GRAYS HARBOR COLLEGE  
Aberdeen, Washington  
Regular Meeting of the Board of Trustees  
October 20, 2015

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. David Beyer, Dr. Ed Brewster, Ms. Laurie Clary,  
Mr. Jason Hoseney, Ms. Cindy Hough, Mr. Darin Jones, Mr. Randy Karnath,  
Mr. Justin Kjolseth, Ms. Lynne Lerych, Ms. Sandy Lloyd, Ms. Barbara  
McCullough, Ms. Kathryn Staats, Mr. Aaron Tuttle, 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 September 10, 2015 Board meeting.  
Motion carried.

4. Public Comments  
None

5. Board Development (Mr. Darin Jones)  
a. Human Resources – Mr. Jones presented the Human Resources annual report. He reviewed the following:  
Unit functions/services  
- Recruitment and employment contracts  
- Payroll, benefits and leaves  
- HR policies and procedures  
- Labor relations and contract administration  
- Classification and compensation  
- Training  
- Employment records  
- Unemployment and job related injuries  
- Risk management  
- Title IX  
- Work study student job placement program

Unit goals and accomplishments  
- A formal training plan was developed  
- Risk Management committee was formed  
- Title IX committee was formed
Unit staffing and budget
Four full-time employees, one part-time employee and two part-time student employees

Interaction with other units

6. College Input (Reports)
   a. Trustees’ Report
      1) Structure of the Search Advisory Committee and process timeline – Ms. Portmann explained that the Board needs to finalize the structure of the presidential search advisory committee. Dr. Carthum has agreed to chair the committee. Other Board members may join the committee but they would be non-voting members. There will be three open forums where employees, community people from Grays Harbor and Pacific counties will have an opportunity to provide input regarding desired characteristics in a new president. Consultant, Ms. Hough stated by the end of November a profile should be developed. She recommended that members of the college community and the community at large be members of the advisory committee. By early February the committee will review all the applicants and narrow the list down. Those selected will receive supplemental questions. At that point the committee will narrow the list down to four or five and those names will be forwarded to the Board who will review the finalists. By early April the finalists will be brought to campus where there will be opportunities for employees and the public to meet them. It is hoped by the end of April a new president will be named. The Board discussed the makeup of the committee. Suggestions included:

Representatives from faculty, classified staff, exempt, foundation, students, e-team and community members. There was discussion regarding how many members from each group would be included. Ms. Hough suggested six community members. Ms. Lerych responded that she thinks six community members are too many and that there should be more college people on the committee than community members. She recommended four faculty be appointed. Mr. Karnath stated he would like three classified staff and that one would be the union representative. Ms. Staats said that three students on the committee would be acceptable. Ms. Hough stated the committee will meet three times. All groups agreed they would like to select their representatives. Ms. Portmann and Dr. Carthum will select the community members.

Ms. Sharp made a motion to delegate to Chair Portmann and Advisory Committee Chair Carthum, along with other Board members, to establish a search advisory committee where each employee unit can name their representatives to the committee. The committee should not exceed twenty people. Motion carried.

2) ACT Meeting November 19, 2015 – Ms. Sharp, Ms. Chaffee and Dr. Brewster will attend the ACT Fall Conference in Seattle.

3) Holiday Event – This year’s Board holiday event will be December 15th at Dr. Brewster’s home.

b. ASGHC President Report (Ms. Kathryn Staats)
Ms. Staats reported on student activities that included:
ASGHC Team retreat at Ocean Park.
ASGHC attendance at the leadership and activities institute.
Live music and hypnotist.
Breast cancer awareness week.
Ms. Staats said the focus area this year for student government is recycling and being more involved in the legislative process.

c. **Classified Staff** (Mr. Randy Karnath)
   Mr. Karnath reported classified staff is busy getting the Schermer Building ready for opening and preparing for several remodeling projects.

d. **Faculty Report** (Ms. Lynne Lerych)
   Ms. Lerych reported that faculty are very interested in the presidential search process.

   Faculty contract negotiations will begin soon. It will be an interest based bargaining process.

e. **President’s Report** (Dr. Ed Brewster)
   1) **WACTC Report** - Highlights from the recent presidents’ meeting were included in backup materials received prior to the Board meeting.

   2) **Items of Interest**
      This year’s Showcase Grays Harbor included a tour of the Schermer Building. Students provided tours for the participants.

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

g. **Vice President for Student Services** (Mr. Jason Hoseney)
   1) **Enrollment** – Mr. Hoseney reported enrollment for Fall Quarter as of October 9 is up 2.7% compared to the same date last year.

   2) **Student Success** – Mr. Aaron Tuttle, Director of Student Life, presented information about programs available to students through Student Life. He works with student government and student groups. Highlights of his report included:
      - Student government is averaging two events a week.
      - Over 200 students participated in various groups last year that range from table top gaming to PTK, nursing association, activities board and various student clubs.
      - An ambassador program is being formed that will connect students with other students in the entry process.
      - A pen pal program with GHC students and Stevens elementary school students is being formed.
      - Four hundred and seventy five students participated in new student orientation.

   Mr. Tuttle distributed copies of two publications, “Chokers who Rock” and the Student Life Weekly Newsletter.

   The Fireside Room is being remodeled using student funds.
h. **Vice President for Administrative Services** (Ms. Barbara McCullough)  
   None

7. **Executive Session**  
   None

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

9. **Adjournment**  
   Mr. Blauvelt moved to adjourn. The meeting was adjourned at 3:00 p.m.

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Edward J. Brewster, Secretary  Denise Portmann, Chair