

REGULAR MEETING  
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES  
May 15 2018 – 2:00 P.M.  
ROOM 4331, SCHERMER BUILDING

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

Members Absent: None

Others: Ms. Liz Alton, Dr. Jennifer Alt, Ms. Kristy Anderson, Ms. Ivy Bowers,  
Ms. Lori Christmas, Ms. Lindsey Coulson, Mr. Peter DenAdel,  
Mr. Andrew Glass, Mr. Darin Jones, Mr. Justin Kjolseth, Dr. Emily Lardner,  
Mr. Nick Lutes, Dr. Jim Minkler, Dr. Lucas Rucks, Ms. Sandy Zelasko

I. Celebrating Success

- 1) Students of Color Conference – Ms. Coulson introduced students who attended the Students of Color Conference in Yakima. They all stated they benefited from meeting students from different cultural backgrounds and the experience was very worthwhile. They suggested the college showcase different cultures.

II. Agenda Changes

It was moved and seconded to approve the agenda as provided. Motion carried.

III. Public Comments

None

IV. Action Items

- 1) Approval of Minutes

It was moved and seconded to approve the April 24, 2018 minutes as circulated. Motion carried.

V. Standing Reports

- 1) Student Government Report (Ms. Liz Alton)

Ms. Alton reported highlights from recent student activities:

New student government officers

Blood Drive

Star Wars movie

Seattle Mariner's game

Student voice academy

Food pantry

Relay for Life basket silent auction

Upcoming events

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

Mr. Karnath reported that he and Ms. Janet Parker attended a national union conference in Las Vegas. He said there were 2,500 delegates and the work sessions and speakers were wonderful.

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

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

Highlights included:

WACTC Report

- Presentation on equity and diversity gaps/opportunities
- CtC Link People Soft Conversion
- State Board Compensation Study
- Career Connected Learning
- The Path of 70% Credential Attainment for Washington students
- Strategic Enrollment Taskforce Update

GHC Student Housing

GHC Hosted the Governor's Workgroup on poverty reduction

4) Board Report

End of the year Events – A schedule of end-of-the-year events was distributed. Board members were asked to indicate which ones they will attend.

Board Evaluation Tool – A draft of a board self-evaluation tool was included in backup materials received prior to the meeting. Mr. Jones reviewed the document. Dr. Carthum asked that Board members and e-team members complete the form. It was moved and seconded to adopt the Board self-evaluation tool. Motion carried.

VI. Information items

1) Student Services/enrollment (Dr. Jennifer Alt)

Dr. Alt's report was included in documents received prior to the meeting. She distributed copies of the latest enrollment report and reviewed updates on the following:

- Ongoing enrollment efforts
- Financial Aid
- Bishop Center
- TRiO
- Student Life
- Workforce Funding Programs
- Commencement
- Placement options for students

2) Civility Policy (Mr. Darin Jones)

Mr. Jones presented a first reading of Operational Policy 656, Workplace Civility and Respect Policy – All Employees and Students. Mr. Jones said the policy was presented to President's Cabinet and there were no objections. The policy will be presented to the Board at its June, 2018 meeting for approval.

3) Leadership Development Program (Dr. Jim Minkler)

Dr. Minkler reported GHC participates in the Leadership Development Program with Centralia College and Lower Columbia College. Employees from all areas of the college are encouraged to apply. They meet once a month at one of the colleges with the purpose of developing leadership skills. Each college group creates a service project that benefits their college or community. Dr. Minkler introduced GHC's participants, Ms. Elisa Anderson, Ms. Ivy Bowers, Ms. Lori Christmas, Ms. Lindsey Coulson, Mr. Travis Obias and Mr. Peter DenAdel and asked them to report on their service project. A copy of their proposal was distributed and reviewed. Their project is called STEPS (Steps Toward

Education Promotes Success). They provide one-on-one support to potential new and returning students from 5:00 p.m. to 7:00 p.m. on the third Wednesday of each month in the HUB.

4) 2018-2019 Budget Overview (Mr. Nick Lutes)

Mr. Lutes presented and reviewed a detailed draft of the 2019 operating budget that included 2019 operating expenditures and revenue. Revenue derives from state allocation, tuition, course specific fees and Running Start fees. The Board will be asked to approve the final budget at the June, 2018 meeting.

5) Core Theme 2, Role of Workforce Advisory Committees (Dr. Lucas Rucks)

Dr. Rucks presented information about Advisory Boards that the college has for all of its workforce education programs. Committee members have expertise in the skills and competencies needed for specific occupations. The committees are an integral component of fulfilling Core Theme 2, Workforce Preparation.

Dr. Rucks reviewed the following:

Role of advisory committee

How advisory committees benefit the students and the community.

VII. Executive Session

The Board entered into executive session at 4:55 p.m. for approximately ten minutes 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 5:15 p.m.

VIII. Action items as a Result of Executive Session

It was moved and seconded that because of an elimination of programs at Stafford Creek Correctional Center decided by the State Board for Community and Technical Colleges the Board of Trustees determines that a Reduction in Force is necessary. Motion carried.

IX. Adjournment

The meeting was adjourned at 5:20 p.m.

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Dr. James Minkler, Secretary

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Dr. Harry Carthum, Chair