Mr. Slep was selected by a vote of faculty and staff to represent GHC. Mr. Slep said his experience at GHC has been life changing and is honored to be selected for this award. It was moved and seconded to endorse the nomination of Mr. Slep as GHC’s Transforming Lives nominee. Motion carried. Mr. Slep and nominees from the other colleges will be honored at a state-wide meeting in January.

Time and Place for Board Meetings

Mr. Blauvelt asked for discussion regarding the time and location for future Board meetings. After discussion it was moved and seconded that effective January 17, 2017 Board meetings will be held in room 4331 in the Schermer Building at 2:00 p.m. Motion carried. Snacks will be provided.

Operational Policies and Administrative Procedures

OP 302, Instruction, Instructional Council, Curriculum Approval – Ms. Clary stated OP 302 establishes the curriculum process for the college. The proposed changes clarify that faculty have the primary responsibility for curriculum development and approval, and the Vice President for Instruction has final approval for curriculum. It was moved and seconded to adopt revised OP 302 as presented. Motion carried.

AP 516.01, Requirements for Use of College Facilities and 516.02, Visitors, Children, Animals – Mr. Penner reported that administrative procedures are not required to come to the Board for approval but wanted Board members to be aware of changes. AP 516.01 updates which areas on campus are available for rent, allows flexibility for reoccurring events, and permits reserved parking. AP 516.02 removes titles that no longer exist and assigns the Chief of Campus Operations the authority to grant exceptions to which animals are allowed on campus.

OP 526, Accessible Technology and Electronic Content and accompanying Administrative Procedure AP 526.01 -

Mr. Glass reported that OP 526 is a new policy that establishes an Accessible Technology and Electronic Content policy to meet state requirements that ensures websites are accessible to all students and community members, including those who use assistive technologies. AP 526.02 explains how we will be in compliance with regulations by March 31, 2016.

It was moved and seconded to adopt OP 526. Motion carried.

OP 621, Tuition and Fee Waivers for State Employees – Mr. Jones presented revised OP 621 for consideration. Revisions clarify that all state employees are eligible to participate in the tuition waiver. This will bring the policy into compliance with state law. It was moved and seconded to adopt revised OP 621. Motion carried.

Revised OP 622.02 – Leave, Annual, Sickness or Bereavement, Faculty, Exempt Staff – Mr. Jones reported the proposed changes update the procedure to reflect collective bargaining agreements and to eliminate the deduction of sick leave for exempt employees for bereavement leave.

Elimination of Operational Policy 625 – Anti Discrimination and Sexual Harassment Policy –

Mr. Jones proposed eliminating OP 625 because it was replaced by OP 406 and corresponding procedure 406.01. It was moved and seconded to delete OP 625, Motion carried.

Exceptional Faculty Fund – Mr. Lutes stated that as of September 30, 2016 the exceptional faculty fund had a balance of \$272,601. Last year the Board authorized using four percent of the total fund balance to grant faculty excellence awards. As of September 30 that amount would be \$10,900. The Board also authorized using funds to pay for all costs including payroll taxes applied to awards provided to recipients as supplemental pay. It was moved and seconded to approve \$10,900 be used for 2016-17 faculty excellence awards. Motion carried.

Facility Fee Rates – Mr. Penner presented revised facility rental rates for review. Currently rental rates at GHC are higher than other community colleges. It was moved and seconded to approve the revised facility rental rates as proposed. Motion carried.

VI. Standing Reports

Student Government Report (Ms. Yulisa Morelia)

Ms. Morelia distributed copies of the Natural Resources Club meetings and activities and provided an update of student activities.

Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath reported classified staff union representatives met with Dr. Minkler and Mr. Jones to discuss classified staff issues. He added that issues at GHC are minor compared to other institutions in the state.

Celebrating Success (Agenda Item I)

Mr. Hosenev introduced “James and the Giant Peach” cast members and Mr. Brad Duffy, director. They reported they presented six performances for the public and three performances for local first and second graders.

Faculty Report (Ms. Julie Nelson)

Ms. Nelson reported faculty are continuing working on the assessment process. The advising committee is meeting with the calendar committee to have a day each quarter devoted to advising. Mr. Brian Shook will coordinate faculty advising loads.

President’s Report (Dr. Jim Minkler)

Dr. Minkler’s report from the recent presidents’ meeting was included in backup materials received prior to the meeting. It included WACTC committee reports, legislative strategies, ctcLink, Pacific County forums, and continued discussions regarding partnering with the Aberdeen School District and the YMCA to build a shared recreation center adjacent to campus. Dr. Minkler met with Mr. Darryl Druzianich who owns twenty acres bordering the campus and is interested in selling the property.

VII. Information

Fall Quarter Enrollment Report (Mr. Jason Hosenev)

Fall Quarter enrollment information was included in backup materials received prior to the meeting. It included the following:

- High school capture rate
- Center enrollment data
- Running Start enrollment
- Average credits per student
- Current/prior year FTE comparison by department/division

Ms. Portmann thanked Mr. Hosenev for the increased enrollment information.

Update on Whiteside Building (Mr. Nick Lutes)

Mr. Lutes reported we are in the process of getting State Board approval to sell the Whiteside Building. After approval, the Department of Enterprise Services will establish a memorandum of understanding between them and GHC regarding the transaction of the property. At that time the property can be listed for sale.

VIII. 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. Proceeds from the sale would come back to the college.

None

IX. Action Items as a Result of Executive Session

None

X. Adjournment

The meeting was adjourned at 3:45 p.m.

James Minkler, Secretary

Art Blauvelt, Chair