

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
April 16, 2019 – 1:00 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, Dr. Darby Cavin, Mr. Andrew Glass,
Dr. Amanda Gunn, Ms. Penny James, Mr. Darin Jones, Dr. Jamie Jones,
Mr. Randy Karnath, Ms. Kayleen Kondrack, Dr. Emily Lardner, Mr. Nick Lutes,
Mr. Taylor Miller, Dr. Jim Minkler, Mr. Keith Penner, Ms. Adrienne Roush,
Ms. Star Rush, Ms. Lisa Smith, Ms. Linda Sullivan-Colglazier, Mr. Shiloh Winsor,
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 – Report from the Outcomes Assessment Committee](#)

Representing the Outcomes Assessment Committee, Dr. Amanda Gunn, Dr. Darby Cavin, Ms. Adrienne Roush, Ms. Star Rush, and Dr. Jamie Jones provided Board members with an update on college-wide work underway. Dr. Gunn presented an overview of the approach to outcomes assessment adopted by the OAC, which aims to keep the process of outcomes assessment aligned with teaching and learning. Dr. Cavin shared reflections on using the Transparency in Teaching and Learning (TILT) template. Ms. Roush updated the Board on the activities of the Faculty Inquiry Group focused on Information Literacy, one of six college-wide outcomes. She noted that at All College Day, mixed faculty groups reviewed the three rubrics under development this year and compared them to collected assignments. Ms. Rush shared her initial observations on the value the process GHC has adopted. Dr. Jones provided information about GHC faculty participation in a statewide research project aimed at measuring whether the use of TILT-ed assignments improves student retention and success in courses across the curriculum.

V. [Action items](#)

1) Approval of March 19, 2019 Board Meeting Minutes

Ms. Aveledo asked that under Agenda Item X.-5 Board Report, the motion to change the time of future meetings be amended to remove the wording “all future meetings will begin at 1:00 p.m. and, if requested, a study session will be held from 11:30 a.m. to 12:30 p.m. The following statement would replace the deleted section: “The Board is only scheduling the April 16, 2019

meeting to begin at 1:00 p.m. Board members will check with colleagues from other colleges to learn how they schedule study sessions. After that discussion, the Board may consider setting a permanent meeting schedule.” It was moved and seconded to approve the minutes as amended. Motion carried.

- 2) 300 Section of GHC Operational Policies and Administrative Procedures – The 300 section of the college’s Operational Policies and Administrative Procedures were included in backup materials received prior to the meeting. Ms. Avelado stated there are inconsistencies in the wording of some of the policies and procedures. After discussion it was moved and seconded to approve the policies as submitted, with the understanding that Dr. Lardner will proof read them for consistency and make the appropriate corrections. Motion carried. It was noted that Administrative Procedures do not require Board approval.

VI. Information Items

- 1) Enrollment – Dr. Alt distributed current enrollment numbers for Spring Quarter. The report showed that on April 17, 2018, 85.5% of our 1436 FTE state-funded quarterly goal had been met. As of April 16, 2019, 80.4% of our 1440 state-funded quarterly goal had been met.
- 2) Budget
Mr. Lutes led a discussion concerning the budget during the Board Study Session that was held prior to this meeting.
- 3) Facilities Update
Mr. Penner reported on end of the biennium capital projects that have been completed, i.e. replacing HVAC units at the college’s Raymond site.

Mr. Penner responded to concerns raised at the March 19, 2019 Board meeting regarding the size of the staircase from the second to the third floor in the new Student Services Instructional Building, and the need for a room that holds 500 people. Information corroborating Mr. Penner’s contention that the staircase is adequate and the reasoning behind including a large meeting space in the building was included in backup materials received prior to the Board meeting. They included the following:

- Memo from KMB Architects
- Memo from City of Aberdeen Fire Department
- E-mail discussing conference room capacity
- Code Analysis
- Code Floor Plan

Mr. Penner stated the pre-design was approved by OFM and the use of the building cannot be changed at this time without going through the change process with OFM, which is very expensive.

- 4) Accreditation Visit
Ms. Anderson reviewed final preparations for the upcoming accreditation visit April 17 – 19. Her presentation included the following:
 - Key Events for Board attendance
 - Recap of previous information shared with the Board
 - Update on site-visit preparations
 - Decision on accreditation status

On April 17, 2019, Ms. Portmann and Dr. Carthum will represent the Board at a meeting with the Evaluation Committee Chair, Dr. Stacey Sherwin. The exit meeting will be at 10:30 a.m. on Friday, April 19.

5) Recruitment Policy

Mr. Jones presented revised Operational Policy 653, Recruitment Policy, for a first reading. For information purposes Administrative Procedure 653.01, Recruiting and Hiring, and GHC Best Practices Hiring Guide, were also included in backup materials. The Policy will be presented for approval at the Board's May 21, 2019 meeting.

6) Board Microphone Setup

In response to a request from Board members to improve audibility during Board meetings Mr. Glass presented several microphone system options. Costs range from \$14,000.00 to \$19,000.00. He will provide more information at the May 21, 2019 Board meeting.

VII. Standing Reports

1) Student Government Report

Mr. Taylor reported on recent student activities and upcoming events.

2) Classified Staff Report

Mr. Karnath reported that each quarter faculty and staff are invited to nominate a classified staff employee to be recognized for outstanding service to the college. This quarter's recipient was Mr. Matt Crollard who works in the maintenance department.

3) Faculty Report

Mr. Winsor reported for Ms. Barber who was not able to attend the meeting. He stated that faculty are prepared for their meetings with the accreditation team and are anticipating they will focus on outcomes assessment.

4) President's Report

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

- Report of non-compliance findings from the NWAC concerning the college's Volleyball program.
- Budget requests from faculty and staff totaled \$1.8M. The process for funding requests was reviewed.
- Legislative update.
- This month's update from the president titled "Reflections." It is a periodic update from the president that is shared with the campus community.

5) Board Report

Board Evaluation - Ms. Portmann reported she sent Board members the Board self-evaluation document to complete. Mr. Jones will forward the evaluation document to staff who attend Board meetings and interact with the Board. Results will be discussed at the Board retreat this summer.

Trustee/Leadership Account – Dr. Carthum reminded the Board that at last year’s Board retreat there was discussion about using some of the funds in the trustee/leadership account for college activities, i.e., Choker Club membership, Bishop Center sponsor, scholarships, etc. After discussion, it was decided that Dr. Carthum would submit a proposal for expenditures at the June Board meeting.

Items of Interest –

Ms. Aveledo reported she spoke with a trustee from Highline about their Board meetings. She learned they have a study session prior to every meeting. The Board, President, e-team members and others, depending on the topic of the session, attend the study session. The Board chair and President set the agenda, but Board members can add to the agenda. No action is taken during the study session.

Mr. Blauvelt moved that all future meetings would begin at 1:00 p.m. and a study session and lunch would be held from noon to 1:00 p.m. The motion was seconded and passed.

6) [For the Good of the Order](#)

Mr. Blauvelt stated he is not be able to attend the May 21, 2019 meeting.

7) [Adjournment](#)

The meeting was adjourned at 3:30 p.m.

Dr. James Minkler, Secretary

Ms. Denise Portmann, Chair