

# Board of Trustees Regular Meeting

August 12, 2025 at 1:00 PM

Hybrid Meeting: tulalW Student Center Boardroom (Aberdeen Campus)

Zoom: <https://ghc.zoom.us/j/81201267659>

Join by Phone: 253-215-8782 | Meeting ID: 812 0126 7659



## August 12, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, August 12, 2025, at 1:00 PM. Dr. Paula Akerlund, Board Chair, will preside.

A light lunch will be offered at 11:30 AM. A study session focusing on a Strategic Enrollment Update presented by Dr. Carli Schiffner will begin at 12:00 PM.

Item	Topic	Presenter
12:00-1:00 PM	<b>Study Session</b>	
I.	<b>Call to Order/Roll Call</b>	Dr. Paula Akerlund
II.	<b>Safety Statement</b> In the event of an emergency requiring evacuation (e.g., fire or building hazard), please exit Boardroom 3320/3322 promptly. Proceed to the first door on the opposite side of the hallway and use the stairs to reach the first floor. Once on the first floor, turn left behind the stairs to exit through the doors leading outside. Avoid the door directly in front of you, as it leads to the first-floor hallway. An Evac+Chair evacuation chair is located directly at the top of the stairs for those who may need assistance. Once outside, gather at the designated assembly point, away from the building, to ensure your safety. If you have specific safety needs or require accommodations, please let Dr. Schiffner know.	Dr. Paula Akerlund
III.	<b>Pledge of Allegiance</b>	Dr. Paula Akerlund
IV.	<b>Land Acknowledgement</b> Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinault and Shoalwater Bay Peoples. With this awareness, we honor the ancestors and pay respect to elders past and present of these nations and all Native Peoples of this land who occupy these lands since time immemorial. The College expresses its deepest respect for and gratitude towards these original and current caretakers of the region and to our native students, staff, and faculty, past and present, as well as support and respect their presence and valuable contributions into the future. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.	Jim Sayce
V.	<b>Agenda Adoption</b>	Dr. Paula Akerlund
VI.	<b>Public Comments</b> Please sign in and limit comments to three minutes.	
VII.	<b>Celebrations</b>	

## Regular Meeting Agenda

Grays Harbor College Board of Trustees

August 12, 2025



GRAYS HARBOR COLLEGE

	1. Summer Musical: <i>Shrek: The Musical</i>	Brad Duffy, Dr. Bill Dyer, Art Oestreich, Lori Oestreich, Cara Beth Stevenson, Monika Kuhnau, Ian Dorsch, Ryan Colburn, Cast and Crew
VIII.	<b>Action Items</b> <ol style="list-style-type: none"> <li>1. Approval of the July 8, 2025 Minutes</li> <li>2. Approval of the July 14, 2025 Special Meeting Minutes</li> <li>3. Second Reading of <i>Operational Policy 316 – Advanced Placement International Baccalaureate Policy</i></li> <li>4. Second Reading of <i>Operational Policy 317 – Transfer Rights and Responsibilities</i></li> <li>5. Second Reading of <i>Operational Policy 407 – Student Rights and Responsibilities</i></li> <li>6. Second Reading of <i>Operational Policy 412 – Hazing</i></li> </ol>	Dr. Paula Akerlund Dr. Paula Akerlund Dr. Aaron Coby  Dr. Aaron Coby  Holly Bringman  Holly Bringman
IX.	<b>Standing Reports</b> <ol style="list-style-type: none"> <li>1. Student Government (no report—Summer intersession)</li> <li>2. Classified Staff Report</li> <li>3. Represented Exempt Staff Report</li> <li>4. Faculty Report (no report—Summer intersession)</li> <li>5. Administrative Services Report</li> <li>6. Human Resources Report</li> <li>7. Instruction and Student Services Report               <ol style="list-style-type: none"> <li>a. Enrollment</li> </ol> </li> <li>8. President's Report               <ol style="list-style-type: none"> <li>a. Accreditation</li> <li>b. Student Services &amp; Instructional Building Update</li> </ol> </li> <li>9. Board Report               <ol style="list-style-type: none"> <li>a. Foundation Meeting Report</li> <li>b. Board Art Committee Update</li> <li>c. Legislative Committee Update</li> <li>d. Fiscal Liaison Update</li> <li>e. Items of Interest</li> </ol> </li> </ol>	Isaac Humiston Jared Stratton Shelly Hoffman Shiloh Winsor & Tom Kuester Jason Gordon Erin Tofte Holly Bringman  Dr. Carli Schiffner Kristy Anderson Floyd Plemmons  Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Jim Sayce Aliza Esty Dr. Paula Akerlund
X.	<b>Non-Public Session</b> Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XI.	<b>Action Items as a Result of the Non-Public Session</b>	
XII.	<b>Executive Session</b> Under RCW 4230.110, 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.	
XIII.	<b>Action Items as a Result of the Executive Session</b>	
XIV.	<b>Good of the Order</b>	
XV.	<b>Adjournment</b>	



*Grays Harbor College provides meaningful and engaging learning opportunities and support services to enhance the knowledge, skills, and abilities of our students and support the cultural and economic needs of our community.*

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## Grays Harbor College Board of Trustees Regular Meeting

**Board Meeting:** The Board meeting was convened on July 8, 2025, at 1:02 PM.

**Members Present:** Dr. Paula Akerlund, Astrid Aveledo, Jim Sayce

**Members Present on Zoom:** Aliza Esty

**Others Present:** Holly Bringman, Lori Christmas, Dr. Aaron Coby, Ja'Shona Cooks, Sarah Dalrymple, Derek Edens, Ariel Finrock, Jason Gordon, Penny James, Brian Mahoney, Floyd Plemmons, Michael Priest, Dr. Carli Schiffner, Kenji Seta, Cassandra Smith, Jared Stratton, Heidi Wood

**Others Present on Zoom:** Annalee Atwell-Tobar, Ashley Bowie-Gallegos, Ava Garcia, Barbara Dyer, Cheyenna Carroll, Crystal Bagby, David Zagorodney, Dierk Meierbachtol, Erin Tofte, Haley McGraw, Holly Duffy, Jackie Blumberg, Janet Parker, JEB Thornton, Jeremy Winn, Jonni Dawson, Julie Randall, Justin Kjolseth, Lisa Smith, Lizbeth Sanchez, Matt Edwards, Shelly Hoffman, Sydney Yager

A study session was not held at this meeting.

### I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 1:02 PM. Roll call was taken by Ja'Shona Cooks.

### II. Safety statement

Chair Dr. Paula Akerlund called attention to the safety statement.

### III. Pledge of Allegiance

Chair Dr. Paula Akerlund led the attendees in the Pledge of Allegiance.

### IV. Land Acknowledgment

Jim Sayce read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked him for doing so.

### V. Agenda Adoption

Chair Dr. Paula Akerlund called for a motion to adopt the agenda. Jim Sayce moved to approve the agenda, and Astrid Aveledo seconded the motion. The motion carried.

### VI. Public Comments

No public comments.

### VII. Celebration

Dr. Carli Schiffner celebrated the graduation ceremony and thanked Sarah Dalrymple for all of her planning efforts. Sarah thanked everyone for the team effort to make graduation happen, including Campus Operations, Jonni Dawson, Laurie Franklin, Emma Benson, Student Life Employees, and the Graduation Committee.

Dr. Schiffner also celebrated the Prison Education Program. The College received recognition for the approval of the Associate in Arts-Direct Transfer Agreement (AA-DTA) degree and the Associate of Applied Science (AAS) in Business Management to be Pell Grant eligible, and to be the first college to offer prison education in the state. Kristen Morgan, Senior Administrator at Washington State Department of Corrections, joined via Zoom to share additional highlights. Kristen also thanked Dr. Schiffner and Heidi Wood for their partnership, and the faculty for their work. Heidi also gave a shout out for the work being done by the faculty and staff.

## **VIII & IX. Action Items & Standing Reports**

### **Action Items**

1. Approval of June 10, 2025 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the June 10, 2025 meeting minutes. Aliza Esty moved to approve the minutes, and Astrid Aveledo seconded the motion. The motion carried.
2. First Reading of Operational Policy 316 – Advanced Placement International Baccalaureate Policy
  - a. Dr. Aaron Coby shared there were minor changes made to this policy. Additional language was added at the beginning of the policy to provide context about the International Baccalaureate program and its importance.
  - b. There was a question regarding the language “E on A and AS level Exams” under the Cambridge International heading, and Dr. Coby clarified it mirrors the language in State Board Policy. There was also a question if many students utilize this, and Dr. Coby shared that it was limited.
  - c. Moved to a second reading.
3. First Reading of Operational Policy 317 – Transfer Rights and Responsibilities
  - a. Dr. Aaron Coby shared there were minor changes made to this policy.
  - b. Moved to a second reading.
4. First Reading of Operational Policy 407 – Student Rights and Responsibilities
  - a. Holly Bringman shared there were minimal changes made to this policy regarding the reference to Vice President titles.
  - b. Moved to a second reading.
5. First Reading of Operational Policy 408 – Campus Speakers
  - a. Holly Bringman shared that minor language changes were made on the review of the policy, including the use of “college speaker” instead of “campus speaker”; and the inclusion of virtual speakers. Holly recommended that that policy be tabled from consideration until clarity could be made on related procedures.
  - b. The policy was tabled and will be brought back as a first read once revised.
6. First Reading of Operational Policy 412 – Hazing
  - a. Holly Bringman shared updates made to this policy upon review, including alignment with current state law, and the creation of the Hazing Committee.
  - b. Discussion ensued about the committee make up at the College and employee engagement on committees.
  - c. A typo was identified in section 1) b) third bullet down, after the word “or intimidating, such” and will be corrected. Holly noted she also found a typo she will address.
  - d. It was asked how students are made aware of this policy, and Sarah Dalrymple explained that it’s covered in New Student Orientation and it is also in the student handbook.
  - e. Moved to a second reading.

7. Second Reading of Operational Policies:

- a. Operational Policy 322 – Student Absences for Holidays of Faith and Conscience
  - No discussion.
- b. Operational Policy 323 – Academic Credit for Military Training
  - No discussion.
- c. Operational Policy 410 – Standards of Progress for Financial Aid Recipients
  - Holly Bringman noted a minor typo that will be addressed, and a handbook online exists on the College’s website that outlines the policy.
  - The Director of Financial Aid keeps track of the academic progress. It was asked what the process is for notifying students, and this will be looked into and followed up.
- d. Operational Policy 416 – Athletics
  - Holly Bringman shared there is an accompanying procedure for this policy that is linked to the Northwest Athletic Conference (NWAC) codebook.
  - Discussion ensued about how the policy is integrated into the day-to-day work. Clarity was provided about the “other conferences” mentioned in the last sentence.
- e. Operational Policy 640 – Leaves and Reporting
  - Erin Tofte shared the main change in this policy revision is the number of the vacation hours for Exempt Employees that can be “banked” was updated from 400 to 280, to add parity with other employee groups at the College. Erin also noted employees will have three years to get their leave hours down to the new level.
  - There was a question if sick leave could be transferred, and Erin confirmed it can be transferred, and the College has a shared leave policy.
- f. Operational Policy 905 – Appropriate Use of the College Brand
  - Dr. Carli Schiffner shared out on behalf of Kristy Anderson. This policy is in regards to the use of the College brand and the appropriate use of College branded material.
- g. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policies 322, 323, 410, 416, 640, and 905. Jim Sayce moved to adopt the policies, and Astrid Aveledo seconded the motion. The motion carried.

### **Standing Reports**

1. **Student Government Report** (Isaac Humiston)

No report due to the summer intermission.

2. **Classified Staff Report** (Jared Stratton)

Jared Stratton provided an updated printed report to the Board, which is attached below. He also shared that a motion of understanding was reached for non-economic items for the statewide WPEA contract and are in the effect as of July 1<sup>st</sup>. The approved items can be found in his new report attached below. Bargaining for economic items is still taking place.

Jared thanked Lisa Smith for donating her financial award from the Exempt Staff of the Year award to the Staff Development and Training Committee. The Classified Staff of the Year was awarded to Lisa Krause. Jared also commented on the retention bonus rollback.

3. **Represented Exempt Staff Report** (Shelly Hoffman)

There were no updates beyond the written report.

4. **Faculty report** (Shiloh Winsor & Tom Kuester)

No report due to the summer intermission.

5. **Administrative Services Report** (Jason Gordon)

Jason Gordon shared that the fiscal year has ended, and business services is working on closing out the fiscal year. After that's complete, Jason will be able to present the year end budget report in September. The FY2026 budget has been uploaded to the ctcLink system; and he is still waiting on a few details for the grants.

The State Board presented preliminary numbers regarding the revised Allocation Model. It looks like the College would see a loss based on the proposed model. This is mostly due to change of the formula, which takes the 4-year rolling enrollment average into account instead of an FTE target. Updated enrollment numbers will be sent out in August, which will provide another chance to review how enrollment is impacting the base allocation amounts. The revised Allocation Model hasn't been approved by the Presidents yet; it is anticipated to go into effect in FY2026-27.

Jason shared that the FY24 financial statement audit is scheduled to be finished by August. The facility condition survey has been received from the State Board, and the team will be working on it in July. Leaders from the State Board will be coming to the College later in July to assess the College facilities, which will inform the Capitol budget for the 2027-29 biennium.

The planning for Lake Swano Dam has begun. The College received one million dollars for Lake Swano for this biennium, which will cover the pre-design and design phase. The College is working with the State Board and the Department of Enterprise Services on this and updates will be shared as the team gets further into the process. Jason clarified he will be the lead person for managing the Lake Swano project.

6. **Human Resources Report** (Erin Tofte)

Erin Tofte shared the College received money for Narcan training, which was completed in the Spring Quarter, and for Narcan boxes to be distributed around campus.

The WPEA contract changes will be communicated out soon, as well as the form for remote work that employees need to file annually.

The following new employees were introduced but unable to attend: Virgil Mathews, Men's Basketball Coach, and Jessica Madison, Softball Head Coach. They will try to come to the August meeting.

New employees in attendance included: Michael Stopsen, Fiscal Tech 3 / Cashier. Michael shared he has been working for the College at the Student Help Desk for two years, and he loves the people and environment. He graduated from the College the same day he started and he's glad to be here.

7. **Instruction Report** (Dr. Aaron Coby)

Dr. Aaron Coby noted most of his updates are in the Instruction Division report. He highlighted the data regarding the Tutoring Center that Nancy Estergard provided. He also noted the library will see more growth, as the Running Start office will be moving to the first floor. Also happening in the library is the Faculty and Staff art exhibit, which starts this week.



At graduation, Patrick Martin received the Faculty of the Year award; Patrick, along with Britney Ferry, also received the Going above and Beyond award which is awarded by students.

**8. Student Services Report (Holly Bringman)**

Holly Bringman shared that the Student Services report was prepared by Laurie Franklin and gave thanks to her. Holly added she is in her third week at the College and is working on getting a sense of everyone's work. As of today, Summer Quarter enrollment jumped up from 201 to 265 total. Fall Quarter had some upward movement, and has a total of 762 students as of today. There was a call campaign in June, and Holly is working on assessing the effectiveness of it and other efforts to reach students. Enrollment days are coming up and there are a few planned throughout the summer on August 19 and 20, as well as September 8 and 9. Stafford Creek shows as zero on the enrollment report, but they are being entered into the system now.

**9. President's Report (Dr. Carli Schiffner)**

Dr. Carli Schiffner highlighted Jason Gordon and his team's work to get the budgets loaded into ctcLink by July 2. She also gave a shout out to Floyd Plemmons and Administrative Services for creating and completing a one-year plan to get two years' worth of campus projects completed.

The Trio SSS Federal grant has been extended. The College will have EOC and Upward Bound funding through the summer, and is hoping to get word in the summer regarding continuance. Unfortunately, the federal government has put a hold on Title II funding, and with that pause the funding cannot be allocated to the states. Title II funds the basic adult education programs at the College. At this time, the State Board is asking colleges to make plans on how they will continue to offer services. The State Board has some funding through the summer that may be allocated to colleges. The College has made a plan internally and will continue to offer business as usual.

The Allocation Model Review Committee (AMRC) is wrapping up their work; all the revisions have been made and the recommendations have been sent to the Presidents. The numbers have reflected a reduction of \$290,000 for the College, due to the 4-year rolling average versus the target formula. If approved, it would go into effect on July 1, 2026, and the changes would be implemented over four years. Colleges will receive new numbers in August, which should drop off the FY2021 numbers and hopefully will improve the Colleges budget outlook. The AMRC has looked to see if there are trends across the colleges, and there are no patterns that could be found so they are consulting with researchers in the system to reevaluate. Dr. Schiffner emphasized the College will need to continue to focus on enrollment and growing State FTE, in addition to increasing retention and adult reengagement.

It was asked if this will widen our gap, and Dr. Schiffner confirmed it would, as the College has historically been low on the target for funding, but has been working on closing the gap. She also noted the previous target had not been adjusted since the pandemic. The Presidents will vote on the revised Allocation Model next week, and if approved, it will be presented to the State Board in August. If it's not approved the current Allocation Formula may be rolled over. It was asked if a pathway for Running Start students into a Bachelor of Applied Science program would help. Dr. Schiffner agreed it would and that it is being worked on.

a. **Accreditation** (Kristy Anderson)

There were no updates beyond the written report.

b. **Student Services and Instructional Building (SSIB)** (Floyd Plemmons)

Floyd Plemmons shared the College has made big strides in getting the building where it needs to be for final acceptance. The Fire Damper has been accepted by the Fire Marshall and the next time it needs to be replaced in 4 years, it should be easier. The solar panel project is complete and Floyd is working on scheduling the inspection. It's currently generating power, and will eventually help supplement this building by about \$7,500. Also, there was a kitchen upgrade for the Culinary Arts program.

The Fire Marshall required a directional antenna system for first responder radio communications to be installed; the College is now within a week of approval for the system, which is the last piece needed for final approval of the tulalW Student Services building.

**10. Board Report**

a. Appointment of Representatives

Jim Sayce has agreed to continue serving as the Board representative on the Legislative Committee. The appointment of the Board representative for the Foundation will be deferred until the Art project is complete.

b. Foundation Meeting Report (Astrid Aveledo & Lisa Smith)

Astrid Aveledo shared the Foundation announced they have appropriated \$500k to the College for equipment purchasing in the industrial tech programs. There is a high need for replacements, and this will bring in industry and relevant training. The \$500k will also help to expand the Medical Assistant and NA-C programs to the Ilwaco and Raymond area.

c. Board Art Committee Update (Astrid Aveledo)

Astrid Aveledo shared that the Committee is closing out a couple of things and planning an event for the fall to complete the art project.

d. Legislative Committee Update (Jim Sayce)

Jim Sayce spoke with Senator Jeff Wilson's staff, who came down to do a port tour in Pacific County. Senator Wilson will come back for a separate port tour and hopefully a tour of the College. Jim emphasized the need for more technical training in this area and spoke about different areas that are in need, specifically high skilled millwrights. Dr. Carli Schiffner added that Senator Wilson will be joining a delegation at Stafford Creek, and she is working to get him to stop by the College.

e. Fiscal Liaison Update (Aliza Esty)

Aliza Esty met with Jason Gordon yesterday, and they spoke about their future meeting cadence, as well as the outcomes for the meetings. There was a request for projection reports and review of the reserves, and auxiliary budgets. It was also noted it would be useful to see the different enrollment targets that the College is working towards in regards to the State FTE and Budget FTE.



f. Study Sessions

Dr. Paula Akerlund asked the Board and Cabinet to review the provided schedule and send suggestions to her and Ja'Shona Cooks. Dr. Akerlund also shared a reminder about the Board Retreat at the Polson Museum on July 29, which will begin at 9:00 AM.

g. Items of Interest (Dr. Paula Akerlund)

Astrid shared an article from the *New York Times*, which spoke about the top employers in each state. She would like to dive deeper into the state's top employers when speaking about what the College offers and program planning.

The meeting recessed at 2:32 PM and reconvened at 2:40 PM.

**XIII. Executive Session**

The Board entered a closed executive session at 2:40 PM. under RCW 42.30.110 to consult with legal counsel regarding ongoing and new litigation. The session was scheduled to last approximately 45 minutes. The Board reconvened in open session at 3:45 PM.

**XIV. Action Items as a Result of the Executive Session**

No action was had as a result of executive session.

**XV. Good of the Order**

Jim Sayce emphasized the importance of getting your yearly physical.

**XVI. Adjournment/next meeting**

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:48 PM. The Board of Trustees will hold its next meeting on August 12, 2025 at 1:00 PM, at Grays Harbor College in Aberdeen and via Zoom.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair

# July 8 Minutes Attachment – Updated Classified Staff Report

GHC Board of Trustees Meeting  
July 8<sup>th</sup>, 2025

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## Written Report

### Item Information:

**Topic:** Updated Classified Staff Report

**Prepared by:** Jared Stratton

**Attachments:** Changes to the Classified Staff 2023-2025 CBA

### Narrative

#### Collective Bargaining Update

As of the writing of this report, both parties have agreed to a Motion of Understanding (MOU) regarding the Non-Economic changes that were agreed upon in the unfunded Tentative Agreement. There are a lot of changes to various articles that will go into effect on July 1<sup>st</sup>. Attached to this report is an organized list of the changes. The parties are still discussing economic changes.

#### Thank you from Staff Development Training Committee

A special thank you to Lisa Smith who donated 1,000 dollars to the Staff Development Training Committee. This incredibly generous donations allow the committee to continue to support classified staff's further development.

#### End of Year Celebration and Classified Staff Quarterly Award Winner

On June 24<sup>th</sup>, Grays Harbor College celebrated the end of the Academic year. At the event, Lisa Krause was named the "Classified Staff Employee of the Year". This much deserved honor is due to Lisa's dedication to our college and staff. Congratulations Lisa!

On July 2<sup>nd</sup>, the Staff Development and Training Committee awarded the Spring Quarter Classified Staff Award. For Spring, our classified staff chose Paula Boehner. Thank you for all your hard work over in Stafford Creek Paula. Congratulations!

#### Rollback of the Retention Bonus

The rollback of the Retention Bonus has made an impact of the Classified Staff morale. While many I talked with are able to deal with this decision; many are still confused and upset at being told that they were given something only to have it taken away. While this Retention Bonus has no precedent, it is just another setback to a staff who is already experiencing fatigue. I am confident that Classified Staff will get past this. I am not so confident that many will decide to look for other opportunities elsewhere.

With that announcement came an indication of Grays Harbor College leaving the coalition for bargaining. This would allow the college to bargain locally with WPEA for the classified contract. The

move to look at leaving the coalition for bargaining is something that I believe will be beneficial to this institution. The ability to have honest conversation regarding the challenges of everyday work life will be beneficial to this College. I hope this College can understand one thing. Your workforce shares the passion and the mission of this institution. They just need and want to feel like an equal partner on this campus. Sadly, the State of Washington does not share that goal.

## **Changes to the Classified Staff 2023-2025 Collective Bargaining Agreement**

These changes will take effect on July 1<sup>st</sup>, 2025. They will also be attached to an agreement for 2026-2027

### **Article 2 – Non-Discrimination**

Updates section to include references to DEI and belonging.

### **Article 4 – Hiring and Appointments**

Requires employer to offer additional work to cyclic employees before completing work through other means.

### **Article 7 Hours of Work**

Allows overtime exempt employees to accrue exchange time when working in excess of 45 hours in a week.

During certain periods of the academic year, overtime-exempt employees will have absences with pay approved when working extraordinary or excessive hours.

### **Article 12 – Vacation**

Updates the vacation accrual schedule for years one through four to one hundred thirty-six hours.

### **Article 13 – Sick**

Updates definitions of family members

Clarifies when the employer can close due to health-related reasons

Clarifies RCW for when medical clearance certificates may be required

## **Article 17 – Suspended Operations**

Allows for additional work assignments, including telework, during periods of inclement weather.

Provides language requiring employers to maintain teleworking policies and procedures

Encourages employees to coordinate with supervisors when the college is open but roads are hazardous

## **Article 18 – Miscellaneous Leave**

Removes the four-month waiting period for use of Personal Leave Days.

Expands bereavement to include loss of pregnancy

Expands bereavement to include certain individuals who regularly reside in the employee's home

Adds new category of leave to receive vaccinations during a declared state of emergency

Adds new category of leave for employees who are displaced from their home due to wildfires

## **Article 20 Commute Trip Reduction and Working Remotely**

Requires colleges to maintain telework policies that, at a minimum, provides a timeframe to respond, denials will be made in writing, and an appeal process will be established.

Requires employers to maintain a telework policy and procedure.

## **Article 21 – Safety and Health**

Requires the college's Safety, Security and Emergency Management Council representative to attend Labor Management Communication Committee meetings

## **Employer MOU (X) Classified Staff Meeting**

Provides 1 paid Union meeting each fiscal year.

## **MOU XY Ad Hoc Focus Group**

A focus group will be established to evaluate salaries for the Program Specialist and Fiscal Analyst series. The focus group will consist of representatives from WPEA, College Administration, and OFM.



*Grays Harbor College provides meaningful and engaging learning opportunities and support services to enhance the knowledge, skills, and abilities of our students and support the cultural and economic needs of our community.*

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## Grays Harbor College Board of Trustees Special Meeting

**Board Meeting:** The Board meeting was convened on July 14, 2025, at 4:02 PM.

**Members Present on Zoom:** Dr. Paula Akerlund, Astrid Aveledo, Aliza Esty, Dr. Harry Carthum

**Others Present on Zoom:** Dr. Carli Schiffner, Ja'Shona Cooks, Floyd Plemmons, Lizbeth Sanchez, Justin Kjolseth, Dierk Meierbachtol

### I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 4:02 PM. Roll call was taken by Ja'Shona Cooks.

### II. Executive Session

The Board entered a closed executive session at 4:03 PM under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation. The session was scheduled to last approximately 45 minutes. The Board reconvened in open session at 4:28 PM.

### III. Action Items as a Result of the Executive Session

No action was had as a result of executive session.

### IV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 4:29 PM. The Board of Trustees will hold its next meeting on August 12, 2025 at 1:00 PM, at Grays Harbor College in Aberdeen and via Zoom.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair

## VIII.3. Second Reading of Operational Policy 316 – Advanced Placement International Baccalaureate Policy

GHC Board of Trustees Meeting

August 12, 2025

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### Operational Policy

Policy Name	Advanced Placement International Baccalaureate Policy	
Policy Number	316	
Date Adopted	4/16/2019	
Date(s) Revised or Reviewed	Revised:	Reviewed:

Advanced Placement (AP), Cambridge International (CI), and International Baccalaureate (IB) are programs that offer college-level courses in high school, allowing students to earn college credit through exams. AP and CI courses are subject-specific, while IB provides a comprehensive curriculum with a global perspective. Successfully completing these programs can help students skip introductory college courses, saving time and money. Grays Harbor College will award college credit for Advanced Placement, Cambridge International, and International Baccalaureate test scores in accordance with [SBCTC policies](#).

#### Advanced Placement

Grays Harbor College will grant a minimum elective credit for an Advanced Placement (AP) score of 3 or higher. Credit will be awarded on the basis of official AP results, not transcript notation.

#### Cambridge International

Grays Harbor College will award unrestricted elective credit for a Cambridge (CI) score of E on A and AS level exams. Credit will be awarded on the basis of official CI results, not transcript notation. Duplicate credit for the same subject taken on different exams will not be granted. No grades are posted for A-level exams.

#### International Baccalaureate

Grays Harbor College will award unrestricted elective credit for an International Baccalaureate (IB) score of 4 on standard-level or higher-level IB exams. Credit will be awarded on the basis of official IB results, not transcript notation.

#### References:

RCW [28B.10.054](#)



## VIII.4. First Reading of Operational Policy 317 – Transfer Rights and Responsibilities

GHC Board of Trustees Meeting

August 12, 2025

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### Operational Policy

Policy Name	Transfer Rights and Responsibilities	
Policy Number	317	
Date Adopted	3/15/2011	
Date(s) Revised or Reviewed	Revised: 11/19/2013	Reviewed: 11/20/2018

### Policy:

Grays Harbor College upholds transfer rights and responsibilities as defined by the Washington Student Achievement Council in the [Intercollege Relations Commission Handbook](#):

The following is a summary of the rights and responsibilities for students and the College when students wish to transfer courses from one college to another. These guidelines may change, so it is recommended that students refer to the most recent handbook located at the [Washington Council website](#).

#### Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

## **College and University Rights and Responsibilities**

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

References: [Intercollegiate Relations Handbook](#); [Washington Council Website](#)

## VIII.5. First Reading of Operational Policy 407 – Student Rights and Responsibilities

GHC Board of Trustees Meeting

August 12, 2025

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### Operational Policy

Policy Name	<b>Student Rights and Responsibilities</b>
Policy Number	<b>407</b>
Date Adopted	5/19/1980
Date(s) Revised or Reviewed	Revised: 6/89, 7/90, 5/91, 1/95, 7/95, 7/97, 7/02, 2/03, 4/06, 1/10, 4/14; 2/18/20 Reviewed:

Purpose: The purpose of this procedure is to outline students' rights and responsibilities as outlined in Washington Administrative Code (WAC) 132B-125.

As outlined in Title 1 of the WAC, any revisions to these procedures shall follow the Code Revision. The relevant Vice President, or designee, shall review WAC 132B-125 annually; any proposed changes shall follow the process described within this procedure. Proposed changes will involve review by the Associated Students of Grays Harbor College and the Student Services Administrative Leadership Team (SSALT), The President's Cabinet, and College Council.

## VIII.6. First Reading of Operational Policy 412 – Hazing

GHC Board of Trustees Meeting

August 12, 2025

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### Operational Policy

Policy Name	<b>Hazing</b>
Policy Number	<b>412</b>
Date Adopted	3/15/1999
Date(s) Revised or Reviewed	Revised: 11/19/13, 2/18/20 Reviewed:

- 1) No student or recognized or registered student organization at Grays Harbor College may conspire to engage in hazing or participate in hazing of another. Grays Harbor College is committed to providing mutual respect and dignity, not harm or humiliation. The Revised Code of State of Washington (RCW, Section 28B.10.900) may be known and cited as the Sam's Law Act. As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a recognized or registered student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.
  - a) Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.
  - b) Hazing activities may include, but are not limited to, the following actions and situations:
    - Acts that cause or are likely to cause bodily or physical harm, exposure to elements, kicking, paddling, pushing, shoving, striking, throwing items, and/or excessive consumption of food, alcohol, drugs, or other substances.
    - Acts that cause or likely to cause psychological or emotional harm.
    - Activities that a would be frightening, humiliating or intimidating, such as blindfolding or having individuals wear scant clothing or to be nude.
    - Participation of sexual or lewd nature
    - Activities that would harm academic performance and personal lives
    - Destruction of properties
    - Acts that violate federal, state, or local laws
    - Acts that violate Grays Harbor College policies.
  - c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and NWAC athletics, or other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.

- 2) Washington state law (RCW 28B.10.901) also provides sanctions for hazing:
- a) Any person who violates this rule, in addition to other sanctions that may be imposed, forfeits any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the College.
  - b) Any recognized or registered student organization that knowingly permits hazing by its members or others subject to its direction or control must be deprived of any official recognition or approval granted by the College.
  - c) The following behaviors are examples of violations of this policy:
    - Knowingly or purposefully hazing an individual
    - Involvement in the planning of hazing
    - Implying that a person will be removed from a group or organization for not participating in the hazing activity
    - Failure to intervene or prevent a hazing activity
    - Failure to cooperate in an investigation
- 3) Designated Authority/Reporting Process:
- a) Employee or students who believe that they have been subject of hazing or witness hazing should report the incidents.
    - Employees: Notify your supervisor as soon as possible and submit an Incident Report using the College's student conduct reporting form.
    - Students: Notify a GHC staff or Campus Security.
- 4) Grays Harbor College will have a Hazing Prevention Committee. Per RCW 128B.10.905, the committee shall consist of:
- a) Fifty percent of the committee positions shall include students currently attending the higher education institution with at least one position filled by a student from a student organization, athletic team, or living group. The other fifty percent of the committee positions shall include at least one faculty or staff member and one parent or legal guardian of a student currently enrolled at the institution. Student input shall be considered for committee membership.

## **IX.2. - Classified Staff Report**

GHC Board of Trustees Meeting  
August 12<sup>th</sup>, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Classified Staff Report

**Prepared by:** Jared Stratton

**Attachments:** N/A

## **Narrative**

### **Collective Bargaining Update**

As of the writing of this report, both parties are prepared to reach a Tentative Agreement regarding economics for the 2026 contract. This economic will include getting Classified Staff up to the 5% COLA that was agreed to before. It also includes backpay of 3% that would have been accrued if the Legislature funded the contract. To be eligible for this back pay, you would need to have been employed before or on July 1<sup>st</sup> 2025. If you are laid off, disabled, retire, or pass away, the backpay will go up to the hours you worked during this timeframe. Employees who don't make it past probations, are terminated, or willing leave, will not be eligible unless they work until July 1<sup>st</sup> 2026.

### **Classified Staff Break Away Day – August 21st**

Classified Staff will participate in a "Break Away Day" on August 21<sup>st</sup>. Classified Staff will be visiting the Museum of Pop Culture in Seattle, WA and the Seattle Center. Classified staff are required to work with their supervisors regarding the absence from their department. A thank you to the staff that stay behind in order for Classified Staff to come together, learn, and have fun.



## **IX.3. – Represented Exempt Staff Report**

GHC Board of Trustees Meeting  
August 12, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Professional Exempt Representation

**Prepared by:** Shelly Hoffman, Recruitment Facilitator

**Attachments:** None

## **Narrative**

No report at this time.

## **Summary & Next Steps**

Not applicable.

## **Action Requested:**

Not applicable.

## **IX.5. – Administrative Services Report**

GHC Board of Trustees Meeting  
August 12, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Administrative Services Report

**Prepared by:** Jason Gordon, Vice President of Administrative Services

**Attachments:** None

## **Narrative**

### **FY2024-25 Year End**

The fiscal year ended on June 30, and year-end processing will continue through early August. As adjustments are still being made that will affect final FY25 figures, the final budget report will be presented to the Board in September.

### **Allocation Model Update**

The new allocation model was approved by the presidents and will go to SBCTC for final approval. The new allocation model will go into effect in FY27. Based on projected amounts from the SBCTC, the College will have a loss in our state allocation. This loss will be phased in over 6 years. An Allocation Deep Dive session with the Business Affairs Commission is scheduled for August 27. More information will also be shared with the Board as we get more details on the changes.

### **Bookstore Update**

Efforts to improve bookstore operations are ongoing. Michelle Roos, our new Bookstore Supervisor, will begin on August 1. Michelle has been with the college for 35 years and her experience will be a great addition. Additionally, we are entering into an agreement with Centralia College to support the management of course materials.

### **Audit Update**

The FY24 financial statement audit is currently underway and is expected to conclude by the end of August. Business Services staff have been actively collaborating with auditors over the past month to facilitate the process.

### **Facilities**

The Facility Condition Survey was completed in July. This survey helps inform how capital funds will be allocated in the 2027-29 biennium. Initial results were shared with the College and these will be used to request funding for the 2027-29 biennium.

## Summary & Next Steps

Administrative Services is focused on completing the FY24 year-end processing, monitoring the proposed allocation model changes, and the concluding the FY24 financial statement audit. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

### Action Requested:

None

### ☐ Follow-Up

None

## IX.6. – Human Resources Report

GHC Board of Trustees Meeting

August 12<sup>th</sup>, 2025

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## Written Report

### Item Information:

**Topic:** Human Resources Report

**Prepared by:** Erin Tofte, Associate Vice President of Human Resources

**Attachments:** Not applicable.

### Narrative

#### General updates:

- Working on updated administrative procedure for teleworking agreement per WPEA contract.
- Annual employee evaluations are wrapping up and most have been completed.
- Opioid prevention boxes and signs will be installed in all buildings by Fall 2025.

#### New Employees:

- Virgil Mathews, Men's Basketball Coach, 6/16/25
- Jessica Madison, Softball Head Coach, 7/1/25
- Amber Braaten, Medical Assistant Faculty, 9/15/25
- Lori Valentine, Office Assistant 3 SCCC, 7/7/25
- Justin Parrish, Head Baseball Coach, 7/7/25
- Angel Galeana, Library and Archives Para 1, 7/14/25
- Natalie Tillery, Support Specialist SCCC, 8/1/25

#### Changes in Employment:

- Roxa Banks, Program Coordinator for the Office of Instruction, made permanent
- Michelle Roos, Bookstore Supervisor, 8/1/25
- Shelly Hoffman, Recruitment Facilitator, 7/16/25

#### Searches:

- Associate Dean of Instruction at Stafford Creek, (replacing CJ Berndt), interviewing
- Associate Dean of Financial Aid and workforce funding, (replacing Crystal Bagby and Berta Gibby), posted
- Safety & Security Coordinator, (replacing Chris Sierra), interviewing
- Women's Basketball Coach, (new position), posted
- Basic Skills/ESL Instructor – (replacing William Newman) Stafford Creek, posted
- Financial Aid Outreach Specialist, (replacing Hannah Tupper), posted
- Fiscal Technician 3, (new position utilizing existing, repurposed funds), posted
- Human Resources Consultant Assistant 2, (new position replacing Elizabeth Gentile & Stephanie Noland), posted?
- Maintenance Mechanic 3 – HVAC Technician, (replacing Rick McGuire), posted
- Resource Navigator, (replacing Karyn Olson), posted
- Several adjunct positions (to hire for specific courses and pools for future hires)

#### Action Requested:

☐ Follow-Up

## IX.7. – Learning and Student Success Board Report

GHC Board of Trustees Meeting

August 12, 2025

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# Written Report

## Item Information:

**Topic:** Learning and Student Success Report

**Prepared by:** Holly Bringman, Vice President for Learning and Student Services

**Attachments:** Bishop Center Update

## Narrative

### Bridging Instruction and Student Services

One of the early priorities for the VPLSS has been launching a new cross-divisional leadership group—**SSAIL** (Student Services and Academic Instructional Leadership). This group brings together deans and directors to work collaboratively on shared goals. In their first meeting, they established group norms centered on openness, mutual support, and keeping students at the center of the work. They also identified immediate and long-term priorities, including:

#### Near-Term Focus Areas:

- Improving enrollment and retention through coordinated outreach
- Addressing process issues such as financial aid delays and student program coding
- Strengthening internal communication and responsiveness to students

#### Long-Term Goals:

- Mapping the student journey using Guided Pathways
- Building cross-departmental understanding through professional learning and training
- Developing a shared student communication strategy

In the weeks ahead, SSAIL will continue meeting to address these priorities. Planned activities include a cross-training workshop for frontline staff and collaborative sessions focused on enrollment barriers and process improvements. There is clear commitment from these teams, who seem excited about the progress already made toward a more integrated and student-centered approach.

### Kickoff Week: Preparing for 2025-2026

On Tuesday, September 16, instructional faculty will participate in a division-wide meeting focused on continuing the outcomes assessment work from the 2024–2025 academic year. Faculty will engage in small group discussions using summary documents to reflect on learning outcomes and initiate conversations around Degree Skills Area (DSA) coverage across programs. The day also includes lunch meetings with tenure committees, an annual scheduling summit with divisional breakouts, and a training session on Regular and Substantive Interaction (RSI) to support quality online instruction.

On Thursday, September 18, student services staff will participate in a new cross-training workshop titled "Supporting Students, Supporting Each Other." This session is designed to build a shared understanding of departmental roles, improve referral processes, and foster collaboration across the student support ecosystem. Staff will work together to identify ways to streamline the student experience and better support each other in their daily work. This workshop is an extension of the SSAIL group's priorities and reflects our commitment to improving service delivery through partnership and professional learning.

The week concludes with an all-campus event—a family-style BBQ—to foster community and celebrate the start of a new academic year.

These kickoff activities set the tone for a year focused on alignment, collaboration, and student-centered practice.

## Enrollment:

### Summer Quarter Enrollment Snapshot for Tuesday, July 29th

<b>FTE: Summer 2025</b>	<b>Summer 2024 07/23/2024 Day # 17</b>	<b>Summer 2025 07/29/2025 Day # 17</b>	<b>Difference</b>	<b>% Diff from 2024 to 2025</b>	<b>Summer 2024 FTE change to end of quarter</b>	<b>Final FTE Numbers for Summer 2024</b>
1-Academic Transfer & Pre-College	112.0	130.7	18.6	16.6%	0.3	112.4
2-Transition Programs	50.0	50.2	0.2	0.4%	-0.4	49.6
3-Career and Technical Ed.	73.4	87.8	14.4	19.6%	5.3	78.7
4-BAS Programs	0.0	0.3	0.3	0.0%	0.0	0.0
<b>State Funded Total</b>	<b>235.4</b>	<b>269.0</b>	<b>33.6</b>	<b>14.3%</b>	<b>5.3</b>	<b>240.7</b>
Running Start FTE	54.0	68.7	14.7	27.1%	0.0	54.0
<b>State + Running Start Total</b>	<b>289.4</b>	<b>337.7</b>	<b>48.2</b>	<b>16.7%</b>	<b>5.3</b>	<b>294.7</b>
Stafford Creek FTE	7.0	160.4	153.4	2194.0%	97.3	104.3
<b>State + RS + SCCC Total</b>	<b>296.4</b>	<b>498.1</b>	<b>201.7</b>	<b>68.0%</b>	<b>102.6</b>	<b>399.0</b>



## Fall Quarter Enrollment Snapshot for Tuesday, July 29th

FTE: Fall 2025	Fall 2024 07/30/2024 Day # -55	Fall 2025 07/29/2025 Day # -55	Difference	% Diff from 2024 to 2025	Fall 2024 FTE change to end of quarter	Final FTE Numbers for Fall 2024
1-Academic Transfer & Pre-College	408.7	396.8	-11.9	-2.9%	93.2	501.9
2-Transition Programs	0.3	10.3	10.1	3766.3%	164.8	165.1
3-Career and Technical Ed.	194.0	214.8	20.8	10.7%	161.7	355.7
4-BAS Programs	30.2	10.5	-19.7	-65.2%	12.5	42.8
<b>State Funded Total</b>	<b>633.3</b>	<b>632.5</b>	<b>-0.8</b>	<b>-0.1%</b>	<b>432.1</b>	<b>1,065.4</b>
Running Start FTE	164.7	231.1	66.4	40.3%	248.8	413.5
<b>State + Running Start Total</b>	<b>798.0</b>	<b>863.6</b>	<b>65.6</b>	<b>8.2%</b>	<b>681.0</b>	<b>1,478.9</b>
Stafford Creek FTE	0.0	0.0	0.0	0.0%	155.6	155.6
<b>State + RS + SCCC Total</b>	<b>798.0</b>	<b>863.6</b>	<b>65.6</b>	<b>8.2%</b>	<b>836.6</b>	<b>1,634.5</b>

### Fall 2025 Enrollment Update and Immediate Response Strategies

As of July 29, fall enrollment numbers show a slight year-over-year decline in state-funded full-time equivalent (FTE) students. Notably, while Career and Technical Education (CTE) has seen a 10.7% increase in early FTE and Transition Programs show promising growth, Academic Transfer and Pre-College enrollment is down 2.9%, and Bachelor of Applied Science (BAS) enrollment has dropped significantly by 65.2%. It is worth noting that Directors of the BAS programs report favorable projections for fall enrollment not reflected in current data.

While total enrollment shows a modest increase (primarily due to Running Start growth), the decline in adult enrollment in core instructional areas remains a significant concern and may affect our funding and program stability moving forward.

To respond proactively, we are organizing an Enrollment Response Team to implement a series of immediate and targeted strategies between now and the start of fall quarter. These actions are aimed at re-engaging prospective students, clearing up administrative barriers, and supporting advisors and faculty with timely information. Highlights of the plan include:

### Fall 2025 Enrollment Response Team – Immediate Action Plan

Strategy	Details	Timeline
<b>SFRA Blocks Outreach</b>	Narrow the list of students with financial holds; develop and launch a communication plan including calls, texts, and possible social media outreach.	Immediate, ongoing

Strategy	Details	Timeline
<b>Re-Engage Spring Students</b>	Contact students enrolled in spring but not fall; segment by categories of need (e.g., financial aid, registration holds) and use call/text campaigns via EAB.	Immediate, ongoing
<b>New Applications Follow-Up</b>	Investigate and resolve the backlog of new student applications; clarify and confirm the true number and ensure timely follow-up.	Immediate, ongoing
<b>“Near Completion” Students</b>	Identify students within 30 credits of completing a degree who are not enrolled; complete degree audits and guide them toward fall enrollment options.	Immediate, ongoing
<b>Low-Enrolled Course Push</b>	Identify courses with low enrollment; promote through social media, advisor conversations, and during enrollment events; update the list weekly.	Immediate, ongoing
<b>FTE Clean-Up</b>	Address inconsistencies in enrollment and FTE reporting to ensure accurate census data and maximize state-funded FTE counts.	Immediate
<b>Community Outreach</b>	Reestablish summer outreach efforts; engage the community in the six weeks leading to fall through targeted activities and visibility.	Immediate
<b>Fall Enrollment Days</b>	Prepare for upcoming in-person enrollment events; finalize advertisement, staff training, and materials to ensure high-impact support for students.	August through September
<b>Stafford Creek Re-Engagement</b>	Finalize the enrollment process for Stafford Creek Corrections students to restore FTE contribution from this key population.	Immediate

This plan represents a campus-wide push to support students from inquiry through enrollment. By leveraging strong interdepartmental coordination—through the newly formed SSAIL group and other campus leaders—we are creating a rapid-response, solutions-oriented culture that can respond nimbly to enrollment challenges.

In the weeks ahead, we will continue monitoring FTE daily, tracking the effectiveness of outreach efforts, and refining strategies based on what we learn. While the data give us cause for urgency, they also show areas of promise.

## Advising Team Spotlight

Stephanie Thornton and Hannah Tupper stepped into new roles as our *Entry Advisors* on July 1st. Jax joined the advising team Both Stephanie and Hannah are now located on the 2nd floor of the tulalW

(3000) Student Services Building in the Advising area. Both Stephanie and Hannah are internal candidates who have already shown a deep dedication to serving students across our campus. Their knowledge of college processes, compassion, and collaborative spirit will be helpful in their new role. Grays Harbor College is equally exciting to have Jax Bonifer on our advising team! A proud Grays Harbor native and GHC alum, Jax brings both professional experience and a strong passion for supporting students and giving back to the community.

**Stephanie Thornton** began her journey at GHC as a Student Ambassador while earning her AAS in Human Services. She later supported students from the Student Help Desk through the pandemic while completing her BAS in Organizational Management. Over the last three years, Stephanie has served in multiple Student Services roles, including Enrollment, Financial Aid, and TRIO Student Support Services.

**Hannah Tupper** lives in South Aberdeen with her fiancé and two dogs, Zelda and Monroe. Hannah is currently the FA Outreach Specialist. She enjoys crocheting and playing Nintendo in her free time. A Grays Harbor native, Hannah is passionate about serving her home community and is excited to support students while sharing her love for higher education. She currently has two bachelor's from Washington State University (WSU) in Human Development and Psychology. Hannah will be continuing her education in the new future and is excited to start her master's program at Capella University in Higher Education.

**Jax Bonifer** brings a wealth of experience and a deep commitment to our community. A native of Aberdeen, Jax completed their Dental Assistant program through Job Corp in Sedro-Woolley before returning to Grays Harbor. Since enrolling at Grays Harbor College in 2015, Jax has earned both an A.A. in Human Services and a B.A.S. in Organizational Management.

## **Arts & Sciences/Library/Dual Enrollment:**

The Running Start office, with Lori Christmas and Cassaundra Smith, is set to move location this summer. They will be taking up residence in the lower level of the library (room 1515). This is across the hall from both the Tutoring Center and TRiO. The new space will allow them to serve students more effectively and provides a welcoming environment that will help build community. The hope is to have the space up and running by September 10<sup>th</sup> for the Running Start New Student Orientation.

The GHC Employee Art Exhibit continues through the summer until September 30<sup>th</sup>. The exhibit is in the library atrium, so please stop on by when you get a chance.

Summer classes are in full swing. As of July 15<sup>th</sup>, State funded FTEs in academic transfer areas (Arts & Sciences) are up 31% compared to last year, while Running Start FTEs have seen a nearly 25% increase. All Transfer divisions are represented in our summer offerings, and nearly all the courses are offered online. This is consistent with typical summer course demand as many students require increased flexibility in course offerings due to work and travel. Summer classes end on August 21<sup>st</sup>. Fall classes begin on September 22<sup>nd</sup>.

## **Workforce and Continuing Education/Extended Learning:**

Dean for Workforce Education, Cathy LeCompte, recently participated in a preliminary meeting with the Thurston County Chamber Workforce Development team and Shane Reeder, CEO and founder of American Healthcare Apprenticeships—a nonprofit organization dedicated to healthcare-focused

apprenticeship training. The discussion centered around an exciting potential collaboration: Grays Harbor College could serve as the educational partner, delivering the related instructional component for medical imaging apprenticeships, with a particular emphasis on sonography.

As a promising next step, the team will conduct a feasibility study and engage further with SPSCC, an institution that has previously partnered with Grays Harbor College on the Computer Science degree. Both colleges are interested in the initiative, with the possibility of SPSCC focusing on respiratory technology while Grays Harbor College develops the sonography track. Thurston County Workforce Development Director, Christina Chesnut, will continue to facilitate these discussions.

Shane Reeder will convene a follow-up meeting to outline a plan for the feasibility study, enlisting Steve Lutton, COO of Job Forward—a nonprofit that supports workforce competitiveness—as facilitator. With national experience in building healthcare apprenticeships in rural areas, Mr. Lutton brings valuable expertise to the endeavor.

There remain several important topics to address, including state approval, logistics, recruitment of a lead facilitator, and securing appropriate training equipment. However, preliminary conversations have already identified enthusiastic industry resources and employers ready to support and partner as on-the-job training sites. This collaborative opportunity holds significant promise for expanding Grays Harbor College's role in developing the regional healthcare workforce and strengthening its ties with both educational and industry partners.

Amber Braaten has joined the Medical Assistant Program faculty team. A proud graduate of Grays Harbor College's Medical Assistant Program (Class of 2019), Amber becoming a faculty member enables the program to launch new cohorts annually, aligning with its original design, and helping to address the growing healthcare needs in the community. She will also support outreach and marketing efforts in Pacific County and at the Twin Harbors Skills Center to increase enrollment and strengthen program visibility. Please extend a warm welcome to Amber as she joins the Medical Assistant program team!

## **Transitions:**

This summer, the Transition Program implemented I-BEST for the second consecutive year in the NAC course. I-BEST (Integrated Basic Education and Skills Training) is a model in which students develop foundational skills such as reading, writing, and math while simultaneously engaging in a career or technical program. The approach uses a team-teaching model, with one instructor focusing on technical content and the other supporting basic skills. Research shows that I-BEST increases student success and significantly improves completion rates. This summer, 24 out of 28 students are benefiting from this integrated approach, gaining the academic and technical skills necessary to enter or advance in living-wage jobs. In addition, the Accelerated Transitional Math course, designed as a math brush-up opportunity, was highly enrolled and well-received this summer. The course supports students in refreshing essential math skills prior to taking—or retaking—the college placement test. Due to its success, the Transition Program will offer this course again in Fall Quarter.

## **Stafford Creek and Corrections Education:**

On August 14th, from 1:00 p.m. to 3:00 p.m., the faculty and staff of Grays Harbor College at Stafford Creek Corrections Center will host Commencement Exercises to celebrate the achievements of the Class of 2025 GED, Vocational, and Degree Program graduates.

Last week, finalists for the Associate Dean of Corrections Education position visited Stafford Creek for a campus tour and meetings with faculty, staff, and the Student Voices Council. A special thank you to all who participated in the process, and a heartfelt appreciation to the Student Voices Council for developing and presenting such thoughtful, well-structured questions for the candidates.

**Natalie Tillery** joins Grays Harbor College as the new Support Specialist for the Second Chance Pell Grant program serving incarcerated students at Stafford Creek Corrections Center. Natalie's background is rooted in public education, where she spent several years working in high school settings as a classroom teacher and then as a substitute for both Aberdeen and Hoquiam. Natalie says that experience gave her the privilege of supporting students from a wide range of backgrounds—many of whom faced significant challenges in both their academic and personal lives. Working with these students shaped her belief that education can be a powerful tool for restoration and long-term change.



# GRAYS HARBOR COLLEGE

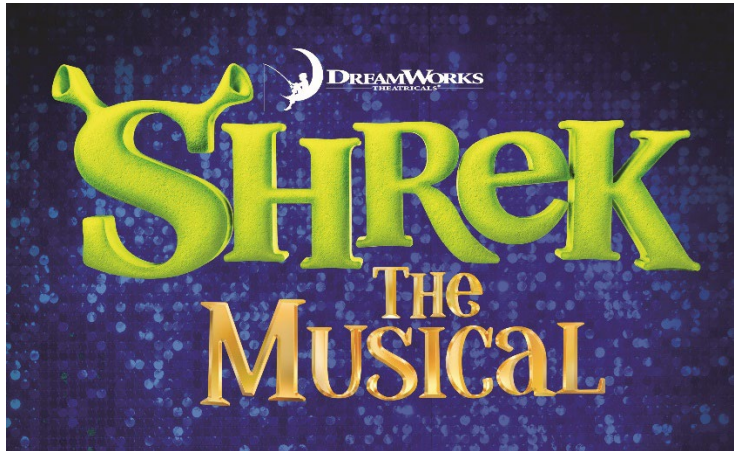


## BISHOP CENTER

FOR THE PERFORMING ARTS • GRAYS HARBOR COLLEGE

***July 2025 Event:***

**Summer Musical:**



*Shrek the Musical* played to 1900 enthusiastic patrons in near sold-out audiences across five performances in four days filling the Bishop Center with energy and laughter. Concession sales exceeded expectations, with all proceeds benefiting the campus food pantry—providing vital support to students in need. The community's enthusiasm made this production a memorable success both on and off the stage.

Stay tuned — the 2025–26 season is fast approaching, filled with fresh creativity, standout performances, engaging productions and unforgettable music you won't want to miss.



## IX.8. – President's Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
August 12, 2025

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# Written Report

## Item Information:

**Topic:** President's Monthly Report

**Prepared by:** Carli Schiffner, PhD

**Attachments:** None

## Narrative

### EVENTS:

NWCCU Commission Review Session, July 8-11

WACTC Retreat, July 14-16

President's Cabinet Retreat, Summit Pacific, July 17

TRIO Meet and Greet, July 22

Legislative Visit and Tour, Senator Claire Wilson, Stafford Creek Corrections Center, July 24

*Shrek: The Musical*, Bishop Center, July 24 and July 26

Washington Corrections for Women, Purdy Facility Tour, July 25

### MEETINGS:

WACTC Allocation Model Review Committee Meetings (and prep), July 7

WACTC Operating Budget Committee, July 7, July 15

Recompete Meeting, GGHI, July 1

NWCCU Commissioner Prep Meeting, July 2

Lake Swano Dam Planning Session, July 7

Navigate 360 / EAB, Executive Sponsor, Meeting, July 7

Grays Harbor College Foundation, College Support Committee Meeting, July 7

Katy Crabtree and April Messenger, Congresswoman Emily Randall Leadership Team Meeting, July 8

Special GHC Board of Trustees Meeting, July 14

Secretary Tana Senn, Department of Children, Youth, and Families, Meeting, July 16

Tim Quigg and John Shaw, Meeting, July 21

Cheryl Heywood, Executive Director, Timberland Regional Library, July 21

Student Voices Council, Stafford Creek Corrections Center, July 21

Maya Esquivido, Tribal Governmental Affairs, SBCTC, Meeting, July 23

Darrin Raines, Executive Director, GGHI, Meeting, July 24

Pacific County Economic Development Council, Meeting, July 23

Nate Humphrey, Executive Director, SBCTC, Meeting, July 28

\*Plus, numerous hiring committees, interviews, and recruitment sessions.

\*Plus, ongoing monthly labor/management meetings; and DES/AAG meetings.

## ACCREDITATION

Report attached.

## WACTC UPDATE & the STATE BUDGET

As mentioned in last month's report, the State Board for Community and Technical College's Allocation Model Review Committee (AMRC) shared the proposed allocation model formula to the college system with each college's individual allocation for FY 26 in June. This was the first-time college leadership teams saw the specific impact for every individual college. Initially, when examining the model for Grays Harbor College, the high-level review shows that the College will take a loss of \$290,000 if there are no additional changes/at this point in time. The model is not based on an FTE target any longer but on a four-year rolling average of FTE. While slowly building back enrollment strength, Grays Harbor College remains under the historic target level—thus putting the College in a “loss” position with the new model. During the WACTC retreat in July, the new fiscal year (FY 2024-25) was added to the four-year rolling average, which allowed for the oldest year's FTE to drop off. This change moved the dial slightly—and Grays Harbor College will now have a \$260,000 loss instead.

At the WACTC retreat, the presidents approved the model as presented. They also voted on the implementation of the model. The AMRC proposed to the presidents that the model be incrementally implemented over the course of the next four years (beginning with July 1, 2026), but the presidents decided to implement the model over the course of the next six years beginning in July 2026. In addition, each year of the six years will be graduated and not equally implemented per year (example—5% Year One, 10% Year Two, etc.). The AMRC will present these recommendations to the State Board for Community and Technical Colleges in August.

What does all this mean for Grays Harbor College? It means the College will have to focus intently on growing and sustaining enrollment in order to close the deficit currently in the model as it stands. Increasing State FTE will mean lessening the size of the loss the College is facing starting next July.

## GRANTS, Federal and Philanthropic:

As mentioned in last month's report, the College will continue to draw down federal funds, raise awareness with our elected officials about the impact of these funds/programs, and continue to stay the course with serving students in our region. Grays Harbor College has received news on TRIO funding—Upward Bound and EOC will continue to be funded through next year; and TRIO SSS has been extended for one year. The College's TRIO STEM grant application was denied.

On July 1, the State Board for Community and Technical Colleges was contacted by the Department of Education about Title Two funding and told that the distribution of the federal funding for adult basic education was put on hold. The State Board encouraged colleges to make alternative plans on how to operate adult basic education programs given the uncertainty of the situation. Grays Harbor College assumed the cost of Title Two funding into its general operating expenses and is waiting for further direction. On July 25, the State Board communicated with the system colleges that the allocation of Title Two funding to the states might be released by the end of the month.

In a similar situation, the Carl D. Perkins funding has been released from the federal government to the states. The assurances tied to the funding that supports both K-12 and higher education workforce programs is being reviewed by the Attorney General's Office for Washington State.

## OUTREACH & CONNECTIONS

Planning for Kick Off Week 2025 is in full swing! Workshops, trainings, social events, and student engagement are being organized to launch the new academic year. The College's keynote speaker is Dr. William Serrata, President of El Paso College in Texas—a national leader in the community college network and a trailblazer in the work of emerging Hispanic Serving Institutions.

## Action Requested:

This is informational, no action requested at this time.

## IX.8.a. – Accreditation Report

GHC Board of Trustees Meeting  
August 12, 2025

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# Written Report

## Item Information:

**Topic:** Institutional Accreditation

**Prepared by:** Kristy Anderson, Associate Vice President for Institutional Effectiveness and College Relations

**Attachments:** None

## Narrative

### New President at NWCCU

The Northwest Commission on College's and Universities appointed Dr. Selena Grace as its next president on July 10, 2025. Dr. Grace was the executive vice president at NWCCU and will be moving into the role of president effective immediately. Dr. Ed Harri will be moving from a senior vice president to the role of executive vice president. The Commission has put out a call for applicants for the vacant senior vice president position.

### Policies, Regulations, and Financial Review (PRFR) Report

GHC's PRFR report is nearing completion. It has undergone thorough review by accreditation consultant Susan Murray and our NWCCU Liaison, Teresa Rivenes. Both provided valuable feedback and were complimentary of the report's quality and substance.

At the July meeting, the Accreditation Steering Committee addressed several remaining items in the PRFR. In the coming weeks, the team will finalize edits, verify all hyperlinks, and complete formatting. The report remains on track for submission ahead of the September 1st deadline.

### Evaluation of Institutional Effectiveness (EIE) Report

As work on the PRFR nears completion, the Accreditation Steering Committee is shifting its focus to the Year Seven Report, formally known as the Evaluation of Institutional Effectiveness (EIE). This report is due around August 1, 2026. A detailed timeline for the writing process has been set up, and lead writers have been assigned to each of the standard areas. To support this effort, the Steering Committee has expanded its membership to include additional lead writers. The EIE will address GHC's two outstanding recommendations and fulfill the requirements of NWCCU Standard 1.

#### GHC's Recommendations:

- Recommendation 1: Engage in systematic assessment of its accomplishments, integrating the multiple planning processes to facilitate prioritization of resource allocation and the use of institutional capacity to ensure institutional effectiveness.

- Recommendation 2: Fully implement student learning outcomes assessment across all degrees and programs, including the general education program, and use the assessment results to inform planning and improvement.

#### Standard 1 Sections:

- Standard 1A – Institutional Mission
- Standard 1B – Improving Institutional Effectiveness
- Standard 1C - Student Learning
- Standard 1D – Student Achievement

More updates will be provided on the EIE as the report progresses.

### **Upcoming NWCCU Events and Trainings**

NWCCU has several upcoming events and training opportunities for its members. Members of GHC's Accreditation Steering Committee will take part in these as appropriate and report back on the information provided.

- ALO Visit Refresher Training: Friday, August 15
- New ALO Training: Friday, August 22
- Program Inventory Training: Friday, September 19<sup>th</sup>
- NWCCU Annual Conference: December 2-4, 2025

### **Summary & Next Steps**

GHC will submit its Year Six Policies, Regulations, and Financial Review report by September 1, 2025.

### **Action Requested:**

No action at this time.

## IX.8.b – tulaIW Student Center Report

GHC Board of Trustees Meeting  
August 12, 2025

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# Written Report

## Item Information:

**Topic:** tulaIW Student Center Construction Report

**Prepared by:** Floyd Plemmons, Capital Project Manager

## Narrative

### Work Remaining:

- The final punchlist and warranty items are being completed. Commissioning of mechanical and electrical systems is wrapping up with only a few open items.
- The new Emergency Responder Communication Enhancement System is complete and waiting for a rebroadcast agreement from Grays Harbor Emergency Management Radio Shop. This is expected to happen at their council meeting on August 12. With that agreement the system can be activated and we expect final acceptance from the Aberdeen Fire Department. This is the remaining item to get the Final Occupancy Permit for the building.

## Summary & Next Steps

Forma to work towards completing all close out items.

## Action Requested:

This is informational, no action requested at this time.

## ☐ Follow-Up

None