

## REGULAR MEETING

### GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

SEPTEMBER 19, 2017 – 2:00 P.M.

ROOM 4331, SCHERMER BUILDING

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

Members Absent: Ms. Fawn Sharp

Others: Ms. Liz Allton, Ms. Kristy Anderson, Dr. Monica Baze, Mr. Andrew Glass,  
Mr. Randy Karnath, Mr. Justin Kjolseth, Dr. Emily Lardner, Mr. Nick Lutes,  
Dr. Jim Minkler, Ms. Julie Nelson, Mr. Keith Penner, Mr. Aaron Tuttle,  
Mr. Jerad Sorber, Ms. Sandy Zelasko

#### I. Celebrations

- 1) Meet Student Government Officers – Mr. Tuttle introduced this year's student government officers. President, Ms. Allton reported students are being surveyed regarding tutoring services, food service, child care, housing, etc. Results will be forwarded to the Board.
- 2) Regional Exceptional Classified Staff Awardee – Mr. Sorber introduced Ms. Kristi Daniels who just received the STTACC regional exceptional classified staff award. He reported there are five regions in the state and each region selects one classified staff member to receive the exceptional award.

#### II. Call to Order

Roll was called and all members were present except for Ms. Sharp.

#### III. Agenda Changes

It was moved and seconded to accept the agenda as presented. Motion carried.

#### IV. Public Comments

Dr. Carthum asked for a discussion regarding future board meeting times. He noted that faculty and student government representative's schedules influence meeting times. Future Board meeting times will be scheduled before the October meeting.

Dr. Carthum asked that meetings be as efficient as possible and for presenters to assume the Board has read reports received in advance of the meeting and, therefore, do not need to read them at the meeting.

There was discussion regarding the need for microphones on the tables. Mr. Glass will look into options.

## V. Action Items

- 1) Approval of June 20, and August 7, 2017 Board Minutes

It was moved and seconded to approve the June 20, 2017 minutes as presented. Motion carried.

It was moved and seconded to approve the August 7, 2017 Board retreat minutes. Motion carried.

- 2) 2018 Annual Operating Budget (Mr. Nick Lutes)

Mr. Lutes reviewed the 2017-2018 Financial Budgets that included the following:

- 2017-2018 Revenue Estimates
- 2017-2018 Expenditure Estimates
- Organizational Detail Budgets
- Student Activities Funding
- Tuition and Fee Schedule
- Salary Schedules

After discussion it was moved and seconded to approve the 2017-2018 financial budgets as presented. Motion carried.

It was moved and seconded to approve the Memorandum of Understanding between Grays Harbor College and the Federation of Teachers as presented. Motion carried.

It was moved and seconded to approve the salary of the president of Grays Harbor College. Motion carried.

## VI. Standing Reports

- 1) Student Government (Ms. Liz Allton)

ASGHC president, Ms. Allton reported the following student life activities:

- Student government team building training
- Club training
- Leadership Conference
- Upcoming events

- 2) Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath reported ten classified staff employees attended the STTACC regional conference. In the last ten years seven regional award winners have been GHC classified staff employees.

- 3) Faculty Report (Ms. Julie Nelson)

Ms. Nelson reported she is not continuing as president of the faculty union. She introduced biology instructor, Dr. Monica Baze, who is the incoming faculty union president and will represent faculty at this year's Board meetings.

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

Dr. Minkler's report was included in backup materials received prior to the Board meeting. It included the following:

State Board Meeting Results

- Long term Advocacy Task Force formed
- WACTC Strategic Enrollment Task Force formed
- 2018 Supplemental Operating Budget request
- 2018 State Board Capital Request for new authorities
- State Board Capital Request for new appropriations

Update on campus capital matters

Whiteside Building is listed for \$175,000

Discussions regarding student housing continue

GHC Exempt Retreat focused on three issues

Strategic enrollment management

Closing the diversity gap in student success and completions

Civility on college campuses

New GHC programs

Bachelor of Applied Science in Forestry Resources Management

Bachelor of Applied Science in Teacher Education

Applied Associate of Science in Medical Assistant

Associate of Technology in diesel Technology with added Commercial Truck Driving certificate (CDL)

5) **Board Report**

The ACT 2017-2018 Calendar was reviewed. Board members planning to attend the ACT Fall Conference November 10 were asked to contact the president's office.

Dr. Minkler invited Board members to join the college table at the GGHI Leaders Banquet October 20, 2017.

VII. **Information Items**

1) **Exempt Evaluation Process** (Mr. Darin Jones)

Mr. Jones reported the college is in the process of developing a 360-evaluation assessment tool to improve exempt employee evaluations. It will be piloted with e-team.

2) **Evaluation Process for President** (Mr. Darin Jones)

The tool can also be used to conduct presidential evaluations. Board input will be needed to develop the presidential evaluation module.

3) **Enrollment Report** (Mr. Jerad Sorber)

Mr. Sorber reviewed Fall Quarter enrollment numbers as of September 12<sup>th</sup>. Total state-funded FTE is at -55.6 FTE compared to 9/13/16. Combining FTE for State-Funded enrollments and Running Start enrollments, the total is at -53 FTE compared to the closest date for Fall, 2016.

VIII. Executive Session

None

IX. Action Items as a Result of Executive Session

None

X. For the Good of the Order

Ms. Chaffee reported the Raymond Theater is struggling and asked that cooperation with the college regarding performance offerings continue.

Ms. Nelson stated student housing is needed for homeless students in addition to athletes and International students.

Dr. Lardner said a survey will be given to K-12 students asking if their parents are interested in taking ELA classes. Child care will be provided.

Latinix Youth Summit

Four hundred area high school Hispanic students will be on campus October 6<sup>th</sup> to participate in the Latinix youth Summit.

Dr. Carthum will not be in attendance at the October 17 Board meeting. Vice Chair, Ms. Sharp will chair the meeting.

XI. Adjournment

The meeting was adjourned at 4:20 p.m.

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Dr. James Minkler, Secretary

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Dr. Harry Carthum, Chair