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

Members Absent: Mr. Art Blauvelt

Others: Ms. Pam Aho, Mr. Gary Arthur, Dr. Ed Brewster, Ms. Laurie Clary, Ms. Skyla Fisher, 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
   Vice Chair Ms. Chaffee called the meeting to order.

2. Agenda changes
   Dr. Brewster asked to add the ACCT legislative Summit and the TACTC Conference to the trustees’ report. His request was approved.

3. Approval of Minutes
   It was moved and seconded to adopt the minutes from the October 29, 2013 Board retreat and Board meeting. Motion carried.

4. Awards and Recognition
   None

5. Public Comments
   None

6. Board Development
   a. 2012-2013 Development Projects (Ms. Pam Aho, Mr. Gary Arthur)
      Ms. Clary introduced GHC instructors Ms. Pam Aho and Mr. Gary Arthur who were recipients of last year’s exceptional faculty development awards. Ms. Aho, who teaches PE, reported she attended the 2013 World Fitness IDEA conference. She said there were several motivational speakers and she had the opportunity to train with nationally known people in the fitness field.

      Mr. Arthur distributed copies of Resistance Training Manual for Lifetime Fitness which he developed. He said he wanted to produce a document that could be used by students, faculty, staff and athletes. It is a moderate lifetime fitness workout that can be incorporated into a home exercise program.

7. College Input (Reports)
   a. Board of Trustees
      1) Holiday Party – This year’s Board holiday party will be at Dr. Brewster’s home on Tuesday, December 17 at 5:00 p.m.
2) ACCT – The ACCT Legislative Summit will be held in Washington, D.C. on February 10 – February 13, 2014. Board members interested in attending were asked to contact the president’s office so registration materials could be completed.

3) TACTC Winter Conference – The TACTC Winter Conference is scheduled for January 19 and 20. The Transforming Lives event will be held on Sunday, January 19. The TACTC meeting will be on the 20th and the legislative reception we host with Peninsula College and Lower Columbia College will be that evening at 5:00 p.m. at the Mercato Restaurant in Olympia.

b. President ASGHC (Ms. Skyla Fisher)
Ms. Fisher reported student government sent representatives to the Legislative Academy in Olympia. They discussed issues that students will present to legislators when they hold a state-wide rally at the capitol in February.

The Activities Board attended a conference in California that books entertainment and speakers. A human trafficking lecture and cultural diversity workshop have been scheduled.

c. Classified Staff (Ms. Gail Winkelman)
Ms. Winkelman said this is the first time veterans received priority registration which was mandated by the Legislature. Approximately 100 veterans are attending GHC classes.

d. Faculty (Ms. Lynne Lerych)
Ms. Lerych reported the following:
- Faculty are represented on all five Optimization Plan teams. Ms. Chaffee said she would be interested in learning some of the innovations being developed in the Instruction Oat.
- The faculty union executive board and administration will be holding labor management meetings on a regular basis to keep communication open and trouble shoot issues.

e. President (Dr. Ed Brewster)
1) Revised Operational Policies
Dr. Brewster reported that in preparation of our accreditation visit, all college policies are being reviewed and updated if necessary. Ms. Clary and Mr. Halverstadt presented the following new/revised policies for Board approval:
   1) OP 411 – Alcohol/Substance Abuse Prevention
   2) OP 320 – Placement Reciprocity
   3) OP 321 – Credit Hour Policy
   4) OP 317 – Transfer Rights and Responsibilities
   5) OP 408 – Campus Speakers
   6) OP 412 – Hazing

   After review and discussion, it was moved as seconded to adopt the aforementioned policies. Motion carried.

2) Items of Interest
The college received a $7,500 grant from AACC to target people fifty or older to return to school and enter training programs. We are one of two community colleges in the state to receive this funding.

Because of a conflict, the January 2014 Board meeting scheduled for January 21st will be changed to January 14, 2014.
f. Vice President for Instruction (Ms. Laurie Clary)
None

g. Vice President for Student Services (Dr. Arlene Torgerson)
1) Enrollment – Dr. Torgerson reported enrollment is similar to last month. Outreach efforts have been expanded. Dr. Brewster added that we need to be at 96% of our enrollment target to avoid a budget reduction next year.

2) Transforming Lives Nominee – Dr. Torgerson reported that for the last several years the state-wide trustees’ association (TACTC) asked that each community and technical college submit a name of a former student whose life has been transformed by attending a community or technical college. After a campus committee reviewed several applications, Dr. Torgerson reported they are recommending Ms. Stephanie Becker as GHC’s nominee. All nominees are invited to join trustees and presidents at a dinner in Olympia on January 19th. The Board approved the committee’s recommendation.

h. Vice President for Administrative Services (Ms. Barbara McCullough)
1) Faculty Excellence Funds – Ms. McCullough reported the Faculty Excellence fund has a balance of $270,231 as of September 30, 2013. Last year the Board approved expending four percent of the total balance for faculty excellence awards. She noted that four percent this year would be $10,809.00. A committee consisting of the vice president for instruction, three faculty members from three different division, one faculty from Stafford Creek and another instructional administrator will review applications and make recommendations to the Board at its March, 2014 meeting. The Board will make selections at their April meeting. It was moved and seconded to approve expending 4% of the total Faculty Excellence Fund for faculty excellence awards. Motion carried.

2) First Quarter FY 13-14 Budget Status
Ms. McCullough reviewed the following accounts:
- State General Fund by Program
- State General Fund by Object of Expenditure
- Multi-year Comparison of Tuition Collected
- Cash Position Analysis

Dr. Brewster said the college has healthy reserves and has built reserves into the operating budget. Ms. McCullough added that plans are underway to eliminate reserve spending over the next three fiscal years or sooner.

3) Capital Project Update
Ms. McCullough reported the following:
Construction of the Schermer Building is on schedule.
Gym renovation has been completed.
Renovation of the Welcome Center is almost completed.

Dr. Brewster suggested a walkthrough of the Welcome Center and gym at the next meeting.
Mr. Rust asked about plans to replace the HUB. Dr. Brewster responded that we have to re-compete with other colleges and submit a proposal for the replacement by February, 2014. All projects will be rated on new criteria. He noted that renovation projects will be given higher priority than replacement projects.

7. Executive Session
   None

8. Adjournment
   The meeting was adjourned at 3:01 p.m.

Edward J. Brewster, Secretary                             Art Blauvelt, Chair