

Board of Trustees Regular Meeting

October 14, 2025 at 1:00 PM

Hybrid Meeting: Riverview Education Center (Raymond Campus)

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

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



October 14, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, October 14, 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 College Priorities overview presented by Matt Edwards will begin at 12:00 PM.

Item	Topic	Presenter
12:00-1:00 PM	Study Session	Matt Edwards
I.	Call to Order/Roll Call	Dr. Paula Akerlund
II.	Safety Statement In the event of an emergency requiring evacuation (e.g., fire or building hazard), please exit the meeting room promptly. 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.	Pledge of Allegiance	Dr. Paula Akerlund
IV.	Land Acknowledgement Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinalt 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.	Agenda Adoption	Dr. Paula Akerlund
VI.	Public Comments Please sign in and limit comments to three minutes.	
VII.	Celebrations 1. Enrollment Response Team	Holly Bringman
VIII.	New Employee Introductions	Erin Tofte
IX.	Action Items 1. Approval of the September 9, 2025 Minutes 2. Exceptional Faculty Award	Dr. Paula Akerlund Jason Gordon

Regular Meeting Agenda

Grays Harbor College Board of Trustees

October 14, 2025

**GRAYS HARBOR COLLEGE**

X.	Standing Reports 1. Student Government Report 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report 6. Human Resources Report 7. Learning and Student Success Board Report a. Enrollment 8. President's Report a. Accreditation 9. Board Report a. Foundation Meeting Report b. Board Art Committee Report c. Legislative Committee Report d. Fiscal Liaison Report e. Items of Interest ▪ Review proposed Board of Trustee meetings and study sessions for 2025-26	Isaac Humiston Jared Stratton Shelly Hoffman Shiloh Winsor & Tom Kuester Jason Gordon Erin Tofte Holly Bringman Dr. Carli Schiffner Kristy Anderson Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Jim Sayce Aliza Esty Dr. Paula Akerlund
XI.	Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XII.	Action Items as a Result of the Non-Public Session	
XIII.	Executive Session 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.	
XIV.	Action Items as a Result of the Executive Session	
XV.	Good of the Order	
XVI.	Adjournment	



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.

Grays Harbor College Board of Trustees Regular Meeting

Board Meeting: The Board meeting was convened on September 9, 2025, at 1:02 PM.

Members Present: Dr. Paula Akerlund, Jim Sayce

Members on Zoom: Astrid Aveledo

Others Present: Holly Bringman, Dr. Aaron Coby, Ja'Shona Cooks, Derek Edens, Penny James, Dr. Carli Schiffner, Lori Christmas, Ariel Finrock, Julie Randall, Melissa Lenz, Cassandra Smith, Jason Gordon, Brian Mahoney, James Bergstrom, Isaac Humiston, Lisa Getty, Sam Rayment, Michael Priest, MJ Soboleff, Aryssa Aburto, Cristal Ramirez, Sarah Dalrymple, Matthew Barber, Arlen Harris, Lisa Smith, Alexis Palmer

Others Present on Zoom: Alexis Montoure, Annalee Atwell-Tobar, Annette Gerchak, Ashley Bowie-Gallegos, Barb Dyer, Carla Idohl-Corwin, Cassaundra Smith, Cathy LeCompte, Cheyenna Carroll, Erin Tofte, Roxa Banks, Holly Duffy, Jackie Blumberg, Jonni Dawson, Kathy Young, Leslie Coffman, Marjie Stratton, Matt Holder, Phil Petheram, Sydney Yager

A study session focusing on the upcoming Legislative Session and State Board Priorities presented by Arlen Harris, Legislative Director at the State Board for Community and Technical Colleges, began at 12:00 PM.

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 invited Derek Edens to recognize Melissa Lenz, who was selected as the Staff Training

for Technical and Community Colleges (STTACC) Region A Classified Employee of the Year. Region A includes five colleges as well as the State Board. Melissa has been with the College for 16 years in various roles. She consistently goes above and beyond to support and mentor students, and she brings a positive attitude to her work. She also serves on the Staff Development and Training Committee (SDTC).

VIII. New Employee Introductions

Erin Tofte introduced new employees. James Bergstrom, Campus Safety and Security Coordinator, started on August 18 and has a background in law enforcement. Leslie Coffman, Interim Dean at Stafford Creek, is new to Washington and shared that she is happy to be part of the College. Alexis Palmer, Cashier, began by supporting clerical tasks and serving as a backup cashier. Alexis Montoure, Nurse Navigator, graduated from the Nursing Program at Grays Harbor College and expressed her happiness to be back working alongside the faculty who taught her.

IX & X. Action Items & Standing Reports

Action Items

1. Approval of August 12, 2025 Minutes
 - a. A correction was noted on page 4 of the minutes under the President's Report, correcting the date from September 14 to August 14 for the Stafford Creek graduation.
 - b. Chair Dr. Paula Akerlund called for a motion to approve the August 12, 2025, meeting minutes as amended. Jim Sayce moved to approve the minutes, and Astrid Aveledo seconded the motion. The motion carried.

Standing Reports

1. Student Government Report (Isaac Humiston)

Isaac Humiston reported that Student Government and the Student Life team have returned from summer break and are currently in training. He introduced the new Associated Student Government (ASG) Officers: Lisa Getty, Executive Vice President; Sam Rayment, Vice President for Diversity and Awareness; and Michael Priest, Vice President for Community Engagement. He also introduced the Senators present: MJ Soboleff, representing the Diversity and Equity Center; Aryssa Alberto, representing Athletics; Annette Gerchak, representing Phi Theta Kappa; and Cristal Ramirez, representing TRIO.

Humiston noted that Ibrahim Bedrous will begin on September 22 as the new Associate Director of Student Life for Equity, Inclusion, and Engagement, and he expressed thanks to Sarah Dalrymple for her support.

Student Life is hosting New Student Orientation tomorrow, and thanks was given to Shelly Hoffman for her assistance. Lunch will take place at 11:45 AM in the cafeteria, and it's open to all on campus to join and mingle with new students.

He added that ASG will resume session on September 22 and will provide a full report at the October meeting. Goals for the year include strengthening ASG's presence and accessibility to students, advocating for a more student-centered Work Study model, and expanding events that promote well-being, academic success, and a strong sense of belonging on campus.

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

There were no updates beyond the written report.

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

There were no updates beyond the written report. Appreciation was expressed to Shelly Hoffman for uplifting the College's presence in the community.

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

There is no report due to the summer intermission.

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

Jason Gordon presented the annual budget and reported that the College concluded FY25 with a revenue surplus of approximately \$1.13 million. He noted that much of this surplus was due to a 25 percent increase in Running Start revenue, and last year's projection did not include summer Running Start enrollment. State revenue accounted for about 70 percent of total revenue, while local revenue accounted for about 30 percent. The College is required to have a minimum of 10 percent in the Board of Trustees reserves, which currently equals about \$2.8 million. Debt is below 3 percent, which is consistent with last year. There are approximately \$6.8 million in designated reserve funds and \$3.7 million in undesignated reserves. The comprehensive budget for FY25 was about \$37.9 million. Bookstore performance improved, with revenue increasing by 28 percent to \$394,000 and gross profit by \$125,000. Although the bookstore experienced a net loss of about \$116,000, this was less than the previous year, and parameters are in place to further reduce losses.

Looking ahead, Gordon emphasized the importance of anticipating financial pressures and remaining fiscally conservative. Rising costs of goods, services, and utilities, along with an estimated \$400,000 increase in health insurance premiums, will add to this year's expenses. Additional costs include operational expenses for the tulalW Student Center building, which is no longer under warranty, and the \$323,000 reduction from the Office of Financial Management. He noted that the College must also account for an additional \$260,000 loss next year due to changes in the allocation model, with the potential for further state cuts depending on the economic forecast.

Gordon emphasized the importance of continuing quarterly budget reviews, closely monitoring revenue, enrollment, and reserves, and proactively managing operational costs. He added that the budget development process will continue to be refined. Overall, the College is financially stable but should remain fiscally conservative.

Dr. Carli Schiffner noted that historically, enrollment tended to grow during economic downturns, but since the pandemic, trends have become less predictable. In response to a question about the impact of a government shutdown, Gordon responded that reserves could be utilized if needed. He noted that the surplus from this past year has been allocated to reserves. Dr. Schiffner added that the College will continue to advocate at the state level to maintain funding and for fully funded COLAs.

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

Erin Tofte reported that there were no additions beyond the written report. She expressed appreciation to Lisa Krause for her work with hiring and onboarding, and to all of the hiring committees for their efforts.

7. Instruction & Student Services Report (Holly Bringman)

Holly Bringman provided an enrollment update, reporting that as of this morning, total enrollment was at 1,377 students, including Running Start and state-funded students. Four-year degree program enrollments are increasing, and she gave a “shout-out” to Ariel Finfrock, Pat Mahoney, and Dr. Lyn Lanka for their efforts. She noted that Student Services and Instruction have been actively engaged in increasing enrollment. There’s also been collaboration across departments including TRIO, the Business Office, Athletics, the Marketing team, and others on campus. Enrollment Days in August brought in over 100 students, and yesterday 67 students enrolled, and as of today, 41 students have enrolled. The recent call campaign resulted in about a 21 percent rate of return of students getting enrolled, and low-enrolled classes now have waitlists. Bringman gave a leadership “shout-out” to Ashley Bowie-Gallegos, Ava Garcia, Heidi Wood, Julie Randall, and Shelly Hoffman. She added that the team will debrief to evaluate what worked and what did not, with the goal of integrating successful practices into regular operations moving forward.

Bringman also provided an update on Athletics. Recent student-athlete orientations saw strong participation, and students also attended Loggers Playday in force. Jessica Madison has successfully recruited 11 players for the softball team. Jody Pope shared that this year feels very different from past years, with new coaches who have worked hard to build rosters and foster a new culture within their programs. Bringman noted that the College currently has men’s basketball, softball, and baseball teams. The College is also in the process of hiring a women’s basketball coach, with the goal of beginning competition in 2026.

8. President’s Report (Dr. Carli Schiffner)

Dr. Carli Schiffner highlighted the Kick-Off Week brochure and encouraged participation in events as schedules allow. She noted that campus will be closed on Monday, September 15, for the all-employee sessions. A Family Barbecue will be held on the evening of Tuesday, September 16. On Friday, September 19, an employee art exhibit will take place, along with an open house for Running Start’s new location and the Tutoring Center.

Dr. Schiffner reported that changes are on the horizon with the allocation formula and College funding. The Allocation Model Review Committee (AMRC) gave its final presentation to the State Board, which brought forward two requests. The first was approval of the recommendations as presented, which was approved, and the second was to extend the implementation timeline from four years to six years. The State Board acknowledged the six-year request but did not take a vote to approve it. The AMRC will review the notes, consult with the presidents, and bring forward another recommendation in the fall. The new allocation model is scheduled to begin on July 1, 2026, regardless of the final implementation timeline.

She also noted that changes with the federal government have created uncertainty around federal grant assurances, and the State Board and the Attorney General’s Office are working to provide colleges with guidance and recommendations on how to proceed.

Dr. Schiffner introduced the College’s new Assistant Attorney General, Matthew Barber, who has been with the Attorney General’s Office for five years and previously worked for the Oregon Department of Education.

She concluded her report by drawing attention to the packet materials, including a newsletter from the Stafford Creek Student Voices Council and a news article highlighting Stafford Creek's recent graduation.

a. Accreditation (Kristy Anderson)

Kristy Anderson reported that the Year Six report was submitted prior to the September 6 deadline. The report focused on compliance with policies and procedures, identifying areas where the College is meeting standards and areas for improvement. She noted that there are a few areas of continuous improvement, including conducting meaningful program reviews, ensuring proper storage of student complaints, and documenting distance education to demonstrate how students who are not on campus receive quality interactions.

Anderson outlined three key focus areas for the upcoming year: student learning outcomes and assessments, guided pathways work, and enrollment management. She added that in 2025–26, the College will prepare the Year Seven report, which will emphasize student progress, achievement, and learning outcomes. That report will be submitted by August 1, 2026, followed by a peer evaluation visit in October 2026. Dr. Carli Schiffner recognized Anderson's leadership in guiding the College's accreditation efforts.

b. Phone System Update (Derek Edens)

Derek Edens shared an update on the College's phone system—including data regarding the phone system traffic. Between March 3 and June 30, the pickup call rate was 80 percent, and since changes were implemented, it has increased to 96 percent. He noted that call volume remains high during peak times, and the College is exploring the implementation of a phone tree to allow callers to connect directly with key areas. Edens will provide follow-up data from the Fall Quarter to give a broader perspective.

9. Board Reports

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

Astrid Aveledo reported that the Foundation Board was on break in August and will hold its next meeting this Thursday. Lisa Smith shared that in July, the Foundation Board voted to partner with the College on the annual appeal for the Bishop Center, which will be launched in early October. The Foundation will also be tabling at Kick-Off Week for employee giving. Smith added that \$108,000 in scholarships has been distributed to 59 Grays Harbor College students, with a celebration planned for September 24. The Foundation also concluded its partnership with the College on awarding Bishop scholarships, totaling approximately \$30,000 to 44 students, 11 of whom were from Grays Harbor College.

b. Board Art Committee Report (Astrid Aveledo)

Dr. Carli Schiffner reported that she connected with Earl Davis regarding the signage work he's completing, and a draft is anticipated by the end of next week. She is also working with Hailey McGraw on the November Arts Celebration. Events will include the Fall Art Gala on Friday, November 7, followed by the Bishop Center and Plank Island Productions' performance of *Stranger Sings*. On November 14, Derek Sheffield, Washington State Poet Laureate, will speak on campus, and earlier that day, he will collaborate with Stafford Creek. On Friday, November

21, the focus will be on an art talk with Earl Davis, and outreach is underway to include Carrie Larson as well. Dr. Schiffner extended appreciation to Astrid Aveledo, Dr. Paula Akerlund, Lisa Smith, and others for their contributions.

c. Legislative Committee Report (Jim Sayce)

Jim Sayce reported that a meeting was held yesterday with Representatives Walsh and McEntire. The discussion covered CDL programming, Lake Swano, and COLA funding. He expressed appreciation to Arlen Harris and Dr. Carli Schiffner for their efforts in advocating for the needs of the College. Dr. Paula Akerlund added that it is important for such meetings to occur regularly.

d. Fiscal Liaison Report (Aliza Esty)

No report.

e. Items of Interest (Dr. Paula Akerlund)

Dr. Paula Akerlund noted that the discussion on study sessions will be tabled until the October meeting when all members are present. Astrid Aveledo reminded the Board that she will be out of town for the December 9 meeting and is uncertain about her availability for the April 14 meeting.

The meeting recessed at 2:10 PM and reconvened at 2:18 PM.

XIII. Executive Session

The Board entered a closed executive session at 2:18 PM under RCW 42.30.110 to consult with legal counsel regarding ongoing legal matters. The session was scheduled to last approximately 10 minutes. The Board reconvened in open session at 2:30 PM.

XIV. Action Items as a Result of the Executive Session

No action was taken as a result of the executive session.

XV. Good of the Order

Dr. Paula Akerlund reminded everyone that the next meeting will be held in Raymond and that the study session will focus on the College's priorities.

XVI. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 2:33 PM. The Board of Trustees will hold its next meeting on October 14, 2025 at 1:00 PM, at Grays Harbor College in Raymond and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

IX.2. – Exceptional Faculty Award

GHC Board of Trustees Meeting
October 14, 2025



Written Report

Item Information:

Topic: Exceptional Faculty Award

Prepared by: Jason Gordon, Vice President for Administrative Services

Attachments: Administrative Procedure Number 501.03

Narrative

As of September 30, 2025 the account balance for the Exceptional Faculty Fund was comprised of \$200,000 permanently restricted and \$138,955 temporarily restricted for a total of \$338,954. Four percent of the ending balance ($\$338,954 \times 0.04$) is \$13,558.

Per GHC Administrative Procedure 501.03 (please see attachment), "the guideline of the amount to award from the Exceptional Faculty Funds each fiscal year shall be based on 4% of the total funds as of the September 30th bank statement. The final decision is at the discretion of the Board of Trustees, as long as this amount does not cause the balance to drop below the principle amount of \$200,000."

Summary & Next Steps

- At the March 2026 Board meeting, President Schiffner will provide the Board with the Awards Committee recommendations for award recipients.
- The Board will act on award recipients at the April 2026 Board meeting.

Action Requested:

The Board is requested to approve \$13,558 (4% of \$338,954) for the 2025 Exceptional Faculty Award.

☐ Follow-Up

None

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: EXCEPTIONAL FACULTY FUNDS – AWARD AMOUNT

Page 1 of 1

Administrative Procedure Number: 501.03

Date adopted: 2/16/10 Revised: 3/20/2020

The **process of determining awards** of available Exceptional Faculty Funds shall be the subject of collective bargaining (per RCW 28B.50.843). Locally this process is guided by the agreement between the Board of Trustees of Washington Community College District No. 2 and the Grays Harbor College Federation of Teachers Local #4984 (please see Article XV: Exceptional Faculty Awards in the June 16, 2009 Faculty Contract for the period 2009-2012).

The guideline of the **amount to award** from the Exceptional Faculty Funds each fiscal year shall be based on **4% of the total funds** as of the September 30th bank statement. The final decision is at the discretion of the Board of Trustees, as long as this amount does not cause the balance to drop below the principle amount of \$200,000 (per RCW 28B.50.844).

The amounts of individual awards and who receives them is subject to the approval of the Board of Trustees (per RCW 28B.50.843).

X.1. – Student Government Report

GHC Board of Trustees Meeting
October 14, 2025



To: Grays Harbor College Board of Trustees

From: Isaac Humiston – ASGHC President

cc: President Carli Schiffner, VPLSS Holly Bringman

Date: September 29, 2025

Re: ASG Board Report

ASG Senator Update:

We have added the following senators:

- Katelyn Pryor - CTE
 - Ahwaxtin Hall - Native Pathways
 - Austin Winkle - Student Veterans
 - We are still in need of a Senator for Running Start.
-
- We successfully celebrated Hispanic Heritage month with info-graphics, games, and decorations in tulaIW.
 - We are in the midst of preparing for Native American Heritage Month.
 - The food pantry is thriving and seeing lots of traffic.
 - Looking forward to welcoming Dr. Marco Cerqueira to Student Life in December.
 - The hiring process for our Student Life Coordinator is ongoing.

X.2. – Classified Staff Report

GHC Board of Trustees Meeting
October 14, 2025



Written Report

Item Information:

Topic: Classified Staff Report

Prepared by: Jared Stratton, Program Manager A – Student Support

Attachments: N/A

Narrative

Update from the College Bargaining Agreement

I am happy to report that the membership has voted to ratify the updated Collective Bargaining Agreement for the 2026 – 2027 year. These new terms will take effect July 1st, 2026, if they are approved by the legislature. This new agreement will include some of the previous economic items offered by the non-funded agreement. This includes the following:

- Funding Cost of Living Adjustments (COLA) of a combined two-year total of 5%,
- Job Class compression with classes going into different pay scales
- Footwear allowance for certain employee classifications.

The other addition is a Motion of Understanding stating that those who have worked from July 1st, 2025, will receive back pay for the 3% lost COLA. To qualify, employees will need to have been actively working in State employment during that time. To be disqualified, the employee will have to be terminated or resign. If an employee gets laid off, retires, must claim disability, or dies; they would still get paid up to their last day of employment.

As mentioned above, this ratification is subject to legislative approval. There are also possibilities of this agreement becoming “financially unfeasible”. It depends on further budget projections the State does throughout the year.

X.3. – Represented Exempt Staff Report

GHC Board of Trustees Meeting
October 14, 2025



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.

X.4. – Faculty Report

GHC Board of Trustees Meeting
October 14, 2025



Written Report

Item Information:

Topic: Faculty Report

Prepared by: Anita Plagge, Professor, Biology

Attachments: N/A

Narrative

- This board meeting falls during week 3 of the Fall Quarter. Students and faculty are preparing for the first round of exams.
- Faculty began the fall quarter attending Kick-off Week meetings, workshops and social events.
- Students were welcomed to campus for the start of classes.
- The Grays Harbor College Federation of Teachers held elections for its executive board, and new members will begin their terms in January 2026. The newly elected board members are:
 - o President - Sean Lyons
 - o Vice President - Dr. Lyn Lanka
 - o Treasurer - Deanna Shedley
 - o Exempt Representative - Ginelle Hanaway
 - o Stafford Creek Representative - Donald Burke
 - o Adjunct Representative - Rick Winters
 - o Secretary - Anita Plagge
 - o Past President - Tom Kuester
- The Grays Harbor College Federation of Teachers applauds and appreciates the College's forethought and planning to minimize the potential effects on employees and students of a possible government shutdown.

Summary & Next Steps

None

Action Requested:

None

☐ Follow-Up

None

X.5. – Administrative Services Report

GHC Board of Trustees Meeting
October 14, 2025



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Jason Gordon, Vice President for Administrative Services

Attachments: None

Narrative

FY2025-26 Budget Status

- The first quarterly budget report (covering July 1 to September 30) will be presented at the November board meeting.
- Budget training was successfully conducted during Kick-off Week.

FY2026-27 Budget Development

- Preparations for the development of the FY2026-27 budget will begin in October.

Audit

- The State Auditor's Office has completed the financial statement audit.
- The exit conference was held on September 30, 2025. The College received an unqualified opinion with no findings.

Business Affairs Commission Meetings Update

- The first BAC meeting for FY2025-26 is scheduled for October 9-10 in Spokane.

Lake Swano Dam

- The College has been approved for a grant from the Department of Ecology to support predesign work on the Lake Swano Dam project. This funding is in addition to the previously secured \$1,000,000 in capital funds.

Summary & Next Steps

Additional updates will be provided to Board of Trustees in future meetings as new information becomes available.

Action Requested:

None

☐ **Follow-Up**

None

X.6. – Human Resources Report

GHC Board of Trustees Meeting

October 14, 2025



Written Report

Item Information:

Topic: Human Resources Report

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

Attachments: Not applicable

Narrative

General Updates:

- Supervisor trainings held during Kick-off Week. New offboarding checklist created.
- Workplace culture session held during Kick-off Week with staff and one will be held with faculty on October 10th. A report out to the Board will take place in Spring.
- Federal government shut-down, GHC is committed to continuing all programs for a month.
- BAS-TE Director position will not be filled at this time.
- Basic Skills/ESL Instructor at SCCC will not be filled at this time.
- New employee badge system with pictures and key card access is being implemented.

New Employees:

- Jennifer Johnson, Human Resources Consultant Assistant 2, 09/22/25
- Marco Cerqueira, Associate Director of Student Life, Equity & Inclusion, 10/01/25
- Virgil Mathews, Financial Aid Outreach Specialist, 10/01/25
- Justine Coordt, Financial Aid Program Specialist, 10/06/25
- Madeline Roy, Resource Navigator, 10/27/25

Changes in Employment:

- Crystal Bagby, PT hourly Financial Aid consultant, 10/1/25
- Haley McGraw, Director of Library Services (no longer interim)
- Josephine Dally, Financial Aid Program Specialist, 10/06/25

Searches:

- Student Life Coordinator, (replacing Emma Benson), posted
- Custodial Supervisor 5, (replacing Chris Macht), posted
- Program Assistant, Transitions, (replacing Heidi Wood's former position), posted
- Women's Basketball Coach, (new position), posted
- Maintenance Mechanic 2, (replacing Rick McGuire), posted
- Corrections Education Navigator SCCC, (replacing Shana Scudder), posted
- Director of Advising/Rural Projects, new grant funded position, posted
- TRiO Student Support Specialist, (replacing Shelly Hoffman), posted
- Grounds and Nursery Specialist 3, (replacing Scott Stubblefield), posted
- Program Manager A, (Illwaco Campus, replacing Bruce Bailey), posted
- Executive Assistant to VPLSS, (replacing Marjie Stratton), posted
- Several adjunct positions (to hire for specific courses and pools for future hires)

Action Requested:

☐ **Follow-Up**

None

X.7. – Learning and Student Success Board Report

GHC Board of Trustees Meeting

October 14, 2025



Written Report

Item Information:

Topic: Learning and Student Success Report

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

Attachments: Fall Transfer Fair flier, Try-a-Trade flier

Narrative

Enrollment Updates

As of September 30, 2025 (Day 7 of the quarter), Grays Harbor College has reached **64.6% of its updated state-funded FTE allocation target of 1,705**, showing a modest improvement over the same point last year, when the college had reached 61.5% of a 1,644 FTE goal. This increase reflects a higher allocation target for the 2025–26 academic year.

Compared to the same date in Fall 2024, **state-funded FTE is up by 90.0**, and when combined with Running Start enrollments, the total increase is **136.8 FTE**, indicating strong year-over-year growth.

Fall Enrollment Snapshot as of Tuesday, September 30th

FTE: Fall 2025	Fall 2024 10/01/2024 Day # 7	Fall 2025 09/30/2025 Day # 7	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	526.0	540.0	14.0	2.7%	-24.1	501.9
2-Transition Programs	122.5	155.3	32.8	26.7%	42.5	165.1
3-Career and Technical Ed.	319.5	363.4	43.9	13.7%	36.2	355.7
4-BAS Programs	42.8	42.2	-0.6	-1.4%	0.0	42.8
State Funded Total	1,010.7	1,100.8	90.0	8.9%	54.6	1,065.4
Running Start FTE	412.9	459.7	46.8	11.3%	0.6	413.5
State + Running Start Total	1,423.7	1,560.5	136.8	9.6%	55.2	1,478.9
Stafford Creek FTE	29.2	172.3	143.1	490.5%	126.4	155.6
State + RS + SCCC Total	1,452.9	1,732.8	279.9	19.3%	181.7	1,634.5

Community Outreach and Campus Events

The coming month GHC Outreach, led by Shelly Hoffman, will engage in a series of community outreach activities and campus events at GHC. October is packed with opportunities for students to connect with the broader community, discover career pathways, and engage directly with

representatives from regional colleges and universities. Community members and students alike are encouraged to take note of these events and participate:

- October 9th: Try a Trade Construction event at the Satsop Business Park, with faculty participation to provide additional insight (flyer attached).
- October 10th (Evening): Tabling at the Aberdeen Football game at Stewart Field.
- October 14th: Guided campus tour for students from Miller Jr. High.
- October 15th: Olympic Peninsula Fair in Port Townsend.
- October 15th: Ariel Finfrock will volunteer with Big Brothers Big Sisters.
- October 24th: Ariel Finfrock will attend the FBLA Conference.
- October 30th: Direct Admission Initiative (DAI) event held in conjunction with the FAFSA Harbor Learning Center.
- October 21st: 10:00 AM – 1:00 PM Regional colleges and universities will visit the tulalW Student Center. Transfer students are especially encouraged to attend and explore (flyer attached).
- Also, save the dates for our upcoming transfer fairs in the winter and spring:

Winter Transfer Fair:
Tuesday January 27th
10:00AM – 1:00PM
First floor of the tulalW

Spring Transfer Fair:
Thursday May 14th
10:00AM – 1:00PM
First floor of the tulalW

TRIO Updates

TRIO Upward Bound (UB)

TRIO UB received funding for both grants on September 17, restoring full pre-college services at Raymond, Ocosta, and Hoquiam High Schools. During the funding gap, the team concentrated on recruitment and assisted seniors with college applications. There are currently 32 active seniors, with most considering GHC, while many are also applying to universities to explore various options, financial aid packages, and to experience the full senior year.

With full funding reinstated, the program is prepared to engage in a productive year. Saturday Academy will be held twice a month, bringing together students from all three schools for homework assistance, test preparation, and college and career readiness activities. Additionally, the fall semester will start with an excursion for underclassmen to the NACAC college fair in Seattle, aiming to cultivate interest and prepare them for their upperclassman years.

TRIO Educational Opportunity Center (EOC)

The Department of Education issued a GAN for \$241,322 on September 19, covering the period from October 1, 2025, to September 30, 2026, and marking the conclusion of the 5-year grant cycle. The team is currently preparing the proposal for the 2026-2031 cycle. Since funding remains unchanged from the previous year, inflation and cost-of-living increases are expected to limit participant services in the coming year.

TRIO Student Support Services (SSS)

The team is actively distributing textbooks to students and began providing books to anyone who requests them from the second week. They are continuing efforts to merge their two projects and plan to address the wait list later this quarter.

Student Funding Update

Workforce Funding

As of September 29, 2025, workforce funding is just shy of the \$100,000 mark. The majority of tuition assistance has been allocated to returning students, along with some support for CDL program participants. Starting October 1, 2025, the beginning of the new BFET fiscal year, workforce staff will begin onboarding new students.

Workfirst staff continue to receive steady referrals from DSHS, currently supporting nearly 40 students. This year, Workfirst has provided approximately \$12,000 toward workstudy, tuition, books, and transportation expenses.

The Resource Navigator has connected six students with essential services such as housing, utilities, food banks, emergency funding, and more. Efforts are ongoing to update and improve the Community Resource Directory for Grays Harbor. Additionally, the Resource Navigator is collaborating with Karyn Olson to visit classrooms and inform students about available workforce funding and support programs.

Financial Aid

During the first week of the quarter, the financial aid team distributed \$815,002.43 to 373 individual students. This amount encompasses all funding sources and includes the previously listed funds if disbursed directly to students, in addition to amounts allocated for tuition and fees. Staff are currently addressing the exceptions list to provide further assistance to students pending resolution of issues such as verification selection by the US Department of Education post-award and correcting advisement reports where course coding discrepancies affect degree applicability. The exceptions report initially contained over 1,409 entries and was reduced by half as of Monday, with staff continuing efforts to resolve outstanding matters throughout the week.

Veteran's Services

Veteran's services is currently assisting 22 veterans this Fall, with more anticipated as applications are received.

Student Life Welcomes New Associate Director

Dr. Marco Antonio Gramacho Cerqueira (he/him) has accepted the position of Associate Director of Student Life for Equity, Inclusion, and Engagement. Marco will begin part-time remote work this fall and join us on campus full-time in December. He currently serves as an Assistant Professor at Texas A&M University–Corpus Christi and previously coordinated Multicultural Student Organizations at Washington State University, where he supported student government, supervised staff, and advanced equity-focused programming. Marco holds a Ph.D. in Cultural Studies and

Social Thought in Education from Washington State University, a Master's in Latin American Studies from Ohio University, and a bachelor's in communications/journalism from Universidade Federal da Bahia in Brazil. We are excited to welcome him and the expertise he brings to GHC.

Arts & Sciences; Dual Enrollment

This Fall the GHC Music department will be hosting two annual band festivals in the GHC Bishop Center for the Performing Arts for local area schools. All are welcome to swing by and experience the excitement. The dates are as follows:

- Thursday, November 20, 2025, from 8 AM - 5 PM - GHC Annual Small Schools Band Festival (approx. 8 High School Bands)
- Thursday, January 15, 2026, from 8 AM to 5 PM - GHC Annual Jazz Festival (approx. 9-10 Junior High & High School Bands)

Lori Christmas and Cassaundra Smith hosted a Running Start new student orientation event on September 10th and 11th with nearly 200 students attending. The new location, in the lower level of the Library building, is exceptionally inviting and provides a place of community for an important population at our College.

The Employee art exhibit, along with a Running Start and the Tutoring Center open house, wrapped up our Kick-Off week on Friday, September 19th in the Library. It was a synergy of services and an inspiration to share artistic talent. A special thank you to Haley McGraw (and team) for organizing the refreshments and festive space.

The development of a Grays Harbor Bachelor of Science in Computer Science takes an important next step this Fall. The Division Chairs and Academic Council (AC/DC) will be reviewing the new program proposal along with all the unique courses involved in the degree. The hope is to have the final proposal in front of the Board by December. From there it will be submitted to the Northwest Commission of Colleges and Universities for approval as a part of our College's offerings. This will be the first Bachelor of Science degree at Grays Harbor and is a part of a concerted effort in Washington State to educate and train the next generation of computer science experts.

Workforce Education

GHC celebrated the first cohort of students in the Culinary Arts program on September 29 with an Open House sponsored by the Pacific Mountain (PacMtn) Workforce Development Council. In addition to recognizing PacMtn, both Greater Grays Harbor Inc. and the Grays Harbor College Foundation were celebrated as key supporters of the program's development and launch. Ten students are enrolled, and along with their families and community members, they joined in the celebration. President Schiffner and VP Bringman were present to greet attendees and offer words of thanks and encouragement. The students prepared a variety of sweet treats for guests to enjoy. During the event, several culinary students shared their aspirations, telling the group they hope to one day own their own restaurants, become private chefs, become bakers, and pursue other exciting culinary careers. Impressively, these students had only been in class for five days before being challenged with the art of working with sugar—a task they embraced with enthusiasm and skill.

Transitions Program

What is I-BEST?

Washington's Integrated Basic Education and Skills Training (I-BEST) program helps students rapidly build literacy, workforce, and college-readiness skills so they can transition more quickly into higher education and living-wage careers.

Developed by Washington's community and technical colleges, I-BEST pairs two instructors in the classroom with one focused on job-specific training and the other on foundational skills such as reading, math, or English language. This team-teaching model allows students to receive targeted support while pursuing their chosen career field and learning by doing.

I-BEST is also implemented in academic transfer courses, enabling students to strengthen foundational skills while earning college-level credits. By integrating skill-building with degree or certificate coursework, I-BEST removes the traditional barrier of completing pre-college classes first, allowing students to accelerate their educational and career pathways.

I-BEST course fall at Grays Harbor College: Business Administration- BA 104, Human Services- HS 101, Carpentry, Automotive, Welding, and Diesel Technology.

Stafford Creek Correction Center

High School + Students Explore Public Art and Community Impact

This fall, students enrolled in Grays Harbor College's High School+ (HS+) program at Stafford Creek Corrections Center are engaging in an innovative interdisciplinary research project centered on graffiti, street art, and tagging. The project examines how public art can positively influence communities, such as through designated and sponsored art districts while also exploring the social and environmental impacts of unsanctioned graffiti.

To support this research, HS+ students collaborated with participants in the Construction Trades Apprenticeship and Welding programs at Stafford Creek to design and build a series of "Art Walls." These structures were delivered to the Aberdeen campus and installed in the 2000, 3000, and 4000 buildings, where they serve as simulated art districts and designated spaces for graffiti-style drawing and tagging.

The HS+ class is now inviting GHC students, faculty, staff, and community members to contribute artwork to the Art Walls. These contributions will become part of the research data that HS+ students will analyze during the final four weeks of the fall quarter as part of their science lab requirement.

The Art Walls will remain on display through mid-November. Photographs of the artwork created on each wall will serve as the primary data set for the students' analysis, allowing them to draw conclusions about public interaction with street art and its potential effects on communities.

Link to Video with HS+ Faculty Justin Kautzman: <https://www.youtube.com/watch?v=6Y8xLeoSc5Q>

Statewide Corrections Education Impact Preview

Altogether, Washington state colleges have enrolled 4,542 incarcerated students statewide, plus an additional 458 students in closed custody. Behind those numbers:

873 students earned their high school diplomas or GEDs

440 students earned workforce certificates

87 students earned associate degrees

Navigator teams who are expanding reentry support and building bridges between facility and community have provided:

- **146 orientations** delivered, reaching 2,114 students
- **3,241 individuals** received reintegration guidance as they prepared for release
- **520 FAFSAs** completed and **622 transcripts** requested
- **423 warm hand-offs** to community navigators
- **433 career planning sessions** and **46 apprenticeship referrals** delivered in the community
- **440 justice-impacted students** connected to workforce and retraining programs
- Housing and education support that helped students secure **certificates, degrees, and new enrollments** after release

These highlights were shared with colleges by Hanan Al-Zubaidy, Associate Director of Corrections Education at SBCTC. She expressed deep gratitude to the entire team for their dedication and creative problem-solving in supporting student achievements amid significant challenges, such as Pell Reinstatement, facility transitions, and operational hurdles like the OSN migration and facility constraints. She highlighted the essential roles played by program staff, navigators, deans, IT teams, and faculty in guiding students to success, and emphasized the ongoing advocacy and partnership from the State Board corrections education team. Al-Zubaidy reassured staff that their commitment is seen and valued, and encouraged continued communication and collaboration, noting that the annual report is still under review for publication.



CAPITAL
STEM
ALLIANCE

CAREER
CONNECT
WASHINGTON

See you in October!



Satsop Business Park

150 Technology Ln, Elma, WA 98541



October 9, 2025

See registration form for entry times



Questions

Lorie Thompson, lthompson@esd113.org

Try-a-Trade

Try-a-Trade is back! We're excited to welcome back our hands-on learning event for high school students to connect with dozens of construction trades, employers, and organizations.

Last year, students enjoyed:

"Having the opportunity to meet with all of the companies there, discuss their work, and see examples of some of it."

"Walking around, getting to look at all the trades, and see the cool stuff everyone does."

Participating unions:

Boilermakers

Bricklayers and Allied Craftworkers

Carpet Layers

Cement Mason and Plasterers

Drywall Finishers

Electricians

Elevator Constructors

Glaziers

Heat and Frost Insulators

Ironworkers

Laborers

Operating Engineers

Painters

Plumbers and Pipefitters

Roofers and Waterproofers

Sheet Metal Workers

Sprinkler Fitters

Teamsters

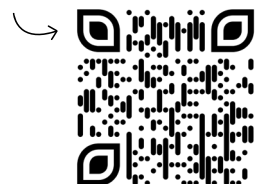
SMART

LiUNA!

Feel the Power



register or volunteer!



bit.ly/trade-113-reg

The Washington Council Fall Transfer Fair

WHEN: Tuesday October 21st
10:00AM – 1:00PM

WHERE: First Floor of the tulaW
Student Center (3000 building)

WHAT: Representatives from the following colleges and universities will be at Grays Harbor College to answer all of your transfer planning questions.

**Central Washington University
Eastern Washington University
The Evergreen State College
GHC BAS Programs
Grand Canyon University
Pacific Lutheran University
Saint Martin's University
Washington State University
University of Washington**

Sponsored by the Washington Council
for High School-College Relations

More information: brian.shook@ghc.edu



GRAYS HARBOR COLLEGE

X.9. – President's Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting
October 14, 2025



Written Report

Item Information:

Topic: President's Monthly Report

Prepared by: Carli Schiffner, PhD

Attachments: Accreditation Update

Narrative

EVENTS:

Loggers' Play Day, Parade, September 6

WCAAB Retreat, September 11

Washington Round Table, Strategy Session, Executive Advisory, September 12

Grays Harbor College Kick Off Week, September 15-19

Olympic College Opening Week, Invited Guest Speaker, September 18

Dr. Emmanuel Guillory, American Council on Education, Workshop on Federal Policy, September 19

Grays Harbor College, Art Exhibit, September 19

Family Promise Annual Fundraiser, Montesano, September 20

Grays Harbor College Foundation, Scholarship Social, September 24

Culinary Arts, Open House, September 29

MEETINGS:

WACTC Allocation Model Review Committee Meetings (and prep), August 19

WACTC Regular Business Meetings, September 24 and 26

Dr. MarcusAntonio Gunn, Basic Education for Adults Policy Associate, SBCTC, September 8

Earl Davis, Artist, September 8

BAS OM at Stafford Creek Corrections Center Discussion, September 8

Bette Worth, Community Connection, September 10

Erica Chang, State Auditor's Office, September 10

Grays Harbor College Foundation, September 11

Greater Grays Harbor, Inc., Executive Committee, September 11
Arlene Torgenson, Foundation Board Member, September 11
Superintendent Karin Arnold, Stafford Creek Corrections Center, September 12, September 22
Dr. William Serrata, President of El Paso Community College, September 14
PESB Board Meeting, September 18
Greater Grays Harbor, Inc., Board Meeting, September 18
Ruth Clemmons, City of Aberdeen, September 19
Work Study Meeting, September 19
Dr. Michaela Miller, Assistant Superintendent at OSPI, September 21
Harbor Heights, DCYF at SCCC, September 22
National Center for Inquiry and Innovation, Think Tank Discussion, September 22
Pacific County, Regional Leadership, September 25
Sandy Lloyd, Former GHC Leader and Donor, September 25
NWCCU, Policy Update Meeting, September 29
State Auditor's Office, Exit Interview, September 30
*Plus, numerous hiring committees, interviews, and recruitment sessions.

ACCREDITATION

Report attached.

WACTC UPDATE & the STATE BUDGET

At the end of August, the AMRC leads presented the final recommendations to the State Board for Community and Technical Colleges at their board meeting. The board members approved the recommendations for the model as presented, but did not approve the implementation proposal. The board members asked the presidents to return to their next meeting with a “white paper” on the reasons behind the changes in the length of years for the implementation plan. The AMRC leads will be attending the mid-October State Board meeting to present on the revised implementation recommendation.

Weekly WACTC meetings have been reestablished—similar to times during the global pandemic. These weekly meetings help presidents stay in close touch with the staff at the State Board and to “compare notes” with colleagues.

Earlier this year, the Washington Roundtable convened an executive advisory group for the purpose of reimagining the funding for higher education in the State of Washington. The discussion has focused on the costs of educating a student—considering an adequacy index. That said, there is a lot of work to be

done before the community and technical college system would consider moving away from its current funding model, especially since it was just reviewed and changed.

On September 23, the economic forecast for the State of Washington was shared. It did not paint a positive outlook for the state for the next four years; in fact, it projected a decline in state revenue by nearly \$900 million. As the Legislative Session nears, this economic forecast coupled with the most recent state budget, will certainly result in leaner years in state funding for community and technical colleges and the students colleges serve.

GRANTS, Federal and Philanthropic:

With the federal government shut down starting on October 1, the uncertainty related to federal funding persists. In preparing for the possibility of the shutdown, College leadership met with union leadership to share and discuss the realities of the shutdown, as well as run financial scenarios utilizing local funds if the shutdown goes long. The State Board brought presidents together the week before the shutdown and shared about the peculiarities about this situation—one of the largest concerns being the movement of Basic Education for Adults funding and Carl Perkins funding being transferred from the Department of Education to the Department of Labor. Continued funding for federal grant programs like TRiO, is being monitored by College staff on a daily basis.

The **NCII Rural Guided Pathways Grant** will hold its second convening in late October in Louisville, Kentucky. College leadership from Grays Harbor College will present its goals to the coaching team at the meeting, which includes: the development and implementation of program maps, an education plan for every student, and mandatory orientation and entry advising.

Action Requested:

This is informational, no action requested at this time.

X.8.a. – Accreditation Report

GHC Board of Trustees Meeting
October 14, 2025



Written Report

Item Information:

Topic: Institutional Accreditation

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

Attachments: None

Narrative

Year 7 Evaluation of Institutional Effectiveness Update

To support the development of the Year Seven Evaluation of Institutional Effectiveness report, the Accreditation Steering Committee has expanded its membership this year by adding the following individuals: Aaron Coby, Shiloh Winsor, Ashley Bowie Gallegos, and Ava Garcia. These folks join Holly Bringman, Jason Gordon, Erin Tofte, Carli Schiffner, Derek Edens, Matt Edwards, Cathy LeCompte, and Kristy Anderson. From this expanded committee, lead writers have been identified for each section of the Year 7 report. These individuals will bring in expertise from across the College, as needed, to complete their sections. Draft report sections are due November 13th.

At the Accreditation Steering Committee on September 18th, the group reviewed the Northwest Commission on Colleges and Universities (NWCCU) rubrics provided by the Commission for each of the standard areas. Each person indicated, via electronic poll, where they see GHC falling on a scale from Initial (1) to Highly Developed (4). This exercise was done to help the lead writers have a sense of where the committee sees the College's strengths and challenges as it relates to the key items in the standards. There was discussion on the areas where there was a wide distribution of answers. The committee will continue this type of discussion throughout the fall as the standard sections are drafted.

NWCCU Substantive Change Workshop

On September 19, Jordan Kamai, Director of Educational and Institutional Initiatives at NWCCU, hosted a webinar focused on Substantive Change. Substantive Changes refer to institutional actions that require either notification or formal approval from NWCCU. For example, the addition of a Bachelor of Science in Computer Science would be considered a substantive change.

A key topic of the webinar was NWCCU's upcoming Program Inventory Clean-Up initiative. As part of this process, institutions will receive a program inventory template from NWCCU in October or November and will be asked to verify and update their program information by early 2026.

Prison Education Program Report and Visit

As part of the federal Prison Education Program (PEP), which allows justice-involved individuals to complete the FAFSA and potentially receive Pell Grant funding for their education, GHC applied for and

received approval from NWCCU and the Department of Education to participate. Following these approvals, the College is required to submit an ad hoc report and undergo a site visit by NWCCU. The timing of the site visit has not yet been finalized. Heidi Wood and her team at Stafford Creek Corrections Center will take the lead in writing the report and preparing for the visit.

Summary & Next Steps

Work will continue on the Year Seven Evaluation of Institutional Effectiveness report, with ongoing drafting and review. In addition, the College will begin preparations for the NWCCU site visit scheduled for fall 2026.

Action Requested:

No action at this time.