GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
July 30, 2013

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. Barbara McCullough,  
Mr. Dierk Meierbachtol, Dr. Arlene Torgerson, Ms. Gail Winkelman,  
Ms. Sandy Zelasko

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

2. Agenda Changes  
None

3. Approval of Minutes  
It was moved and seconded to adopt the minutes from the June 18, 2013 Board meeting.  
Motion carried.

4. Public Comments  
None

5. College Input (Reports)  
a. Board of Trustees  
1) ACCT Conference – Ms. Chaffee, Mr. Rust and Dr. Brewster will attend the ACCT conference in Seattle October 2nd through the 5th. There will be a pre-conference workshop on October 2nd for Washington State trustees. Data that will be presented at that workshop will be brought to the September Board meeting to be reviewed prior to the workshop.

2) All-Staff Breakfast – This year’s all-staff breakfast will be September 16th beginning at 7:30 a.m. Board members sponsor the event and are encouraged to attend. The all-staff meeting follows the breakfast and Board members are invited to attend that as well.

3) October Board Meeting Date  
Dr. Brewster will not be able to attend the regularly scheduled October Board meeting and asked that the Board consider moving it to Tuesday, October 29, 2013. Board members agreed to the date change.

b. President ASGHC (Ms. Skyla Fisher)  
None

c. Classified Staff (Ms. Gail Winkelman)  
Ms. Winkelman reported the following:  
• Classified staff are pleased that the 3% salary cut for classified staff has been restored and that step M has been added to their salary schedule.
• Several classified staff are attending the state-wide Staff Training for Technical and Community Colleges meeting in Moses Lake.

• Two GHC employees were seriously injured in motorcycle accidents. College employees have been very supportive of them, donating shared leave, meals, etc.

d. Faculty (Mr. Tom Kuester)
None

e. Vice President for Administrative Services (Ms. Barbara McCullough)
1) Operating Budget 2013-14 – Ms. McCullough reviewed the 2013-2014 financial budgets which included:
   Operating Budget
   2013-2014 revenue estimates
   2013-2014 expenditure estimates
   Strategies
   Detail line item budgets
   Grants and contracts
   Student activities funds
   Tuition and fee schedule
   Facilities use charges
   Salary schedules
   Professional
   Ancillary
   Exempt
   Non-permanent hourly (1050 employees)

Dr. Brewster and Ms. McCullough responded to questions from the Board regarding the budget.

How much of the budget is reserves? Ms. McCullough stated we have built in 15% of our operating budget for reserves plus some additional funds.

Are expenditures higher this year than last? Dr. Brewster said we are spending about $600,000 more this year than last year. The majority is from restored funds and designated primarily for student success and retention, and efforts to increase enrollment. There is $115,000 set aside for one-time costs including both the college accreditation visit and nursing accreditation costs, and expenses related to faculty sabbatical leaves.

Are there specific funds allocated for marketing? Dr. Brewster responded funds have been earmarked for the following:
   Updating the college website.
   Increasing radio and TV advertising.
   Publishing the entire Fall schedule,
   Increasing capabilities of our computer system to enable more contact with students when they apply.
   Renovating the admissions area to become a Welcome Center which will expedite the application process.
   Increasing efforts to guide students into a pathway of completion of a degree.
   Adding pre-engineering courses.
Is enrollment improving? Dr. Brewster stated Summer Quarter enrollment is down and applications for Fall are about even with last year at this time. In efforts to increase enrollment, we are looking at implementing I-Best into all of our workforce programs, increasing funds for ABE, working on implementing a BA program and an international program. We have learned we will be receiving a grant from the federal government for CDL training for veterans. A consortium of colleges, including GHC, applied for a federal Department of Labor grant. Students would have the opportunity to earn a range of certifications from entry-level certificates to BA degrees in the forest products industry.

Is the Food Service self-supporting? Ms. McCullough said the Bookstore supplements the Food Service. In an effort to increase revenue, staffing changes are being made and efforts to increase catering are being explored.

Ms. McCullough stated at last year’s budget meeting Ms. Portmann asked about budget actuals. That information will be available at the September Board meeting.

It was moved and seconded to adopt the 2013-2014 budgets as proposed. Motion carried. Dr. Brewster noted that the budget will be posted on the college website.

f. President (Dr. Ed Brewster)
   1) Items of Interest
   Dr. Brewster said he is interested in developing a program that will attract international students to the college. He recently attended a conference in Seattle sponsored by the Community College for International Development. They are a national organization that provides an assessment of the internationalization of a college. He will meet with others on campus to decide how to move forward with the effort.

   Dr. Brewster will chair a WACTC Task Force that will look at allocation methodology. They will look at all revenue sources and review the allocation process and try to find a fair process to allocate funds.

   Dr. Brewster reported as part of the comprehensive fee we have provided bus passes for our students. This year student government voted to make ABE students also eligible for passes. The Transit Authority has cancelled weekend service and changed their fee structure which results in doubling our costs. Dr. Torgerson and Dr. Brewster will attend the next Transit Authority meeting and inform them of the consequences to our students of raising their fees.

g. Vice President for Instruction (Ms. Laurie Clary)
   Ms. Clary reported all vacant faculty positions have been filled. She noted that our nursing program is up for accreditation this Fall.

h. Vice President for Student Services (Dr. Arlene Torgerson)
   None

Ms. McCullough asked that the Board amend the budget to add a Program Advisor position to the exempt salary schedule and change the title Student Support Specialist to Support Specialist. The Program Advisor position is funded by student government at a salary of $24,500.00. It was moved and seconded to approve the budget with the noted amendment. Motion carried.
6. Executive Session
The Board entered into executive session at 2:45 p.m. for approximately fifteen 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 3:08 p.m.

7. Action Items as a Result of Executive Session
Mr. Rust moved to amend the president’s contract. Ms. Chaffee seconded the motion. Mr. Blauvelt stated he has thought hard about this decision and believes it is timely and proper for the college trustees to raise the president’s salary. The president has committed to an additional year which is critical to the stability and governance at the college. **Motion carried.**

8. Adjournment
The meeting was adjourned at 3:13 p.m.

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Edward J. Brewster, Secretary  Art Blauvelt, Chair