

SPECIAL MEETING

GRAYS HARBOR COLLEGE BOARD OF TRUSTEES

April 24, 2018 – 2:00 P.M.

ROOM 4331, SCHERMER BUILDING

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

Members Absent: Ms. Rebecca Chaffee

Others: Ms. Liz Allton, Dr. Jennifer Alt, Ms. Kristy Anderson, Dr. Monica Baze, Mr.  
Matt Edwards, Mr. Andrew Glass, Mr. Darin Jones,  
Dr. Emily Lardner, Mr. Nick Lutes, Dr. Jim Minkler, Mr. Keith Penner, Mr.  
Adam Pratt, Ms. Kim Smith, Ms. Sandy Zelasko

I. Celebrating Success

GHC Carpentry Program – Dr. Lardner introduced GHC carpentry instructor Mr. Adam Pratt. Mr. Pratt reported his goal is to secure employment for his students. In addition to carpentry skills students learn soft skills. The program is six quarters and he has an assistant and an I-BEST Instructor. He introduced Ms. Kim Smith, a graduate of last year's program who has opened a construction company. She said in addition to carpentry skills students learn professional skills such as excel work sheets to provide quotes to customers and professionalism behavior on the job.

II. Agenda Changes

Dr. Alt asked that the enrollment report be moved to the front of the agenda. It was moved and seconded the agenda be amended as requested. Motion carried.

III. Public Comments

None

IV. Action Items

1) Approval of Minutes

It was moved and seconded to approve the March 20, 2018 minutes as circulated. Motion carried.

Agenda Item VI-3 Enrollment Report (Dr. Jennifer Alt)

Dr. Alt distributed copies of the Spring Quarter Enrollment snapshot as of today. She reported enrollment is down in most areas. There was discussion regarding how to address the issue.

Responses included:

- Enrollment in BAS programs is anticipated to increase.
- Vocational programs being considered are in the health care field and culinary arts.
- Students will receive financial aid estimates within a few days of applying.
- Student ambassadors will continue to follow up with students who express an interest in GHC.

Action Items (continued\_

- 2) Exceptional Faculty Proposals 2018 – 2019 (Dr. Emily Lardner)  
Recommendations from the Exceptional Faculty Committee and applicant proposals were received by Board members prior to the meeting. It was moved and seconded to approve the Exceptional Faculty Committee's recommendations. Motion carried.
- 3) Flavel Land Transfer (Mr. Keith Penner)  
Mr. Penner reported that in December of 2014 the GHC Foundation accepted a bequest of land from the Flavel family that is adjacent to the college. The Foundation has expressed an interest in transferring the land to the college but no resolution has been made to this effect. After discussion, it was moved and seconded to learn more details about the property before taking action. Motion carried.

V. Standing Reports

- 1) Student Government (Ms. Liz Allton)  
Ms. Allton presented an update of student activities. Ms. Portmann reported that Bank of the Pacific employees might be interested in volunteering to staff the Food Pantry on campus. Dr. Carthum asked that Ms. Altman invite the incoming ASGHC President to the May Board meeting.
- 2) Classified Staff Report (Mr. Randy Karnath)  
Mr. Karnath reported the following:
  - He and Ms. Janet Parker will represent the college at a union conference in Las Vegas.
  - GHC hosted the Region A STTACC Conference.
  - WPEA donated \$500.00 to the Student Relay for Life team.
  - Classified staff have the opportunity to enroll in a foreign language on-line.
- 3) Faculty Report (Dr. Monica Baze)  
None
- 4) President's Report (Dr. Jim Minkler)  
Dr. Minkler's report was included in backup materials received prior to the meeting.  
Highlights included:
  - GHC hosted the IBEST (Integrated Basic Education and Skills Training) Conference April 13.
  - The NWCCU has approved the college's application to offer an Associate of Applied Science degree in Early Childhood Education.
  - Through grant funding we will be able to pay for tuition costs for forestry students in the BAS program for the next two years.
  - Writing of the initial draft of the Comprehensive Year Seven Self Study continues. The NWCCU visit will be April 17 – 19, 2019.
  - WACTC Update.
  - Pacific County Forums March 28 and 29, 2018.

5) Board Report

360 Evaluation (Mr. Darin Jones)

At the request of the Board chair, samples of Board Evaluation documents were included in backup materials received prior to the meeting. Dr. Carthum asked that Board members review the documents and forward suggestions to Mr. Jones within the next ten days. Dr. Carthum will meet with Mr. Jones to review suggestions.

Ms. Sharp reported she attended a United States vs the State of Washington hearing at the U.S. Supreme Court. The State of Washington is asking that culverts that block fish passages be replaced with larger ones.

VI. Information items

1) Core Themes Scorecard (Dr. Jim Minkler, Ms. Kristy Anderson, Mr. Matt Edwards, Mr. Darin Jones)

The Core Themes Scorecard has been updated to include revised objectives and indicators. It measures mission fulfillment and guides efforts to improve student learning, student achievement and community engagement. Indicators for Stafford Creek Correction Center have been added to the Scorecard. Scorecard updates were presented and reviewed. Board members stated it is important to relay to the community the college's accomplishments. Dr. Minkler responded next year he would like to publish an Annual Report that would be available to the community.

2) Budget Update (Mr. Nick Lutes)

Mr. Lutes distributed a Budget Development Update for 2019 that included revenue from tuition, Running Start, and State allocation, and comparison data of fees, waivers and fines from 2008 through 2018.

Mr. Lutes reported that GHC comptroller, Ms. Judy Bennett, has retired. That position will be filled in the near future.

3) Whiteside Sale (Mr. Keith Penner)

Mr. Penner reported that the college has received an offer from Caleb and Tess Lawson to purchase the Whiteside Building for \$140,000.00 as is. The Department of Enterprise Services has drafted a Purchase and Sale agreement. The purchaser has signed the agreement and is awaiting review by the assistant attorney general. The transaction is expected to be completed within sixty days.

VII. Executive Session

None

VIII. Action items as a Result of Executive Session

None

IX. Adjournment

The meeting was adjourned at 5:05 p.m.

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Dr. James Minkler, Secretary

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Dr. Harry Carthum, Chair