



*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 June 10, 2025, at 10:03 AM.

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

**Others Present:** Kristy Anderson, Holly Bringman, Ashley Bowie-Gallegos, Lori Christmas, Dr. Aaron Coby, Ja'Shona Cooks, Sarah Dalrymple, Derek Edens, Ariel Finrock, Laurie Franklin, Ava Garcia, Lisa Getty, Jason Gordon, Isaac Humiston, Penny James, Lance James, Justin Kautzman, Lindsey Kargbo, Justin Kjolseth, Scott Melton, Brian Mahoney, Carol O'Neal, Floyd Plemmons, Adam Pratt, Michael Priest, Samantha Rayment, Anica Reimer, Kelly Richters, Jonathan Salvador, Dr. Carli Schiffner, Kenji Seta, Kevin Smith, Lisa Smith, Cassandra Smith, Jared Stratton, Bonnie Tarrant, Monica Todd, Nina Urioste, Niena Vilischar, Sydney Yager, Heidi Wood

**Others Present on Zoom:** Alana Bertot, Crystal Bagby, Cheyenna Carroll, Jenny Crawford, Barbara Dyer, Matt Edwards, Matt Holder, PJ Moore, Karyn Olson, Julie Randall, Lizbeth Sanchez, Marjie Stratton, JEB Thornton, Sarina Tung, Hannah Tupper

A study session was provided at 9:00 AM and featured an overview of the FY26 Operating Budget presented by Jason Gordon.

### I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:03 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

Aliza Esty read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked her 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

Bonnie Tarrant, a student in the Human Services program at Grays Harbor College, expressed appreciation for Nancy Estergard in the Tutoring Center and offered public comments regarding areas for improvement.

Monica Todd, Carol O'Neal, and Lindsey Kargbo, faculty members from the Nursing Department at Grays Harbor College, provided public comment requesting the Board's support for Nursing Educator Salaries to remain as initially intended by the state legislature.

## **VII. Celebration**

Dr. Carli Schiffner invited Lori Christmas to celebrate the accomplishments of the College's Running Start seniors. Lori shared that this year, the College will honor 230 seniors from 17 high schools across Grays Harbor and Pacific Counties. She also shared the number of graduating students from each high school. Among these 230 graduates, 121 will earn one college degree, one student will earn two degrees, and one student will earn three degrees. Additionally, 53% will graduate with both a high school diploma and a college degree. The cumulative GPA for the class is 3.512, 12 students earned a 4.0 GPA, and 31 students will be recognized as President's Scholars. Lori noted that this is her eighth graduating class of Running Start students and that they continue to inspire her.

Anica Reimer, a recent Aberdeen High School graduate and Running Start participant, shared her reflections on the program. She spoke about her positive experiences in lab courses, serving in student government, and the many opportunities available to students. Lori concluded her remarks with thanks and shared reflections and highlights submitted by the graduates. Dr. Harry Carthum expressed that one of the best things about the Running Start program is Lori Christmas and the confidence she instills in her students. Lori also recognized Cassandra Smith for her continued support of the program.

Dr. Aaron Coby shared highlights of Bruce Bailey, who was unable to attend and will be retiring soon. Dr. Coby expressed appreciation for Bruce's commitment to the Community Education program in Ilwaco. He extended thanks and best wishes to Bruce.

The agenda then shifted to introductions of new employees. The following individuals were introduced but unable to attend: Donald Hennige-Custodian 2, Carrie Warren-Office Assistant 3 at SCCC, John Jane-Custodian 2, Shana Scudder-Corrections Education Navigator at SCCC, Geoffrey Fogleman-Basic Skills Faculty at SCCC, and Bryn Cavin-Program Manager for the GHC Foundation.

New employees in attendance included: Brian Mahoney-Director of Facilities & Operations, is originally from Idaho and he thanked the College for the warm welcome and expressed how happy he is to join the team, noting his appreciation for the people at GHC. Ava Garcia-Director of Enrollment Services, is originally from Guam and she expressed her gratitude for the opportunity and shared that she is happy to be at Grays Harbor College. Jonathan Salvador-Program Coordinator in Enrollment Services, shared that his experience so far has been very positive, especially due to the kindness and support from the campus community. Holly Bringman-Vice President for Learning & Student Success, expressed her appreciation and excitement to begin her new role on June 23. She shared that she already feels connected and is eager to get started.

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

### **Action Items**

1. Approval of May 13, 2025 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the May 13, 2025 meeting minutes. Aliza Esty moved to approve the minutes, and Astrid Aveledo seconded the motion. The motion carried.

- b. A correction was noted regarding a typo in Chantel Prat's name.
2. Approval of the Memorandum of Understanding Between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)
  - a. Dr. Carli Schiffner, presenting on behalf of Erin Tofte, introduced the item and called attention to three key points in the agreement.
  - b. Chair Dr. Paula Akerlund called for a motion to approve the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984). Dr. Harry Carthum moved to approve the memorandum, and Aliza Esty seconded the motion. The motion carried.
3. First Reading of Operational Policy 322 – Student Absences for Holidays of Faith and Conscience
  - a. This policy addresses student absences for holidays of faith and conscience. A corresponding procedure outlines the implementation process. A question was raised regarding how such absences are determined; Dr. Aaron Coby noted that the policy includes flexibility for these situations and that a group would be convened to assist in determining approval.
  - b. Moves to second reading.
4. First Reading of Operational Policy 323 – Academic Credit for Military Training
  - a. This policy includes minor revisions, primarily to verify the accuracy of links. The policy has been in place for some time and allows students to receive academic credit for applicable military experience. A corresponding procedure explains the implementation.
  - b. Moves to second reading.
5. First Reading of Operational Policy 410 – Standards of Progress for Financial Aid Recipients
  - a. No significant changes were made; the policy was brought forward as part of its regular review cycle.
  - b. Moves to second reading.
6. First Reading of Operational Policy 416 – Athletics
  - a. No significant changes were made; the policy was brought forward as part of its regular review cycle.
  - b. Moves to second reading.
7. First Reading of Operational Policy 640 – Leaves and Reporting
  - a. Dr. Carli Schiffner, presenting on behalf of Erin Tofte, explained that the policy introduces a new limit to the number of vacation hours exempt employees may roll over on an annual basis. A question was raised about the transition for this change, and Dr. Schiffner shared that there will be a three-year implementation period.
  - b. Moves to second reading.
8. First Reading of Operational Policy 905 – Appropriate Use of the College Brand
  - a. This is a new policy intended to complement existing media policies. It provides guardrails for the College's brand and its appropriate use. In response to a question, Kristy Anderson shared information about the approval routes and associated processes.
  - b. A question was raised about how the policy applies to personal use of the brand. Kristy clarified that the main concern is with individuals monetizing the brand; isolated personal uses are not expected to be an issue.
  - c. Moves to second reading.
9. Second Reading of Operational Policy 402 – Student Involvement in Governance
  - a. No changes were made since the first reading.
  - b. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policy 402 – Student Involvement in Governance. Aliza Esty moved to adopt the policy, and Astrid Aveledo seconded the motion. The motion carried.

10. Approval of the FY2026 Service & Activities (S&A) Budget
  - a. Anica Reimer and Isaac Humiston presented the proposed Service & Activities (S&A) budget, which includes \$418,100 for Student Life and \$214,000 for Athletics. The total Tech Fee budget is \$90,000. Isaac noted that \$30,000 from the Tech Fee budget will be used to purchase laptops, which will help address concerns raised during the earlier public comment. He also noted the budget remained within the recommended amount and includes a request to approve the S&A fee rate. Appreciation was expressed to Dr. Carli Schiffner for assuming the Student Life Director salary in the College's operating budget, allowing more funds to be allocated to student needs.
  - b. Chair Dr. Paula Akerlund called for a motion to approve the FY2026 Service & Activities fee, as well as the Service & Activities and Tech Fee budgets. Dr. Harry Carthum moved to approve the proposed fee and budgets, and Aliza Esty seconded the motion. The motion carried.
11. Approval of the FY2026 Operating College Budget
  - a. Chair Dr. Paula Akerlund called for a motion to approve the FY2026 Operating Budget in the amount of \$23,914,283. Aliza Esty moved to approve the FY2026 Operating Budget, and Dr. Harry Carthum seconded the motion. The motion carried.
12. Faculty Rehire and Tenure Decisions – as a result of Executive Session
  - a. Chair Dr. Paula Akerlund called for a motion to rehire tenure-track faculty Nina Urioste, Kevin Smith, and Justin Kautzman at Grays Harbor College. Astrid Aveledo moved to approve the rehire of the tenure probationers, and Dr. Harry Carthum seconded the motion. The motion carried.
  - b. Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Scott Melton. Astrid Aveledo moved to grant tenure status to Scott Melton, and Aliza Esty seconded the motion. The motion carried.
13. Contract Review and Approval for Dr. Carli Schiffner – as a result of Executive Session
  - a. Chair Dr. Paula Akerlund called for a motion to approve the contract for Grays Harbor College President Dr. Carli Schiffner, extending it through July 30, 2028. Astrid Aveledo moved to approve the contract, and Aliza Esty seconded the motion. The motion carried.

## **Standing Reports**

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

Isaac Humiston shared several highlights from the year, including Student Government's work with the Harbor Landing Food Pantry, the diaper bank, the wellness vending machine, student ID services, Charlie the Choker mascot, and numerous campus activities and events. He also announced his reappointment as President. The incoming officers are: Lisa Getty as Executive Vice President, Michael Priest as Vice President for Community Engagement, and Sam Raymond as Vice President for Diversity and Awareness. Isaac concluded his report by thanking the outgoing officers: Rebekah Stone, Anica Reimer, Selena Guzman, and Alivia Chum.

### **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 provided more information on indirect costs and equipment purchase history as a follow-up to the May meeting. The indirect cost rate is 52.39 percent but varies by grant. Regarding the equipment purchase history, he noted that 2023 stands out as there was more money to spend on instructional equipment. It was asked if the cycle for equipment is monitored, and Jason noted that it is. Jason also shared that the State Auditor's Office FY24 financial statement audit started a few weeks ago.

Jason gave an update about the bookstore, noting that the bookstore manager has announced her resignation. The plan for moving forward with the bookstore is included in his report. He learned that it is important to have a full-time person in the bookstore, so that's part of the plan moving forward. The partnership with Centralia will be scaled back to book support, and the plan also reduces the number of full-time employees. Another difference between this year and the proposed FY26 budget is the salary costs that were unexpected. There will still be a deficit with the bookstore salary, but the plan proposes some cost savings.

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

Dr. Carli Schiffner, presenting on behalf of Erin Tofte, noted that Erin's report is included in the Board packet and that there were no updates beyond the written report.

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

Dr. Aaron Coby shared that there are not many updates beyond the written report but called attention to a couple of items. The search for an English faculty member has been moved to the fall to ensure sufficient time for recruitment. He also highlighted the flyers for the English classes being offered in Westport and Raymond.

8. **Student Services Report** (Laurie Franklin)

Laurie Franklin provided the Board with a printed update of the June 10 enrollment snapshot and a flyer for the spring drama production, *Adaptations*. She noted that graduation will be held at the end of the month, with more information to be shared with the Board soon. Laurie concluded by sharing that this would be her final report and expressed her thanks to the Board. The Board thanked Laurie for her service as Interim Vice President of Student Services, and the room gave a standing ovation in appreciation.

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

Dr. Carli Schiffner shared that she doesn't have any updates beyond her written report.

a. **Accreditation** (Kristy Anderson)

There were no updates beyond the written report.

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

There were no updates beyond the written report.

## 10. Board Report

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

Lisa Smith shared that the Foundation is in the process of approving its budget. She also shared that the Foundation is able to provide scholarships to students in the CDL and NA-C (formerly CNA) programs for varying needs. Additionally, a \$19,000 grant has been secured to support the Culinary Program. Lisa reported that the Hughes Tools Scholarship may expand beyond the one year cohort, and that the Culinary Program is being integrated into the Tools Scholarship. She concluded by noting that more updates will be provided regarding equipment purchasing.

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

Astrid Aveledo shared that the committee has meet recently and is working with a local artist to develop signage for the artwork.

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

Jim Sayce was unable to attend and Dr. Carli Schiffner noted that there's not much to report at this time.

### d. Election of Officers

Discussion ensued regarding open positions. Aliza Esty nominated Dr. Paula Akerlund to be re-elected as Board Chair; Dr. Akerlund accepted the nomination. Aliza Esty moved to re-elect Dr. Akerlund as Board Chair, and Dr. Harry Carthum seconded. The motion carried.

Dr. Harry Carthum nominated Astrid Aveledo to be re-elected as Vice Chair; Astrid accepted the nomination. Dr. Carthum moved to re-elect Astrid Aveledo as Vice Chair, and Aliza Esty seconded. The motion carried.

The Board agreed to postpone the selection of Foundation and Legislative Representatives to the July meeting, as Jim Sayce was unable to attend the June meeting.

### e. Items of Interest (Dr. Paula Akerlund)

Dr. Harry Carthum proposed that the Board consider appointing a fiscal liaison to meet with Jason Gordon prior to Board meetings to ask questions and check in. The Board agreed and selected Aliza Esty to serve as the fiscal liaison.

Chair Dr. Paula Akerlund presented Dr. Harry Carthum with the ACT Trustee of the Year nomination submitted by the Board and read a short excerpt from one of the letters of support. The Board expressed their appreciation for Dr. Carthum's ongoing leadership, dedication, and service to Grays Harbor College.

The meeting recessed at 10:50 AM and reconvened at 10:56 AM.

**Note:** The Board adjusted the order of business and held Executive Session following the Celebration and Introduction of New Employees. Upon reconvening in open session, the Board proceeded with the Standing Reports and the remaining agenda items.

### **XIII. Executive Session**

The Board entered a closed executive session at 10:56 AM. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation, review the performance of a public employee, and consider faculty rehire and tenure decisions. The session was scheduled to last approximately 90 minutes. The Board reconvened in open session at 12:36 PM.

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

Actions as a result of the Executive Session:

Chair Dr. Paula Akerlund called for a motion to rehire tenure-track faculty Nina Urioste, Kevin Smith, and Justin Kautzman at Grays Harbor College. Astrid Aveledo moved to approve the rehire of the tenure probationers, and Dr. Harry Carthum seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Scott Melton. Astrid Aveledo moved to grant tenure status to Scott Melton, and Aliza Esty seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to approve the contract for Grays Harbor College President Dr. Carli Schiffner, extending it through July 30, 2028. Astrid Aveledo moved to approve the contract, and Aliza Esty seconded the motion. The motion carried.

### **XV. Good of the Order**

Chair Dr. Paula Akerlund acknowledged the College's recent award of Government/Municipality of the Year at the Greater Grays Harbor Inc. Leaders Banquet. Astrid Aveledo shared a highlight from the event, which included going on stage to receive the award.

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

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:16 PM. The Board of Trustees will hold its next meeting on July 8, 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