

*REGULAR MEETING*  
**GRAYS HARBOR COLLEGE BOARD OF TRUSTEES**  
November 20, 2018 – 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: Ms. Haley Adair, Dr. Jennifer Alt, Ms. Kristy Anderson, Ms. Jennifer Barber,  
Mr. Andrew Glass, Dr. Jamie Jones, Mr. Randy Karnath, Ms. Vivian Kaylor,  
Ms. Kayleen Kondrack, Dr. Emily Lardner, Mr. Nick Lutes, Mr. Mitch Margaris,  
Dr. Jim Minkler, Mr. James Nieworth, Mr. Keith Penner,  
Ms. Linda Sullivan-Colglazier, Mr. Tom Stearns, Mr. Aaron Tuttle,  
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

GHC instructor Dr. Jamie Jones introduced GHC student, Ms. Haley Adair. She was one of nineteen students selected to present her research at the Northwest Humanities Conference at North Idaho College. Her research focused on medical bias against overweight and obese people.

V. Action Items

1) Approval of Minutes

It was moved and seconded to approve the October 16 2018 minutes as submitted. Motion carried.

2) Approval of MOU for Hazard Mitigation Plan

Mr. Penner reported that all government agencies are required to have a Hazard Mitigation Plan in place in order to be eligible for FEMA funding in case of an emergency. Grays Harbor County included the college as part of their Hazard Mitigation Plan. If we do not sign the MOU with the county it would require the college to draft their own plan. After discussion it was moved and seconded to authorize the college to sign the MOU. Motion carried.

### 3) Faculty Excellence Funds

Mr. Lutes reported that each year we identify how much funding is available for faculty excellence awards. Funds are invested through the Foundation and the college is authorized to expend four percent of the funds for the awards. As of September 30, 2018 the fund totaled \$299,832. Four percent of that amount is \$11,900.00. It was moved and seconded to approve \$11,900.00 be expended for the 2019 faculty excellence awards. Motion carried.

### 4) Approval of Board Policies

Dr. Minkler reported that the college is reviewing all Board and Operational policies and Administrative Procedures. As part of the Board's approval process there will be two readings before asking for Board approval. It was noted that procedures do not require Board approval as they are approved by the president. The 100 and 200 policies were presented at this meeting for a first reading. Dr. Minkler asked the Board to consider an exception for a second reading for Board Policy 106, Vision, Values and Core Themes. He explained that for accreditation purposes it is necessary to show that the Board periodically reviews the college's mission, values and core themes as stated in BP 106. It was moved and seconded to approve BP 106. Motion carried. Mr. Blauvelt suggested restoring a sentence in Operational Policy 205, Academic Freedom, that had been deleted.

## VI. Standing Reports

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

Mr. Margaris reported the following ASGHC events:

- Glow in the dark dodgeball.
- Fall Festival – over 250 people participated.
- He attended the National Association of Campus Activities in California.
- He attended the Legislative Academy to discuss common issues the community and technical colleges are facing. Students developed their legislative agenda for the upcoming year.

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

None

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

Dr. Baze reported the following:

- A faculty group has been formed to address equity gaps.
- Human Services is fund-raising for the homeless.
- The Writing Center is serving a record number of students.

### 4) President's Report (Dr. Jim Minkler)

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

- Highlights from the recent Presidents' meeting.
- Health Careers Forum on GHC campus hosted by Dr. Lucas Rucks, Dean for Workforce Education. Participants included personnel from G H Community Hospital, Summer Pacific, Twin Harbors Skills Center, local high schools and GHC allied health and nursing facility.
- Superintendents and CTE directors from the regional high schools met on campus with college personnel to discuss career technical education dual credit programs and pre-apprenticeship, apprenticeship, and internship opportunities.

- The college submitted a grant to partner with mental health counseling providers in the community to address mental health issues in the community. If funded, the college would purchase software that would help counselors better assist students with mental health issues.

5) Board Report

Four Board members attended the state-wide community and technical college trustees' meeting. They agreed it was a worthwhile conference and new trustees benefitted from meeting with veteran trustees. The importance of advocating with legislators for capital funds to replace aging buildings was emphasized.

## VII. Information Items

1) Progress on Core Theme 1 (Faculty)

Faculty members, Mr. James Neiworth, Dr. Jamie Jones, Mr. Tom Stears and Ms. Kayleen Kondrack reported on their efforts to assure student success getting to and through college-level English leading to completion of degrees and certificates. The strategies they are using were included in backup materials received prior to the meeting.

2) Marketing (Mr. Andrew Glass)

Mr. Glass reported on efforts of the Strategic Enrollment Management Committee. The committee has oversight and control of all external marketing and advertising for the college. Strategies and actions were developed to address marketing budget obligations, marketing needs, mediums of advertising and create a marketing plan for the year. A graphic designer has been hired to refresh the college's brand and marketing materials.

3) Enrollment (Dr. Jennifer Alt)

Dr. Alt reported we are at 73.5% of our enrollment target goal. The college's strategic enrollment management action plan was included in backup materials received prior to the meeting. Dr. Alt explained the purpose of the committee is to evaluate, recommend and track the implementation of integrated, institution-wide strategies that result in enrollment stability and to promote success for students in ways that will have positive effects on the college's FTE.

4) Master Plan Update (Mr. Keith Penner)

Mr. Penner presented a mid-year update of the college's master plan. We are in the first year of our ten-year master planning cycle. A subcommittee is working on interim steps to work towards the projects identified in the master plan. Mr. Penner stated there is \$600,000 in the 2019-2021 biennium available for discretionary capital projects. Twelve potential projects have been proposed. The subcommittee will meet to consider the suggestions. Board members are welcome to attend the meeting. It was noted that any changes need to be approved by the Board.

## 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  
None

X. For the Good of the Order  
None

XI. Adjournment  
The meeting was adjourned at 4:50 p.m.

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Dr. James Minkler, Secretary

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Ms. Denise Portmann, Chair