

Special Meeting
Grays Harbor College Board of Trustees
August 6, 2018
Quinault Beach Resort

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

Members Absent: None

Others in Attendance: Dr. Jennifer Alt, Ms. Kristy Anderson, Mr. Darin Jones, Dr. Emily Lardner,
Dr. Jim Minkler, Ms. Sandy Zelasko

Ms. Sharp welcomed newly appointed Board member Dr. Akerlund to the meeting.

1. Board Evaluation

Dr. Minkler stated that Board evaluation is important in order to be in compliance with accreditation standards. The Board discussed evaluation results from the recent Board Evaluation completed by members of the Board and the College Executive Team. Categories included:

- Board organization
- Advocating for the College
- Standards for College operation

The Board approved the following improvement actions:

- Evaluation will be built into an annual process scheduled earlier in the year.
- Policies are approved by the Board. That needs to be communicated to the college community so everyone understands the process.
- The Board will engage in the policy oversight process and target one chapter per year for updating.
- The Board will participate in state-wide trustee meetings.
- The Board will support legislation affecting GHC and the community and technical college system.

2. Board Member Roles

- College employees should be informed of responsibilities of the Board, noting that the Board makes policy and does not manage day-to-day issues.
- Invite a representative from the Governor's Office to explain Governor's vision of Board members' roles.

3. Board Goals

- Strategically manage support for increasing enrollment.
 - Adult re-engagement
 - Support high school linkages, elementary, and middle school.
- Participate in at least one ACT event.
- Monitor the Master Plan.
- Create annual schedule for Board evaluation and policy overview.
- Continue interest on campus to work on equity and under-served population and economic development.

4. Goals for the President

- Continue making accreditation visit a priority.
- Maintain engagement and appropriate goals from president's evaluation.
- Develop comprehensive marketing plan.
- Continue involvement with the community.
- Monitor how our centers in Raymond and Ilwaco are doing.

5. Goals for the College

- Continue to support and hold accountable the college's efforts of achieving acceptable threshold expressed in Strategic Plan Scorecard.
- Implement, measure and report Strategic Plan.
- Continue to address college housing.
- Strategically there needs to be continuous improvement in getting the college totally engaged in serving the mission of the college.
- Support BAS programs.
- Improve campus climate, trust and engagement.

6. Recruiting Applicants for Upcoming Vacancy

Board members were asked to encourage interested community members to apply to the Governor's Office to become a Board member when Ms. Sharp's term ends. The application is on-line. It was noted that the Governor selects Board members from the applicants. There was a suggestion that it be posted on the college's web site that there is a vacancy on the Board and provide a link to the application.

7. Trustees' Account

Dr. Carthum asked for a discussion regarding the account that trustees and the executive team donate to. He submitted a letter outlining his suggestions how to modify the account. They included:

- Changing the name to Trustees and Executive Leadership Fund (approved by Board)
- Begin each year with a fund budget, allocating a sizeable portion of the contributions to worthy campus activities or programs.
- Develop a line item budget.
- Determine if refreshments served at Board meetings can be paid for with state funds.

8. Measuring Mission Fulfillment

Ms. Anderson stated that all colleges need to measure, track, and report-out on how they are achieving Mission Fulfillment through its Core Themes. She stated that the GHC is meeting Mission Fulfillment with 83% of its indicators meeting or exceeding their targets. She reviewed the following:

Core Theme Objectives

Core Theme Indicators

Core Theme Scorecard and the relationship between the Scorecard and Mission Fulfillment

Mission Fulfillment by Core Theme – All four Core Themes are meeting the threshold of 70% for mission fulfillment.

Mission Fulfillment Dashboard

9. Seven Year Comprehensive Accreditation Visit

Ms. Anderson reported that evaluators from the Northwest Commission on Colleges and Universities will be on campus April 17 – 19, 2019. They will determine if our self-study speaks to 24 eligibility requirements and 5 standards which include Mission and Core Themes, Resources and Capacity, Planning and Implementation, Effectiveness and Improvement, and Mission Fulfillment, Adaption, and Sustainability. The college also has to speak to the four recommendations from the 2014 year-three evaluation.

Ms. Anderson reviewed the following expectations of Board members in preparation of the April 17-19, 2019 visit:

- Understand Mission-Fulfillment at a high level.
- Review Standard 2.A.1 – 2.A.8 (Governance and Governing Board)
- Review Self-Study when it comes out in September, 2018.
- The Evaluating Committee will expect to meet with the Board when they are on campus. Board members may attend the exit meeting on April 19.

10. Timeline for Strategic Planning

Mr. Jones reviewed the next Strategic Planning cycle:

2018-19 – Accreditation Year-Seven Visit in April, 2019.

2019-2020 - Planning

2020-2021 – Implementation begins

2021-2022 to 2024-2025 – Year 6 implementation

2025-2026 – Implementation and Sustainability (Accreditation Year-Seven visit in Spring)

11. Shared Governance

Ms. Anderson and Dr. Lardner reported that several faculty and staff attended the Teaching and Learning National Institute at The Evergreen State College. One of the sessions focused on how to frame conversations, and how to have productive conversations. Shared leadership is needed, especially as it pertains to assessment.

12. Long House Planning

Dr. Minkler reported that building a Long House on campus is part of the college's Master Plan. It would be a cultural center utilized by the college, local tribes and the community. In order for it to come to fruition there needs to be collaboration with the local tribes. Ms. Sharp said there is a need to have a meeting with the college and local tribes regarding funding since state funds cannot be utilized. Ms. Sharp suggested inviting presidents of local tribes, artisans, elders and council members to the meeting. Dr. Minkler will draft an invitation and forward to Ms. Sharp for input.

13. Student Housing

Dr. Minkler reported efforts continue to secure funding to build student housing. Property adjacent to the Bishop Center is available. Representatives from Forterra, a land conservancy organization, visited the college to discuss our student housing needs. They are interested in using cross laminated timber to build a facility that could be used as an example for local contractors to encourage them to use cross laminated timber. We have not yet received a proposal from them. Since state funds cannot be used to build student housing, they would be looking for local investors to fund the project. CCAP has also expressed interest in the project. It was noted that the college cannot be involved in the ownership.

14. Marketing Strategies

Dr. Minkler reported the college's Strategic Enrollment Management Committee has formed a sub-committee to focus on recruiting, onboarding students and reaching out to the community. Dr. Alt reported the college is hosting a Hispanic Day on campus Sunday, September 9th.