GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
September 10, 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, Ms. Laurie Clary, Mr. Jason Hoseney, Mr. Darin Jones, Mr. Randy Karnath, Mr. Justin Kjolseth, Ms. Barbara McCullough, Mr. Tom Sutera, Ms. Sandy Zelasko

1. Call to Order  
   Chair, Ms. Portmann called the meeting to order.

2. Agenda changes  
   It was moved and seconded to approve the agenda as proposed. Motion carried.

3. Approval of Minutes  
   It was moved and seconded to adopt the minutes from the July 21, 2015 Board meeting. Motion carried.

4. Public Comments  
   None

5. College Input (Reports)  
   a. Trustees’ Report
      1) RFP Decision - Dr. Brewster reported two proposals for the presidential search consultant were received but only one was complete. There was discussion about whether or not to send out the RFP again. After discussion, Mr. Blauvelt moved to accept the proposal made by Hough Educational Consulting, and to authorize the president, with input from counsel, to negotiate the contract and proceed. Dr. Carthum seconded the motion. Motion carried.
      2) Greater Grays Harbor, Inc. Leaders Banquet – Dr. Brewster reported that each year the college sponsors a table at the GGHI banquet. He asked if Board members wanted to attend. Dr. Carthum and Mr. Blauvelt responded that they and their wives would attend.
      3) Kick-Off-Day – Dr. Brewster reminded the Board that the annual breakfast for faculty and staff sponsored by the Board will begin at 7:30 a.m. on September 14.
      4) Trustee Comments – 
         Mr. Blauvelt asked if we have a four-year forestry program. Ms. Clary responded it hasn’t been authorized yet by the accreditation commission but expects it to be up and running next fall.

Ms. Portmann asked if there had been any negative feedback regarding closing the Whiteside Building. Dr. Carthum said he has heard from some senior citizens who were taking art classes there that they are not happy about having to come to campus. Dr. Brewster stated that it was no longer feasible to maintain the building. Ms. McCullough said she received an inquiry for purchasing the building. We would need authorization
from the State Board to sell the Building. It was suggested to put up signage saying the building is closed.

Mr. Blauvelt stated GGHI has announced that the college will be in charge of the Leadership Grays Harbor program. Dr. Brewster said that is correct. Ms. Erin Frasier presented a proposal to GGHI and the college has entered into an agreement with them. Ms. Frasier has accepted a position with the State Board but has committed to teaching the program. Ms. Chaffee said she would like a copy of the proposal to see if it is something Pacific County might want to consider.

b. **ASGHC President Report** (Ms. Kathryn Staats)
   None

c. **Classified Staff** (Ms. Gail Winkelman)
   Ms. Winkelman reported the following:
   o Twelve GHC classified staff attended the annual STAACC meeting in Walla Walla. Ms. Janet Parker, GHC grounds supervisor, received the exemplary staff award for Region A.
   o Four GHC classified staff are involved in this year’s leadership development program. Employees from GHC, South Puget Sound, Centralia and Lower Columbia meet once a month to develop leadership skills. The program is open to all employees.
   o Mr. Randy Karnath will represent classified staff at future Board meetings. Ms. Winkelman stated she has enjoyed representing classified staff and learning more about the workings of the college. Mr. Hoseney added that Ms. Winkelman has been upgraded to assistant registrar.
   o Biology instructional assistant, Ms. Kathy Kaires, was the recipient of the classified staff quarterly award.

d. **Faculty Report** (Dr. Darby Cavin)
   None

e. **President’s Report** (Dr. Ed Brewster)
   1) **WACTC Report** - Highlights from the July presidents’ meeting were included in backup materials received prior to the Board meeting. Tuition backfill funding, next year’s legislative agenda and ctcLink were some of the topics discussed.

   2) **Items of Interest**
   - Faculty negotiations will begin Fall Quarter. They will be conducted through the interest based bargaining approach. Training will be provided for both sides. Mr. Blauvelt said he would be interested in attending the training.

   - Dr. Brewster reported there was an announcement from President Obama regarding college promise which promises free tuition for K-14. However, each state has to approve the plan. Ms. Chaffee asked if this went into effect in Washington would it change enrollment. Dr. Brewster responded tuition is a significant cost to students but it doesn’t cover books, transportation, child care, etc. Students would have to apply for financial aid. Whatever that doesn’t cover the state would pay. He noted that students now receive $5,000 a year for Pell Grants and tuition is $4,000 a year.
The president received a letter from the Alliance Defending Freedom organization. They asked about our student government policy that deals with funding student organizations, including religious organizations. They claim we cannot reject a student group based on religion. Mr. Kjolseth suggested removing that portion of the policy that reads as follows: Fees cannot be used to fund proselytizing, religious recruitment, materials that advance a religious agenda or foster excessive entanglement between GHC and religion.

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 3% from this time last year. Academic transfer is down 22 FTE, occupational is down 23 FTE. At this time we have 186 Running Start students enrolled compared to 150 last year. Mr. Hoseney added that last week all students who had not paid were dropped. This is the first time we have done that. Usually we keep them enrolled until the beginning of the quarter. Several classes have wait lists and often times students who haven’t paid are enrolled in those classes. Dropping students at this time for non-payment allows paying students on wait lists to enroll in classes.

2) Student Success – Mr. Hoseney introduced Mr. Tom Sutera, GHC’s Athletic Director. He said he has been with the college fourteen years and has been the softball coach since 2002. One hundred and sixty five athletes participate in seven different sports and one hundred and eleven are from out of the area. Dr. Brewster added that athletes are required to maintain a 2.0 gpa to participate in sports. He reported student government has pledged $200,000 in matching funds to build an indoor heated facility for softball and baseball where they could practice. Dr. Carthum asked “What percentage of our students participate in activities?” Mr. Hoseney said he would find out and report back. There was discussion regarding the need for a gym.

h. Vice President for Administrative Services (Ms. Barbara McCullough)

1) Final Year End Analysis – Ms. McCullough reviewed the fiscal year end reports that included:
   - 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
   - Grants analysis

2) FY 2015-16 Proposed Budget for Action and Approval – Ms. McCullough reviewed the FY 2015-16 proposed operating budget that is higher than the budget adopted for the prior fiscal year. She said this is primarily due to 3% salary increases for all full-time and part-time faculty, and full-time classified and exempt staff. There was discussion regarding reserves. Ms. McCullough responded that the college has drafted a three-year plan to reduce reliance on reserves. After review, it was moved and seconded to adopt the 2015-2016 FY budget and related schedules as submitted. Motion carried.

3) Approval of Draft Investment Policy for the Bishop Foundation Funds – Ms. McCullough reminded the Board that the Bishop Foundation Endowment funds have been transferred to TIAA-CREF from the Bank of America. Mr. Kjolseth has reviewed the policy statement.
TIAA-CREF has asked for documentation from Board minutes that the draft policy has been approved by the Board. The final version will be brought to the next meeting for further review and approval by the full Board.

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It was moved and seconded the Grays Harbor College Board of Trustees hereby authorizes the College President, Ed Brewster, and Vice President of Administration, Barbara McCullough, to use the draft investor policy statement included in board meeting materials for September 10, 2015 to govern the College’s investment management relationship with Bishop Fund Investment Manager TIAA-CREF, until such time as the Board approves a final investor policy statement. Motion carried.

6. Executive Session
   None

7. Action Items as a Result of Executive Session
   None

8. Adjournment
   Mr. Blauvelt moved to adjourn.

Edward J. Brewster, Secretary
Denise Portmann, Chair