

REGULAR MEETING
GRAYS HARBOR COLLEGE BOARD OF TRUSTEES
May 21, 2019 – 1:00 P.M.
Room 4331, Schermer Building

Members Present: Ms. Astrid Aveledo, Dr. Harry Carthum, Ms. Denise Portmann

Members Absent: Dr. Paula Akerlund, Mr. Art Blauvelt

Others: Dr. Jennifer Alt, Ms. Kristy Anderson, Ms. Jennifer Barber, Ms. Lindsey Coulson, Mr. Tony Garcia, Mr. Andrew Glass, Ms. Penny James, Mr. Darin Jones, Mr. Randy Karnath, Ms. Barbara McCullough, Mr. Taylor Miller, Dr. Jim Minkler, Mr. Tom Kuester, Ms. Diane Smith, Ms. Lisa Smith, Ms. Linda Sullivan-Colglazier, Ms. Sandy Zelasko

I. Call to Order/Roll Call

Roll was called. Dr. Akerlund and Mr. Blauvelt were not in attendance.

II. Agenda Adoption

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

III. Public Comments

None

IV. Celebrating Success – Students of Color Conference

Ms. Coulson, Interim Director of Student Life, reported that seven GHC students, accompanied by Mr. Garcia, attended the Students of Color Conference in Yakima. It was a three day conference attended by between 500 and 600 students from throughout state. The students introduced themselves and reported it was an opportunity to help understand others from difference backgrounds and circumstances as well as their own identify.

V. Action items

1) Approval of April 16, 2019 Board Meeting Minutes

Ms. Aveledo asked that the words *if needed* be eliminated from the following motion: All future meetings would begin at 1:00 p.m., and, if needed, a study session and lunch would be held from noon to 1:00 p.m. It was moved and seconded to approve the minutes as amended. Motion carried.

2) Operational Policy 653, Recruiting and Hiring – Mr. Jones presented OP 653, Recruiting and Hiring for a second reading. The intention of the policy is to improve the recruitment and retention of and support the colleges' commitment to achieving academic excellence through hiring a diverse, high quality faculty, staff and administration. It was moved and seconded to approve OP 653, Recruiting and Hiring. Motion carried.

- 3) Exempt Salary Schedule – Specific Action Related to Vice Presidents - Mr. Jones recommended the line item in the exempt salary schedule for vice Presidents be updated to reflect a salary range. The reason for the proposal is we are ready to embark on two Vice President searches and changing the salary range would allow us to be competitive. This is based on the bench mark derived from both the current salary schedule and the administrative salary survey conducted by the State Board. Dr. Carthum asked about other exempt salaries that are not competitive with the state-wide average. Dr. Minkler responded that some of our exempt salaries are over the state average and some are significantly below. Unfortunately, at this time, we do not have the resources to remedy the disparities. It was moved and seconded to approve the salary range for vice president positions. Motion carried.
- 4) Fee, Waiver, and Fine Schedule – Ms. McCullough presented the proposed 2019-20 draft fee, waiver, and fine schedule. She reviewed the increases and additions as proposed by Instruction and Student Services. It was moved and seconded to approve the Fee Schedule for 2019-20. Motion carried.

VI. Information Items

- 1) Board Microphone System – Mr. Glass reported the microphone system requested by Board members has been purchased and shipping confirmation has been received.
- 2) Budget Plan – Dr. Minkler presented a preliminary plan that addressed the Board’s request to eliminate deficit spending for the FY 2019 – 2020 budget. He noted this report does not represent a finalized plan. Budget planning to date has been a result of the following:
 - Budget Planning workshop involving e-team, business office and instructional deans.
 - Two all-college budget presentation and brainstorming sessions.
 - Business Office recommendations.
 - Pacific County recommendations.

Another update addressing the deficit will be presented at the June 18 Board meeting.

- 3) Athletic Update

Dr. Alt provided an update on recent resignations and hires in the athletic department. To date, forty-three applications have been received for the Athletic Director position and thirty-four for the navigator position. We did not receive any viable candidates for the women’s volleyball coaching decision. The decision was made to not have a women’s volleyball team next year. We will continue to advertise the position in order to find a coach for the 2020-2021 year.

VII. Standing Reports

- 1) Student Government Report

Mr. Taylor reported the Student budget Committee approved two budget for 2019 – 2020. The Service and Activities 2019-2010 budget is \$8,572.59 less than the prior year’s budget due to declines in enrollment. The Technology Fee budget is \$17,419.34 less than the prior year’s budget due to a need to build a reserve.

Student activities for April and May were reviewed.

- 2) Classified Staff Report

Mr. Karnath reported classified staff are adjusting to the changes in leadership.

3) Faculty Report

Ms. Barber reported the following:

- Contract negotiations are continuing.

- The local PEAB (Professional Educational Advisory Board) requested that GHC BASTE offer an ELL endorsement because local districts need teachers able to teach ELL (English language learners). The college submitted a proposal to PESB (state agency - Professional Educational Standards Board). They suggested some revisions that were submitted. The board approved the endorsement. Beginning in fall 2019, GHC will offer courses embedded in the BASTE program that will prepare teacher candidates to teach EL students. Teacher candidates may choose to get a formal endorsement in addition to their teaching certificate.

4) President's Report

The President's report was included in backup materials received prior to the Board meeting.

Highlights included:

Accreditation Report – The peer evaluation report has been received from the NWCCU.

Dr. Minkler and Ms. Anderson will meet with the Commission on June 20 in Park City, Utah to receive the final report.

Changes in Executive Leadership – The college community has been informed of the contract nonrenewal of the Vice President of Administrative Services and the vice President of Instruction. Search committees are being formed for both positions.

Legislative Update and Impact on Budget – The Workforce Education Investment Bill has been approved by the Legislature and sent to the Governor for signature. The COLAs and other funding for guided pathways and high demand programs are part of the bill.

WACTC Update – There was a lengthy discussion regarding the 2021-13 Capital Budget. GHC remains toward the top of the list for funding our Student Instructional Building.

5) Board Report

End of the year Events – End of the year events were reviewed and Board members indicated which ones they could attend.

Board Evaluation – Ms. Portmann reported that all Board members participated in the Board Evaluation process. The annual evaluation of the president is still open for participation.

Summer Retreat – Ms. Portmann will poll Board members regarding their availability to participate in a retreat this summer.

VIII. Executive Session

Under RCS 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 Board entered into a five minute recess and executive session at 3:00 p.m. for approximately fifteen minutes.

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

IX. [Action Items as a Result of the Executive Session](#)
No action was taken as a result of the executive session.

X. [For the Good of the Order](#)

XI. [Adjournment](#)

The meeting was adjourned at 3:32 p.m.

Dr. James Minkler, Secretary

Ms. Denise Portmann, Chair