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, Ms. Laurie Clary, Ms. Jane Goldberg, Mr. Jason Hoseney, Ms. Cindy Hough, Mr. Darin Jones, Mr. Randy Karnath, Mr. Justin Kjolseth, Ms. Lynne Lerych, Ms. Barbara McCullough, Ms. Julie Skokan, Ms. Kathryn Staats, Ms. Sandy Zelasko

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

2. Agenda changes
   Dr. Brewster asked to add approval of the college’s Transforming Lives nominee to the agenda. His request was approved.

3. Approval of Minutes
   It was moved and seconded to adopt the minutes from the October 20, 2015 Board meeting. Motion carried.

4. Public Comments
   None

5. College Input (Reports)
   a. Trustees’ Report
      1) Presidential Search Advisory Committee Update – Ms. Portmann reported that as a result of three open forums held for college and community members and a presidential advisory committee meeting a presidential profile was developed.

         The advisory committee consists of three students, four faculty, four exempt, three classified staff and six community members. Ms. Portmann and Dr. Carthum represent the trustees. Ms. Lerych stated she thought there would be three community members on the committee. Ms. Portmann responded that she and Dr. Carthum made the decision to solicit more community members.

         A draft of the presidential profile was distributed for review. Revisions suggested by Board members will be included in the final document. A fact sheet about the college and community will accompany the profile. Dr. Carthum moved to adopt the profile as written with the suggested revisions. Ms. Lerych suggested listing the college’s core themes. Dr. Carthum’s motion was amended to include Ms. Lerych’s suggestion. The motion was seconded and carried. Ms. Hough was asked about the timeline. She stated by next week the profile information will be on the college’s web site. At that time she and Dr. Byer will begin active recruiting. The application deadline is January 15, 2016. The committee will have an opportunity read all the application materials. They will meet on February 2nd and narrow the candidates down to eight to ten. After the committee selects the semi-finalists a
form letter will go out to them authorizing the college to begin reference checks and a background check. At that time they will receive supplemental questions. The committee will meet again on March 1st and will narrow the field down to three to five. At that point the finalists’ names will become public. Candidates will participate in all day interviews including forums with the board, faculty, staff and students. Hopefully by the third week in April the Board will select the next president.

Regarding the application process, Board members said they would like to see a resume, educational and work background, transcript and a letter of application no longer than six pages that addresses the profile.

2) **ACT Fall Conference** – Ms. Sharp, Ms. Chaffee and Dr. Brewster will attend the November 20, 2015 state-wide trustees’ meeting.

3) **Trustee Comments** – Ms. Portmann and Dr. Carthum expressed interest in having board reports presented electronically.

b. **ASGHC President Report** (Ms. Kathryn Staats)
   Ms. Staats reported the following student activities:
   - Halloween Dance attended by 90 students
   - Fall Festival that featured student clubs
   - Plans to meet with legislators in January
   - Fund-raising for Relay for Life
   - Transgender awareness week
   - Fireside Room renovation

c. **Classified Staff** (Mr. Randy Karnath)
   Mr. Karnath reported that classified staff union representatives will meet with Dr. Brewster and Mr. Jones.

d. **Faculty Report** (Ms. Lynne Lerych)
   Ms. Lerych reported the faculty negotiation team will meet with administration. They will develop a meeting schedule for negotiating the contract.

e. **President’s Report** (Dr. Ed Brewster)
   1) **WACTC Report** - Dr. Brewster reviewed highlights from the recent presidents’ meeting that were included in materials received prior to the meeting. He noted one discussion involved the role of community colleges to offer baccalaureate degrees.

   2) **OP 621 - Tuition and Fee Waivers for All Employees** – Mr. Jones presented revised Operational Policy 621, Tuition and Fee Waivers for all Employees for review and adoption. The only change is adding a section that states BAS courses will not be waived. It was moved and seconded to adopt revised OP 621, Tuition and Fee Waivers for All Employees. Motion carried.
3) **Items of Interest**
Coastal Caucus legislators have been invited to campus January 5th prior to attending the Greater Grays Harbor, Inc. annual legislative kick-off event. They will tour the Schermer Building.

The Randy Rust nursing scholarship, that was initiated by the Board, was awarded at the Fall Scholarship event. A thank you note from the recipient was read.

f. **Vice President for Instruction (Ms. Laurie Clary)**
   1) **Science Department Update**
      Ms. Clary reported on collaborations between our science department and the University of Washington. Ms. Julie Nelson, GHC chemistry and math instructor has applied for a grant that would provide the college with $153,134 to engage K-12 and the college on environmental and economic health of our community.

      Ms. Monica Baze, biology instructor, is spearheading efforts to join with the University of Washington Olympic Natural Resource Center’s Olympic Harmful Algae Bloom Partnership. We will provide lab and office space for the coordinator and the coordinator will assist GHC faculty in building introductory biology labs that incorporate algal blooms.

      Dr. Amanda Gunn, biology instructor, has led efforts to restore the aquaculture center which is now known as the “Fish Lab.”

   2) **OP 323 – Veterans Transfer Credit** – Ms. Clary presented OP 323, Veterans Transfer Credit for review and adoption. It is required by RCW 28B.10.057 before December 31, 2015. All institutions of higher education must adopt a policy to award academic credit for military training applicable to the student’s certificate or degree requirements. It was moved and seconded to adopt Operational Policy 323, Veterans Transfer Credit. Motion carried.

   g. **Vice President for Student Services (Mr. Jason Hoseney)**
      1) **Enrollment** – Fall Quarter enrollment as of November 6, 2015 is up 0.94% compared to this date last year. Mr. Hoseney reviewed the Fall 2015 and Fall 2014 high school capture rate comparison from Grays Harbor and Pacific County high schools. In an effort to improve enrollment the college’s admission team has been increased from one to four people.

      2) **Transforming Lives Nominee** – Each community and technical colleges’ Board in the state nominates a Transforming Lives candidate. All of the nominees are recognized at a dinner in January at the state-wide trustees’ meeting. Ms. Julie Sokan, director of the college’s TRiO program, presented information about Mr. Joe Gillette that made her think he meets the criteria for the award. She asked the Board to consider him as GHC’s candidate. It was moved and seconded to select Mr. Joe Gillette as GHC’s Transforming Lives nominee for 2015. Motion carried.

   3) **Student Success** – Mr. Hoseney introduced Ms. Holly Leonard, Disability Services Coordinator, to present highlights of GHC’s disability resources. She reported this quarter ninety-two students have requested accommodations. Last year one hundred and sixty one students were coded with a specific condition. That number does not reflect the actual numbers of students who use this program as a resource. She distributed information that
showed the various recognized disabilities and accommodation costs. She noted that interpreting services for deaf students are very costly.

h. **Vice President for Administrative Services (Ms. Barbara McCullough)**
   1) **Financial Analysis for Quarter ending 9/30/15** – Ms. McCullough presented the first quarter FY 1516 Budget Status that included the following funds:
      - State General Fund by Program
      - State General Fund by Object of Expenditure
      - Multi-Year Comparison of Tuition Collected
      - Cash Position Analysis
   
   2) **Operational Policy 526 – Internal Control** – Ms. McCullough reported that the Washington Administrative and Accounting Manual provides guidelines and requirements for financial internal control and auditing. Our last audit recommended that the college designate an Internal Control Officer. This policy meets those requirements. It was moved and seconded to adopt OP 526, Internal Control. Motion carried.

   3) **Exceptional Faculty Fund** - Ms. McCullough reported in the past 4% of the faculty excellence fund balance has been used for faculty excellence awards. As of September 30, 2015 the balance in the account was $259,291.00. Four percent of the September 30, 2015 balance would be $10,372.00. It was moved and seconded to approve 4% of the Faculty Excellence Fund plus funds needed to pay recipients employee taxes. Motion carried.

6. **Executive Session**
   Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

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

8. **Adjournment**
   It was moved to adjourn. The meeting was adjourned at 3:51 p.m.

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Edward J. Brewster, Secretary  Denise Portmann, Chair