

SPECIAL MEETING
Grays Harbor College Board of Trustees Retreat
August 6, 2019
Quinault Beach Resort

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

Members Absent: None

Others:

(Morning and

Afternoon sessions)

Dr. Jim Minkler, Ms. Linda Sullivan-Colglazier,
Ms. Sandy Zelasko

(Afternoon session only) Dr. Jennifer Alt, Ms. Kristy Anderson, Ms. Laura Brener,
Mr. Andrew Glass, Mr. Darin Jones, Ms. Barbara McCullough,
Mr. Keith Penner.

1. Board Evaluation Discussion

- Ms. Portmann reviewed the results of the 2019 Board Self Assessment. Board members and college personnel participated in the process. She reported that overall the scoring was positive. There was discussion regarding the following questions that scored the lowest:
- The Board ensures that college policies require fairness and equity in college processes and practices.
- The Board has an ongoing program of Board leadership development.

Comments:

Develop a manual specific to the role of being a trustee at GHC. Include information explaining how decisions made at the state level may conflict with local decisions.

Provide a welcoming document for trustees that includes a schedule for review of various areas and programs and an overview of college operations.

Board chair should meet separately with new trustees.

Define Board protocol.

All Board members agree that the Board speaks with one voice.

Compile a list of essential documents Board members should have, policies and procedures, organizational chart, budget, accreditation documents, etc.

Dr. Minkler noted that these documents are on the college website. Some members preferred printed materials.

- The Board understands the budget document and fiscal condition of the college, and ensures that the budget reflects the mission and goals and priorities of the college.
- The Board seeks community input in developing policies that affect the community at large.

- Board policies adequately address parameters for fiscal management that meet audit standards.

2. Board goal Setting and Work Plan for 2019-2020

a. Study sessions need to be meaningful. Suggested subjects include:

Public Relations

Tenure

Financial (quarterly)

Diversity/equity/inclusion

Instructional techniques

Poverty, ACES (trauma) student challenges

TRiO departments

Program Review

Ethical issues/conflict of interest

Assistant AG Ms. Sullivan-Colglazier offered to conduct an ethics presentation at a Board meeting

b. Board members take part in representing GHC Board at community events.

c. Succession Planning.

3. ACCT/ACT Events/Participation

A schedule of ACCT/ACT events for the coming year was distributed and reviewed. It was decided not to participate in ACCT national events but to participate in state-wide ACT meetings. Dr. Carthum suggested inviting the Coastal Caucus legislators to campus prior to the GGHI send-off event in January.

4. President's Update

Dr. Minkler reported the following:

Highlights from the recent WACTC meeting that included the following:

Strategic Enrollment Task Force Final Recommendations Report

CTc Link News

Critical Issues Committee's Report

Capital Budget

State Board Update

Employment Market Report

GHC Athletics Update

Changes to SSIB Community Space

Vice President for Administrative Services search

5. President's Evaluation (360 & 2018-2019 Goals Self-Assessment)

The Board went into executive session at 11:30 a.m. for approximately thirty minutes.

The purpose of the session was to conduct the president's evaluation.

The meeting reconvened at 12:10 p.m.

6. Executive Team Retreat Report

The president reported on the recent e-team retreat that focused on team reflections of the past year, team expectations for the current year, 2019-20 team goals, traits of functional/dysfunctional teams and the strategic planning cycle.

E-team members joined the Board for the afternoon session.

7. “Speed Dating”

E-team members rotated between Board members sharing their goals and challenges.

8. Organization Charts Update

Organization charts for each area of the college were distributed. Each e-team member reviewed their area.

9. Impact of the Budget Reduction on the College Divisions

Dr. Minkler reported that part-time employees were hardest hit with the recent layoffs. Some areas have done some reorganization in order to compensate for the reduction of staff. Each e-team member explained how the reductions in staff impacted their area. It was noted that there were reductions in areas other than personnel, i.e., extending the computer replacement cycle, eliminating catering, and limiting cafeteria offerings.

10. Trustee/Leadership Fund

Dr. Carthum presented a proposal for expending the following funds from the Trustee/Leadership Fund:

Choker Club Membership	\$1,000.00
Bishop Center Sponsor	\$1,000.00
Scholarship – Donor Sets Amount	\$1,000.00
ACE	\$ 500.00
Mystery Get Away Event	\$1,000.00
Convocation Breakfast	\$1,000.00
Balance – undesignated.	

It was moved and seconded to approve the proposal. Motion carried.

11. Signature Authority for Bank Accounts

Ms. McCullough reported documentation is needed to show the bank that current signers, Mr. Lutes and Ms. Robarge are no longer employed at the college, and that new signers have been authorized. After discussion, it was decided that Dr. Minkler and Mr. Jones will be the authorized signers. It was moved and seconded to authorize Dr. Minkler and Mr. Jones to be authorized signers on accounts with the various banks the college does business with. Motion carried.

12. Responding to NWCCU Recommendations Upcoming Audits

A letter from the Northwest Commission on Colleges and Universities that included recommendations and commendations from their recent accreditation visit was included in backup materials received prior to this meeting. Ms. Anderson reviewed the reporting timeline that includes how the college intends to address the following recommendations:

1. Financial Solvency and Planning
2. Financial Policies
3. Integrated Planning
4. Student Learning Outcomes Assessment
5. Institutional Effectiveness

Upcoming Audits

The college is scheduled for the following audits:

1. Office of Civil Rights.
2. Department of Education conducted last summer.
The college was found to be out of compliance regarding crime statistic reporting and for not having a drug and alcohol abuse policy posted.
3. Accountability Audit from the State Board.

13. Goals for the College Set by the Board

- Enrollment.
- Promoting the college (Public Relations).
- More engagement from faculty and staff.
- Follow up of students (tracking graduates).
- Tracking retention.
- Board goals.
- President's goals.
- Student housing.
- Consider who we are serving with student art.

14. Vision, Mission, Values, Strategic Priorities

Board members were asked to address four questions. Their responses are as follows:

Question 1: Most Value

- Open Access
- Accessibility – Close to the community it serves
- Size – Nice size for students making the transition to college
- Nurturing Environment/Faculty and Staff Care – Challenges are addressed
- Beacon of Light – In and out of the classroom, all types of classes and events expand the knowledge of the community
- The way we reach out to underrepresented students/populations
- Diverse paths for education and employment (lots of routes to education and employment); we aren't narrow in what we do; job readiness programs
- Workforce education is very accessible (cost wise)

Question 2: What do you think GHC does really well

- Cultural aspects; gives people access to events and experiences that they otherwise wouldn't (e.g. Bishop Center)
- Music and art scene feels luxurious; don't have to travel far to have these experiences
- Maintains an attractive campus
- Employees genuinely care and give of themselves; very connected to the students – helps to promote lifelong learning and retention that will help them better their lives in the future
- The College hires really good people who welcome everyone and are always willing to walk them through the process
- BAS-TE – Teacher certification locally is a huge asset
- Running Start growth in Raymond/Pacific County

Question 3: What could GHC Improve to better meet the needs of GH and Pacific Counties?

- Get off the hill – Have a shared office in the downtown to meet people; one-stop partnership with other agencies (Bank of America/Coastal Community; Video Display Board with what's happening at GH College)
- Aberdeen ARM – Ambassador Program.
- Are we doing enough in Pacific County? Outreach, especially in Pacific County. Make the connection with the schools. Family event at the school (meal and conversation; starting in 6th grade) so that the college is a presence in the schools. Anything we can do to get out the word in Pacific County. Running Start provides a key opportunity for students.
- Seeking grant opportunities for outreach
- Better way to message contract training out to businesses. Help businesses find people with specialized skills. How can we meet the need? Publicize the training that we do so others know about it.
- When we send people out to recruit you've got to send "cool people". Bring people who can talk to kids (athletes, scientists, choker dog, etc.) Get students at GHC connected with kids as part of outreach.
- Longhouse as a space to connect – is there need for safe spaces for individuals. Are we addressing that need

Question 4: One thing you would like to see the college focus on in the coming years.

- Enrollment
- Promoting the College – What do we offer? What can we get people excited about? Focus on promotion and public relations. Publicize the great things that we do! Give out freebies – athletic tickets for kids, robotics (We feel a little stodgy) – Comprehensive marketing plan. Why should somebody choose us over somebody else. We have some things to offer such as right fit, caring faculty, support, opportunity to have success. Make the case for 'why us'. And, argue that the quality of education won't suffer. We can prepare you for your goals/next steps in an affordable way.

- Improve the quality of advising; make sure students have the right credits when they transfer for the college they want to go toward.
- Engagement of our own faculty and staff. Why aren't they involved in college events, how do we get them involved.
- Melting the glaciers – follow up of students. Are the programs doing anybody any good? Tracking graduates. What works?
- Give students a sense of pride, have the college embrace and make them feel proud of being GHC Students/Graduates. Embrace students with activities, track retention.

The meeting was adjourned at 4:00 p.m.

Dr. James Minkler, Secretary

Mr. Art Blauvelt, Cha