

REGULAR MEETING

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

November 21, 2017 – 2:00 P.M.

ROOM 4331, SCHERMER BUILDING

Members Present: Mr. Art Blauvelt, Dr. Harry Carthum, Ms. Rebecca Chaffee,  
Ms. Denise Portmann (participated by phone)

Members Absent: Ms. Fawn Sharp

Others: Ms. Liz Alton, Ms. Maureen Espedal, Mr. Darin Jones, Ms. Jamie Jones,  
Mr. Randy Karnath, Mr. Justin Kjolseth (participated by phone),  
Dr. Emily Lardner, Mr. Nick Lutes, Dr. Jim Minkler, Mr. Keith Penner,  
Ms. Darrelyn Relyea, Ms. Diane Smith, Mr. Jerad Sorber,  
Ms. Sandy Zelasko

I. Celebrating Success

ELA classes at Ocosta - Ms. Smith reported the college has partnered with the Ocosta School District to offer ELA classes in Ocosta. K-12 ELA students received notification of the class and have been asked to encourage their parents to attend. Child care is provided.

II. Call or Order

Dr. Carthum called the meeting to order.

III. Agenda Changes

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

IV. Public Comments

None

V. Action Items

1) Approval of September 19, 2017 Board Minutes

It was moved and seconded to approve the October 17, 2017 minutes. Motion carried.

2) Faculty Excellence Funds

Mr. Lutes reported the balance in the Faculty Excellence Fund was \$290,600 as of September 20, 2017. In 2016 the Board authorized the use of four percent of the total balance to be used for faculty excellence awards. That total would be \$11,625.00. It was moved and seconded to approve \$11,625.00 to be distributed for faculty excellence funds in 2018. Motion carried.

3) Board Member on Strategic Planning Committee

Mr. Jones reported the GHC Strategic Planning Committee would like a member of the Board to participate on that committee. Dr. Carthum and Ms. Chaffee volunteered to serve. The committee consists of faculty, classified staff, exempt and students.

VI. Standing Reports

1) Student Government (Ms. Liz Allton)

Ms. Alton reported the following student activities:  
Dodgeball Tournament – 90 students and staff participated  
Fall Festival – 538 people attended  
Osaka, Japan College of Nursing Visit  
Aydian Dowling, Diversity Speaker  
Student Survey Update  
Legislative Academy

2) Classified Staff Report (Mr. Randy Karnath)

Mr. Karnath reported that because of retirements, health issues, etc. classified staff have needed to cover extra work areas. Dr. Minkler added that the college has hosted some large events and appreciates that the campus is always in excellent condition.

3) Faculty Report (Dr. Monica Baze)

None

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

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

1. Academic Update – Dr. Minkler asked Dr. Lardner to lead the discussion. She introduced her assistant, Ms. Maureen Espedal and instructors Ms. Darrelyn Relyea and Ms. Jamie Jones. They reported they are piloting a new approach to student learning outcomes assessment with the goal of making program assessment more meaningful and useful. Ms. Relyea and Ms. Jones reviewed their course level student learning outcomes annual assessment for 2017-2018.
2. WACTC Update – Reports included:
  - ctcLink Investment Plan
  - Strategic Enrollment Management Task Force
3. ACT Meeting November 10, 2017 – Highlights included:
  - State-wide retention and recruitment efforts
  - Tacoma community College Legislative Council Panel
  - Veterans Support Panel
  - ctcLink
  - Legislative Committee Annual Agenda Goals:
    - Completion
    - Guided Pathways
    - Access
    - Enrollment
    - Wrap Around services
    - Capital and Operating Budget Overviews

- 5) Board Report  
None

VII. Information Items

- (1) Course Offerings and Other Updates in Pacific County (Dr. Emily Lardner)  
Dr. Lardner reviewed proposed course offerings in Pacific County for winter and spring quarters.
- (2) Capital Facilities Update (Mr. Keith Penner)  
Mr. Penner reviewed the capital budget, capital projects and the master plan process. Two master plan meetings are scheduled. Faculty, staff, students, Board members and community members are encouraged to attend. Dr. Carthum said he would like a master plan presentation scheduled for a Board meeting.
- (3) New Hires (Mr. Darin Jones)  
Mr. Jones reported hirings in the following areas:  
Custodial  
Grounds  
Financial Aid  
Recruitment Manager  
Disability Coordinator  
Art faculty
- (4) 360 Evaluation of the President (Mr. Darin Jones)  
Mr. Jones agreed to assist the Board in developing a tool for evaluating the president.
- (5) Enrollment (Mr. Jerad Sorber)  
Mr. Sorber distributed and reviewed enrollment numbers for Winter and Spring quarters. He noted retention efforts include student services having over 1215 contacts with parents and/or students this quarter.

- VIII. Executive Session  
None

- IX. For the Good of the Order  
None

- X. Adjournment  
The meeting was adjourned at 4:15 p.m.

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Dr. James Minkler, Secretary

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Dr. Harry Carthum, Chair

