

REGULAR MEETING

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

October 17, 2017 – 2:00 P.M.

ROOM 4331, SCHERMER BUILDING

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

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

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

I. Celebrations

Dr. Lardner introduced Ms. Chrissie Erickson, instructor for the Medical Assistants Program. The program is a two-year program in collaboration with the Skills Center in Aberdeen. Eleven college students and eleven high school students are enrolled. Several of the students and Ms. Erickson reported on the program.

II. Call to Order

In Dr. Carthum's absence, Ms. Portmann chaired the meeting.

III. Agenda Changes

There was a request to move agenda item VII-2 (Recruitment) to the front of the agenda, and to add Transforming Lives to the agenda. It was moved and seconded to approve the agenda, including changes as submitted. Motion carried.

IV. Public Comments

None

V. Information (agenda change)

1) Recruitment (Mr. Darin Jones)

Mr. Jones reviewed minor revisions to Administrative Procedure 653.02, Recruiting and Hiring. He explained that procedures does not require Board action and this was an information item.

VI. Action Items

1) Approval of September 19, 2017 Board Minutes

It was moved and seconded to approve the September 19, 2017 minutes. Motion carried.

2) Proposed OP 509, Strategic Space Policy (Mr. Keith Penner)

Mr. Penner presented Operational Policy 529, Strategic Space Use for Board approval. He explained that the Office of Financial Management is requiring state agencies to adopt policies stating they will comply with OFM policy that promotes the efficient use of state facilities. It was moved and seconded to adopt OP 509, Strategic Space Policy. Motion carried.

Ms. Chaffee asked to re-visit the fee structure for renting Riverview. She said it is very expensive to rent and we are missing opportunities for community people to see the facility.

3) Operational Policy 530, Emergency Fiscal Reserve (Mr. Nick Lutes)

Mr. Lutes presented OP 530, Emergency Fiscal Reserve for adoption. It establishes a 10% set aside of the operating budget that can only be accessed with Board approval. It was moved and seconded to adopt Operational Policy 530, Emergency Fiscal Reserve. Motion carried.

VII. Standing Reports

1) Student Government (Ms. Liz Allton)

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

Outdoor movie attended by 176 people.

Blood drive

Diversity speaker Luis Ortega

Latinix youth Summit

Student survey

Upcoming Events

2) Classified Staff Report (Mr. Randy Karnath)

None

3) Faculty Report (Dr. Monica Baze)

Dr. Baze reported that on All College Day faculty focused on outcomes assessment and participated in an excellent cultural diversity presentation.

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

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

Report from WACTC Educational Services meeting

Report from WACTC Corrections meeting

Report from Pac Mtn Workforce Development Council

Update on college goals assigned by the Board

Early Childhood Development program

Latinix Youth Summit

Faculty Workday

Dr. Minkler reported we have received clarification regarding DNR property surrounding the college. That land will be transferred to the college effective July 1, 2019.

Options regarding student housing are being discussed. Dr. Minkler stated that housing is needed for current students who are homeless, international students, and athletes from outside the area.

The college is partnering with Coastal Harvest to apply for a grant that would bring a food truck to campus on a regular basis for students and community members.

5) Board Report

None

VIII. Information Items

1) Enrollment (Mr. Jerad Sorber)

Mr. Sorber reviewed Fall and Winter Quarter enrolment. He reported current students who have not yet registered for Winter Quarter are being contacted.

2) VPSS Search Update (Ms. Kristy Anderson, Mr. Andrew Glass)

Ms. Anderson reported the job announcement for the Vice President for Student Services went out September 20, 2017 and will close on October 20, 2017. The committee consists of two faculty, one classified staff, one student, and six exempt. To date fourteen applicants have met the qualifications. The plan is that interviews will take place before Thanksgiving and the new VPSS will begin January 1, 2018.

3) Transforming Lives Nominee

Dr. Minkler announced that the college's Transforming Lives nominee needs to be selected prior to the November Board member. Applications of potential nominees were sent to the Board prior to this meeting. After discussion, the Board delegated the selection of the college's nominee to the executive team.

IX. Executive Session

At 3:55 p.m. the Board entered into an executive session for fifteen minutes. Under RCW 4230.110, 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 meeting was reconvened at 4:15 p.m.

X. Action Items as a Result of Executive Session  
None

XI. For the Good of the Order

Ms. Chaffee reported that Mr. Leon Lead, former GHC employee who was the administrator for all Pacific County college offerings would like to meet Dr. Minkler to discuss options for the Centers. A meeting will be arranged.

XII. 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