

*REGULAR MEETING*  
**GRAYS HARBOR COLLEGE BOARD OF TRUSTEES**  
March 19, 2019 – 2:00 P.M.  
Room 4331, Schermer Building

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

Members Absent: None

Others: Dr. Jennifer Alt, Ms. Kristy Anderson, Ms. Jennifer Barber, Mr. Kaden Cody, Mr. Matt Edwards, Mr. Andrew Glass, Mr. Darin Jones, Dr. Emily Lardner, Mr. Randy Karnath, Mr. Nick Lutes, Mr. Taylor Miller, Dr. Jim Minkler, Ms. Linda Sullivan-Colglazier, 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. Motion carried.

III. Public Comments

None

IV. Celebrating Success

Dr. Alt introduced Mr. Kaden Cody, Running Start student from Raymond High School. He is GHC's representative to the Washington State All-Academic Team and a recipient of the 2019 Coca-Cola Silver Scholarship. He is invited to Phi Theta Kappa's annual convention in Orlando, Florida in April to receive the Coca-Cola Silver Scholarship. Dr. Minkler noted that only 200 scholars in the nation receive the Coca-Cola award. Mr. Cody stated he plans to major in biochemistry at the University of Washington to become a pediatric surgeon.

V. Faculty Rehire and Tenure Decisions

Faculty members being considered for tenure and faculty members in the tenure process who are being considered for rehire introduced themselves. Committee chairs for tenure candidates spoke on their behalf.

VI. Executive Session

The Board entered into executive session at 2:10 p.m. for approximately fifteen minutes. 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.

The meeting reconvened at 2:35 p.m.

## VII. Action Items as a Result of Executive Session

It was moved and seconded to grant tenure to Mr. Matt Poisso, Mr. Tim Plagge, Ms. Brittany Ferry and Ms. Diane Muir. Motion carried.

It was moved and seconded to approve rehire for the following fifth quarter tenure candidates: Mr. Nathan Barnes, Mr. Christopher Graham, Ms. Melanie Israel, Dr. Jamie Jones, Mr. Jesse Kangas-Hanes, Ms. Nellie Miller, Dr. Anthony Molinero, Mr. Tom Stearns. Motion carried.

It was moved and seconded to approve rehire for the following second quarter tenure candidates: Dr. Jenel Cope, Mr. Andrew Gaines, Ms. Kayleen Kondrack, Dr. Hannah Mechler, Ms. Debra Brogan, Mr. Jaime Reino, Mr. Kyle Smith, Ms. Tiffany Smith, Ms. Tracey Ushman, Mr. Patrick Womac. Motion carried.

## VIII. Action Items

It was moved and seconded to approve the February 19, 2019 Board Meeting Minutes. Motion carried.

### High School Graduation Requirement Waiver

Dr. Minkler asked the Board to approve a request to the State Board of Education to permit the college to use the High School Graduation waiver, allowing the college to align with local school districts to grant diplomas to the classes of 2019 and 2020 based on the lower 20 credit requirement, as opposed to the enhanced 24 credit requirements. It was moved and seconded to adopt the resolution to request temporary waiver from high school graduation requirements as provided in backup materials. Motion carried.

## IX. Information Items

1. Capital Projects Update – Mr. Lutes reported for Mr. Penner. He said work continues on details pertaining to the proposed Student Services Instructional Building. Dr. Carthum expressed concern that the width of the stairway (six feet) leading to a room that holds 500 people is too narrow. He asked if there was marketing research that supports the need for a room that that size.
2. Accreditation Update  
Ms. Anderson and Mr. Edwards presented information to assist Board Members to prepare for their meeting with members of the evaluation team. The presentation included a review of the following topics that are likely to be discussed:
  - Governance
    - Governing Board
    - Policy Development
    - Chief Executive Officer
    - Board Evaluation
  - Mission Fulfillment
    - Mission
    - Core Themes and Objectives
    - Core Theme Indicators
    - The Scorecard as a Reporting tool
    - Examples of Current Activities helping GHC Work Toward Core Theme Achievement

Relationship Between the Scorecard and Mission Fulfillment  
Mission Fulfillment Results  
Mission Fulfillment Results by Core Theme

- Fiscal Sustainability
  - Overall State Trends for GHC, Peer Schools, and Statewide
  - Fall Quarter State-Funded FTE
  - Fall Quarter 2018 Compared to Fall Quarter 2017
  - System: % Difference from Allocation
  - GHC Fall Quarter FTE Trends
  - GHC's Recent Program Investments for FTE Generation
  - Running Start Fall Quarter Headcount
  - Bachelor or Applied Science Programs
  - Pacific County
  - Other Areas of Investment
  - Fiscal Sustainability – Budget and Finance

Dr. Carthum asked for discussion at a future Board meeting about how thresholds are set for indicators on the scorecard.

3. Budget Status for December 31, 2018

Mr. Lutes reviewed the following budget documents that were included in backup materials received prior to the Board meeting:

- State General Fund by Program a) by % change
- State General Fund by Object a) by % change
- Comparison of Tuition and Running Start Collected
- Cash Position Analysis

Ms. Portmann expressed concern regarding the lack of information to determine if revenue is keeping pace with expenditures. She said it appears this is the third year in a row of negative spending, which is not sustainable. She asked that prior to the next Board meeting Board members receive a five-year history of December cash balance reports, and a budget to actuals comparison of revenue vs expenditures.

4. 300 Section Operational Policies and Administrative Procedures (First Reading)

Dr. Lardner reviewed new and revised 300 series Operational Policies and Administrative Procedures. They have been reviewed and vetted by President's Cabinet, faculty and e-team. Mr. Blauvelt asked that the Board be able to view the revised policies and procedures with the revisions highlighted. Dr. Lardner agreed to forward them to Board members.

5. Enrollment

Dr. Alt distributed and reviewed current Winter Quarter and Spring Quarter enrollment reports.

Dr. Alt reported that Mr. Aaron Tuttle, Director of Student Life, has resigned. The search process for his replacement will begin soon.

6. Exceptional Faculty Proposals

Dr. Lardner distributed the Exceptional Faculty Committee's recommendations regarding which faculty requests to fund. Ms. Portmann stated that the Board sets the amount of the awards but she does not think it is necessary they approve the requests. It was moved and seconded to approve the Exceptional Faculty Committee's recommendation to expend \$11,900.00 for faculty awards. Motion carried. The Board requested that recipients report at a future Board meeting how they benefited from the award.

X. Standing Reports

1. Student Government Report

Mr. Taylor reported on student activities since the last Board meeting and upcoming events.

2. Classified Staff Report

Mr. Karnath did not have a report.

3. Faculty Report

Ms. Barber said she was glad the Board had the opportunity to meet the faculty members who were being considered for tenure or were in the tenure process. She said we have a great pool of talented faculty.

4. President's Report

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

Highlights included:

1. The college's first Bachelor of Applied Teacher Education students will graduate June 21.
2. Meetings with local legislators continue in an effort to present community and technical college system needs.
3. Efforts continue to secure funds to build a longhouse on campus.
4. The college is in the process of having its Hospitality and Ecotourism Program approved by the State Board and the Northwest Commission for Colleges and Universities.
5. The college is partnering with Peninsula College to offer allied health programs that will rotate every few years. They are Occupational Therapy Assistant, and Paramedic and Physical Therapy Assistant and Surgical Technology.
6. Efforts continue to secure funding for building student housing on campus.
7. Ms. Star Hang Nga Rush has been selected as GHC's Dean of Transfer Education.

5. Board Report

1. Board Evaluation – Ms. Portmann will send Board members draft evaluation questions. She asked that feedback be sent to her. Questions will be finalized at the next Board meeting.

2. ACT Conference – Dr. Carthum, Dr. Akerlund and Dr. Minkler will attend the ACT conference May 23 and 24 in Walla Walla.

3. Items of Interest

- a. Meeting Time Change - It was moved and seconded that beginning with the April 16, 2019 Board meeting all future meetings will begin at 1:00 p.m. preceded with lunch at 12:30 p.m. If requested, a study session will be held from 11:30 a.m. to 12:30 p.m. Motion carried.

It was moved and seconded to hold a study session on April 16, 2019 from 11:30 a.m. to 12:30 p.m. to focus on the budget. Motion carried.

XI. For the Good of the Order  
None

XII. Adjournment  
The meeting was adjourned at 5:25 p.m.

---

Dr. James Minkler, Secretary

---

Ms. Denise Portmann, Chair