Members Present: Mr. Art Blauvelt, Ms. Rebecca Chaffee, Ms. Denise Portmann, Mr. Randy Rust,

Members Absent: Ms. Fawn Sharp

Others: Dr. Ed Brewster, Ms. Laurie Clary, Ms. Jane Goldberg, Mr. Tom Kuester, 
Ms. Barbara McCullough, Mr. Dierk Meierbachtol, Dr. Arlene Torgerson, 
Ms. Gail Winkelman, Ms. Sandy Zelasko

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

2. Agenda changes  
There were no changes. It was moved and seconded to adopt the agenda as presented. Motion carried.

3. Approval of Minutes  
It was moved and seconded to adopt the minutes from the April 16, 2013 Board meeting. Motion carried.

4. Public Comments  
None

5. Board Development (Ms. Jane Goldberg)  
   a. New Look for Grays Harbor College – Ms. Goldberg reported that in an effort to have a more consistent look for college publications, the GHC Branding Committee was formed. They discovered there were several different versions of the logo being used both in publications and our web site. The committee developed a branding guide and revised the logo. Ms. Goldberg displayed the new logo. Templates for flyers and publications will be available to staff.

6. Student Success (Dr. Arlene Torgerson)  
   a. Achieving the Dream Update - Dr. Torgerson reviewed information included in backup materials that showed how Achieving the Dream interventions are impacting student success. Several of the activities focus on students feeling they have a connection with the college from their first contact with us, and then implementing a completion plan for their educational goals.

7. College Input (Reports)  
   a. Board of Trustees  
      1) End-of-the-Year Events – A calendar of upcoming events was reviewed. Trustees were asked to indicate which events they will attend.
      
      2) TACTC Meeting – Ms. Chaffee, Ms. Portmann and Dr. Brewster attended the recent TACTC meeting. One session focused on business people asking what colleges can do to improve students’ soft skills, like being dependable, showing up on time, being prepared to work, etc. They also said that data indicates we are not prepared as a nation to fill the
gap in our workforce. Mr. Rust stated that vocational programs do a good job at training people for the workplace. They also learned there are a lot of changes happening in the health care field, i.e., training patient navigators who help patients access what they need and how to take care of themselves. Ms. Chaffee asked about apprentice programs and integrating college with business for on-the-job training. She said funds are available for colleges to provide training to businesses. Dr. Brewster responded that we have accessed those funds in the past to provide training for several local businesses.

3) ACCT meeting – The national ACCT meeting will be held in Seattle October 2nd through the 5th. Board members planning on attending were asked to contact Ms. Zelasko so she can make the necessary arrangements.

b. President ASGHC (Mr. Michael Cooper)
Mr. Cooper did not have a report.

c. Classified Staff (Ms. Gail Winkelman)
Ms. Winkelman reported that classified staff appreciated Dr. Brewster meeting with them to hear their concerns.

Ms. Winkelman informed the Board that she had the opportunity to participate in this year’s leadership development program which includes attendees from GHC, Lower Columbia, Centralia and South Puget Sound Community Colleges. Each college team completes a project that benefits their college or community. This year’s GHC team is improving the entrance to our gym. Dr. Brewster added that the leadership development program began at Centralia College. Six to eight employees from each college attend one meeting a month at the various campuses.

d. Faculty (Mr. Tom Kuester)
Mr. Kuester reported faculty are in the middle of negotiations. Mr. Blauvelt asked Mr. Kuester what would be the number one issue faculty have that the Board could assist with. Mr. Kuester responded he will poll faculty and report back at the next Board meeting.

e. President (Dr. Edward Brewster)

1) WACTC Report – Highlights from the last presidents’ meeting were included in backup materials received prior to the meeting.

2) Other Items of Interest

- Dr. Brewster said there will be a need for a July Board meeting to review the budget. He suggested moving the meeting from July 16 to July 30 in order to have time to prepare the budget which is being delayed because the Legislature has not yet finalized the state budget.

- July 2nd is the due date for bids to be received for construction of our STEM Building. Dr. Brewster suggested the ground breaking ceremony be held on June 16 at 11:30 a.m. or noon prior to the 1:00 p.m. Board meeting.

- A committee was formed to develop a strategic enrollment management plan. That plan has transitioned into an overall strategic plan for the college. They are looking at how to make improvements to help our students be successful beginning with the entire process for students from their first contact to completion of degree. Committee members will meet with our college success team for their input. Before
implementation, the plan will be available to the college community for review and feedback.

- The Forest owners and Logging Contractors Association has reported a shortage of qualified employees to work in the woods. We are working with the Workforce Development Council and five colleges to develop a curriculum. The consortium of colleges is applying for a grant to develop a center of excellence for forest products to offer a four-year degree in forestry and forest product manufacturing.

f. **Vice President for Instruction** (Ms. Laurie Clary)

1) College Spark Grant – We received a grant from College Spark to crosswalk college math courses with high school math courses. It allows students to place into college math based on their high school transcript and which math classes they took in high school. Three of our math faculty met separately with math faculty from Elma, Hoquiam and Aberdeen high schools. Ms. Clary said she would keep the Board informed as the project moves forward.

g. **Vice President for Student Services** (Dr. Arlene Torgerson)

1) Enrollment – Dr. Torgerson reported enrollment is down 9% from this time last year. Dr. Brewster added that a state-wide report showed that out of thirty-one community and technical college districts, only three projected an increase in enrollment, twenty-five saw a decrease and three saw no changes. Dr. Brewster said he will ask the presidents to re-look at the formula for distribution of funds. Currently funding is based on a two-year enrollment average. He will suggest a longer period of time to establish the average.

2) Sexual Orientation/Gender Identity – Dr. Torgerson reported that effective Fall quarter an initiative developed by students from around the state will require all Washington community and technical colleges to add questions regarding sexual orientation and gender identity to their registration form. The goal is to identify who these students are and determine what kinds of services we can provide to enhance their success. Students have an option of checking the box that says “I prefer not to answer,” but do not have the option of not answering the questions. Dr. Torgerson emphasized the information will not be shared with outside agencies, peers or faculty. Board members and Mr. Kuester expressed concerns. Mr. Kuester said faculty assist students in filling out their registration forms and are uncomfortable asking students these questions.

h. **Vice President for Administrative Services** (Ms. Barbara McCullough)

1) Revised Fee Schedule – Ms. McCullough reviewed proposed revisions to the fee, waiver and fine schedule. After discussion, it was moved and seconded to approve the fee, waiver and fine schedule for 2013-2014 as presented. Motion carried.

2) Quarterly Budget Update – Ms. McCullough reviewed the following budgets:

   - State General Fund by Program
   - State General Fund by Object
   - Multi-Year Comparison of Tuition Collected
   - Cash Position Analysis

Mr. Rust asked what the impact would be if our funding gets cut back. Dr. Brewster responded for every 1% below our 96% allocation we would lose $80,000.00.
8. **Executive Session**
   The Board entered into executive session at 3:29 p.m. for approximately sixty 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 4:31 p.m.

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

10. **Adjournment**
    The meeting was adjourned at 4:32 p.m.

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Edward J. Brewster, Secretary    Denise Portmann, Chair