GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
September 17, 2013

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

Members Absent: None

Others: Ms. Kristy Anderson, Dr. Ed Brewster, Ms. Laurie Clary, Mr. Justin Kjolseth, Ms. Sandy Lloyd, Ms. Barbara McCullough, Mr. Dierk Meierbachtol, Mr. Keith Penner, 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 July 30, 2013 Board meeting. Ms. Sharp abstained. Motion carried.

4. Public Comments  
Mr. Meierbachtol introduced Mr. Justin Kjolseth who will replace him as the college’s assistant attorney general.

Dr. Brewster introduced Ms. Kristy Anderson who is the new Chief of Institutional Effectiveness, Research and Planning, and Mr. Keith Penner, Chief of Campus Operations.

5. Student Success  
1) Ranking Report (Ms. Kristy Anderson, Dr. Arlene Torgerson)  
Ms. Anderson reviewed data from the Department of Education and the Community College Survey of Student Engagement that resulted in GHC being named the number one community college in the state and the number 15 community college in the nation. Scores were based on the following eight indicators. The first three are from the Department of Education and the remaining five from the Engagement survey.

- First-year retention rate
- Three-year graduation/transfer
- Credentials awarded per 100 FTE students
- Active and collaborative learning
- Student effort
- Academic challenge
- Student-faculty interaction
- Support for learners
2) **Student Success Data (Ms. Kristy Anderson)**
Ms. Anderson reviewed data that will be the focus of a meeting Washington Trustees will participate in at the upcoming ACCT meeting. The purpose of the meeting is to review each college’s data and how it compares to the system, and how each college addresses its policy goals. Ms. Anderson noted that our data shows we do as well or better on most of the indicators. In response to a request from Board members, Ms. Anderson said she would forward them the report that includes all of the colleges’ data for the three indicators that will be discussed at the ACCT meeting.

6. **College Input (Reports)**
   a. **Board of Trustees**
      1) **ACCT Leadership Congress** – Ms. Chaffee, Mr. Rust and Ms. Zelasko will attend the ACCT meeting in Seattle October 2nd through the 5th. There will be a pre-conference workshop on October 2nd for Washington State trustees.

      2) **Board Retreat** – In past years the Board has held a retreat in the Fall. Dr. Brewster asked if there was interest in holding a retreat this year to discuss where we are on the College Success Plan and to establish Board goals and individual goals. It was decided to hold the retreat in the morning prior to the October 29 Board meeting.

      3) **GGHI Leaders Banquet** – Each year the college sponsors a table at the Greater Grays Harbor Leaders Banquet. Dr. Brewster asked if Board members were interested in attending. Mr. Blauvelt said he and his wife would attend as would Ms. Portmann and her husband. Dr. Brewster noted that the college will receive the non-profit business of the year award.

   b. **President ASGHC (Ms. Skyla Fisher)**
      None

   c. **Classified Staff (Ms. Gail Winkelman)**
      Ms. Winkelman reported classified staff is excited for the quarter to begin.

   d. **Faculty (Mr. Tom Kuester)**
      None

   e. **President (Dr. Ed Brewster)**
      1) **WACTC Report** – Dr. Brewster reported highlights from the last presidents’ meeting. He noted that he will be chairing a new task force that will look at allocation and accountability for funding for the system. The task force will take their recommendations to WACTC and ultimately to the State Board in the fall of 2014.

      Regarding capital projects there will be an emphasis on renovation rather than new construction.

      2) **Governance Section of Accreditation Report** – Dr. Brewster reminded the Board we will have an accreditation visit from the NW Commission on Colleges and Universities in April, 2014. He asked for review and discussion of Standard 2.A, 1-3, Governance. A copy of our report that includes that section was included in the Board packet received prior to the meeting. Dr. Brewster noted that governance is just one section of Standard 2. He added that the board may want to review the seven-year accreditation process at their retreat.
Ms. Clary reported she received a letter from the NW Commission stating our report is due March 3, 2014, and instead of an on-site visit they will conduct an off-site visit on March 17 – 19, 2014.

3) Items of Interest
The grand opening of the repurposed Whiteside Center was celebrated. A variety of continuing education classes will be offered at the Center.

f. Vice President for Instruction (Ms. Laurie Clary)
None

g. Vice President for Student Services (Dr. Arlene Torgerson)
1) Enrollment – Dr. Torgerson reported Summer enrollment was down 11%. Fall enrollment is down 2% from this time last year.

h. Vice President for Administrative Services (Ms. Barbara McCullough)
1) Executive Summary of Bookstore and Food Service (Mr. Keith Penner)
Mr. Penner reviewed a report that showed Bookstore benchmarks that included net sales, gross profit, units/FTE, and budget. Food Service information included gross sales, gross profit, expenses and net profit/loss.

Highlights of his report included the following:
- Net sales have been declining. Part of this can be attributed to lower textbook prices in the bookstore because of more used book and rental availability. Part of the decline can be attributed to declining enrollment.
- New books account for 50% of sales, rentals 8% and used 42%.
- 47% of Fall Quarter textbooks are available for rent.
- Students can see price comparisons for books on the college’s web site between our bookstore and seven other vendors.
- Bookstore losses totaled $6,880.77 in 2011-12.
- Bookstore profits totaled $15,200.00 in 2012-13, and it is projected profits for 2013-14 will be approximately $38,718.00.
- Food Service losses totaled $39,000.00 in 2011-12, $11,000.00 in 2012-13 and it is predicted 2013-14 losses will be $1,400.00.

2) Year-End Financial Analysis
Ms. McCullough reviewed the following funds:
- State and Local Budgeted Funds by Program
- State and Local Budgeted Funds by Object of Expenditure
- Multi-Year Comparison of tuition Collected
- Cash Position Analysis
- Grant Analysis

7. Executive Session
None

8. Action Items as a Result of Executive Session
None
9. **Adjournment**
The meeting was adjourned at 3:25 p.m.

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Edward J. Brewster, Secretary    Art Blauvelt, Chair