



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

Grays Harbor College Board of Trustees Regular Meeting Minutes

Board Meeting: The Board meeting convened on March 11, 2025, at 11:00 AM.

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

Others Present: Derek Edens, Heidi Wood, Kristy Anderson, Dr. Carli Schiffner, Ja'Shona Cooks, Erin Tofte, Dr. Aaron Coby, Julie Randall, Destini Kirkwood, Dr. Evelyn Lanka, Dr. Daniel Nogales, Sofia Martinez, Holly Samuelson, Dr. Heather Gilmore, Donald Burke, Evan Yankey, Lori Christmas, Cassie Smith, Sydni Yager, Laurie Franklin, Floyd Plemmons, Jesse Kangas-Hanes, CJ Berndt, Dr. Brittany Ferry, Melanie Israel, Tim Plagge, Dr. Darby Cavin, Tiffany Smith, Dr. Jenel Cope, Adam Pratt, Shiloh Winsor

Others Present on Zoom: Alana Bertot, Annalee Atwell-Tobar, Barb Dyer, Bruce Marvin, Cheyenna Carroll, Haley Adair, Jackie Blumberg, Janet Parker, Matt Holder, Nancy DeVerse, Sarah Dalrymple, Jeb Thornton

No study session was held.

I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 11:00 AM. Roll call was taken by Ja'Shona Cooks.

II. Safety statement

Chair Dr. Paula Akerlund read the safety statement.

III. Pledge of Allegiance

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

IV. Land Acknowledgment

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

V. Agenda Adoption

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

VI. Public Comments

There were no public comments.

Following the adoption of the agenda, Chair Dr. Paula Akerlund invited Dr. Carli Schiffner to make an announcement. Dr. Schiffner introduced and welcomed Jason Gordon as the new Vice President of Administrative Services. Mr. Gordon provided a brief introduction. The Board welcomed him and thanked him for attending the meeting.

VIII & IX. Action Items & Standing Reports

Action Items

1. Approval of February 11, 2025 Minutes
 - a. Chair Dr. Paula Akerlund called for a motion to approve the February 11, 2025 meeting minutes. Aliza Esty moved to approve the minutes, and Jim Sayce seconded the motion. The motion carried.
2. First Reading of Operational Policy 303: Approving and Discontinuing Degree Programs
 - a. Dr. Aaron Coby provided background on the policy and noted it has undergone minimal revisions. Dr. Coby also noted that while the College does not have sole authority to create degree programs, it does have the discretion to determine which state-approved programs are adopted. It was also noted that the word "College" had been inconsistently capitalized in a few policies; going forward, it will be consistently capitalized.
 - b. Chair Dr. Paula Akerlund moved *Operational Policy 303: Approving and Discontinuing Degree Programs* to a second reading.
3. First Reading of Operational Policy 310: Human Subjects Research
 - a. Dr. Aaron Coby provided background on the policy and noted that it serves as a mechanism to ensure the safety of human subjects involved in research. Dr. Coby mentioned that the State Board is currently working to establish a statewide Institutional Review Board (IRB); however, until that process is complete, the College should continue to have one in place. When it becomes available, Dr. Coby will share more about the makeup of the State Board IRB.
 - b. In response to Board questions, Dr. Coby noted that the College would confirm whether it has a consent form for human subjects in the connected procedure. He clarified that the committee functions to evaluate participant safety based on the researcher's proposal and to determine equitable participant selection. He also noted that compensation for participation on the IRB committee is addressed through the federal IRB application process.
 - c. Chair Dr. Paula Akerlund moved *Operational Policy 310: Human Subjects Research* to a second reading.
4. First Reading of Operational Policy 314: Copyright
 - a. Dr. Aaron Coby provided background on the policy and noted it had no proposed changes. In response to a question, Dr. Coby noted that, in general, the Board is expected to follow copyright laws.
 - b. Chair Dr. Paula Akerlund moved *Operational Policy 314: Copyright* to a second reading.
5. Second Reading, Operational Policy 523: Acquisitions of Works of Art to the College
 - a. Dr. Carli Schiffner presented the policy on behalf of Anita Plagge and Nathan Barnes, who were unable to attend due to teaching responsibilities. She noted that they collaborated on the revisions, and that the policy was reviewed by the Assistant Attorney General (AAG).
 - b. All instances of "College" will be capitalized for consistency.
 - c. Chair Dr. Paula Akerlund called for a motion to adopt *Operational Policy 523: Donations of Works of Art to the College*. Dr. Harry Carthum moved to adopt the policy, and Astrid Aveledo seconded the motion. The motion carried.

6. Faculty Rehire and Tenure Decisions – as a result of Executive Session.
 - a. Chair Dr. Paula Akerlund called for a motion to rehire tenure probationers Destini Kirkwood, Dr. Evelyn Lanka, Sofia Martinez, Dr. Daniel Nogales, and Holly Samuelson 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 Heather Gilmore. Astrid Aveledo moved to grant tenure status to Heather Gilmore, and Jim Sayce seconded the motion. The motion carried.
 - c. Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Evan Yankey. Astrid Aveledo moved to grant tenure status to Evan Yankey, and Jim Sayce seconded the motion. The motion carried.
 - d. Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Donald Burke. Astrid Aveledo moved to grant tenure status to Donald Burke, and Jim Sayce seconded the motion. The motion carried.

Standing Reports

Standing oral reports were forgone for this meeting; instead, verbal updates were provided in response to Board questions and are summarized by topic below.

Administrative Services Report (Dr. Carli Schiffner)

Chair Dr. Paula Akerlund expressed concern about the College's main phone line not being consistently answered and emphasized the importance of ensuring calls are responded to. Dr. Carli Schiffner shared that she and Derek Edens have been actively exploring options to improve the phone system, including the possibility of implementing a menu system or reinstating a dedicated receptionist.

President's Report (Dr. Carli Schiffner)

Per request, Dr. Carli Schiffner provided an update on the systemwide Allocation Model Review Committee (AMRC) and highlighted two proposed changes: an adjustment to the Minimum Operating Allocation (MOA) and a modification to the current district enrollment allocation formula. An overview of the projected impact specific to Grays Harbor College will be presented to the Board at the April meeting.

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

Floyd Plemmons provided an update on the SSIB project's completion timeline. In response to a couple of questions, he noted that some areas of concrete will be replaced and shared that the art installation is scheduled for spring.

Board Report

- Items of Interest (Dr. Paula Akerlund)

Chair Dr. Paula Akerlund reminded the Board to consider shifting next year's meeting times to the afternoon in response to faculty feedback. This change would also adjust the start time of study

sessions. Board members were asked to bring forward any scheduling conflicts with the proposed change, as the Board will discuss and confirm next year's meeting schedule at the April meeting.

The meeting recessed at 11:43 AM and reconvened at 12:01 PM.

XIII. Executive Session

The Board entered a closed executive session at 12:01 PM to review the performance of public employees, including faculty rehire and tenure decisions, as authorized under RCW 42.30.110(1)(g). The executive session concluded at 2:45 PM, and the Board returned to open session.

XIV. Action Items as a Result of the Executive Session

Faculty Rehire and Tenure Decisions – as a result of Executive Session.

Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Heather Gilmore. Astrid Aveledo moved to grant tenure status to Heather Gilmore, and Jim Sayce seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Evan Yankey. Astrid Aveledo moved to grant tenure status to Evan Yankey, and Jim Sayce seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Donald Burke. Astrid Aveledo moved to grant tenure status to Donald Burke, and Jim Sayce seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to rehire tenure probationers Destini Kirkwood, Dr. Evelyn Lanka, Sofia Martinez, Dr. Daniel Nogales, and Holly Samuelson 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.

XV. Good of the Order

No items were raised.

XVI. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 2:50 PM. The Board of Trustees will hold its next meeting on April 8, 2025 at 10:00 AM, at Grays Harbor College in Aberdeen and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair