GRAYS HARBOR COLLEGE
Aberdeen, Washington
Regular Meeting of the Board of Trustees
October 29, 2013

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

Members Absent: None

Others: Dr. Ed Brewster, Ms. Laurie Clary, Ms. Skyla Fisher, Ms. Jane Goldberg, Mr. Dave Halverstadt, Mr. Justin Kjolseth, Ms. Lynne Lerych, Ms. Sam Luvisi, Ms. Barbara McCullough, 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 September 17, 2013 Board meeting.
   Motion carried.

4. Awards and Recognition
   Dr. Brewster informed the Board of the following awards received by the college:
   • A plaque recognizing that Grays Harbor College is ranked #1 in Washington State community colleges and in the top twenty of America’s community colleges.
   • A plaque presented by Greater Grays Harbor, Inc. for being selected as their 2013 non-profit business of the year.
   • Recognition by ACCT as a member in good standing

5. Board Development (Mr. Dave Halverstadt)
   Mr. Halverstadt presented information about how the HR Office supports the college’s mission and core values. It also included information that pertains to Standard 2 of the accreditation process. Highlights of his presentation included the following:
   • An overview of activities that contribute to the HR purpose statement which is to provide quality and timely services in a confidential atmosphere for current, future and past college staff.
   • New initiatives implemented by the HR office which include a new employee exit process, development of a welcoming new employees program and updating the college’s Title IX requirements.
6. **College Input (Reports)**
   a. **Board of Trustees**
      1) **ACCT Leadership Congress** – Ms. Chaffee and Mr. Rust attended the ACCT meeting. The theme of the conference was “Society Demands, Community Colleges Deliver.” They gave examples of some of the sessions they attended:
         1. A college in Arkansas joined with their city to increase the sales tax by 1% for economic development. This resulted in the building of a student union building that also housed a convention center.
         2. A college in California where the first few credits are free.
         3. A college in California that offers a construction program for high risk people. When the college has a capital project, the contractor is required to hire a certain percentage of those students.
         4. An economic consulting firm in Idaho sells a program that provides colleges with job search information, listings of available local jobs, career information, etc. The information is posted on the college’s website and is updated and managed by the company.
         5. Clark Colleges gives their placement test to high school juniors in an effort for them to be better prepared when they take the test before attending Clark.

   b. **President ASGHC (Ms. Skyla Fisher)**
      The student government report was included in backup materials received prior to the meeting. Ms. Fisher reviewed highlights which included welcome week activities, the activation of women’s volleyball and student activities.

   c. **Classified Staff (Ms. Gail Winkelman)**
      Ms. Winkelman reported the following:
      - Preparation for CTC Link has begun. After attending a CTC Link statewide meeting she said we are better prepared than most colleges.
      - The Staff Training and Development Committee’s goal this year is to build morale. Classified staff were given shirts that say “We put the class in classified.”
      - There will be a vote to ratify the health care portion of the union contract. Otherwise, the contract is similar to the current contract.

   d. **Faculty (Ms. Lynne Lerych)**
      Ms. Lerych reported faculty have been meeting with administration to improve faculty salaries. There is also an effort for on-campus faculty to have more contact with Stafford Creek faculty.

   e. **President (Dr. Ed Brewster)**
      1) **WACTC Report** – Dr. Brewster reported highlights from the recent presidents’ meeting which included reporting on the allocation and accountability task force meeting that he chairs, the new process for applying for capital projects, the ctc Link implementation process and accreditation.

      2) **Germany Trip Report** – Dr. Brewster recently returned from an education tour of Germany. A detailed accounting of his trip was included in backup materials received prior to the meeting. He noted the theme of the trip was “looking at the way colleges do workforce training and apprenticeship programs.”
3) **Items of Interest** - Dr. Brewster reported the following:
   - The Small Business Development Center, which is housed on campus, is scheduled to close December 31. Congressman Kilmer met with Dr. Brewster and others after this announcement to discuss options, including keeping the center open.
   - A new system for calculating Student Achievement Initiative points has been implemented. At this time we do not know how much funding we will receive.

4) **MOU Proposal for Agreement with Faculty** – Dr. Brewster asked the Board to consider a proposed memorandum of understanding concerning faculty salary movement.

7. **Executive Session**
   The Board entered into executive session at 2:42 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 2:59 p.m.

8. **Action Items as a Result of the Executive Session**
   It was moved and seconded the Board adopt the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers. The effective date for the changes to the 175 day faculty salary schedule will be September 16, 2013, and the effective date for the changes to the 215 faculty salary schedule will be July 1, 2013. **Motion carried.**

f. **Vice President for Instruction** (Ms. Laurie Clary)
   1) **Accreditation Update** – Ms. Clary reported we have received notification that on March 17 – 19, 2014 a panel of peer evaluators will conduct an “off-site” accreditation visit. They will expect to meet with Board members during that time. The exit interview will be March 19.

   2) **Nursing Accreditation Update** – An evaluation team from the Accreditation Commission for Education in Nursing was on campus recently. Their preliminary recommendation is to affirm accreditation with the condition that some areas need improvement. If approved, it will be eight years until their next visit.

      It has just been learned that 88.24% of our students who took the NCLEX state nursing exam passed the test.

   3) **Basic Skills Research Project** – All colleges that receive federal funding for basic skills are required to attend Data for Program Improvement training and produce a research project. Our project focused on barriers to retention of students across the basic skills department. Their project was approved by the State Board.

  g. **Vice President for Student Services** (Dr. Arlene Torgerson)
   1) **Enrollment** – Dr. Torgerson reported enrollment is 3% above this time last year. Dr. Brewster said there is the potential for additional enrollment because of plans to run basic skills classes through the holidays. We also have received funding for veterans to take CDL classes.
9. **Adjournment**
The meeting was adjourned at 3:18 p.m.

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Edward J. Brewster, Secretary            Art Blauvelt, Chair