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

Members Absent:  Ms. Fawn Sharp

Others:  Dr. Ed Brewster, Ms. Laurie Clary, Ms. Allison DeBoer, Ms. Skyla Fisher, Mr. Dave Halverstadt, Ms. Megan Haviland, Mr. Tom Kuester, Ms. Barbara McCullough, Mr. Dierk Meierbach, Mr. Kevin Montez, Mr. Cal Erwin-Svoboda, Dr. Arlene Torgerson, Ms. Gail Winkelman, Ms. Sandy Zelasko

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

2. **Agenda changes**
   Dr. Brewster asked that an agenda item be added in order for the Board to pass a resolution that would allow the college to use local funds in order to continue operations until the state budget is passed.  It was moved and seconded to approve the amended agenda.  Motion carried.

3. **Approval of Minutes**
   It was moved and seconded to adopt the minutes from the May 21, 2013 Board meeting.  Motion carried.

4. **Public Comments**
   None

5. **Student Success (Dr. Arlene Torgerson)**
   a. **Lead for the Student Program** – Mr. Erwin-Svoboda, Coordinator of Student Programs, presented an overview of the leadership class he conducted this year for students.  Eleven students participated.  Topics included:  Leadership styles, goals, team work and communications.  Three students who participated in the program reported that they benefited from the program and that it was a very worthwhile experience.

6. **Board Development**
   a. **College Success Plan** – Dr. Brewster distributed copies of the Strategic Enrollment Management Plan.  He said the plan was developed because of concerns regarding declining enrollment.  At last year’s exempt team retreat, enrollment data from the last few years was reviewed, and teams were formed to address the issue.  Suggestions included:
   - More outreach
   - More communication with prospective students
   - Flexible class scheduling
   - Partnerships with the community
   - Hire an enrollment consultant

   An enrollment consultant was hired who reviewed our data, met with faculty and staff and made recommendations.
Six employees were sent to a conference specifically designed to discuss how to market colleges to adult populations. The group that attended the conference became the college’s Enrollment Strategic Management Team and was given the task of developing an enrollment plan. They held a series of meetings with employees from various areas of the college. The plan includes input from those meetings, information learned at the conference, and recommendations from the enrollment consultant. The plan was reviewed by the College Success Team which consists of representatives from the accreditation steering committee, ATD core committee, e-team, division chairs and faculty, classified staff and exempt. The plan includes five core themes: Entry Services, Communications, Product, Technology and Institutional Structures, and emphasizes the importance of focusing on what happens to students once they enroll and how we support them while they are here. Dr. Brewster reviewed the plan with the Board. He noted that it is a work in progress and will be updated as needed.

7. College Input (Reports)
   a. Board of Trustees
      1) ACCT Conference – Dr. Brewster and Ms. Chaffee are scheduled to attend the ACCT conference in Seattle on October 2 – 5.
      2) Board Elections – It was moved and seconded that Mr. Blauvelt be elected chair and Ms. Chaffee vice chair effective at the July, 2013 Board meeting. Motion carried. Mr. Blauvelt will be the Board representative to the TACTC Legislative Committee, Ms. Portmann will be the backup to the Legislative Committee, and Mr. Rust will represent the Board at GHC Foundation meetings.
         Dr. Brewster stated the July meeting primarily focuses on the budget and since the state has not yet passed its budget, he suggested moving the July Board meeting from July 16 to July 30. After discussion it was moved and seconded to move the Board meeting to July 30, 2013. Motion carried.
   b. President ASGHC (Mr. Michael Cooper)
      Mr. Cooper reported that forty-eight students responded to a questionnaire regarding the option of adding a student member to the Board of Trustees. All respondents voted in favor of the proposal. Mr. Cooper said he disagreed and said he thinks attending Board meetings should be a learning experience for students and separate from participating as a Board member. Comments from the Board included:
      • Meetings are open to the public so students can attend.
      • Agree that it needs to be an educational experience for students.
      • Students could be invited to attend Board meetings to determine whether or not they are interested in participating.
      • It appears from the response to the questionnaire that students are in favor of adding a student to the Board.
      It was decided to continue the discussion at a future Board meeting.
      Dr. Brewster thanked Mr. Cooper for his participation and noted that he has made tremendous contributions to student government and the college.
   c. Classified Staff (Ms. Gail Winkelman)
      None
d. Faculty (Mr. Tom Kuester)
Mr. Kuester reported faculty have voted on the faculty contract. Seventy-five percent voted in favor of approving the contract. He noted that only union members voted on the contract. Mr. Blauvelt asked if there was debate amongst faculty regarding becoming an agency shop. Mr. Kuester responded there was some opposition. Mr. Halverstadt said that at this time 60% of faculty belong the union.

At the last Board meeting Mr. Blauvelt asked if there were issues faculty would like the Board to address. Mr. Kuester responded he would like more information regarding what the Board does that could impact faculty directly.

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
We are the lead college in a consortium of five colleges who are submitting a multi-million dollar grant to the Department of Labor. It focuses on offering classes in the forestry industry. Offerings include: transportation, harvesting, manufacturing, forestry management, pulp and paper, and industrial technology. The proposal is to develop certificates, degrees and applied BA degrees in forestry.

3) Operational Policy 621 – Tuition and Fee Waivers for All Employees, Full-Time – Mr. Halverstadt reported that classified staff requested this policy be revised. They are requesting the five-credit limit on classes they can enroll in per quarter be removed and that they be allowed to take as many classes as authorized by their supervisor. The first five credits would qualify for release time. Every additional class would be subject to taking leave time or making up the time. Ms. Winkelman said most classified staff who are taking classes are taking them on-line or in the evening which does not interfere with work time. Mr. Halverstadt added that several classified employees have earned AA and/or BA degrees. It was moved and seconded to adopt revised OP 621. Motion carried.

4) Proposed Faculty Contract

8. Executive Session
The Board entered into executive session at 3:05 p.m. for approximately thirty 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 3:45 p.m.

9. Action Items as a Result of Executive Session
Mr. Blauvelt moved to approve the changes in the faculty contract as presented. Ms. Chaffee seconded the motion. Mr. Rust opposed the changes being proposed for the reason that it requires all faculty to be in an agency shop. Motion carried.
f. Vice President for Instruction (Ms. Laurie Clary)
   None

g. Vice President for Student Services (Dr. Arlene Torgerson)
   1) Operational Policy 406, Title IX Sexual Harassment and Non-Discrimination –
      Mr. Halverstadt reported for Dr. Torgerson. He presented proposed revisions to policy 406.
      He said the federal Department of Education Office of Civil Rights has added sexual
      harassment to Title IX as a form of discrimination. The proposed revisions to OP 406
      reflect that change. It was moved and seconded to adopt revised OP 406, Title IX – Sexual
      Harassment and Non-Discrimination. Motion carried.

   2) Enrollment – Dr. Brewster reported for Dr. Torgerson. He stated enrollment continues to
      be down 9% from last year. This coming year is a recovery year meaning we will have to
      make 96% of our allocation which means increasing enrollment by 150 FTE. If we don’t
      make 96%, our allocation will be reduced by the amount under 96%. He noted that most of
      the colleges in the system are experiencing declining enrollment.

h. Vice President for Administrative Services (Ms. Barbara McCullough)
   1) Continuing Resolution Approval for FY 13-14 – Ms. McCullough stated that in order to
      continue operations, it is necessary for the Board to approve a continuing resolution
      authorizing the college to carry over spending authority into the new fiscal year.
      Dr. Brewster said the resolution authorizes us to continue operations beginning July 1
      whether or not there is an approved state budget. She presented the following resolution for
      consideration:

      Proposed Resolution:

      A RESOLUTION of the Board of Trustees of Grays Harbor College, Community
      College District #2, State of Washington, authorizing the expenditure of state and local
      funds in an amount equal to the 2012-13 budget, with exceptions noted in resolution
      below, to pay for general College expenses until a formal budget is adopted for fiscal
      year 2013-14.

      WHEREAS Grays Harbor College has not finalized a budget for the 2013-14 fiscal year;
      and

      WHEREAS the Washington State Legislature has not formally approved a state budget
      for the 2013-15 biennium, and the College does not have an approved allocation of state
      funds from the State Board for Community and Technical Colleges for 2013-14; and

      WHEREAS it is necessary to provide continuity of College operations until state budget
      decisions are finalized; and

      WHEREAS the ASGHC has approved the Student Activities budget for fiscal year
      2013-14 and requires Board approval to continue summer services to students; and

      WHEREAS final budget analysis, discussion, and approval will occur at the July 2013
      Board meeting;
BE IT HEREBY RESOLVED that the Board of Trustees of Grays Harbor College authorizes:

- Expenditure of state and local funds in an amount equal to the 2012-2013 budget; and
- That until the Washington Legislature finalizes a budget for the 2013-15 biennium, the College will use local funds to pay for operations in the 2013-14 fiscal year; and that these local funds are limited, so additional actions may be necessary if the legislature does not approve a budget by the end of July, 2013, and
- Approval of the ASGHC 2013-14 budget to provide services for students during the summer quarter.

ADOPTED by the Board of Trustees of Grays Harbor College at its regular meeting held June 18, 2013.

SIGNED AND APPROVED by the Chair of the Board this 18th day of June, 2013.

GRAYS HARBOR COLLEGE
By:

DENISE PORTMAN
Chair, Board of Trustees

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

10. Executive Session

The Board entered into executive session at 4:10 p.m. for approximately ten 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 4.21 p.m.

11. Action Items as a Result of Executive Session

None

12. Adjournment

The meeting was adjourned at 4:22 p.m.

Edward J. Brewster, Secretary  Denise Portmann, Chair