



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 May 13, 2025, at 11:25 AM.

Members Present: Dr. Paula Akerlund, Dr. Harry Carthum, Jim Sayce, Aliza Esty, Astrid Aveledo

Others Present: Derek Edens, Kristy Anderson, Dr. Carli Schiffner, Ja'Shona Cooks, Dr. Aaron Coby, Erin Tofte, Julie Randall, Laurie Franklin, Cathy LeCompte, Candi Bachtell, Holly Duffy, Sarah Dalrymple, Emma Benson, Lynn Westfall

Others Present on Zoom: Anica Reimer, Ashley Bowie-Gallegos, Ava Garcia, Berta Gibby, Camryn Scheuber, Cassandra Smith, Cheyenna Carroll, David Zagorodney, Floyd Plemmons, Heidi Wood, Jackie Blumberg, Jared Stratton, JEB Thornton, Jody Pope, Jonni Dowson, Jozette James, Justin Kjolseth, Karyn Olson, Kenji Seta, Lisa Smith, Lori Christmas, Matt Edwards, Matt Holder, Molly Zinkle, Penny James, Sarina Tung, Shelly Hoffman, Stephanie Gibson, Sydny Yager, Terri Bell

A study session was provided at 10:00 AM featuring a Marketing & College Relations update by Holly Duffy.

I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 11:25 AM. 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. Dr. Harry Carthum moved to approve the agenda, and Aliza Esty seconded the motion. The motion carried.

VI. Public Comments

There were no public comments.

VII. Celebration

Dr. Carli Schiffner recognized the successful Career Fair held on March 18 and welcomed Ashley Bowie-Gallegos to share details about the event. The fair hosted 43 vendors, and 62 vendors are already confirmed for next year. Ashley expressed appreciation to the Marketing and College Relations team for

their efforts in social media outreach and radio advertisement support. Around 150 students and community members attended the Career Fair, with many securing internships or jobs, and many more making valuable professional connections. Ashley extended thanks to the planning committee, including Sarina Tung, Student Life, Jonni Dawson, Laurie Franklin, TRIO EOC, TRIO SSS, and the Advising team, particularly Ariel Finrock. Appreciation was also expressed to the IT department and Campus Operations for their support with signage and event logistics. Holly Edwards was recognized for her help with accommodations.

Dr. Schiffner thanked Ashley for her leadership in making the event successful. She also gave a shout-out to the IT department and Campus Operations for supporting two major events in one day, the other being Congresswoman Emily Randall's Town Hall.

Dr. Schiffner also recognized three employees who recently earned master's degrees:

- Emma Benson received a Master of Science in Organizational Leadership from Eastern Washington University, with a focus on ethics, team building, and leadership. She spoke briefly about her path to completion.
- Shelly Hoffman earned a Master of Science in Organizational Leadership from Eastern Washington University and is finishing up a certificate in Change Leadership. She shared her excitement about the opportunity to grow at Grays Harbor College and her enthusiasm about being near full completion; she has one class remaining to complete the certificate.
- Terri Bell received a Master of Science in Computer Science and Systems from the University of Washington in Tacoma, WA.

Dr. Schiffner emphasized the collective achievement of all three individuals and celebrated their academic accomplishments.

VIII & IX. Action Items & Standing Reports

Action Items

1. Approval of April 8, 2025 Minutes
 - a. Chair Dr. Paula Akerlund called for a motion to approve the April 8, 2025 meeting minutes. Jim Sayce moved to approve the minutes, and Aliza Esty seconded the motion. The motion carried.
2. Student Conduct Code Revisions
 - a. Title IX was revised by the federal government in 2020, again in April 2024, and most recently in February 2025. In the 2025 update, the federal government rolled back the April 2024 changes, so Title IX now reflects the 2020 regulations. The version of the Student Conduct Code presented to the Board reflects the latest 2025 changes. If approved, the revisions will be used to update the Washington Administrative Code (WACs).
 - b. The changes were color-coded as follows:
 - Yellow: Changes made in 2024 that now need to be removed
 - Teal: Language struck in 2024 that now needs to be reinstated
 - Purple: Language updated to reflect organizational restructuring, replacing references to "Vice President of Instruction" and "Vice President of Student Services" with "Vice President"
 - The final page also reinstates the previously repealed Title IX language.

- c. Chair Dr. Paula Akerlund called for a motion to approve the Student Conduct Code revisions as presented. Dr. Harry Carthum moved to approve the revisions, and Aliza Esty seconded the motion. The motion carried.
3. First Reading of Operational Policy 402 – Student Involvement in Governance
 - a. This year, the 400 series is up for review. While no changes are proposed for this policy, it is presented for approval as part of the review process.
 - b. Jim Sayce moved to approve the first reading of Operational Policy 402, Student Involvement in Governance. Aliza Esty seconded the motion. The motion carried.
4. Second Readings of Operational Policies:
 - a. Operational Policy 306 – Ungraded Courses
 - No discussion.
 - b. Operational Policy 307 – Grays Harbor College Library
 - No discussion.
 - c. Operational Policy 318 – Reciprocity
 - It was suggested to strike the word "healthy," which appears as the first word on the second line of the policy. The revision was accepted.
 - d. Operational Policy 319 – Credit for Prior Learning
 - No discussion.
 - e. Operational Policy 320 – Placement Reciprocity
 - No discussion.
 - f. Operational Policy 321 – Credit Hour Policy
 - No discussion.
 - g. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policies 306, 307, 318 (as amended), 319, 320, and 321. Dr. Harry Carthum moved to adopt the policies, and Aliza Esty seconded the motion. The motion carried.

Standing Reports

1. Student Government Report (Isaac Humiston)

Anica Reimer, Executive Vice President, shared the update on behalf of Isaac. The hiring committee has started working to fill open positions, with applications closing on May 9. On April 25, 33 students attended the Mariners game, which was a great community-building event. They also held their first Budget Council meeting and are working on the Technology and Services & Activities (S&A) budgets.

2. Classified Staff Report (Jared Stratton)

Jared Stratton shared that he received the Classified Staff Award for Winter Quarter. The Staff Training for Technical and Community Colleges (STACC) Conference is set for August 4–7. He noted that the current state budget proposal does not include funding for the WPEA contract, which has created a lot of confusion. WPEA delivered a letter to Governor Ferguson asking him to veto the budget. Jared has a steward meeting this evening to talk through possible next steps. The Governor has until the end of the week to respond. If the funding isn't approved, they may need to move forward with an "evergreen" year, meaning COLAs and position changes would be delayed until next year.

3. Represented Exempt Staff Report (Shelly Hoffman)

There were no updates beyond the written report.

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

There were no updates beyond the written report.

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

Jason Gordon presented the Quarter Three budget update, which covers July 1 through March 31. Overall, enrollment has been strong. Fall exceeded budgeted FTE by 12%, Winter by over 10%, and Summer came in slightly under. Running Start had a large budget excess, with enrollment up by about 21.3%. The financial outlook remains stable, and overall revenue is on target. Spring Running Start billing has not gone out yet, so that category currently looks a little low. Expenses are trending below budget, mainly due to unfilled positions. Travel expenses are also low, which is similar to last year. Jason noted that while the year started with a \$380,000 gap, the College is now on track to end with a surplus.

When asked whether Running Start is in an upswing, Jason shared that it is likely at its peak. The College has been budgeting conservatively for Running Start due to its unpredictability. Jason also explained why grants and subsidies appear lower this year and shared information about indirect billing; our rate varies by grant and is charged to the max when possible. Jason will provide the Board a breakdown of actual indirect costs and will also show revenue received versus expenses for grants. Equipment costs have increased, and Jason will look into whether that it is related to the new building. He was also thanked for the audit summary report.

Looking ahead to next year's budget, Jason shared that the process started late, so an abbreviated budget request was sent out. The deadline was last Friday, and the Cabinet team will be reviewing submissions over the next few weeks. The full FY2026 budget will be brought forward at the June Board meeting. Dr. Schiffner added that Jason is working hard to avoid presenting a deficit budget and plans to bring forward a comprehensive budget, which will include areas like the Bishop Center.

Jason also noted that there is not a bookstore update yet, but one will be shared in June. The team is currently working through some personnel issues.

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

Erin Tofte shared that Human Resources was able to post a few positions, including a Medical Assistant Instructor, a Fiscal Technician/Cashier, and an Advising position. Due to changes at the Stafford Creek Correctional Center (SCCC), they also posted an Assistant Dean, an Office Assistant 3, and a Support Specialist position. Some positions were posted but are being pulled down and rethought, including the Director of Advising and Financial Aid, as some of these were grant funded.

There are four candidates interviewing this week for the Vice President for Student Services and Success (VPLSSS) position. Erin also shared there's a new process for posting positions, starting with giving internal applicants priority before opening the search externally. Erin shared new employees will be invited to the June Board meeting. Also, a well-received supervisor training was held recently, with about 40 people attending and covered topics like timesheets and evaluations.

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

Dr. Aaron Coby shared that a committee on campus is looking into developing an AI policy, which would help guide how AI is used in classrooms, including teaching and discipline. The plan is to bring it to the Instruction Council soon, with the hope of implementing it early next academic year.

At the last State Board Instruction Council meeting, there was lot of discussion about Regular and Substantive Interaction, and the Direct Transfer Agreement (DTA) will be discussed at the upcoming meeting this week. Topics include a required DEI course, limiting local requirements to 5 credits, and reducing distribution area requirements from 15 credits to 10 credits to add more flexibility. Dr. Coby also shared that Terri Bell will be using her recent degree, alongside Jaime Reino, to help build the new Computer Science program.

Cathy LeCompte and Candi Bachtell provided an update on programming in Ilwaco. There are several health-focused activities underway. The Nurse Aide program is transitioning from a CNA (Certified Nursing Assistant) to a NAC (Nursing Assistant Certified), with clinicals happening this summer at the Willapa Care Center. Eight students have already expressed interest. Medical Assisting is in the process of hiring a second faculty member, which would allow a second-year cohort to launch and expand services to Raymond. The team is also working with the Twin Harbors consortium to offer Medical Assisting to local high school students, while the second year will remain in Aberdeen. They are also working to create an allied health room in partnership with the GHC Foundation in Raymond. In the future, this space could allow for classes to be offered there. Community members are also being engaged to help reinvigorate community education courses at the Columbia Education Center in Ilwaco, when the team returns at the end of May (May 28) for an open house and conversations.

In conclusion, it was requested to provide more context on High School Plus data. There was also a question about where students who received their GED 10+ years ago can get a copy. Heidi Wood shared that Students will likely need to go through Pearson VUE or GED.com, the companies that hold the records.

8. Student Services Report (Laurie Franklin)

Laurie Franklin provided the Board with a printed update of the May 6 enrollment data. One difference is that enrollment at SCCC increased from 113 to 170 for this week. She also shared the team is working to improve the enrollment timeline at SCCC. Enrollment for Summer and Fall starts this week. Laurie also reported that the state legislature passed a new transparency law requiring colleges to notify students that they are responsible for paying their tuition. Grays Harbor College is part of the first cohort, and this will affect Fall enrollment. Students will have to acknowledge this once a year by checking a box when registering for classes. The requirement does not apply to students under 18 or those at SCCC, but it does apply to transition students.

Laurie invited the Board to the Student Awards Ceremony on June 4 from 4–6 PM. She also shared that Johnny Alavez's last day was last week, and Berta Gibby will be moving on to a new role. She thanked them both for their service. Lastly, Charlie Choker will be getting a new outfit, which will include brown eyes, and will hopefully debut at graduation.

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

Dr. Carli Schiffner shared that it has been a busy start to the quarter and thanked everyone for their hard work. She noted there is still uncertainty at the federal level and the College is working to provide options for employees who may be affected by grants. Last week, the College lost the NOAA grant and continues to monitor others. Dr. Schiffner noted there is no real warning or way

to predict grant outcomes, and Cabinet will continue to be transparent with what they know.

On the state budget side, the College is still waiting for the Governor to sign. Some challenges include the OFM clawback and the removal of CDL funding. However, Dr. Schiffner shared that the situation did not become as extreme as it could have, and there is relief that furloughs were not included. The College did receive funding for the Lake Swano Dam study but did not receive funding for WPEA COLAs.

Regarding the Allocation Model Review, Dr. Schiffner shared that the process is about a year and a half in. A survey went out to the colleges and will be reviewed next week by the presidents. In June, colleges will receive their financial outlooks based on the new model. The WACTC retreat will take place in mid-July, where a vote will happen to determine if the review moves forward.

a. **Accreditation** (Kristy Anderson)

Kristy Anderson shared that the College's Year 6 Report will be submitted this summer and is currently under internal review. The Board is welcome to provide feedback. The College is also waiting to learn more about the impact of the federal memo regarding accreditation.

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

Floyd Plemmons shared that the College is getting closer to wrapping up the SSIB project. The art for the outside of the building has arrived and will be installed during the last week of May. The solar panel project is progressing, with installation scheduled for June 9, and it remains on track to meet the June 30 completion date. The kitchen project starts this Thursday, which will support classes this Fall. The emergency responder panel should be completed by the end of the month. Lastly, Floyd mentioned that about 25 minor works projects are also underway across campus and are expected to be completed by June 30.

10. Board Report

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

Lisa Smith shared two updates. The Foundation has recruited a new Program Manager, Bryn Cavin, a GHC alumnae. Bryn comes from the Museum of Glass and brings experience in nonprofit work, donor development, and fundraising. An update on her role and responsibilities will be shared with the College soon. Lisa also informed the Board that the Scholarship Social is next Wednesday, May 21 and she has emailed the trustees the names of the student who received their scholarship.

b. **Board Art Committee Update** (Astrid Aveledo)

Astrid Aveledo shared that the committee is still working through a few items. All of the art has been delivered, and they are finalizing the signage and the ideation process for how to highlight the art on campus. She noted that they are hoping to wrap things up soon.

c. **Legislative Committee Update** (Jim Sayce)

Jim Sayce shared that Senator Wilson has expressed interest in visiting Pacific County. He also noted that the Board retreat will be a good opportunity to start laying the groundwork on a legislative strategy.

d. Items of Interest (Dr. Paula Akerlund)

Astrid Aveledo shared that she recently participated in a work session with author Chantel Prat. The session focused on neurodiversity and the idea that all brains are as unique as fingerprints. She is taking it as an opportunity to explore what makes her brain work best, with the goal of providing better services to her clients.

Jim Sayce shared that he recently ran the 42nd vessel for the calendar year, and his prediction was a total of 45 vessels by the end of the year.

The meeting recessed at 12:54 PM and reconvened at 1:01 PM.

XIII. Executive Session

The Board entered a closed executive session at 1:01 PM. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation and to review the performance of a public employee. The session was scheduled to last approximately 20 minutes. The Board reconvened in open session at 1:27 PM.

XIV. Action Items as a Result of the Executive Session

No actions were had as a result of the Executive Session.

XV. Good of the Order

Chair Dr. Paula Akerlund asked if there were any items for the good of the order. Jim Sayce shared a personal story about recently losing his Pomeranian, which through a funny ending has led to him now having three Maltese-Pomeranians.

XVI. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:30 PM. The Board of Trustees will hold its next meeting on June 10, 2025 at 10:00 AM, at Grays Harbor College in Aberdeen and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair