

REGULAR MEETING  
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES  
September 18, 2018 – 2:00 P.M.  
ROOM 4331, SCHERMER BUILDING

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

Members Absent: None

Others: Dr. Jennifer Alt, Ms. Chelcie Bailey, Dr. Monica Baze, Ms. Nancy Estergard,  
Mr. Andrew Glass, Mr. Stan Horton, Mr. Darin Jones, Mr. Randy Karmath,  
Dr. Emily Lardner, Mr. Nicholas Lutes, Mr. Mitchell Margaris, Dr. Jim Minkler,  
Dr. Lucas Rucks, Ms. Linda Sullivan-Colgazier, Mr. Kent Smaciarz,  
Mr. Keith Swenson, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called and all Board members were present.

II. Agenda Adoption

It was moved and seconded to adopt the agenda as presented.

III. Public Comments

None

IV. Celebrating Success

Assessment and Learning and Teaching Council Report – Dr. Lardner introduced Mr. Stan Horton and Dr. Lucas Rucks. They reported that nine faculty and administrators attended the Teaching and Learning National Institute conference at The Evergreen State College. The team developed a coordinated plan for faculty professional development, and developed a plan for assessing college-wide student learning outcomes. Mr. Horton and Dr. Rucks presented information that highlighted the following: Descriptions of the Assessment, Learning and Teaching Council and a description of Faculty Inquiry Groups (FIGs). The assessment, teaching, and learning council will coordinate FIGs, ATL Center activities and faculty professional development. The Council will collaborate with the Outcomes Assessment Committee, Division Chairs, Office of Instruction and the Office of Institutional Effectiveness.

V. Action Items

1) Approval of Minutes

It was moved and seconded to approve the June 19, 2018 Board minutes as submitted.

Motion carried.

It was moved and seconded to approve the August 6, 2018 Board work session. Motion carried.

It was moved and seconded to approve the September 7, 2018 Special Board Meeting.

Motion carried.

## VI. Standing Reports

### 1) Student Government Report (Mr. Mitchell Margaris)

Mr. Margaris reported the following recent student life activities:

- ASGHC officers attended a retreat/training that focused on team building and expectations and rules.
- Student government is developing a survey to e-mail to students.
- Student government leaders attended a Leadership Conference at So. Puget Sd. Community College.
- The college Food Pantry is open on Tuesdays from 10 a.m. to 2 p.m.

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

Mr. Karnath reported that ten GHC staff attended the STTACC Conference. There are five STTACC regions in the state and a classified staff member from each region is chosen to be the exemplary staff member from that region. This year, GHC employee, Mr. Matt Holder received the Region 5 award.

Mr. Karnath is on the bargaining team for classified staff. The contract has not yet been ratified.

### 3) Faculty Report (Dr. Monica Baze)

Dr. Baze faculty are advising and working on outcomes assessment.

- 4) President's Report (Dr. Jim Minkler)  
Dr. Minkler introduced Ms. Linda Sullivan-Colglazier, who will be the college's assistant attorney general replacing Mr. Justin Kjolseth.

Dr. Minkler's reviewed his report that was included in backup materials received prior to this meeting. Highlights included:

New full-time hires since 2017/18 Fall Kick-Off.

Report from the recent Presidents' meeting.

Financial Aid Audit Results.

GHC Financial Aid Processing Improvements.

Student Housing Update.

Athletics Update

Celebracion de la Educacion.

Community and Technical Colleges' Legislative Priorities for 2019.

State-wide student association 2019 Legislative action agenda.

U.S. Department of Education's Program Review Report covering the college's administration of programs authorized pursuant to Title IV of the Higher Education ACT of 1965.

- 5) Board Report

Dr. Minkler presented retiring Board member, Ms. Fawn Sharp, with a plaque and gift certificate. He thanked her for her dedicated service to GHC and its students. Ms. Sharp responded it has been an honor to serve on the Board. Representing the Governor's Office Mr. Keith Swenson, Director of Boards and Commissions, read a letter from the Governor thanking Ms. Sharp for her service.

Mr. Swenson gave an update on the process for finding a replacement for Ms. Sharp. He said he anticipates a replacement will be named by the end of the week.

All Board members and Dr. Minkler will attend the state-wide trustees' meeting in November.

Dr. Akerlund will represent the Board at GHC Foundation meetings.

## VII. Information Items

- 1) Pacific County Update – Mr. Kent Smaciarz, Coordinator of the college's Pacific County Centers, Ms. Chelcie Bailey, Community Education Manager, and Ms. Nancy Estergard, Director for Business Contract Training, Community Education, Workforce Grants and BAS Support, presented a Pacific County Centers Update that included the following:  
Overview of Pacific County offerings.  
Historical and current enrollment snapshot.  
Pacific County Community Education offerings.  
Contract Training Update.  
Leadership and Institutional Philosophy.
- 2) Update on Construction Projects – Mr. Lutes reviewed a listing of summer construction projects that included:  
Parking lot rebuild.  
Demolition of 200/300 Buildings.  
Library floor repairs.  
Bishop Center lighting.

Concrete repairs – various ADA.  
Rekey campus doors, enhance security cameras.  
Elevator or HBAC replacements.  
HUB replacement/SSIB design.  
Future Projects.

- 3) Assignment of Signature Authority, Bank of the Pacific - Mr. Lutes reported that in order to deal with daily cash transactions with the Bank of the Pacific, official account signatories are required. Official signatories are the President of the college, the Vice President for Administrative Services and the Controller. As of July 16, 2018 Ms. Jenifer Robarge became the college's controller. In order for her to assume responsibility as a signatory on college accounts at the Bank of the Pacific, the bank requires an official recognition from the college governing board that she is an authorized signer.
- 4) Enrollment – Dr. Alt distributed updated enrollment information for academic transfer, transition programs, vocation, BAS programs and Running Start.

#### VIII. Executive Session

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.

IX. Action Items as a Result of Executive Session

X. For the Good of the Order

None

XI. Adjournment

The meeting was adjourned at 4:10 p.m.

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Dr. James Minkler, Secretary

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Ms. Fawn Sharp, Chair