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

Members Absent: None

Others: Ms. Kristy Anderson, Dr. Ed Brewster, Dr. Darby Cavin, Ms. Laurie Clary, Mr. Forrest Gonzalez, Mr. Jason Hoseney, Mr. Darin Jones, Mr. Justin Kjolseth, Ms. Barbara McCullough, Ms. Colleen Overton, Ms. Kathryn Staats, Mr. Aaron Tuttle, Ms. Gail Winkelman, Ms. Sandy Zelasko

1. Call to Order
Ms. Chaffee called the meeting to order. All members were present. Ms. Portmann and Ms. Sharp participated by phone.

2. Agenda changes
None

3. Approval of Minutes
Dr. Carthum noted that on page two, Ms. Portmann’s name was incorrect. It was moved and seconded to approve the minutes as amended from the May 19, 2015 Board meeting. Motion carried.

4. Public Comments
None

5. College Input (Reports)
a. Trustees’ Report
1) End-of-the-year-Events – End of the year events that trustees’ were planning to attend were reviewed.

2) July Board Meeting – Dr. Brewster stated a need for a July Board meeting. It will be July 21, 2015 in the Boardroom.

3) Board Elections – It was moved and seconded to approve Ms. Portmann as Board Chair and Mr. Blauvelt as Vice Chair. Motion carried. Appointments are as follows:
- Representative to the Grays Harbor College Foundation – Mr. Blauvelt
- Primary representative to the ACT Legislative Committee – Mr. Blauvelt
- Secondary representative to the ACT Legislative Committee – Dr. Carthum

The motion was amended to appoint Ms. Sharp as primary representative to the ACT Legislative Committee and Mr. Blauvelt as secondary representative. Motion carried.

4) Board Items of Interest
None
b. **ASGHC President Report** (Mr. Forrest Gonzalez)
   Mr. Gonzalez distributed copies of the 2015-2016 GHC Student Activities Fund.
   Mr. Gonzalez, Mr. Hoseney and Mr. Tuttle reviewed the budget which includes expenditures of $469,175.00. It was moved and seconded to approve the student activities budget as proposed. Motion carried.

c. **Classified Staff** (Ms. Gail Winkelman)
   Ms. Winkelman reported that classified staff appreciates that Dr. Brewster keeps the campus aware of legislative developments.

d. **Faculty Report** (Dr. Darby Cavin)
   Dr. Cavin read a paper he wrote titled “A week in the Life of a Faculty Rep.” Dr. Brewster and Ms. Clary expressed appreciation to Dr. Cavin for his informative reports at Board meetings.

e. **President’s Report** (Dr. Ed Brewster)
   1) **WACTC Report** - Dr. Brewster reviewed highlights from the recent presidents’ meeting. He reported the recommendations to the State Board for the new funding formula were passed. The recommendations will be presented to the State Board at their June meeting but they are not expected to act on them until their September meeting.

   2) **Operational Policy 534, Employee Absences for Holidays of Faith and Conscience** – Mr. Jones presented OP 534 for approval. He explained this policy is in response to RCW 29B.10.039 that provides two unpaid holidays per calendar year for reasons of faith or conscience. Employees can use accrued leave time for these holidays. He noted this also applies to students. It was moved and seconded to approve OP 534, Employee Absences or Holidays of Faith and Conscience. Motion carried.

   3) **Operational Policy 633, Shared Leave** – Mr. Jones reported OP 633 has not been updated since 1991 and the WAC has changed since that time. The revised policy incorporates language to bring the college in compliance with WAC 357. It increases the amount of days an employee can received shared leave from 250 to 522. It was moved and seconded to approve revised OP 633, Shared Leave. Motion carried.

   4) **Attendance by Zip Code and High School** – In response to a question at a previous Board meeting, Ms. Anderson presented information showing the number of students attending GHC by counties, zip codes and high schools. Eighty two percent of our students are from Grays Harbor County and twelve percent are from Pacific County. Ms. Chaffee said she would be interested in knowing what percent of recent graduates attend GHC. Mr. Hoseney said he would find out the information and report back.

   5) **Items of Interest**
      None

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

g. **Vice President for Student Services** (Mr. Jason Hoseney)
   1) **Enrollment** – Mr. Hoseney reported enrollment is down in academic transfer, ahead in ABE and slightly ahead in occupational programs.
2) **Student Success** – Mr. Hoseney introduced Ms. Colleen Overton, Director of the BFET (Basic Food Employment and Training), Opportunity Grant and WorkFirst Programs. She reviewed eligibility information for the programs she oversees. The BFET program improves employment opportunities for individuals who rely on food benefits. The Opportunity Grant helps low-income adults train for high wage, high-demand careers. WorkFirst assists parents who are temporarily receiving assistance from DSHS to prepare for and find employment. Dr. Brewster thanked Ms. Overton for her leadership of these programs.

h. **Vice President for Administrative Services** (Ms. Barbara McCullough)
   1) **Fee Schedule** – Ms. McCullough reviewed the proposed revised fee schedule. She responded to questions regarding the following fees:
      - Comprehensive Fee (can’t be increased without student approval)
      - Nursing Application Fee - New
      - Science and Math Fee - New
      - CDL Lab Fee – increased from $16.00 to $20.00 per course
      - Chemistry Lab Fee – increased from $16.00 to $20.00 per course
      - Geology Lab Fee – increased from $16.00 to $20.00 per course
      - Physics Lab Fee – increased from $16.00 to $20.00 per course
      - Active Duty Tuition Assistance Fee Waiver - varies
      - Retirement Courses – increased from $23.00 to $28.50
      - Nursing Fee – increased from $37.00 per lab to $120.43 per quarter (corrected from $134.00 per quarter listed in the proposed fee schedule)

   It was moved and seconded to approve the fee schedule with two amendments, changing the nursing fee from $134.00 per quarter to $120.43 per quarter and noting that student government has to approve any change to the comprehensive fee. Motion carried.

2) **Continuing Resolution** – Ms. McCullough reported the college’s 2015-2016 budget will be presented for approval at the September 15, 2015 Board meeting. A continuing resolution needs to be approved at this meeting in order to carry over spending authority into the new fiscal year. It was moved and seconded to approve the continuing resolution for fiscal year 2015-2016 as presented. Motion carried.

6. **Executive Session**
   The Board of Trustees entered into executive session at 2:36 p.m. for approximately thirty minutes for the purpose of evaluating the performance of a public employee. The meeting was reconvened at 3:04 p.m.

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

8. **Adjournment**
   The meeting was adjourned at 3:06 p.m.

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Edward J. Brewster, Secretary          Rebecca Chaffee, Chair