

# Board of Trustees Regular Meeting

November 18, 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



## November 18, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, November 18, 2025, at 1:00 PM. Dr. Paula Akerlund, Board Chair, will preside.

A light lunch will be offered at 11:00 AM. A study session featuring an Early Childhood Education Facility Tour and Program Overview will begin at 11:30 AM.

| Item             | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Presenter(s)                                                                                                                                                                                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11:30 AM-1:00 PM | <b>Study Session - Early Childhood Education Facility Tour &amp; Program Overview</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Hannah Mechler – Faculty, Early Childhood Education, GHC<br>Cathy LeCompte – Dean for Workforce Education, GHC<br>Megan Harper – Program Administrator, Workforce Education, SBCTC<br>Anna Olson – Policy Associate, Workforce Education, SBCTC<br>Amy Anderson – Principal, Sapphire Group |
| I.               | <b>Call to Order/Roll Call</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Dr. Paula Akerlund                                                                                                                                                                                                                                                                          |
| II.              | <b>Safety Statement</b><br>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><br>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                                                                                                      | Jim Sayce                                                                                                                                                                                                                                                                                   |

**Regular Meeting Agenda**

Grays Harbor College Board of Trustees  
November 18, 2025



|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                               |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | 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.                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                               |
| V.    | <b>Agenda Adoption</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Dr. Paula Akerlund                                                                                                                                                                                                                                            |
| VI.   | <b>Public Comments</b><br>Please sign in and limit comments to three minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                               |
| VII.  | <b>Celebrations</b><br>1. Youth Sports Camps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Jody Pope                                                                                                                                                                                                                                                     |
| VIII. | <b>New Employee Introductions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Erin Tofte                                                                                                                                                                                                                                                    |
| IX.   | <b>Action Items</b><br>1. Approval of the October 14, 2025 Minutes<br>2. First Reading of Operational Policy 403 - Federal Educational Right and Privacy Act (FERPA)<br>3. First Reading of Operational Policy 501 - Business Functions, Delegation of Authority<br>4. Approval of the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)                                                                                                                                                                                                                   | Dr. Paula Akerlund<br>Holly Bringman<br><br>Jason Gordon<br><br>Erin Tofte                                                                                                                                                                                    |
| X.    | <b>Standing Reports</b><br>1. Student Government Report<br>2. Classified Staff Report<br>3. Represented Exempt Staff Report<br>4. Faculty Report<br>5. Administrative Services Report<br>a. Quarter 1 Budget Report<br>6. Human Resources Report<br>7. Learning and Student Success Report<br>a. Enrollment<br>b. Stafford Creek Correction Center (SCCC) and Department of Children, Youth, and Families (DCYF) Update<br>8. President's Report<br>a. Accreditation<br>9. Board Report<br>a. Foundation Meeting Report<br>b. Legislative Committee Report<br>c. Fiscal Liaison Report<br>d. Items of Interest<br>▪ Trustee Budget | Isaac Humiston<br>Jared Stratton<br>Shelly Hoffman<br>Anita Plagge<br>Jason Gordon<br><br>Erin Tofte<br>Holly Bringman<br><br>Heidi Wood<br><br>Dr. Carli Schiffner<br>Kristy Anderson<br><br>Astrid Aveledo<br>Jim Sayce<br>Aliza Esty<br>Dr. Paula Akerlund |
| XI.   | <b>Non-Public Session</b><br>Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                               |
| XII.  | <b>Action Items as a Result of the Non-Public Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                               |
| XIII. | <b>Executive Session</b><br>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                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                               |

**Regular Meeting Agenda**

Grays Harbor College Board of Trustees  
November 18, 2025

**GRAYS HARBOR COLLEGE**

|      |                                                                                                                                                                                 |  |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|      | regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations. |  |
| XIV. | <b>Action Items as a Result of the Executive Session</b>                                                                                                                        |  |
| XV.  | <b>Good of the Order</b>                                                                                                                                                        |  |
| XVI. | <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 October 14, 2025, at 1:04 PM.

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

**Members on Zoom:** Astrid Aveledo

**Others Present:** Holly Bringman, Ja'Shona Cooks, Derek Edens, Dr. Carli Schiffner, Jason Gordon, Matthew Barber, Lisa Smith, Cathy LeCompte, Kristy Anderson, Matt Edwards, Erin Tofte, Floyd Plemmons

**Others Present on Zoom:** Ariel Finrock, Jax Bonifer, Dr. Marco Cerqueira, Shelly Hoffman, Dr. Aaron Coby, Julie Randall, Heidi Wood, Hannah Tupper, Cassaundra Smith, Lori Christmas, Lisa Getty, Jozette James, Carla Idohl-Corwin, Ava Garcia, Phil Petheram, Matt Holder, Sarina Tung, Sarah Dalrymple, JEB Thornton, Cheyenna Carroll, PJ Moore, Jackie Blumberg, Penny James, Jeremy Winn, Kenji Seta

A study session focusing on a College Priorities overview presented by Matt Edwards began at 12:00 PM.

### I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 1:04 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. Dr. Harry Carthum moved to approve the agenda, and Aliza Esty seconded the motion. The motion carried.

### VI. Public Comments

No public comments.

### VII. Celebration

Holly Bringman recognized the Enrollment Response Team and expressed appreciation to individuals and departments across the College for their tremendous contributions toward increasing fall enrollment. She thanked Deanna Shedley and the Business Office staff, Lisa Smith and the Foundation, instructional deans

Heidi Wood, Dr. Aaron Coby, Carol O'Neal, and Cathy LeCompte, as well as Lori Christmas with Running Start and Matt Edwards.

Bringman also recognized the dedicated efforts of staff in Student Services, including Shelly Hoffman and Jenny Crawford in Outreach; Ava Garcia, Jozette James, Maricelda Villa-Miranda, Jonathan Salvador, and Koda Bell in Enrollment; Hannah Tupper, Stephanie Thornton, Jax Bonifer, Jared Stratton, and Jacci Ryker in Advising and Testing; and Stephanie Gibson, Gordon Williams, Jordan Wolfe, Clara Gillies, Karyn Olson, Elisa Harvey, Joie Dally, Savannah Thompson, Crystal Bagby, and the Student Funding team. Additional appreciation was extended to the TRIO team, particularly Michael Lick and Lisbeth Sanchez; Sarah Dalrymple and the Student Life staff; and Phil Robinson and Annalee Atwell-Tobar for their support in assisting students by phone. She also gave thanks to Julie Randall, Ariel Finrock, and JEB Thornton for their contributions.

### **VIII. New Employee Introductions**

Erin Tofte introduced new employees. Dr. Marco Cerqueira will be joining the College as the Associate Director of Student Life for Equity, Inclusion, and Engagement. He shared a bit about his background and mentioned that he is happy to be returning to Washington State. Carla Idohl-Corwin has joined the College as the Associate Dean of Financial Aid and Workforce Funding and has been in the role for about a month. She is a 1986 Grays Harbor College alumna and brings over 35 years of experience in financial aid.

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

#### **Action Items**

1. Approval of September 9, 2025 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the September 9, 2025, meeting minutes. Jim Sayce moved to approve the minutes, and Aliza Esty seconded the motion. The motion carried.
2. Exceptional Faculty Award
  - a. As of September 30, the balance of the Exceptional Faculty Fund was \$338,954. In accordance with Administrative Procedure 501.03, a request was made to allocate 4 percent of the fund balance for the 2025–26 academic year in the amount of \$13,558.
  - b. Chair Dr. Paula Akerlund called for a motion to approve \$13,558 for the 2025–26 Exceptional Faculty Award. Dr. Harry Carthum moved to approve the motion, and Jim Sayce seconded the motion. The motion carried.

#### **Standing Reports**

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

Lisa Getty, Executive Vice President, provided the Associated Student Government (ASG) report. She shared that the following ASG Senators have been added: Katelyn Pryor for Career and Technical Education (CTE), Ahwaxtin Hall for Native Pathways, and Austin Winkle for Student Veterans. Getty also noted additional updates included in the ASG written report.

##### **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.

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

There were no updates beyond the written report.

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

Jason Gordon reported that the financial audit has concluded and that there were no findings. One area for improvement was identified related to tracking related party transactions, which had also been noted in last year's audit. Work is already underway to address this recommendation. He also expressed appreciation to Sydni Yeager and the Business Office team for their efforts during this busy period. Appreciation was extended to Gordon and his team for their thorough work on the audit report.

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

Erin Tofte highlighted the recent Workplace Culture training, which was held with faculty last week. She shared that over the summer, Cabinet focused on how to define workplace culture for the College and has since been engaging staff to identify potential barriers and gather feedback. A report on this work will be provided to the Board in the spring. Tofte also announced that Hailey McGraw is no longer serving in an interim capacity and has transitioned into the full-time role as the Director of Library Services.

7. **Learning & Student Success Report** (Holly Bringman)

Holly Bringman called attention to the enrollment snapshot as of September 30, which reflects continued growth. She also noted that several outreach events are taking place and are listed in the written report. Heidi Wood explained that Stafford Creek enrollment increased this year due to earlier registration and the addition of three evening classes. In response to a question about Running Start's headcount, Lori Christmas reported that, as of today, there are 535 students enrolled.

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

Dr. Carli Schiffner welcomed Matt Barber, the College's new Assistant Attorney General, who shared a brief background about himself and expressed that he is looking forward to working with the College. Dr. Schiffner also thanked Holly Bringman for organizing the Enrollment Response Team and for her leadership.

She extended appreciation to those who participated in Kick-Off Week and thanked the Leadership Team for their efforts in launching the event. She noted that the College is reviewing participant feedback to help plan for next year and expressed appreciation to Campus Operations and Grounds for preparing the campus for the start of Fall Quarter.

Dr. Schiffner reported that the State Board will meet tomorrow in Olympia to consider the updated recommendation from the Allocation Model Review Committee (AMRC) regarding the implementation timeline. The new allocation model, which begins in July 2026, is recommended for a six-year implementation period. It is based on headcount and enrollment using a rolling four-year average, emphasizing the continued importance of enrollment. She also shared that the upcoming

legislative session is approaching, and based on the most recent economic forecast, the State Board is requesting to maintain status quo funding and to fully fund cost-of-living adjustments (COLAs).

Dr. Schiffner announced that Community Education courses are now live and highlighted *Art-Fall Fridays*, a month-long series celebrating the arts every Friday in November:

- Fall Gala Opening Reception – November 7, 6:00 PM, Spellman Art Gallery, John Spellman Library
- An Evening with Derek Sheffield, Washington State Poet Laureate – November 14, 6:00 PM, A.J. Hillier Event Center, tulalW Student Center (Room 3342)
- Art Talk with Carrie Larson and Earl Davis, plus Studio Tour featuring Student Art – November 21, 4:30 PM, A.J. Hillier Event Center, tulalW Student Center (Room 3342)

She thanked the Foundation for its support of these events and expressed excitement for closing out the work of the SSIB Art Committee.

Dr. Schiffner also noted that the College continues to monitor potential impacts of a government shutdown, maintaining close communication with union leadership and preparing contingency plans as needed.

During discussion, Trustees expressed appreciation for the College's emphasis on the arts and recognized the upcoming visit of Washington State Poet Laureate Derek Sheffield. Dr. Schiffner added that Sheffield will also host a poetry workshop at Stafford Creek on November 14.

a. **Accreditation** (Kristy Anderson)

There were no updates beyond the written report.

**9. Board Reports**

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

Dr. Paula Akerlund attended the most recent Foundation meeting to assist with strategic planning. The group focused on developing “headlines for the future” of the College, envisioning what success will look like, and how the Board of Trustees can continue partnering with the Foundation to achieve those goals. Appreciation was expressed to Lisa Smith for her leadership within the Foundation in advancing several significant initiatives. The Board looks forward to reviewing the Foundation's finalized strategic plan.

b. Board Art Committee Report (Astrid Aveledo)

Astrid Aveledo shared that the upcoming Art Talk with Carrie Larson and Earl Davis will serve as the final event to close out the project. She noted that the signage work is being taken care of, and that the committee is close to concluding its efforts.

c. Legislative Committee Report (Jim Sayce)

Jim Sayce reported that he and Dr. Carli Schiffner met with Representatives Jim Walsh and Joel McEntire to discuss maintaining status quo funding. He noted that the next economic forecast will be released in approximately one month and also provided an update on local economic developments.



d. Fiscal Liaison Report (Aliza Esty)

Aliza Esty met with Jason Gordon to discuss the audit report and the topic of related party transactions, noting that additional clarity and continued discussion will be important. They also discussed the budget presentation, and Board members were encouraged to relay any questions or feedback to her for follow up with Gordon. Their meeting concluded with a discussion regarding the potential financial impacts of a government shutdown.

e. Items of Interest (Dr. Paula Akerlund)

Dr. Paula Akerlund asked Board members to send any additions or modifications for future study sessions to her directly. She shared that the November study session will include a Quarter 1 budget report and an early childhood education program review, and noted that the meeting will be extended by 30 minutes to accommodate these discussions.

Astrid Aveledo referenced statistics on incarcerated youth and their needs, noting that the topic felt relevant to the College's work with the incoming Harbor Heights facility at Stafford Creek Corrections Center (SCCC). She suggested exploring the issue further to understand how it connects to the College's support for younger students and their developmental needs. Dr. Schiffner responded that she can provide an update at the next meeting on the Department of Children, Youth, and Families (DCYF) partnership with SCCC, as well as broader Department of Corrections (DOC) changes occurring at the state level.

Dr. Harry Carthum suggested inviting someone to provide an update on K-12 education and current challenges. He noted that more high school students are graduating with college degrees, and that the reduction of early childhood education programs and other pressures are also affecting the pipeline. Dr. Schiffner proposed including a deeper discussion on universal pre-kindergarten models, such as the one implemented in New Mexico, in a future study session.

### **XIII. Executive Session**

The Board entered a closed executive session at 1:57 PM under RCW 42.30.110 to consult with legal counsel regarding ongoing legal matters. The session was scheduled to last approximately 20 minutes. The Board reconvened in open session at 2:19 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**

Jim Sayce reflected on an emotional moment while reading the Land Acknowledgment at last month's meeting.

### **XVI. Adjournment/next meeting**

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 2:21 PM. The Board of Trustees will hold its next meeting on November 18, 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



## IX.2. - First Reading of Operational Policy 403 - Federal Educational Right and Privacy Act (FERPA)

GHC Board of Trustees Meeting  
November 18, 2025

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### Operational Policy

|                             |                                                             |
|-----------------------------|-------------------------------------------------------------|
| Policy Name                 | Federal Educational Right and Privacy Act (FERPA)           |
| Policy Number               | 403                                                         |
| Date Adopted                | August 1, 1975                                              |
| Date(s) Revised or Reviewed | Revised: June 23, 1999; Reviewed: April 2006, Feb. 18, 2020 |

### Policy:

The Federal Educational Rights and Privacy Act (FERPA) of 1974 identifies the rights of students and their families with respect to student educational records kept by institutions as part of the requirements of FERPA. Grays Harbor College recognizes these rights and has developed guidelines and administrative procedures to ensure that the confidentiality of student educational records is consistent with the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g.

This policy on confidentiality of student records ensures that student record information, including grades, course schedule, and academic progress remains private for all students.

The President of the College is responsible for establishing any other guidelines regarding student records and documents consistent with this act.

## IX.3. - First Reading of Operational Policy 501 - Business Functions, Delegation of Authority

GHC Board of Trustees Meeting  
November 18, 2025

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### Operational Policy

|                             |                                             |           |
|-----------------------------|---------------------------------------------|-----------|
| Policy Name                 | Business Functions, Delegation of Authority |           |
| Policy Number               | 501                                         |           |
| Date Adopted                | 11/18/1985                                  |           |
| Date(s) Revised or Reviewed | Revised: 1/17/1995, 3/15/1999, 4/24/2020    | Reviewed: |

### Policy:

In order to facilitate the day-to-day business functions of the College, the Grays Harbor College Board of Trustees hereby delegates to the President of the College or designees the below listed authorities as per RCW [28B.50.100](#), [28B.50.140](#), [28B.50.142](#) and [28B.50.143](#):

1. To approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations.
2. To receive for the benefit of Grays Harbor College any and all payments to which Grays Harbor College is entitled and to accept gifts of money, goods or services for the benefit of the college.
3. To deposit any and all cash receipts received for Grays Harbor College into local financial institutions for the exclusive benefit of Grays Harbor College.
4. To invest and/or liquidate at their discretion and for the exclusive benefit of Grays Harbor College, any surplus funds of the College.
5. To act in our behalf on any and all other matters which concern the business administrative functions of the College insofar as such actions do not conflict with any other policies heretofore or hereafter adopted by this Board.

The above does not delegate to the President or designees the authority to establish the amount of their own salaries nor does it delegate the authority to establish the salary schedule which is to be followed in determining the salaries to be paid to the regular and continuing professional employees of Grays Harbor College for whom that schedule is designed.

## **IX.4. - Approval of the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)**

GHC Board of Trustees Meeting

November 18, 2025

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### **MEMORANDUM OF UNDERSTANDING BETWEEN GRAYS HARBOR COLLEGE AND THE GRAYS HARBOR COLLEGE FEDERATION OF TEACHERS (LOCAL 4984)**

This Memorandum of Understanding records agreements made between Grays Harbor College and the Grays Harbor College Federation of Teachers, AFT Local 4984, regarding the extension of the collective bargaining agreements (CBAs) for the Master Contract for Grays Harbor Faculty and for represented Professional Exempt Staff.

The portion of the contract that covers Stafford Creek Correction Center faculty will be opened for bargaining this academic year (2025-2026).

It is agreed that the Master CBA for faculty and the CBA for represented exempt staff that were extended last year to June 2026 will again be extended through the end of June 2027.

Additionally, it is agreed that the adjustments to the CBAs agreed to in the memorandums of understanding (MOUs) that were recorded while these CBAs have been in effect will also be extended through the end of June 2027. These MOUs include the following:

- In the faculty contracts, references to the Vice President for instruction will be replaced with "the President or Designee."
- For the professional exempt contract, longevity (for the purposes of Article 22 – Wages) is defined as continuous time spent/years of service in a full-time exempt, classified, classified exempt, or faculty position at Grays Harbor College.\* Longevity increases will be included for returning Grays Harbor College retirees in a full-time exempt position, but non-retiree employees who return to service at GHC will not have previous time credited toward longevity increases.
- For faculty and professional exempt employees, all wage increases that have been agreed to since the 2022 commencement of the contracts will remain in place, and notwithstanding this overall contract extension, wages will be a mandatory limited contract reopener in the spring of 2026.

Agreed to by the parties on the date signed below:

\_\_\_\_\_  
Paula Akerlund, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Kuester, Faculty Union President

\_\_\_\_\_  
Date

## **X.1. – Student Government Report**

GHC Board of Trustees Meeting  
November 18, 2025

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# Student Life

Grays Harbor College

**To:** Grays Harbor College Board of Trustees

**From:** Isaac Humiston – ASGHC President

**cc:** President Carli Schiffner, VPLSS Holly Bringman

**Date:** November 3, 2025

**Re:** ASG Board Report

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### **ASG Clubs Update**

**We have added the following clubs:**

- **Black Student Union**
  - **Chess Club**
  - **Renewed Student Nurses Club**
- 
- We are celebrating Native American Heritage Month with decor, info-graphics, and crafts.
  - The food pantry is continuing to thrive, we are very grateful to the donors who have been contributing to our pantry via the foundation.
  - We are in the middle of Fall Holiday Basket & Turkey distribution.
  - The hiring process for our Student Life Coordinator is ongoing.

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

GHC Board of Trustees Meeting  
November 18, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Classified Staff Report

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

**Attachments:** N/A

## **Narrative**

### **Staff Development Training Committee (SDTC) Harvest Cart**

On October 28<sup>th</sup>, Employees from the Staff Development Training Committee toured the campus with the Harvest Cart. The Harvest Cart included tasty treats and fun items for people to donate for. Shout out to SDTC for all the hard work putting this together. It was delicious!

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

GHC Board of Trustees Meeting

November 18, 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.

## X.4. – Faculty Report

GHC Board of Trustees Meeting  
November 18, 2025

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# Written Report

## Item Information:

**Topic:** Faculty Report

**Prepared by:** Anita Plagge, Professor of Biology

**Attachments:** N/A

## Narrative

- This meeting falls during week 9 of the Fall Quarter. Students and faculty are fully immersed in the activities of their courses.
- Faculty gathered together in early October for All Faculty Day. Conversations about assessment and guided pathways that began during kick-off week were continued.
- Advising Day was held at the end of October. Many faculty cancelled classes to make themselves fully available to meet with their advisees.
- The Grays Harbor College Federation of Teachers (GHCFT) applauds and appreciates the College's forethought and planning to minimize the potential effects on employees and students who are affected by the federal government's SNAP benefits amid the ongoing federal government shutdown.

## Summary & Next Steps

None

## Action Requested:

None

## ☐ Follow-Up

None



## X.5. – Administrative Services Report

GHC Board of Trustees Meeting  
November 18, 2025

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# Written Report

## Item Information:

**Topic:** Administrative Services Report

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

**Attachment:** FY26 First Quarterly Budget Report

## Narrative

### FY2025-26 Budget Status

The FY26 first Quarterly budget report covers the period from July 1 to September 30, 2025. Quarterly reviews are conducted to assess enrollment targets, revenue projections, and expenditure trends, enabling mid-course adjustments as needed.

At the close of Q1, the College remains in a strong financial position, driven by higher-than-anticipated enrollment:

- Tuition-bearing FTE enrollment exceeded projections by 1%, with both Summer (102%) and Fall (101%) terms performing above target.
- Running Start enrollment is 43% above budget, significantly boosting projected revenue.

#### Revenue Highlights:

- Tuition revenue reached 42.8% of the annual budget.
- Running Start revenue stands at 6%, with billing for Fall pending, expected to increase revenue substantially.
- State allocation increased by \$180,034 in Q1 primarily driven by added funding for Guided Pathways, Hospital Employee Education and Training (HEET), and the Bachelor of Science in Computer Science program, partially offset by reductions in the model allocation and Mental Health Pilot.

#### Expenditure Highlights:

- Personnel expenses are at 17.9% of budget.
- Non-personnel expenses are at 18.8%.
- Both expenditure categories are trending below projections.

### FY2026-27 Budget Development

- Budget request forms will be distributed to budget managers in mid-November.
- Submissions are due by December 31.

- Budget development will continue through May 2026 and the Board will be presented with the draft budget for consideration in June.

## **BAC Meeting Update**

- The most recent BAC meeting was held in Spokane on October 9-10.
  - Colleges will be required to charge interest on past-due accounts; system-wide policy and ctcLink configuration are forthcoming.
  - State revenue projected to decline by \$1B and funding challenges are expected.
  - Workgroup was formed for drafting shared business services model for colleges for financial and other services.
  - Workgroup was formed for developing long-term fiscal sustainability policy modeled after K–12 system.
- The next meeting is scheduled for December 5.

## **Summary & Next Steps**

The FY2026 budget performance, FY2027 budget development, and ongoing BAC activities continue to be key focus areas for Administrative Services. Updates will be provided to the Board of Trustees as new information becomes available.

## **Action Requested:**

None

## ☐ **Follow-Up**

# Board of Trustees Meeting

FY2026 First Quarterly Report

Jason Gordon  
Vice President for Administrative Services

NOVEMBER 18, 2025



# Overview

- Q1 Revenue Tracking
- Q1 Expenses Tracking
- Q1 Comprehensive Expenses
- Q1 Designated Cash Reserves
- Change in State Allocation
- Q1 Revised Budget
- Feedback



# How Are We Doing at Q1 – July 1 to September 30, 2025?

3

## **Enrollment Overview (Tuition Bearing FTE, Excludes Transition Programs) to Date – 10/28/25**

- Fall FTE (Oct. 28) is 910, approximately 101% of estimated target of 902
- Summer FTE is 223, about 102% of estimated target of 219
- Q1 FTE (summer and fall) FTE is 1,133, about 101% of estimated target of 1,121
- Q1 Running Start FTE is 525, about 143% of estimated target of 367

## **Revenue**

- Q1 change in state allocation is \$180,034
- Q1 local revenue estimate unchanged

## **Expenses**

- Personnel expenses at end of Q1 are approximately 17.9% of budget
- Non personnel expenses at end of Q1 are about 18.8% of budget

## **Budget Status**

- Total revenue on target, exceeding revenue projections due to higher-than-expected enrollment
- Personnel expenses trending below target
- Non personnel expenses trending below target



# Q1 - Operating Revenue Tracking

| Description          | FY26<br>Budget      | FY26<br>Actuals    | FY26<br>% Budget |
|----------------------|---------------------|--------------------|------------------|
| State Allocation     | \$16,448,628        | \$3,250,035        | 19.8%            |
| Tuition              | \$3,437,853         | \$1,471,665        | 42.8%            |
| Fees/Miscellaneous   | \$350,826           | \$110,208          | 31.4%            |
| Running Start (RS)*  | \$3,585,475         | \$216,563          | 6%               |
| <b>Total</b>         | <b>\$23,822,783</b> | <b>\$5,048,471</b> | <b>21.2%</b>     |
| Local Revenue        | \$7,374,154         | \$1,798,436        | 24.4%            |
| *RS billing pending. |                     |                    |                  |

# Q1 - Operating Expenses Tracking

| Description      | FY26<br>Budget      | FY26<br>Actuals    | FY26<br>% Budget |
|------------------|---------------------|--------------------|------------------|
| Salaries/Wages   | \$14,368,245        | \$2,578,028        | 17.9%            |
| Benefits         | \$4,848,855         | \$871,435          | 18%              |
| Total Personnel  | \$19,217,100        | \$3,449,463        | 17.9%            |
| Goods/Services   | \$3,333,588         | \$618,287          | 18.5%            |
| Travel           | \$151,787           | \$5,979            | 3.9%             |
| Equipment        | \$124,000           | \$2,573            | 2.1%             |
| Grants/Subsidies | \$996,308           | \$239,302          | 24%              |
| <b>Total</b>     | <b>\$23,822,783</b> | <b>\$4,315,604</b> | <b>18.1%</b>     |



# Q1 – Comprehensive Expenses

| Description      | Operating          | Grants             | Auxiliary       | Minor Works | Total              |
|------------------|--------------------|--------------------|-----------------|-------------|--------------------|
| Salaries/Wages   | \$2,578,028        | \$528,469          | \$19,799        | \$0         | \$3,126,296        |
| Benefits         | \$871,435          | \$179,177          | \$5,309         | \$0         | \$1,055,921        |
| Total Personnel  | \$3,449,463        | \$707,646          | \$25,108        | \$0         | \$4,182,217        |
| Goods/Services   | \$618,287          | \$152,568          | \$68,092        | \$0         | \$955,347          |
| Travel           | \$5,979            | \$88,093           | \$0             | \$0         | \$94,071           |
| Equipment        | \$2,573            | \$0                | \$0             | \$0         | \$2,573            |
| Grants/Subsidies | \$239,302          | \$0                | \$0             | \$0         | \$239,302          |
| <b>Total</b>     | <b>\$4,315,604</b> | <b>\$1,064,708</b> | <b>\$93,200</b> | <b>\$0</b>  | <b>\$5,473,512</b> |



# Q1 - Bookstore Budget Status

| Description        | Budget     | Actuals  |
|--------------------|------------|----------|
| <b>Revenue</b>     |            |          |
| Sales/Charges      | \$364,852  | \$47,722 |
| Advertising        | \$0        | \$0      |
| Donations          | \$0        | \$0      |
| Total Revenue      | \$364,852  | \$47,722 |
| <b>Expenses</b>    |            |          |
| Salary             | \$72,204   | \$15,007 |
| Benefits           | \$30,210   | \$4,648  |
| Cost of Goods Sold | \$237,000  | \$18,049 |
| Goods/Services     | \$30,000   | \$3,345  |
| Contracts          | \$54,000   | \$0      |
| Travel             | \$0        | \$0      |
| Total Expenses     | \$423,414  | \$41,048 |
| Surplus (Deficit)  | \$(58,562) | \$6,674  |



# Q1 – Bishop Center Budget Status

| Description          | Budget    | Actuals    |
|----------------------|-----------|------------|
| <b>Revenue</b>       |           |            |
| Foundation Funding   | \$113,000 | \$40,673   |
| Sales/Charges        | \$78,750  | \$0        |
| Donations            | \$25,000  | \$0        |
| Total Revenue        | \$216,750 | \$40,673   |
| <b>Expenses</b>      |           |            |
| Salary               | \$22,732  | \$4,792    |
| Benefits             | \$4,430   | \$661      |
| Goods/Services       | \$98,800  | \$11,153   |
| Depreciation Expense | \$70,600  | \$35,545   |
| Travel               | \$1,888   | \$0        |
| Total Expenses       | \$2,000   | \$52,152   |
| Surplus (Deficit)    | \$16,300  | \$(11,478) |

# Q1 Designated Cash Reserves

| Fund | Description          | Q1                 |
|------|----------------------|--------------------|
| 148  | Tech Fee             | \$78,361           |
| 148  | COP Debt/tulalW      | \$2,661,766        |
| 522  | Service and Activity | \$57,659           |
| 528  | COP Debt/Parking     | \$366,610          |
| 860  | 3.5% Local Aid       | \$18,810           |
|      | BOT Reserve          | \$2,843,874        |
|      | <b>Total</b>         | <b>\$6,027,080</b> |

# Change in State Allocation

| Description                               | Amount        |  |
|-------------------------------------------|---------------|--|
| Q1 Allocation #4                          | \$ 16,628,662 |  |
| Budget                                    | \$ 16,448,628 |  |
| Change                                    | \$ 180,034    |  |
|                                           |               |  |
| <b>How State Allocation Changed in Q1</b> |               |  |
| Model Allocation                          | \$ (353,818)  |  |
| Worker Retraining                         | \$ (48,448)   |  |
| Hospital Employee Education & Training    | \$ 125,000    |  |
| Guided Pathways Earmark                   | \$ 497,501    |  |
| Opportunity Grants                        | \$ 8,479      |  |
| Early Achievers Grant Supports            | \$ 25,910     |  |
| BS in Computer Science                    | \$ 52,352     |  |
| Disability Accommodations                 | \$ (1,062)    |  |
| Diversity SB5227                          | \$ (23,733)   |  |
| Goldstar Families                         | \$ (1,233)    |  |
| Mental Health Pilot                       | \$ (125,000)  |  |
| Student Emergency Assistance              | \$ (17,000)   |  |
| Students Experiencing Homelessness        | \$ (7,000)    |  |
| Students of Color                         | \$ 86         |  |
| Refugee and Immigrant Education           | \$ 48,000     |  |
|                                           | \$ 180,034    |  |



# Q1 Revised Budget

|                                 | <b>2025-26</b>         | <b>Q1</b>             |                       |
|---------------------------------|------------------------|-----------------------|-----------------------|
|                                 | <b><u>Proposed</u></b> | <b><u>Revised</u></b> | <b><u>Amended</u></b> |
| Revenue                         |                        |                       |                       |
| State Allocation                | 16,448,628             | 180,034               | 16,628,662            |
| Tuition                         | 3,437,853              |                       | 3,437,853             |
| Fees/Misc.                      | 350,826                |                       | 350,826               |
| Running Start                   | 3,585,475              |                       | 3,585,475             |
| Total Revenue                   | 23,822,783             | 180,034               | 24,002,817            |
|                                 |                        |                       |                       |
| Expenditures                    |                        |                       |                       |
| Salaries and Wages              | 14,368,245             |                       | 14,368,245            |
| Benefits                        | 4,848,855              |                       | 4,848,855             |
| Goods and Services              | 3,333,588              |                       | 3,333,588             |
| Travel                          | 151,787                |                       | 151,787               |
| Equipment/Technology            | 124,000                |                       | 124,000               |
| Grants/Subsidies/Reimbursements | 996,308                |                       | 996,308               |
| Legislative Initiatives         |                        | 180,034               | 180,034               |
| Total Expenditures              | 23,822,783             | 180,034               | 24,002,817            |
|                                 |                        |                       |                       |



# Feedback

- Send ideas to [budget@ghc.edu](mailto:budget@ghc.edu)
- Strategies to enhance revenue
- Opportunities for cost savings
- Enrollment growth initiatives

## X.6. – Human Resources Report

GHC Board of Trustees Meeting  
November 18<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:

- Work-Study Supervisors Training held on October 15<sup>th</sup>.
- Federal government shut-down, GHC is committed to continuing all programs for now.
- New employee badge system with pictures and key card access is being implemented along with an employee key audit.
- New Employee Onboarding Session beginning November 19<sup>th</sup> will be held monthly moving forward.
- Employee Benefits & Wellness Fair being held November 13<sup>th</sup>.
- MOU Contract extension attached for Board Approval. Continuation of current Faculty and exempt professional CBAs through Spring of 2027. Stafford Creek portion of CBA will be negotiated this academic year (2025-2026).

#### New Employees:

- Jennifer Johnson, Human Resources Consultant Assistant 2, 09/22/25
- 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
- Amy Hitchcock, Program Manager A, Ilwaco Campus, 11/17/25

#### Changes in Employment:

- Lainey Clark, Custodial Supervisor 5, 11/1/25
- Josephine Dally, Financial Aid Program Specialist, 10/06/25
- Lizbeth Sanchez, Program Assistant, Transitions, 11/17/25

#### Searches:

- Events Manager, (new position, ¾ Foundation funded), posted
- Custodian 2, (replacing Lainey Clark), posted
- Student Life Coordinator, (replacing Emma Benson), posted
- Women's Soccer 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
- TRiO Ed. & Student Success Specialist Upward Bound, (replacing Emily Schumacher), posted
- Grounds and Nursery Specialist 3, (replacing Scott Stubblefield), posted
- Executive Assistant to VPLSS, (replacing Marjie Stratton), posted
- Several adjunct positions (to hire for specific courses and pools for future hires)

### **Action Requested:**

- Vote on CBA continuation MOU (Attached)

### ☐ **Follow-Up**

- None



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

GHC Board of Trustees Meeting

November 18, 2025



# Written Report

## Item Information:

**Topic:** Learning and Student Success Report

**Prepared by:** Holly Bringman, Vice President Learning & Student Success

**Attachments:** First Generation Flyer

## Narrative

### Enrollment Updates

As of November 4, 2025, state-funded enrollment stands at 63.2% of the updated quarterly goal of 1,705 FTE, slightly trailing last year's 64.8% progress toward a lower target. Overall, state-funded FTE has increased by 11.9% compared to the same day last year, and when combined with Running Start enrollments, the total is up by 53.6 FTE. Winter Quarter registration is open, and area-specific notes highlight Stafford Creek at 180.9 FTE. The Fall Quarter's state-funded FTE has reached 99% of the internal budget target, with minimal week-to-week changes: state-funded and Running Start FTE combined rose by 0.8%, and Stafford Creek FTE increased by 0.7%. Worker retraining is currently at 142 FTE, representing 81% of its quarterly goal.

### Fall Enrollment Snapshot as of Tuesday, November 4th

| FTE: Fall 2025                         | Fall 2024<br>11/05/2024<br>Day # 32 | Fall 2025<br>11/04/2025<br>Day # 32 | Difference   | % Diff<br>from 2024<br>to 2025 | Fall 2024<br>FTE change<br>to end of<br>quarter | Final FTE<br>Numbers for<br>Fall 2024 |
|----------------------------------------|-------------------------------------|-------------------------------------|--------------|--------------------------------|-------------------------------------------------|---------------------------------------|
| 1-Academic Transfer<br>& Pre-College   | 502.0                               | 512.3                               | 10.3         | 2.1%                           | -0.1                                            | 501.9                                 |
| 2-Transition<br>Programs               | 164.3                               | 167.3                               | 3.0          | 1.8%                           | 0.8                                             | 165.1                                 |
| 3-Career and<br>Technical Ed.          | 355.8                               | 355.7                               | -0.1         | 0.0%                           | -0.1                                            | 355.7                                 |
| 4-BAS Programs                         | 42.8                                | 41.5                                | -1.3         | -3.0%                          | 0.0                                             | 42.8                                  |
| <b>State Funded Total</b>              | <b>1,064.9</b>                      | <b>1,076.8</b>                      | <b>11.9</b>  | <b>1.1%</b>                    | <b>0.5</b>                                      | <b>1,065.4</b>                        |
|                                        |                                     |                                     |              |                                |                                                 |                                       |
| Running Start FTE                      | 414.3                               | 456.0                               | 41.7         | 10.1%                          | -0.7                                            | 413.5                                 |
| <b>State + Running<br/>Start Total</b> | <b>1,479.2</b>                      | <b>1,532.8</b>                      | <b>53.6</b>  | <b>3.6%</b>                    | <b>-0.2</b>                                     | <b>1,478.9</b>                        |
|                                        |                                     |                                     |              |                                |                                                 |                                       |
| Stafford Creek FTE                     | 123.2                               | 180.9                               | 57.8         | 46.9%                          | 32.4                                            | 155.6                                 |
| <b>State + RS + SCCC<br/>Total</b>     | <b>1,602.3</b>                      | <b>1,713.7</b>                      | <b>111.4</b> | <b>7.0%</b>                    | <b>32.2</b>                                     | <b>1,634.5</b>                        |

## **Student Services and Instruction Leadership (SSAIL) Updates**

The SSAIL team continues to collaborate to synthesize findings from recent workshops and enrollment initiatives. They are focusing on mapping the student journey and identifying systemic barriers to student success. Across the enrollment response activities and student services workshops, participants consistently cited challenges related to delayed processes (such as application and financial aid timelines), unclear handoffs between departments, and student confusion navigating ctclink and College systems. Students frequently face technological and procedural barriers that hinder onboarding and persistence—particularly new or returning students with limited digital literacy.

Despite these challenges, the SSAIL group highlighted strong progress through cross-functional coordination, layered outreach strategies (calls, Navigate nudges, and one-stop Enrollment Days), and community engagement. Initiatives like the Enrollment Days model and the re-engagement campaigns have increased student participation and improved collaboration among Enrollment, Advising, Financial Aid, and Business Office staff. Participants also emphasized the value of peer navigators, faculty participation in onboarding events, and student-to-student video resources to enhance clarity and engagement.

Going forward, the group recommends institutionalizing the one-stop Enrollment Day model each quarter, strengthening interdepartmental communication through shared directories and handoff tools, and expanding financial aid literacy and technology workshops. SSAIL will prioritize creation of cross-department action teams aligned with student journey phases, development of an integrated onboarding toolkit, and advocacy for system improvements in Navigate and ctclink. These collective actions aim to streamline the student experience, improve retention, and ensure equitable access to college services from entry to completion.

## **TRIO Updates**

### **TRIO Upward Bound (UB)**

Several TRIO Upward Bound seniors applied for early admission to Central Washington University (CWU), Western Washington University (WWU), Pacific Lutheran University (PLU), Washington State University (WSU), and the University of Washington (UW). As of October 30, three have been accepted to CWU, and one to PLU with a \$22,000 scholarship and additional aid pending. More acceptances are expected in March. Aside from senior updates, our Running Start students have been completing their community service hours through the Bookstore. Thank you, Michelle Roos, for offering volunteering hours!

### **TRIO Educational Opportunity Center (EOC)**

During October, the Educational Opportunity Center (EOC) engaged in robust outreach and recruitment efforts, visiting 21 Grays Harbor College classrooms, participating in the Future Business Leaders of America (FBLA) Fall Conference, and connecting with students at North Beach and Ocosta Junior/Senior High Schools. EOC staff also collaborated with community and GEAR UP partners through a series of meetings aimed at strengthening support networks for prospective students. Professional development remained a priority, as representatives attended the Northwest Association of Educational Opportunity Programs (NAEOP) conference, EOC's regional TRIO association, where they participated in multiple workshops focused on TRIO program management and strategies for effectively serving TRIO students. This month, the EOC team supported student enrollment by assisting with Winter Quarter enrollment labs.

## **TRIO Student Support Services (SSS)**

First-Generation College Celebration Day, observed annually on November 8<sup>th</sup>, commemorated the signing of the Higher Education Act of 1965, which expanded federal financial aid and support for college students. In alignment with this national recognition, Ginelle Hanaway led a series of campus-wide activities to honor first-generation students, faculty, and staff at Grays Harbor College. The initiative highlighted the achievements and resilience of those who were the first in their families to pursue a bachelor's degree, aiming to foster a sense of belonging and encouragement within the campus community.

Throughout the week leading up to National First-Gen Day, various events provided opportunities for engagement and reflection. A notable component of this initiative was the launch of the First-Gen Yearbook project, which collected and showcased personal stories from first-generation staff and faculty. The yearbook serves as a resource and inspiration for current and future first-gen students, demonstrating the possibilities available through education and reinforcing the support offered by Grays Harbor College. Community members who identified as first-generation were invited to contribute their experiences, with submissions welcomed both before and after First-Gen Week.

## **Student Funding Update**

This quarter, the Food Grant program has seen a notable increase in participation, enrolling 214 students—more than in previous quarters. This expansion is part of a broader effort to address rising food insecurity among students, made possible by maximizing the potential of the college bookstore, which had not been fully utilized before. The program's progress will be closely monitored throughout the quarter to assess its impact and ensure sustainable support.

Recent data collected by the SBCTC and UW from Food Grant colleges statewide is contributing to a forthcoming Food Security Pilot Program Year 2 Report. Preliminary outcomes at GHC are promising, showing a correlation between the Food Grant initiative and higher student retention rates. For example, while overall college retention from Fall 2024 to Winter or Spring was about 80%, Food Grant recipients achieved a retention rate of approximately 94% during the same period. Year-over-year, 59% of Food Grant students returned from Fall 2024 to Fall 2025, compared to 47% for the general student population.

In addition to addressing food insecurity, the Worker Retraining program started the quarter at 92 FTE out of a 174 target but, through collective outreach and faculty support, reached 142 FTE by early November—81% of the quarterly goal. The College is also committed to supporting students facing homelessness, having assisted 30 students in FY26 with roughly \$25,000 in emergency funding for housing needs, including preventing eviction and securing new rentals due to various circumstances such as medical issues and domestic crises.

## **Athletics Update**

The Grays Harbor College Athletics Department is energized as the men's basketball season tips off on November 21 with a highly anticipated home game series. The event will feature a "White Out" theme and serve as Staff/Faculty Appreciation Night, a special occasion where attending employees will be honored for their dedication and support. Meanwhile, both baseball and softball wrapped up their Fall Ball sessions, marking the successful conclusion of the season's pre-competition period.

This fall, the department reintroduced youth baseball and basketball camps, which had been on hiatus for several years. These camps were met with enthusiasm, serving over 60 young athletes from the

community. Building on this success, the Softball Youth Skills Camp has opened registration, signaling a renewed commitment to engaging young talent and fostering athletic development in the region.

Visibility for GHC Athletics continues to grow with the recent relaunch of the physical GHC Sports Calendar. Soon, these calendars, starting with men's basketball, will be displayed in the windows of local businesses, offering a new platform for community engagement and business sponsorship. Calendars for softball and baseball teams are set to follow in early January, further expanding outreach and support opportunities.

In October, Athletics staff attended the Aberdeen Rotary meeting, using the occasion to share program updates and strengthen community partnerships. Fundraising efforts have also been fruitful, with the Baseball Hit-A-Thon providing essential support for team clothing needs. The commitment of coaches is evident as they remain highly active in regional recruiting events, traveling to showcases and connecting with prospective student-athletes. These efforts were made possible through continued fundraising initiatives.

As the spring season approaches, November 1 marks the opening date for prospective student-athletes to sign commitments for next year's sports programs. The department maintains a strong focus on academic check-ins, retention strategies, and comprehensive support for student-athletes, ensuring their success both on and off the field.

GHC Athletics apparel, available at the campus bookstore and through the online sideline store, continues to boost brand visibility and outreach efforts. Looking ahead, there is excitement around the possibility of reviving the College's volleyball program, reflecting the department's dedication to expanding athletic opportunities.

Pride runs deep among the athletics staff and coaches, who consistently prioritize the well-being and growth of student-athletes, even as they navigate resource constraints. Their unwavering commitment is a testament to the strength and spirit of Grays Harbor College Athletics.

## **Arts & Sciences and Dual Enrollment**

Grays Harbor College and the science division is in the final stages of formalizing an agreement with the Scripps Institution of Oceanography at the University of San Diego to have Grays Harbor College host a Radiosonde (weather balloon launching) site. Information about the program can be found here: [CW3E Radiosondes - Center for Western Weather and Water Extremes](#). The agreement provides space for the Scripps group to coordinate and launch research balloons on the Northwest coast of the United States. In return, Grays Harbor College faculty and students will have the opportunity to observe and possibly volunteer with the research efforts. A site visit is planned for mid-November, and the hope is to have the site operational in December. So be on the lookout for balloons!

## **Workforce Education**

Workforce Education at Grays Harbor College continues to foster strong community partnerships and support lifelong learning. On October 23, the annual Advisory Committee Dinner was held in the campus Hillier Event Center, bringing together more than 60 dedicated community volunteers who serve on advisory committees. This gathering not only expressed appreciation for their ongoing commitment but also marked the official start of the academic year, providing a space for advisory committees to conduct the first of their two required meetings. President Carli Schiffner welcomed guests with opening remarks, followed by an inspiring presentation from Lisa Smith, who highlighted a student success story

and shared updates on equipment funds that enabled the purchase of new and replacement equipment for four college programs.

Further strengthening our educational outreach, Grays Harbor College welcomed a new Community and Continuing Education Project Manager, Amy Hitchcock. This key role, beginning November 17, will serve as the primary point of contact at the Columbia Center in Ilwaco and coordinate continuing education offerings across all three campuses, ensuring accessible and relevant programming for our community. We are excited to welcome Amy to the GHC team!

## **Nursing**

The Nurse Navigator, funded by a Hospital Employee Education and Training (HEET) grant, has started work with several groups. Alexis Montoure, RN, MN, is engaging with middle and high school students interested in healthcare careers, as well as supporting pre-nursing students, current nursing students, and incumbent healthcare workers.

Alongside outreach and mentorship, Alexis collects and analyzes data to evaluate the effectiveness of the Nurse Navigator role at GHC for grant reporting purposes. She is also continuing her professional development and preparing for the Certified Healthcare Simulation Educator (CHSE) examination.

Alexis's involvement is recognized in this new position.

## **Transitions Program**

### **English Language Acquisition (ELA)**

For Fall Quarter, the Transition Program is running three beginning-level ELA sections. One course is held fully in-person on the main campus, while the remaining two are delivered via Zoom. Enrollment in beginning-level ELA courses continues to be strong, with all three sections consistently at full capacity for the last two years. In contrast, enrollment in advanced-level ELA remains in a decline, and as a result, only one advanced course is being offered this quarter via Zoom.

### **High School + and GED**

The HS+ program celebrated 13 student graduations during summer quarter. Due to increasing enrollment, the Transition Program has opened additional HS+ sections to meet growing student demand.

### **Advising Collaboration**

October 20, 2025, Grays Harbor College's Transition and Entry Advising teams met to strengthen pathways for students completing their GED or High School+ (HS+) programs. The group developed a new process to ensure a "warm handoff," with instructors completing the Program/Advisor Change Form in a student's final quarter to connect them early with an Entry Advisor. Additional improvements include revising graduate communications, enhancing data sharing, and exploring advisor introduction materials to build personal connections. The collaboration emphasizes cross-departmental coordination to ensure equitable, seamless transitions from basic education to college-level coursework.

### **Community Education Conversational English Course**

Riverview Education Center is running an in-person Conversational English classes for Fall Quarter on Tuesdays and Wednesday evenings from 5:00–7:00 PM.

## **Stafford Creek Corrections Center**

The faculty, staff, Student Voices Council, and classroom assistance pulled off a large-scale advising day on October 21, 2025, Grays Harbor College hosted a successful Advising Day at Stafford Creek Corrections Center, providing students the opportunity to meet individually with advisors, finalize Winter 2026 schedules, and connect directly with college staff. Nearly all current students participated, expressing strong appreciation for being seen and supported as college students. The event fostered stronger advisor-student relationships and greater engagement in academic planning. Student feedback was overwhelmingly positive, with suggestions for small logistical improvements such as quieter advising spaces and additional resources. Advising Day continues to be a cornerstone of student success and engagement within GHC's Corrections Education Program.



# FIRST-GEN CELEBRATION

**03  
MON.**

## KICK-OFF CELEBRATION

*Selfie station, 1st-gen swag, and more!  
Brown bag lunch with 1st-gen students,  
faculty & staff*

**10AM-1PM  
tulalW lobby**

**04  
TUES.**

## LETTER WRITING CAMPAIGN

*Write a letter to your legislator about  
the needs of 1st-gen college students*

**9AM-4PM  
TRIO Office**

## WATCH PARTY

*Watch a movie starring a famous  
TRIO alumna!*

**2PM-4:30PM  
TRIO Office**

**05  
WED.**

## FIRST-GEN HEADSHOTS

*Let TRIO take your photo!*

**11AM-1PM  
TRIO Office**

## OVERCOMING IMPOSTER SYNDROME WORKSHOP

*All students and staff welcome!*

**1:30-2:30PM  
tulalW 3244**

**06  
THURS.**

## TRAILBLAZING: BUILD YOUR OWN PATH (& MIX)

*Customize your own trail mix snack!*

**9AM-4PM  
TRIO Office**

**07  
FRI.**

## FIRST-GEN DOCUMENTARY & COLORING

*Join us for a relaxing and educational Friday!*

**12-1PM  
TRIO Office**

## **X.8. – President’s Report**

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
November 18, 2025

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# **Written Report**

## **Item Information:**

**Topic:** President’s Monthly Report

**Prepared by:** Carli Schiffner, PhD

**Attachments:** Accreditation Update

## **Narrative**

### **EVENTS:**

Dinner Meeting with GHC Evening Custodial Employees, October 7

All Faculty Day, October 10

3<sup>rd</sup> Annual Grays Harbor County Health Symposium, October 10

Medusa Quartet, Bishop Center, October 11

Aberdeen and Hoquiam Key Leader Fall Event, October 14

Dr. MarcusAntonio Gunn, Basic Education for Adults Policy Associate, SBCTC, Lunch Presentation on doctoral research, October 15

SBCTC Board Meeting and Dinner, presentation on allocation, October 15-16

Film Viewing of “Satsop Music Festival”, sponsored by the Polson Museum, October 18

GHC Town Hall Meeting, October 20

Middle Leadership Academy, invited guest speaker, SBCTC, October 21

Greater Grays Harbor, Inc., After Hours Event with featured guest, Congresswoman Emily Randall, October 21

Professional/Technical Advisory Committee Dinner (PTAC), October 23

FBLA Regional Convening, Welcome, October 24

AK Chapter/PEO, Presentation, October 27

Rural Guided Pathways, NCII, Institute, October 28-31



## MEETINGS:

WACTC Allocation Model Review Committee Meetings (and prep), October 13

WACTC Regular Business Meeting, October 2-3

Recompete Leads, Meeting, October 8

SBCTC Tribal Stewards Grant, Meeting, October 8

WPEA, Labor / Management Monthly Meeting, October 8

National Center for Inquiry and Innovation, Prep Meetings, October 6, October 8

Grays Harbor College Foundation, October 9

Greater Grays Harbor, Inc., Executive Committee, October 9

Cheryl Heywood, Executive Director, Timberland Regional Library, October 9

Dr. Julie White, Chancellor, Pierce College District, October 10

Isaac Humiston, Student Body President, October 13

Derek Sheffield, WA State Poet Laureate, Prep Meeting, October 16

St. Martin's University, Academic Planning Meeting (hosted by the president), October 16

Gray-Pac Superintendent Meeting, October 17

Harbor Heights, DCYF at SCCC, October 17

Pacific County, Regional Leadership, October 14, October 22

Allied Health, Raymond Expansion, October 22

Tammy McMullen, Willapa Valley Superintendent, October 22

Keith Samplewski, Lake Quinalt Superintendent, October 23

Stafford Creek Corrections Center, Leadership Meeting, October 24

SBCTC Corrections Education Meeting, October 24

Dr. Lynn Green, Co-Superintendent Aberdeen School District, October 24

Tony Enzler, Quinalt Business Enterprises, October 24

Heather Sweet, Ocosta Superintendent, October 24

Secretary Lang, Department of Corrections, Meeting, October 27

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

## ACCREDITATION

Report attached.

## WACTC UPDATE & the STATE BUDGET

At the October business meeting for the State Board, the Allocation Model Review Committee (AMRC) leads presented the revised implementation recommendation. The recommendation was for the new allocation formula to be implemented over the course of six years beginning in July 2026. Each year will see an equal amount reduced over the span of the implementation period. The members of the State Board approved the recommendation, concluding the work of the AMRC after two years. For Grays Harbor College, the total reduction with the new formula is \$260,000; and this will fluctuate depending on the College's four-year rolling enrollment averages (based on 50% headcount and 50% FTE—since the FTE target is eliminated in the new allocation model).

In mid-November, Washington State's Economic and Revenue Forecast Council will provide its quarterly update. Similar to the forecast shared in September, the economic forecast report is anticipated to be grim. With the start of the next Legislative Session just two months away, this upcoming economic forecast coupled with the most recent state budget concerns, will certainly result in leaner years in state funding for community and technical colleges and the students colleges serve. As previously shared, the State Board for Community and Technical Colleges' Legislative priorities focus on maintaining current funding levels and fully funding cost of living adjustments.

The presidents continue to meet on a weekly basis—focusing on responses to the federal government, the future of some system programming, and concerns about financial health. With such challenges at the federal and state levels, it is a blessing to have a system and 33 other presidential colleagues to be in this work together.

## OUTREACH

Beginning in October and extending through December, the Grays Harbor College President will be visiting as many Grays and Pacific County Superintendents as possible at their institutions. The purpose is to continue to build stronger relationships between the College and K-12 partners, and to listen to any concerns or ideas for improvement. Lake Quinault, Ocosta, Raymond, and Willapa Valley have been visited so far.

## GRANTS, Federal and Philanthropic:

With the **federal government shut down** extending through the entire month of October 1, the uncertainty related to federal funding persists. College leadership continues to keep in close contact with union leadership as the shutdown continues. Ongoing funding for federal grant programs like TRiO, is being monitored by College staff on a daily basis. At the end of October, federal Supplemental Nutrition Assistance Program (SNAP) benefits stopped being administered by the federal government. Leadership at the State Board issued system-wide guidance to help with a communication plan and resources. Grays Harbor College adopted this guidance and communicated (via email and through social media channels) to students and employees about the situation and provided resources that included increasing access to the College's food pantry.

The **NCII Rural Guided Pathways Grant** held its second convening the last week October in Louisville, Kentucky. The focus on the institute was workforce, so the cohort from the College included the Workforce Dean, the CTE K-12 Coordinator, and a Workforce Faculty member. College leadership from the College presented 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 entry advising.

Also, in late October, a federal judge in Seattle blocked the decision of the federal government to terminate the National Oceanic and Atmospheric Association (NOAA) **Tribal Steward Grant**. This grant includes five community colleges and their tribal partners to work on climate resiliency at the local level. Grays Harbor College and the Quinault Nation are one such partnership that was impacted by the decision administered unexpectedly in May.

### **Action Requested:**

This is informational, no action requested at this time.

## X.8.a. – Accreditation Report

GHC Board of Trustees Meeting  
November 18, 2025

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# Written Report

## Item Information:

**Topic:** Institutional Accreditation

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

**Attachments:** None

## Narrative

### Dates Confirmed for the Year 7 – Evaluation of Institutional Effectiveness

Mark your calendars!

Grays Harbor College has confirmed with the Northwest Commission on Colleges and Universities (NWCCU) that the Comprehensive Year 7 – Evaluation of Institutional Effectiveness on-site peer evaluation visit will take place **October 19–21, 2026**.

A team of approximately 5–7 peer evaluators will conduct the visit. The team chair will represent a peer institution outside the state of Washington.

Comprehensive evaluations typically span three days:

- Days 1 and 2: The evaluation team will be on campus conducting meetings and reviewing documentation.
- Day 3 (morning): An exit meeting will be held, after which the team will depart around noon.

Additional days may be scheduled in advance to evaluate off-campus or branch locations, if applicable. It is expected that the Peer Evaluation Team will request to meet with **2 members of the Board of Trustees** on the first day of the visit.

To support the evaluation process, Grays Harbor College must submit its Evaluation of Institutional Effectiveness Report, including all appendices and a copy of the College Catalog, by August 24, 2026 — eight weeks prior to the scheduled visit.

## Summary & Next Steps

Work is ongoing on the Year 7 – Evaluation of Institutional Effectiveness report. Members of the Accreditation Steering Committee are actively collaborating and sharing draft sections of the report, which focus on [Standard 1](#) and emphasize student learning, student achievement, and overall institutional effectiveness.

## Action Requested:

No action at this time.