GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Special Meeting of the Board of Trustees  
Riverview Education Center  
May 19, 2015

Members Present:  Mr. Art Blauvelt, Dr. Harry Carthum, Ms. Rebecca Chaffee, Ms. Denise Portmann

Members Absent:  Ms. Fawn Sharp

Others:  Ms. Kristy Anderson, Dr. Ed Brewster, Dr. Darby Cavin, Ms. Erin Frasier, Ms. Jane Goldberg, Mr. Jason Hoseney, Mr. Darin Jones, Mr. Justin Kjolseth, Ms. Sandy Lloyd, Mr. Keith Penner, Ms. Sandy Zelasko

The meeting was held at the Riverview Education Center in Raymond, Washington.

1. **Call to Order**
   Ms. Chaffee called the meeting to order. All members were present except for Ms. Sharp.

2. **Agenda changes**
   None

3. **Approval of Minutes**
   It was moved and seconded to approve the minutes as submitted from the April 14, 2015 Board retreat. Motion carried. It was moved and seconded to approve the minutes as submitted from the April 21, 2015 regular Board meeting. Motion carried. Motion carried.

4. **Public Comments**
   None

5. **Community Linkages**
   Pacific County Superintendents and school Board members were invited to join the Board after the regular business meeting.

6. **Board Development** (Ms. Sandy Lloyd and Mr. Keith Penner)
   a. **Technical Resources** – Ms. Lloyd presented the annual information technology report. She reviewed the following:
      o Mission support and unit goals.
      o Unit goals and accomplishments.
         ▪ Migration of all Windows XP machines to Windows 7.
         ▪ Website redesign which is scheduled to be implemented in summer, 2015.
      o Computer replacement
         ▪ Desktop Workstations
         ▪ Servers
      o Completed projects
         ▪ PIN retrieval system
         ▪ Campus fiber plant/VoIP telephone system
      o Continuing Projects
         ▪ Reporting Service
b. **Campus Operations Annual Report** - Mr. Penner presented the annual campus operations annual report. He reviewed the following:
   - Mission support and unit goals.
   - Unit goals and accomplishments.
     - Facilities Condition Survey
     - Minor works projects completed and in progress:
       - Building 100 (HUB) HVAC and electrical panel.
       - Building 800 (Science building) entry improvements.
       - Schermer Building which is scheduled for occupancy July 20, 2015.
       - 100 Building (HUB) data rewiring.
       - Renovation of ADA access bridge to 800 Building.
       - Building 1800/1900 gravel road paved connecting the auto/welding building to the rest of the campus.
       - Restore damage at Riverside caused by a burst pipe.
       - Waterproofing north side or Riverview to prevent water intrusion.
       - Access control systems were installed in 800 Building last summer. Buildings 500, 1500 and Schermer will be added to the system which will allow remote locking and unlocking of doors as well as emergency lockdown.

Board members agreed to tour the Schermer Building at the June Board meeting. Dr. Carthum said he would prefer the tour be prior to the meeting rather than after.

**7. College Input (Reports)**

a. **Trustees’ Report**

1) **ACT Conference** – Mr. Portmann, Dr. Carthum and Dr. Brewster attended the ACT meeting in Spokane. They said the presentations were excellent and reported on the following highlights of sessions they attended:
   - Bellevue College is offering an associate degree for adults with cognitive difficulties. The goal is to place these students into the labor force. Centralia College is considering steps to establish a similar program. It was suggested we look into collaborating with them. Dr. Brewster said he will discuss the possibility with the Centralia president.
   - The WELA program. Dr. Brewster said he was in the first WELA class.
   - Peninsula College’s Long House which is the result of six tribes’ collaboration.
   - How the five generations in the work force interact with each other.

2) **End of the Year Events** – Board members indicated which end-of-the-year events they could attend.

3) **July Board meeting** – Dr. Brewster said he thinks there will be a need for a Board meeting in July.

4) **Items for Discussion**

   Ms. Chaffee said she would like to be informed of future discussions regarding poverty issues. Dr. Brewster responded there was a recent meeting on campus addressing poverty issues and that Ms. Anderson and Mr. Hoseney attended along with several employees and students.

b. **ASGHC President Report** (Mr. Forrest Gonzalez)

Mr. Gonzalez was not in attendance.
c. **Classified Staff** (Ms. Gail Winkelman)
   Ms. Winkelman was not in attendance.

d. **Faculty Report** (Dr. Darby Cavin)
   Dr. Cavin reported he attended a State Board Assessment and Learning Conference. It focused on the need for faculty development and support for development.

   Three welding students attended the Welding Olympics in Bellingham. They took fourteen first places and eight second places.

e. **President’s Report** (Dr. Ed Brewster)
   1) **WACTC Report** - Dr. Brewster reviewed highlights from the recent presidents’ meeting. He reported there is continuing discussion regarding the allocation formula. At the next WACTC meeting recommendations to the State Board will be finalized. It will be presented to the State Board at their June meeting. It is assumed they will not act on approval until their September meeting. If adopted, it will be modeled in the coming year and implemented in the 2016-2017 year.

   The state revenue forecast was revealed and it appears we are looking at an increase of about one half billion dollars moving into the next biennium.

   2) **Bishop Center Trust** – Mr. Kjolseth stated that since the last Board meeting TIAA-CREF has requested the Board adopt a resolution officially transferring Bishop Trust funds to TIAA-CREF who will be the new financial manager of the funds. After review, it was moved and seconded to adopt the resolution, including eliminating the words jointly and is in the second paragraph, that ends the current agreement governing the investment management of the Bishop Scholarship fund by U.S. Trust Company, and to establish an investment management agreement and relationship for the fund with TIAA-CREF.

   3) **Items of Interest**
   Implementation of ctcLink has been revised. First link colleges will go live August 24, 2015 and first wave colleges, including GHC, are scheduled to go live in August, 2016.

   Ms. Frasier reported an organization in Pacific County has been awarded twelve AmeriCorps people and the college will be getting two of them. One is a career exploration position and the other an economic development position who will work with small businesses to increase economic vitality. The application is on the AmeriCorps web site and there is no age limit. It is a 10 ½ month program and participants receive a stipend, health insurance, and child care.

   Dr. Brewster reported Ms. Frasier presented a proposal that was accepted by Greater Grays Harbor, Inc. for the college to offer leadership training. The program will begin in January, 2016 and go through June, 2016. Ms. Chaffee said she would be interested in a similar offering in Pacific County.

f. **Vice President for Instruction** (Ms. Laurie Clary)
   1) **Bachelor of Applied Science Degrees** - Dr. Brewster reported for Ms. Clary who was not in attendance. He stated the State Board has approved the college’s first two BAS degrees, one in Applied Management and one in Forestry Technology. Approval is still needed from the Northwest Commission on Schools and Universities for accreditation and the Department of Education to be able to offer financial aid.
g. **Vice President for Student Services** (Mr. Jason Hoseney)
   
   1) **Enrollment** – Mr. Hoseney reported enrollment is down 7% in academic transfer and 2% in occupational programs. He noted that ABE enrollment fluctuates throughout the quarter.

h. **Vice President for Administrative Services** (Ms. Barbara McCullough)
   
   None

8. **Executive Session**
   
   None

9. **Action Items as a Result of Executive Session**
   
   None

5. **Community Linkages**
   
   a. **Meet with Pacific County K-12 Superintendents and Board members**

   The Grays Harbor College Board of Trustees met with superintendents and school board members from Raymond, South Bend and Willapa School Districts at the college’s Riverview Education Center. The purpose of the meeting was to discuss how Grays Harbor College can improve collaborative efforts with local school districts, and what issues they are dealing with that they would like us to be aware of.

   Topics discussed included the following:

   **Enrollment**

   Dr. Brewster reported that over the last seven or eight years our enrollment began to decline and when the economy weakened there was an upsurge in enrollment. Over the last four years the colleges’ enrollment declined approximately 20% which has resulted in some program modifications. He noted that Ms. Frasier has been working a lot in Pacific County and with industry training in Grays Harbor and Pacific Counties.

   Dr. Brewster informed the group that the college recently received approval from the State Board to offer two BA degrees, one in general managements and the other in applied forestry, which should increase enrollment. In addition, an initial approval of a statement of need to offer teacher education program for K-8 instruction has been granted by the State Board for Community and Technical Colleges.

   Mr. Friese, superintendent of Willapa Valley reported enrollment is his district is approximately 333 and slowly rising. He noted that 60% of graduates plan to attend GHC. His district has articulate agreements with GHC.

   Mr. Tienhaara, superintendent of South Bend School District reported his district has 520 students in K-12 and 100 in pre-K. He said one of his goals is to increase articulation agreements with the college. He said that graduation rates are about the same as the last several years and the majority of graduates plan to attend GHC, and that most of them are in the World Class Scholars’ program.
Ethnicity
Superintendents reported that they have growing populations of students who do not speak English or their parents don’t speak English. They encouraged the college to offer ESL classes for parents at the school district they reside in. Ms. Frasier responded she will pursue the request. She added that ESL classes offered at Riverview integrate citizenship preparation.

Raymond – 23% of students are Hispanic and 11% Asian. Seventy two percent of their students qualify for free or reduced lunch.

South Bend – Forty percent of his students are Hispanic.

Willapa Valley – Fifteen percent of his district’s students are Hispanic.

Placement Test
Superintendent Holland asked why so many students who take the college placement test do not test at college level. Dr. Brewster responded that sixty to seventy percent of students who take the placement test need to take a developmental course before being ready for college level math and/or English/Reading.

All superintendents expressed frustration with having to follow the state curriculum. One of the issues regarding the math scores on the placement test is that students take algebra in the 9th grade and by the time they graduate they have forgotten what they learned in 9th grade. It was suggested that seniors have a refresher math course for graduates taking the placement test. Dr. Brewster responded that the Smarter Balance program will help alleviate the problem because colleges have to accept Smarter Balance results for placement in English and math. He stated that there are programs on campus to assist students in being successful, i.e., TRiO which deals with low income, first generation, and students with disabilities who are pursuing a four-year degree.

Running Start
Superintendents reported their students who participate in the Running Start program have positive experiences. Ms. Frasier added that students can take Running Start courses on line at Riverview. Face to face classes have been offered at Riverview with as few as five students.

Dr. Carthum asked what K-12 districts are facing that is their biggest issue. They all responded mandatory testing, noting that most states do not link graduation to a test. Ms. Chaffee asked what can the college do to help. Responses included:
- More articulation agreements, not just vocational.
- Brush up classes.
- Inform K-12 faculty what the expectations are at the college level.

10. Adjournment
The meeting was adjourned at 4:20 p.m.

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Edward J. Brewster, Secretary          Rebecca Chaffee, Chair