Members Present: Mr. Art Blauvelt, Ms. Denise Portmann, Mr. Randy Rust, Ms. Fawn Sharp

Members Absent: Ms. Rebecca Chaffee

Others Present: Mr. Arthur Andrews, Mr. Mathew Barclay, Ms. Stephanie Becker, Dr. Ed Brewster, Mr. Michael Cooper, Ms. Laurie Clary, Mr. Dave Halverstadt, Ms. Sandy Lloyd, Ms. Barbara McCullough, Mr. Dierk Meierbachtol, Dr. James Neiworth, Mr. Keith Penner, Mr. Cal Erwin-Svoboda, Dr. Arlene Torgerson, Ms. Gail Winkelman, Ms. Sandy Zelasko

1. Call to Order
Chair Ms. Portmann called the meeting to order.

2. Community Linkages
None

3. Agenda Changes
It was moved and seconded to reverse agenda item 7, Bookstore Update, and agenda item 8, executive session. Motion carried.

4. Approval of Minutes
It was moved and seconded to approve the minutes from the February 19, 2013 meeting. Motion carried.

5. Public Comments
None

6. Awards and Recognition
Dr. Brewster introduced GHC’s All-Washington Academic team members, Mr. Arthur Andrews and Mr. Mathew Barclay. They were also recognized along with Ms. Stephanie Becker, for winning several awards at the recent PTK regional conference. PTK advisors Dr. James Neiworth and Mr. Cal Erwin-Svoboda were also recognized.

7. Executive Session
The Board entered into executive session at 1:14 p.m. for approximately forty-five minutes 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 was reconvened at 1:52 p.m.

8. Action Items as a Result of Executive Session
Mr. Blauvelt moved to grant tenure to Ms. Chandra Miller-Starks based on recommendations provided and review of tenure materials. Mr. Rust seconded the motion. Motion carried.

Mr. Blauvelt moved to grant rehire to Ms. Monica Baze, Mr. William Dyer, Mr. Farshid Mirzaei, Ms. Julie Nelson, and Mr. Scott Whiting, based on recommendation provided and materials reviewed. Mr. Rust seconded the motion. Motion carried.
9. **Board Development** (Mr. Keith Penner)
   a. **Bookstore Update Fall/Winter, 2012-2013** - Dr. Brewster introduced Mr. Keith Penner who was hired last summer to direct auxiliary services which includes the bookstore and food service. Mr. Penner presented an overview of bookstore operations since his hire. They included:

   - ICS/POS Installed
   - Gross profits from book rentals increased from $946.00 in Fall, 2011 to $12,404 in Winter, 2013.
   - Rental titles have increased from one book in Fall, 2011 to eighty-seven in Winter, 2013.
   - The goal is to have 60% of books available to rent. It is assumed each book will be rented three times. He noted there is more profit selling used books than new books.
   - GHC Bookstore website was launched 1/2/13. Future functions will include price comparison engine between GHC and Amazon, Ebay, Alibris, etc.
   - Free shipping will be available for students at our outreach centers.
   - Some tools and equipment are available for purchase in the bookstore for students who are recipients of Hughes Tools scholarships.
   - There is a 50% – 60% margin for clothes.
   - There was a 67% increase in book savings for students from Winter, 2012 to Winter, 2013.

   Mr. Rust asked about open source text. Mr. Penner responded that according to the State Board, open source text throughout the system has not been very successful. The majority of faculty utilizing open text are faculty who have developed their own materials. He said he is aware of three colleges who copy books and the machine to do that is $1M. He added that if a faculty member has an electronic file they want printed the bookstore can provide that. Ms. Lloyd added that some of our faculty have on-line text and are printing them in the library and lab. Mr. Penner said he is exploring other options, i.e., bound books, loose leaf books, etc. Mr. Cooper asked if other colleges rent iPads. Mr. Penner responded he has had discussions with the GHC Foundation regarding the possibility of applying for a grant to buy computers, iPads, etc. to rent to students.

10. **Student Success** (Dr. Arlene Torgerson)
   a. **2011-2012 Awards and Transfers** - Dr. Torgerson reviewed the following information that showed the total number of certificates and degrees our students completed:

   - GED - 133
   - High School diploma - 11
   - Associate of Science - 15
   - Associate of Arts - 179
   - Associate in Applied Science - 129
   - Short term certificates (less than one year) - 493
   - Long term certificates (one year or more) – 104
   - Total - 1064

   Also included in her student success report was a listing of schools GHC students transferred to in 2011-2012.

11. **College Input** (Reports)
   a. **Board of Trustees**
      1) **All-Washington Academic Team Ceremony** – Dr. Brewster reminded Board members that the state-wide ceremony honoring All-Washington Academic Team members from each college in the system will be March 21st at noon at South Puget Sound Community College.
      
      2) **TACTC Spring Conference** – The TACTC spring conference will be May 16, 17, 2013.
b. President ASGHC (Mr. Michael Cooper)
None

c. Classified Staff (Ms. Gail Winkelman)
Ms. Winkelman reported that classified staff are nervous about the 3% salary cut they took last year not being restored. Dr. Brewster responded the 3% cut was supposed to be a one-year reduction, plus classified staff would receive a 1% increase in salary during the second year of the biennium. He said there is discussion in the legislature about not restoring the 3%.

There are several Relay for Life projects planned including a 5K and 10K walk/run on April 27.

d. Faculty (Mr. Tom Kuester)
Mr. Kuester was not in attendance.

e. President (Dr. Ed Brewster)
1) WACTC Report – Highlights from the recent presidents’ meeting were included in backup materials received prior to the Board meeting.

2) Items of Interest
Dr. Brewster reported that Mr. Marty Brown, State Board Director, stated that in addition to the anticipated $2B revenue shortfall, there could be an additional $200M problem. He said the system has requested $200M for new enrollment, and restoring the 3% salary cut for classified staff. The legislative session officially ends the third week in April but the deadline is June 30th.

Spring Quarter enrollment is down. An enrollment management plan is being developed which includes hiring an enrollment management consultant, and having several employees attend a conference that focuses on marketing to adult students. The goal is to improve services to students.

f. Vice President for Instruction (Ms. Laurie Clary)
1) Exceptional Faculty Proposals – the Exceptional Faculty Committee met and reviewed proposals. The proposals and the committee’s recommendations were distributed to Board members. Final action will be taken by the Board at their April meeting.

g. Vice President for Student Services (Dr. Arlene Torgerson)
1) Enrollment - Dr. Torgerson reported enrollment is down 8.3% from this time last year. The largest drop continues to be in academic transfer.

2) Grade History for Transfer and Professional/Technical Courses – Dr. Torgerson presented comparative grade information from 2010 – 2012 for transfer courses and professional technical courses. In response to a question from Ms. Portmann, Dr. Torgerson said there is not any particular class or subject that has the most withdrawals.

h. Vice President for Administrative Services (Ms. Barbara McCullough)
None

12. Executive Session
The Board entered into executive session at 3:30 p.m. for approximately forty minutes 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 was reconvened at 4:18 p.m.

13. **Action Items as a Result of Executive Session**
   None

14. **Adjournment**
   The meeting was adjourned at 4:19 p.m.

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Edward J. Brewster, Secretary    Denise Portmann, Chair