

## Board of Trustees Regular Meeting

December 9, 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



## December 9, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, December 9, 2025, at 1:00 PM. Dr. Paula Akerlund, Board Chair, will preside.

A light lunch will be offered at 11:30 AM. A study session featuring a Tribal Government Affairs Update by Maya Esquivido and a Native Pathways Program Update by Cherie Edwards and Tia Lutz will be held at 12:00 PM.

Item	Topic	Presenter(s)
12:00 - 1:00 PM	<b>Study Session - Tribal Government Affairs Update</b>	Maya Esquivido - Interim Director of Tribal Government Affairs, SBCTC Cherie Edwards - Native Pathways Program Director, GHC Tia Lutz - Faculty, Native Pathways Program, GHC
I.	<b>Call to Order/Roll Call</b>	Dr. Paula Akerlund
II.	<b>Safety Statement</b> 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> 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 acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.	Jim Sayce
V.	<b>Agenda Adoption</b>	Dr. Paula Akerlund
VI.	<b>Public Comments</b>	

**Regular Meeting Agenda**

Grays Harbor College Board of Trustees  
December 9, 2025



	Please sign in and limit comments to three minutes.	
VII.	<b>Celebrations</b> <ol style="list-style-type: none"> <li>1. Virgil Matthews – University of Montana Hall of Fame Induction</li> <li>2. Harbor Landing Food Pantry Support – Student Life, Grays Harbor College Foundation, Community, and Jamie Traugott</li> </ol>	Holly Bringman Holly Bringman
VIII.	<b>New Employee Introductions</b>	Erin Tofte
IX.	<b>Review Items</b> <ol style="list-style-type: none"> <li>1. First Reading of Operational Policy 503 - Financial Management</li> <li>2. First Reading of Operational Policy 504 - Cash Control</li> </ol>	Jason Gordon Jason Gordon
X.	<b>Action Items</b> <ol style="list-style-type: none"> <li>3. Approval of the November 18, 2025 Minutes</li> <li>4. Second Reading of Operational Policy 403 - Federal Educational Right and Privacy Act (FERPA)</li> <li>5. Second Reading of Operational Policy 501 - Business Functions, Delegation of Authority</li> </ol>	Dr. Paula Akerlund Holly Bringman Jason Gordon
XI.	<b>Standing Reports</b> <ol style="list-style-type: none"> <li>1. Student Government Report</li> <li>2. Classified Staff Report</li> <li>3. Represented Exempt Staff Report</li> <li>4. Faculty Report</li> <li>5. Administrative Services Report</li> <li>6. Human Resources Report <ul style="list-style-type: none"> <li>a. Updated Organizational Charts</li> </ul> </li> <li>7. Learning and Student Success Report <ul style="list-style-type: none"> <li>a. Enrollment</li> </ul> </li> <li>8. President's Report <ul style="list-style-type: none"> <li>a. Accreditation</li> </ul> </li> <li>9. Board Report <ul style="list-style-type: none"> <li>a. Foundation Meeting Report</li> <li>b. Legislative Committee Report</li> <li>c. Fiscal Liaison Report</li> <li>d. Items of Interest</li> </ul> </li> </ol>	Isaac Humiston Jared Stratton Shelly Hoffman Anita Plagge Jason Gordon Erin Tofte  Holly Bringman  Dr. Carli Schiffner Kristy Anderson  Astrid Aveledo Jim Sayce Aliza Esty Dr. Paula Akerlund
XII.	<b>Non-Public Session</b> Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XIII.	<b>Action Items as a Result of the Non-Public Session</b>	
XIV.	<b>Executive Session</b> Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.	
XV.	<b>Action Items as a Result of the Executive Session</b>	
XVI.	<b>Good of the Order</b>	
XVII.	<b>Adjournment</b>	

## **IX.1. - First Reading of Operational Policy 503 - Financial Management**

GHC Board of Trustees Meeting

December 9, 2025

---



### **Operational Policy**

Policy Name	<b>Financial Management</b>
Policy Number	<b>503</b>
Date Adopted	8/1/1975
Date(s) Revised or Reviewed	Revised: 1/17/1995; 3/15/1999; 12/21/2021 Reviewed: 4/21/2020

### **Policy:**

It is the policy of Grays Harbor College to ensure strong financial management and the integrity of College resources. The College follows established state laws, regulations in the State Administrative and Accounting Manual (SAAM) from the Washington State Office of Financial Management (OFM), and guidance in the Fiscal Affairs Manual (FAM) from the State Board for Community and Technical Colleges (SBCTC).

The Board of Trustees hereby directs the president of the College to establish and control a proper accounting system which is consistent with the rules of proper regulatory bodies, good business practices, and any state statutes which may apply.

It shall also be the duty of the president to develop a proposed budget of revenues and expenditures for each ensuing fiscal year and to present it to the trustees for their approval. The budget shall be managed as a controlled spending plan for the fiscal year. The president is authorized to make expenditures and commitments in accordance with and in harmony with the adopted budget, but the president shall also have the authority to make adjustments to the adopted budget plan when deemed necessary. Any adjustments which involve changes in the philosophy inherent in the adopted budget shall be reported to the Board.

### **References:**

[Office of Financial Management State Administrative and Accounting Manual \(SAAM\);](#)

[State Board for Community and Technical Colleges Fiscal Affairs Manual \(FAM\)](#)

## IX.2. - First Reading of Operational Policy 504 - Cash Control

GHC Board of Trustees Meeting

December 9, 2025

---



### Operational Policy

Policy Name	<b>Cash Control</b>	
Policy Number	<b>504</b>	
Date Adopted	8/1/1975	
Date(s) Revised or Reviewed	Revised: 1/17/95, 3/15/99, 4/21/2020	Reviewed:

### Policy:

It is the policy of the Board of Trustees of Grays Harbor College to maintain sound business practices concerning the control of cash which is received and disbursed on behalf of the College. The Board, therefore, directs the president of the College or designees to deposit all cash received for the College into financial institutions for the exclusive benefit of the College. If the College accumulates surplus funds, the Board authorizes the president or designees to invest and/or liquidate for the exclusive benefit of the College, any such surplus funds. The president or designees are expected to judge the circumstances under which any such cash balances can be prudently invested or liquidated.

The president or designees are directed to make payments for goods and services, and the Board authorizes the president or designees to sign checks, or submit payments through electronic means, for these payments.

The president or designee is authorized to establish, receive and deposit student tuition and fee charges as provided under the applicable statutes of the state of Washington and under the regulations of the State Board for Community and Technical Colleges [RCW 28B.15](#).



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

## Grays Harbor College Board of Trustees Regular Meeting

**Board Meeting:** The Board meeting was convened on November 18, 2025, at 1:09 PM.

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

**Others Present:** Holly Bringman, Ja'Shona Cooks, Derek Edens, Dr. Carli Schiffner, Jason Gordon, Matthew Barber, Lisa Smith, Cathy LeCompte, Kristy Anderson, Erin Tofte, Jennifer Johnson, Annalee Atwell-Tobar, Ariel Finfrock, Heidi Wood, Cassaundra Smith, Lori Christmas, Sarah Dalrymple, Holly Duffy, Jody Pope, Annetthe Orona, Isaac Humiston, Lisa Getty, Virgil Matthews, Amanda Newbold, Karyn Olson, Lizbeth Sánchez, Leslie Coffman, Amy Anderson, Anna Olson, Megan Harper, Hannah Mechler, Sam Rayment, Clara Gillies, Savannah Thompson, Madelyn Roy, Justine Coordt, Josephine Dally

**Others Present on Zoom:** Dr. Aaron Coby, Ashley Bowie-Gallegos, Ava Garcia, Carla Idohl-Corwin, Camryn Scheuber, Kenji Seta, Jared Stratton, JEB Thornton, Jonni Dawson, Julie Randall, Matt Holder, Jonni Dawson

A study session featuring an Early Childhood Education Program Overview and Facility Tour by Hannah Mechler, Cathy LeCompte, Megan Harper, Anna Olson, and Amy Anderson began at 11:30 AM.

### I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 1:09 PM. Roll call was taken by Ja'Shona Cooks.

### II. Safety statement

Chair Dr. Paula Akerlund called attention to the safety statement.

### III. Pledge of Allegiance

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

### IV. Land Acknowledgment

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

### V. Agenda Adoption

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

### VI. Public Comments

No public comments.

### VII. Celebration

Holly Bringman invited Jody Pope, Director of Athletics; Virgil Matthews, Men's Basketball Coach; and Annetthe Orona, Athletic First Responder, to share about the Youth Skills Camps.

The Athletic Department recently hosted Youth Skills Camps for baseball, softball, and basketball. The camps were well attended by youth in the community. Athletic Director, Jody Pope, expressed appreciation to the coaches, Athletics staff, and student-athletes for their efforts in running the camps; to Information Technology for supporting the registration process; and to the Business Office for assisting with financial coordination.

Pope noted that the camps brought new families to campus and helped build trust within the community, emphasizing the importance of cultivating these relationships to support future student-athletes. She also shared positive feedback from families regarding the success and impact of the camps. The Board expressed appreciation for Pope's leadership.

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

Erin Tofte introduced new employees: Jennifer Johnson has joined the College as a Human Resources Consultant Assistant 2, Virgil Matthews recently started in the role of Financial Aid Outreach Specialist, Justine Coordt and Josephine Dally have both joined the Financial Aid team as Financial Aid Program Specialists, Madeline Roy has joined as a Resource Navigator, and Lizbeth Sanchez is now serving as a Program Assistant in the Transitions Department.

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

#### **Action Items**

1. Approval of October 14, 2025 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the October 14, 2025 meeting minutes. Jim Sayce moved to approve the minutes, and Aliza Esty seconded the motion. The motion carried.
2. First Reading of Operational Policy 403 - Federal Educational Rights and Privacy Act (FERPA)
  - a. Holly Bringman noted that only minor grammatical updates were made and that there were no substantive changes.
  - b. Chair Dr. Paula Akerlund called for a motion to approve the first reading of Operational Policy 403 - Federal Educational Rights and Privacy Act (FERPA). Jim Sayce moved to approve the first reading, and Aliza Esty seconded. The motion carried.
3. First Reading of Operational Policy 501 - Business Functions, Delegation of Authority
  - a. Jason Gordon noted that no major changes were made and that the policy is in accordance with state requirements.
  - b. Chair Dr. Paula Akerlund called for a motion to approve the first reading of Operational Policy 501 – Business Functions, Delegation of Authority. Jim Sayce moved to approve the first reading, and Aliza Esty seconded. The motion carried.
4. Approval of the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)
  - a. Erin Tofte explained that the Memorandum of Understanding extends the current contract for one additional year. The College will open and bargain the Stafford Creek Corrections Center portion this spring, and negotiations for the remainder of the contract will begin in Fall 2026.
  - 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, and Aliza Esty seconded. The motion carried.

## **Standing Reports**

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

Isaac Humiston reported that there are currently at least five active student clubs. The Associated Student Government (ASG) recently approved the formation of *GHC Rocks*, a new recovery focused club. Hiring has been completed for Marco Cerqueira, who will serve as the Associate Director of Student Life, Equity, and Inclusion, and Angel Galeana will begin on December 1 as the Student Life Coordinator.

ASG has distributed 100 holiday baskets so far and anticipates distributing approximately 160 more. Each basket includes all items needed for a full meal. Due to malfunctioning freezer units, special thanks were extended to Chef Nina Urioste and Campus Operations staff for assisting with storing and moving the turkeys. Following this effort, ASG will transition to distributing winter holiday baskets. ASG expressed appreciation to all donors supporting the Harbor Landing Food Pantry, including the Foundation, for contributions made during the government shutdown.

The Student Voices Council at Stafford Creek Corrections Center requested additional advising support, and Sarah Dalrymple is assisting until Marco Cerqueira begins his role.

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

Jared Stratton reported that the Washington Public Employees Association (WPEA) is currently in a holding pattern with the Legislature regarding addendum funding for the new year.

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

There were no updates beyond the written report.

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

There were no updates beyond the written report.

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

Jason Gordon presented the First Quarter budget report, which can be found in the Board of Trustees packet. Highlights from his report included that tuition-bearing FTE was slightly above projections, and expenses are trending slightly below anticipated levels. He noted that the six-month (Quarter 2) budget report will provide a clearer picture of overall spending trends. Gordon reported that state allocation increased by \$180,034 in Quarter 1 and shared that Running Start revenue appears low at this point because Fall billing has not yet been processed.

Gordon also highlighted that the Bookstore's expenses do not yet reflect the billing for the Centralia College contract, and he added that Bishop Center revenues are expected to increase as more performances occur throughout the academic year.

Regarding the designated cash reserves, he noted that the additional \$297,052 approved at year-end brought the Board of Trustees Reserve to 11.6 percent. Gordon will bring forward additional information on reserve policies at comparative institutions of higher education. He also reported

that the new state allocation model remains scheduled to go into effect next year and will be phased in over six years in equal increments.

Gordon concluded by stating that FY27 budget development is underway, meetings with budget managers were held last week, and budget requests are due at the end of December.

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

Erin Tofte highlighted the new employee badge system that is currently being distributed. The updated badges combine a photo identification with card-reader access for building entry. She expressed appreciation to Derek Edens and his team, as well as Campus Operations, for their support in implementing the new system.

Tofte shared that the College held an employee benefits and wellness fair last week and thanked Kalina Ebling for her work in organizing the event. She also noted that many of the positions listed as active searches in the written report have now closed and filled. The Director of Advising/Rural Projects position was a failed search and will be reworked and reposted soon.

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

Holly Bringman provided an enrollment update and reported strong early momentum for Winter Quarter registration. Enrollment is currently at approximately 751 students, which is 108 students higher than this time last year and includes Running Start and Stafford Creek Corrections Center (SCCC) enrollments. Bringman added that the College has reached 49 percent of its state funding goal for Winter Quarter.

Bringman expressed appreciation to staff at SCCC and at the Aberdeen Campus for hosting an Advising Day in October at SCCC, noting positive feedback from both students and staff. Advisors and staff were able to meet individually with most students to support Winter Quarter planning. Bringman then introduced Dean Heidi Wood and Interim Associate Dean at SCCC, Leslie Coffman, to share additional updates.

Leslie Coffman provided background on Stafford Creek Corrections Center, noting that it is a medium-security facility that opened in 2000. She reported that the increase in Fall enrollment reflects a more holistic approach to advising and support, as well as the addition of evening course offerings. SCCC has also expanded academic-related programming, including a recent writing workshop facilitated by Washington State Poet Laureate Derek Sheffield, which received highly positive feedback from students. Coffman emphasized that students value the education provided by Grays Harbor College and are experiencing positive changes aligned with the "Washington Way," which emphasizes student-focused practices within corrections education. Coffman also explained how student success is measured within the corrections environment—based on release dates, educational need, and continued academic progress.

Dean Heidi Wood provided an update on the partnership with the Department of Children, Youth, and Families (DCYF). She shared that Green Hill School experienced a significant surge earlier in the year, which led to overcrowding. The State developed a coordinated plan to address the issue, and part of that plan included establishing the Harbor Heights unit at SCCC to serve young men between the ages of 18 and 25. The facility is currently housing 22 individuals, many of whom already have some college coursework completed.

Wood noted that GHC will begin offering classes at Harbor Heights during Winter Quarter, starting with Introduction to Business, based on strong student interest in the AAS in Business program. She added that the College is collaborating with DCYF leadership to develop an annual academic schedule moving forward.

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

Dr. Carli Schiffner reported that the College participated in the second NCII Rural Guided Pathways Institute, held in Kentucky at the end of October. The focus of the institute was on workforce alignment, including evaluating College programs to ensure they lead to living wage jobs.

She shared that the Washington Association of Community and Technical Colleges (WACTC) presidents recently met to discuss statewide needs, including Centers of Excellence and the upcoming legislative session. There is significant encouragement for trustees to engage in advocacy in Olympia during February and March. Dr. Schiffner also noted that the new state allocation formula was recently featured in *The Seattle Times*, particularly around the concept of "giver colleges," which has raised concern across the system.

Dr. Schiffner highlighted the Fall Art Gala, which was highly successful. She expressed appreciation to Hailey McGraw and the volunteers for coordinating the event, as well as to the Culinary Arts Program for providing catering. Last Friday, Washington State Poet Laureate Derek Sheffield visited campus. His visit included a poetry workshop at Stafford Creek Corrections Center, a session with students at the Harbor Learning Center, and an evening poetry reading on campus. This Friday will feature an artist talk with Carrie Larson and Earl Davis, along with a campus art studio tour.

Dr. Schiffner noted that the Washington Student Achievement Council (WSAC) met at Grays Harbor College on November 5. The meeting included a deep dive into the region's community health landscape, with participation from community partners, Foundation Board members, and College faculty and staff. Dr. Schiffner concluded by noting several upcoming events, including the Grays Harbor Symphony and String Ensemble performance on Sunday, additional Bishop Center events through the end of Fall Quarter, and the campus Holiday Celebration on December 8.

**a. Accreditation (Kristy Anderson)**

It was reported that work is underway on the Year 7 Report and that the dates for the Year 7 accreditation visit in October have been confirmed.

**9. Board Reports**

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

Lisa Smith reported that the Bishop Center Campaign is currently at \$41,000, which will help the Bishop Center's financial health for this year. She shared that the Foundation is launching the annual *The Journey* campaign, with the digital version going out this week and mailed materials scheduled for release next week. Smith noted that the College recently received an additional \$12,000 in funding to support the Harbor Landing Food Pantry. She also reported that the Foundation has released \$22,000 to support the painting of the GHC Education Center in Ilwaco.

b. Legislative Committee Report (Jim Sayce)

Jim Sayce reported that plans are underway for the College to be in Olympia during the upcoming legislative session.

c. Fiscal Liaison Report (Aliza Esty)

Aliza Esty met with Jason Gordon to discuss the first quarter budget report. They also discussed the possibility of gradually increasing the Board Reserve above the current 11.6 percent and comparing GHC's reserve level to those of peer colleges. Gordon will continue looking into this option.

d. Items of Interest (Dr. Paula Akerlund)

Dr. Paula Akerlund shared that the trustee account currently has a balance of \$7,275.43. She noted that the Board of Trustees typically donates \$1,000 each to the Bishop Center, the College Foundation, and to the Athletics Department, and they plan to continue this practice again this year. She added that the Board of Trustees may also set aside a portion of the funds to support students, faculty, and staff as needs arise.

Dr. Harry Carthum requested an updated organizational chart. He also expressed interest in hearing from faculty at a future meeting. Dr. Schiffner will follow up on both requests.

The meeting recessed at 2:52 PM and reconvened at 2:57 PM.

### **XIII. Executive Session**

The Board entered a closed executive session at 2:57 PM under RCW 42.30.110 to consult with legal counsel regarding ongoing legal matters and pending litigation. The session was scheduled to last approximately 15 minutes. The Board reconvened in open session at 3:13 PM.

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

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

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

Dr. Harry Carthum complimented the College's written publications and marketing materials, noting that they are beautifully done. He also expressed appreciation for the earlier report from Jody Pope and highlighted the positive social media posts shared by the Athletics Department.

Astrid Aveledo reflected on the leadership and community effort that went into ensuring the new building features significant local pride and artist representation. She encouraged everyone to attend this Friday's event with artists Earl Davis and Carrie Larson.

Dr. Paula Akerlund shared that the visit from the Washington State Poet Laureate was excellent. She also reported that she attended the Association of College Trustees (ACT) Fall Conference and participated on a panel focused on tenure with Dr. Schiffner. She expressed appreciation to the Board of Trustees for establishing the tenure process at the College.

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

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 3:19 PM. The Board of Trustees will hold its next meeting on December 9, 2025 at 1:00 PM, at Grays Harbor College in Aberdeen

November 18, 2025  
Grays Harbor College Board of Trustees  
Regular Meeting Minutes



and via Zoom.

---

Dr. Carli Schiffner, Secretary

---

Dr. Paula Akerlund, Chair

## **X.2. - Second Reading of Operational Policy 403 - Federal Educational Rights and Privacy Act (FERPA)**

GHC Board of Trustees Meeting

December 9, 2025

---



### **Operational Policy**

Policy Name	<b>Federal Educational Rights and Privacy Act (FERPA)</b>
Policy Number	<b>403</b>
Date Adopted	<b>August 1, 1975</b>
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.

### **X.3. - Second Reading of Operational Policy 501 - Business Functions, Delegation of Authority**

GHC Board of Trustees Meeting

December 9, 2025

---



#### **Operational Policy**

Policy Name	<b>Business Functions, Delegation of Authority</b>	
Policy Number	<b>501</b>	
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.

**To:** Grays Harbor College Board of Trustees  
**From:** Isaac Humiston – ASGHC President  
**cc:** President Carli Schiffner, VPLSS Holly Bringman  
**Date:** November 24, 2025  
**Re:** ASG December Board Report

---

- **Fall 2025 Student Life & ASGHC Recap**

**ASGHC Highlights**

- New senators joined: CTE, Running Start, Athletics, PTK, TRiO.
- New and renewed clubs approved: Chess Club, GHC Rocks Club, Black Student Union, Student Nurses Association.
- Supported Hispanic Heritage Month, Club Fair, Native American Heritage Month, Transgender Day of Remembrance, Día de los Muertos, and more
- Expanded pantry access and raised student concerns (Culinary program issues, accessibility, FAFSA delays).

**Student Life Highlights**

- Staffing has been now been increased: Associate Director Dr. Marco Cerqueira and Student Life Coordinator Angel Galeana both started on campus December 1.
- Harbor Landing Food Pantry saw substantial increases in monetary donations via the GHC Foundation and expanded hours during the shutdown. Maintained high levels of service despite increased needs.
- Prepared 250–260 Holiday Food Baskets for November distribution.
- Supported Native American Heritage Month, Stranger Sings and other Bishop events,
- Provided staff support for Stafford Creek Student Voices Council.
- Preparing to distribute another 250 winter holiday baskets for December.

**Campus Engagement**

- New Student Orientation was held in September with great attendance.
- Students participated in mental health workshops, PTK tabling, club fairs, and intramural planning.
- ASGHC outreach increased awareness of student resources and SNAP benefits.
- Intramural sports activities planned between ASG and Athletics for Winter Quarter.

## **XI.2. – Classified Staff Report**

GHC Board of Trustees Meeting  
December 9<sup>th</sup>, 2025

---



## **Written Report**

### **Item Information:**

**Topic:** Classified Staff Report

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

### **Narrative**

Classified Staff has nothing to report at this time. Just enjoying the holidays with family and friends!

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

GHC Board of Trustees Meeting  
December 9, 2025

---



## **Written Report**

### **Item Information:**

**Topic:** Professional Exempt Representation

**Prepared by:** Shelly Hoffman, Recruitment Facilitator

**Attachments:** None

### **Narrative**

No report at this time.

### **Summary & Next Steps**

Not applicable.

### **Action Requested:**

Not applicable.

## XI.4. – Faculty Report

GHC Board of Trustees Meeting  
December 9, 2025

---



## Written Report

### Item Information:

**Topic:** Faculty Report

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

**Attachments:** N/A

### Narrative

- This meeting falls during week 12 of the Fall Quarter, and final exams are scheduled. Students and faculty are looking forward to the upcoming winter break.
- Faculty continue to meet with student advisees to create academic plans and encourage Winter enrollment.

### Summary & Next Steps

None

### Action Requested:

None

### Follow-Up

None

## XI.5. – Administrative Services Report

GHC Board of Trustees Meeting  
December 9, 2025



## Written Report

### Item Information:

**Topic:** Administrative Services Report

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

**Attachment:** None

### Narrative

#### FY2026-27 Budget Development

- The budget development process for FY2026-27 has been launched with an emphasis on collaboration and fiscal conservatism.
- Held a Budget Manager meeting on November 13.
- Distributed the Budget Request Template to budget managers; requests are due by December 31.
- Budget requests will be reviewed in January alongside revenue projections.
- Stakeholder discussions will occur in February through March, with final budget approval scheduled for June.

#### Business Affairs Commission (BAC)

- Participated in a workgroup to draft a shared business services model for colleges, focusing on financial and related services.
- Attended BAC meeting on December 5.
  - There was discussion around the need for enrollment audits due to upcoming changes to the allocation model.

### Summary & Next Steps

Administrative Services continues to prioritize FY2026 budget performance, FY2027 budget development, and BAC initiatives. Updates will be shared with the Board as new information becomes available.

### Action Requested:

None

### Follow-Up

None

# Written Report

## Item Information:

**Topic:** Human Resources Report

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

**Attachments:** Current Organizational Charts

## Narrative

### General Updates:

- New Employee Onboarding Session was a success; on November 19<sup>th</sup> we had nine new employees participate. Sessions will be held monthly moving forward, with the next one on December 17<sup>th</sup>.
- Interest Based Bargaining training scheduled for January 21<sup>st</sup>.
- Director of Advising position will be re-posted soon with changes.

### New Employees:

- Amy Hitchcock, Program Manager A, Ilwaco Campus, 11/17/25
- Angel Galeana, Student Life Coordinator, 12/01/25
- Yari Rolfe-Maloney, Maintenance Mechanic 2, 12/16/25
- Crystal Buttler, Corrections Education Navigator SCCC, 12/01/25
- Leilani Polk, TRiO Student Support Specialist, 11/17/25
- David Minkler, Grounds and Nursery Specialist 3, 11/17/25

### Changes in Employment:

- Not applicable.

### Searches:

- Events Manager, (new position, ¾ Foundation funded), posted
- Custodian 2, (replacing Lainey Clark), posted
- Women's Soccer Coach, (new position), posted
- TRiO Ed. & Student Success Specialist Upward Bound, (replacing Emily Schumacher), posted
- Executive Assistant to VPLSS, (replacing Marjie Stratton), posted
- SCCC ABE/ESL Temporary Faculty Position, (William Newman), posted
- Library and Archives Para 1, (replacing Angel Galeana), posted
- Several adjunct positions (to hire for specific courses and pools for future hires)

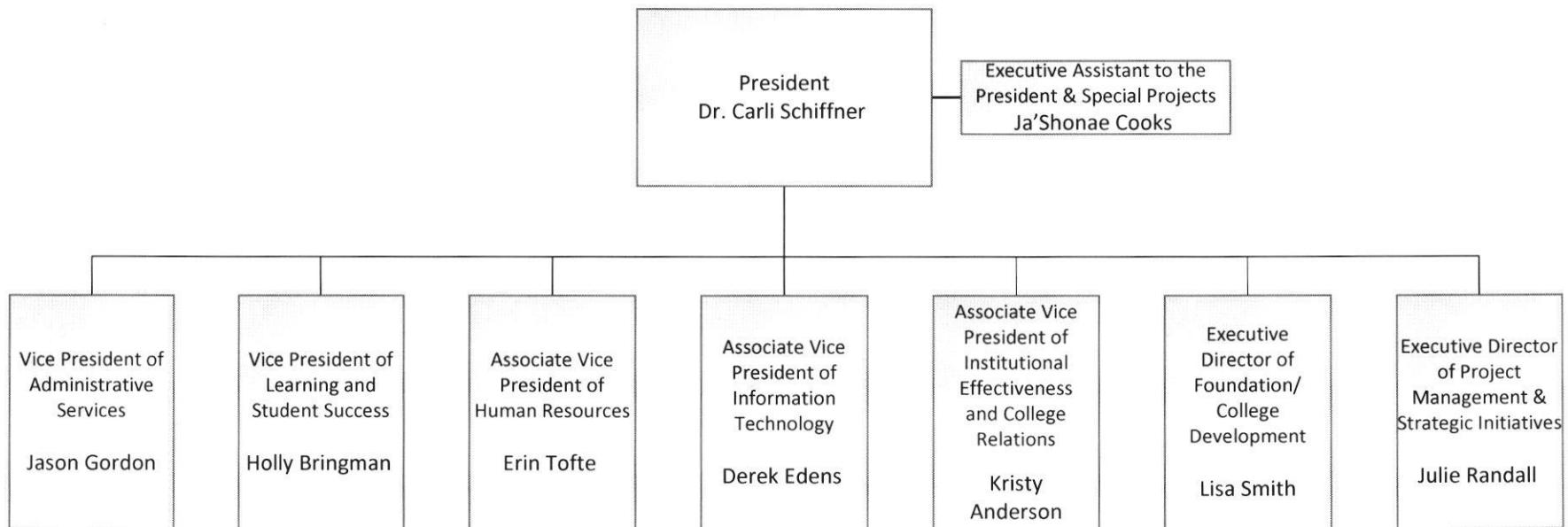
### Action Requested:

- None at this time.

### Follow-Up

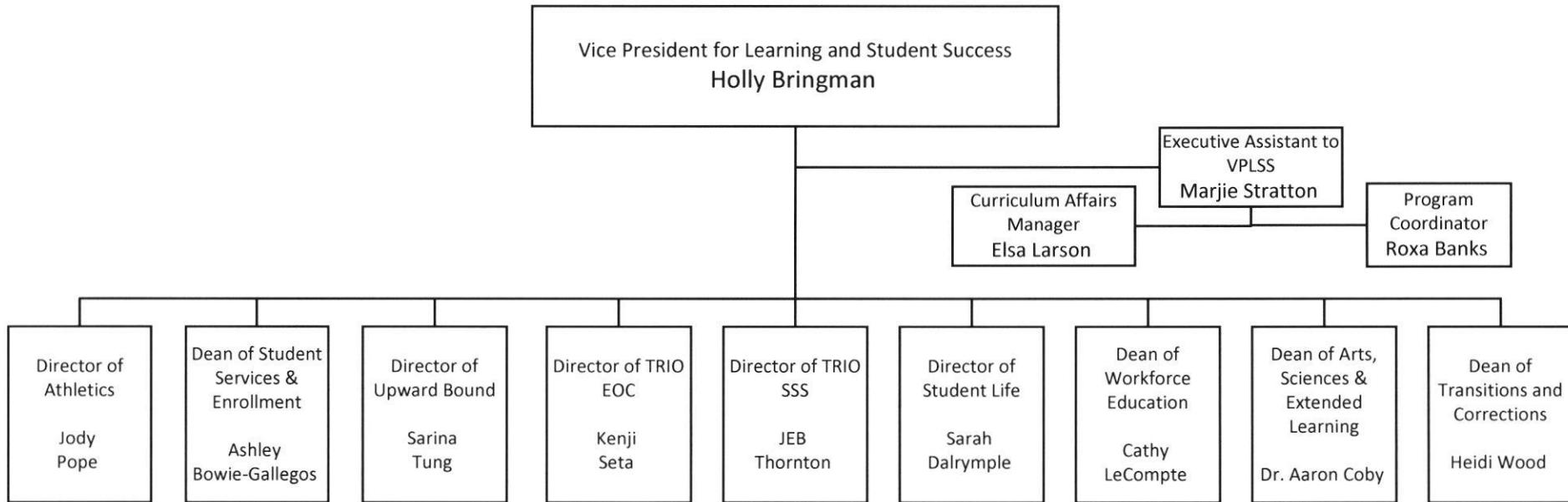
- Organizational Charts attached, can also always be found on the [President's Cabinet webpage](#).

## Grays Harbor College President's Cabinet



Grays Harbor College  
VPLSS Direct Reports

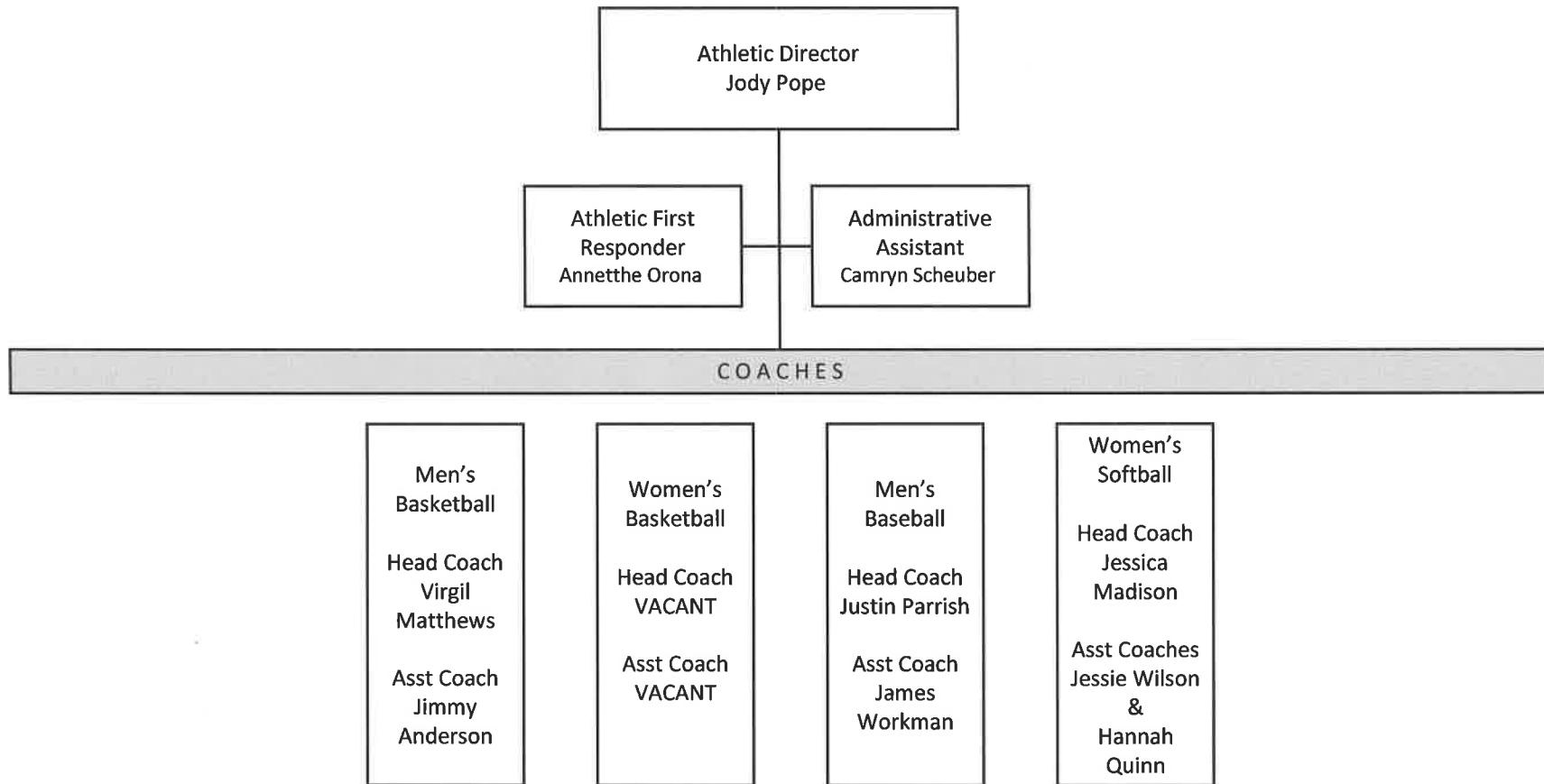
November 2025



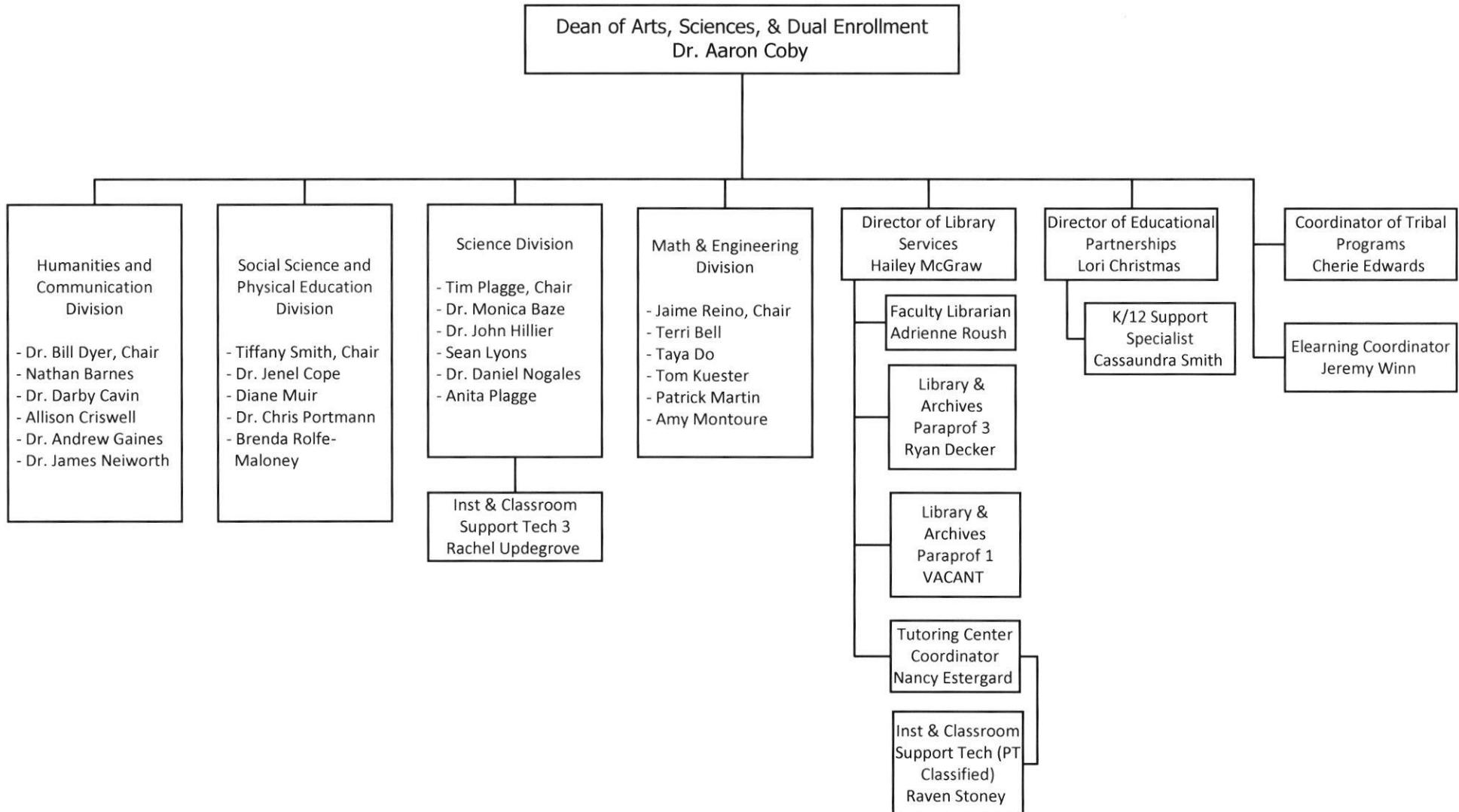
See separate Organizational Charts for each of the direct reports/departments

## Grays Harbor College Athletics Organizational Chart

(Reports to Vice President for Learning and Student Success)

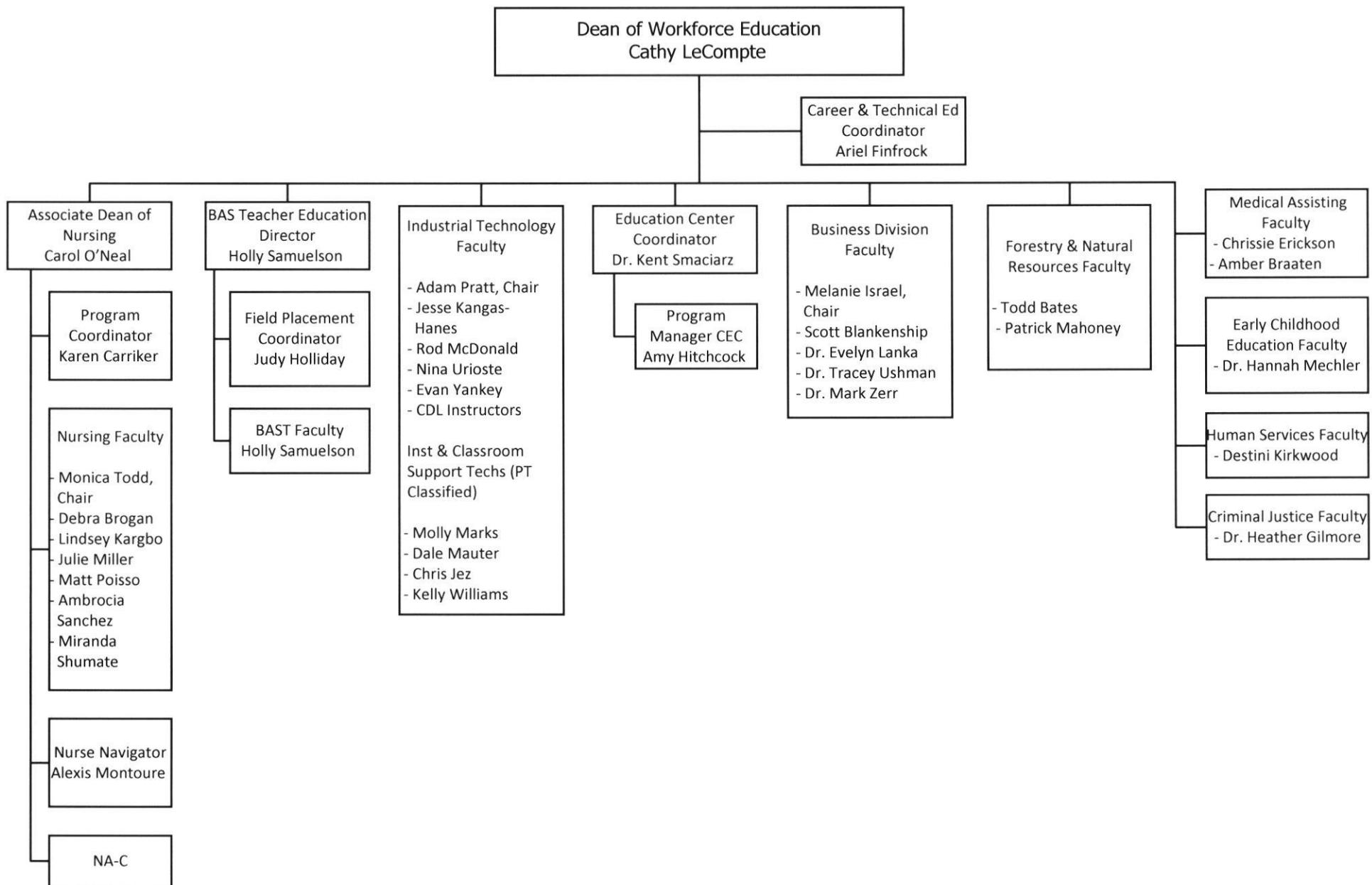


Grays Harbor College  
Arts, Sciences and Dual Enrollment Organizational Chart  
(Reports to Vice President for Learning and Student Success)



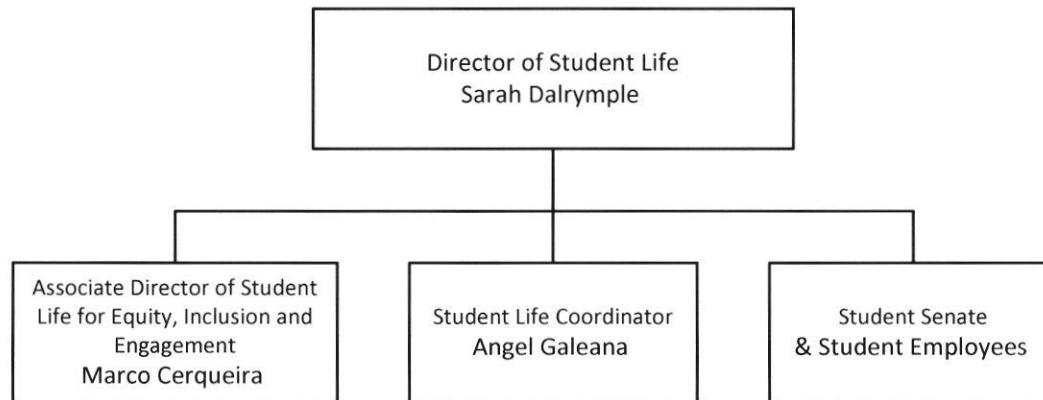
Grays Harbor College  
Workforce Education Organizational Chart  
(Reports to Vice President for Learning and Student Success)

November 2025



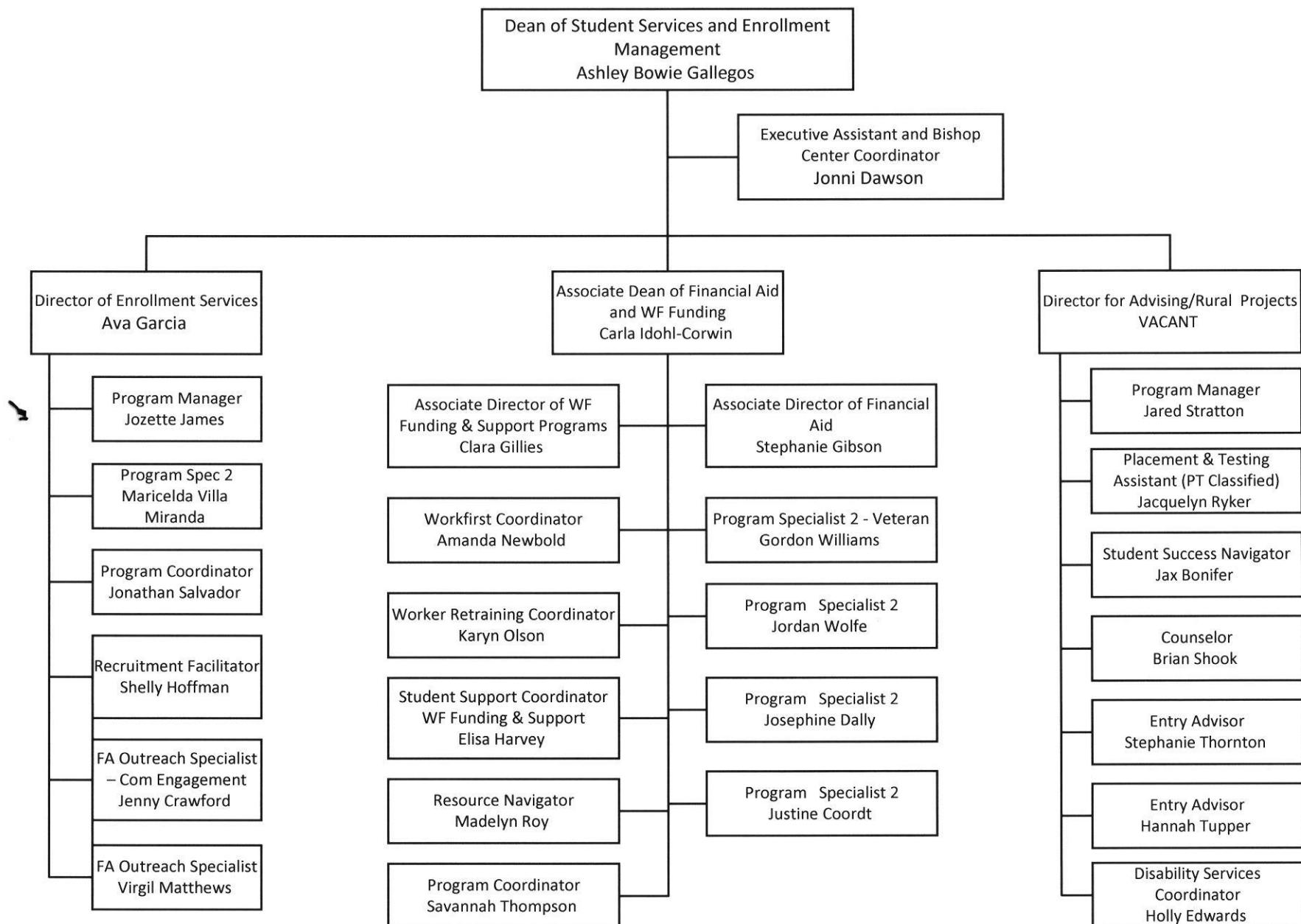
## Grays Harbor College Student Life Organizational Chart

(Reports to Vice President for Learning and Student Success)



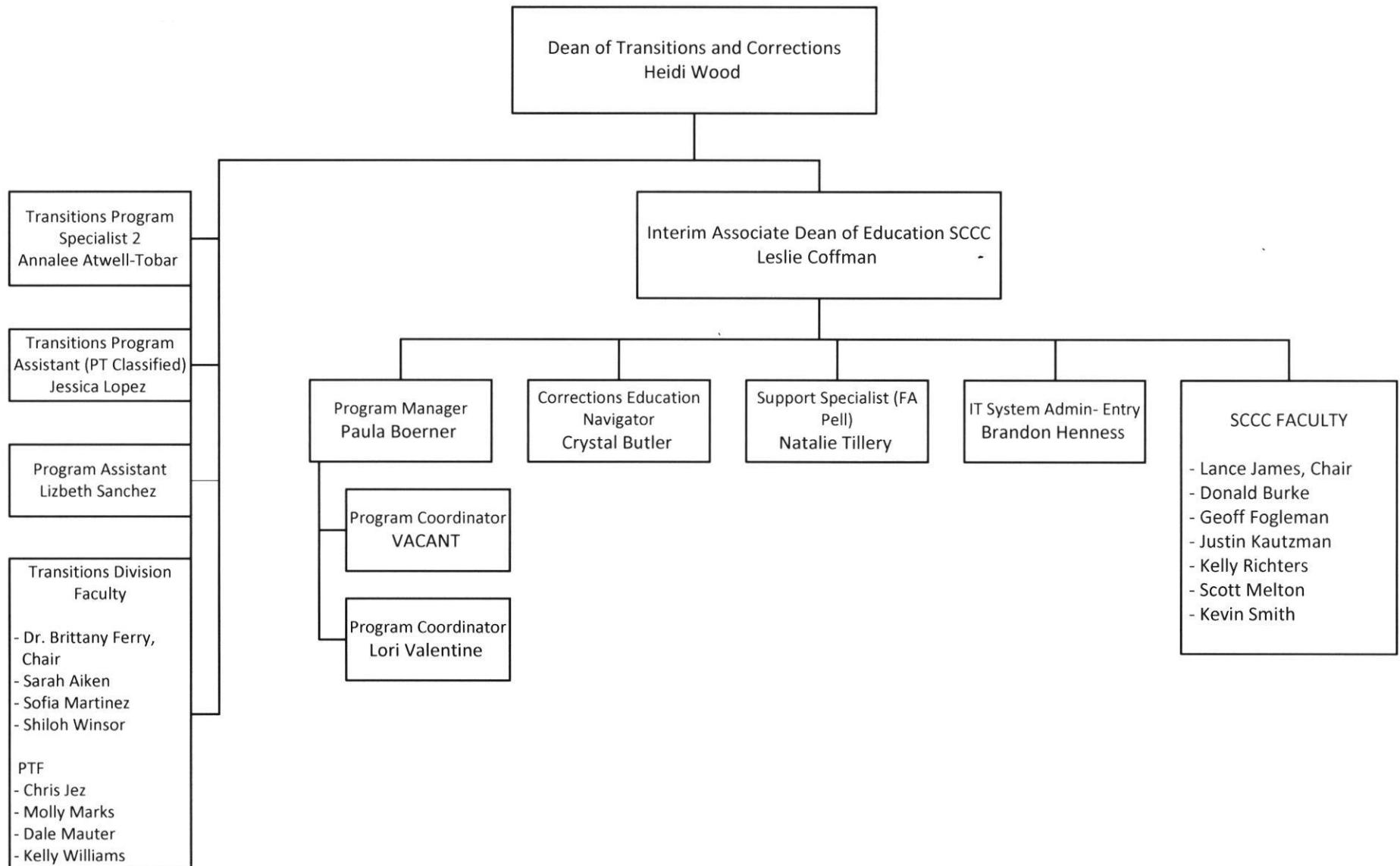
Grays Harbor College  
Student Services and Enrollment Organizational Chart  
(Reports to Vice President for Learning and Student Success)

November 2025



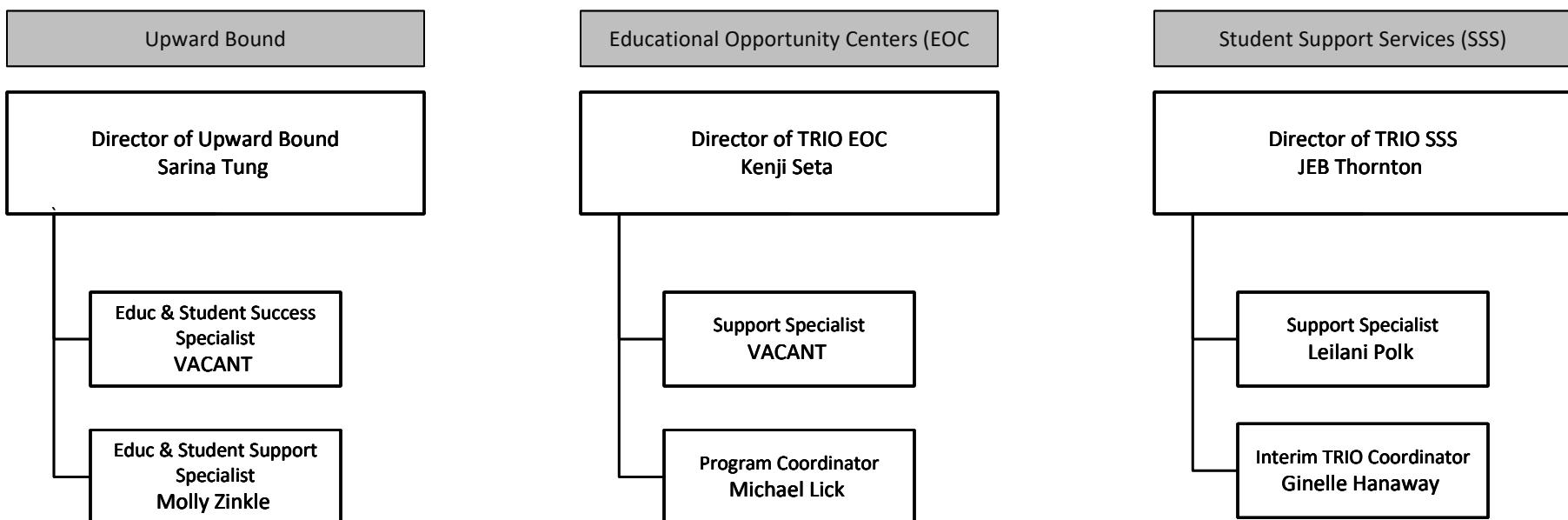
## Grays Harbor College Transitions and Corrections Organizational Chart

(Reports to Vice President for Learning and Student Success)



## Grays Harbor College TRIO Organizational Chart

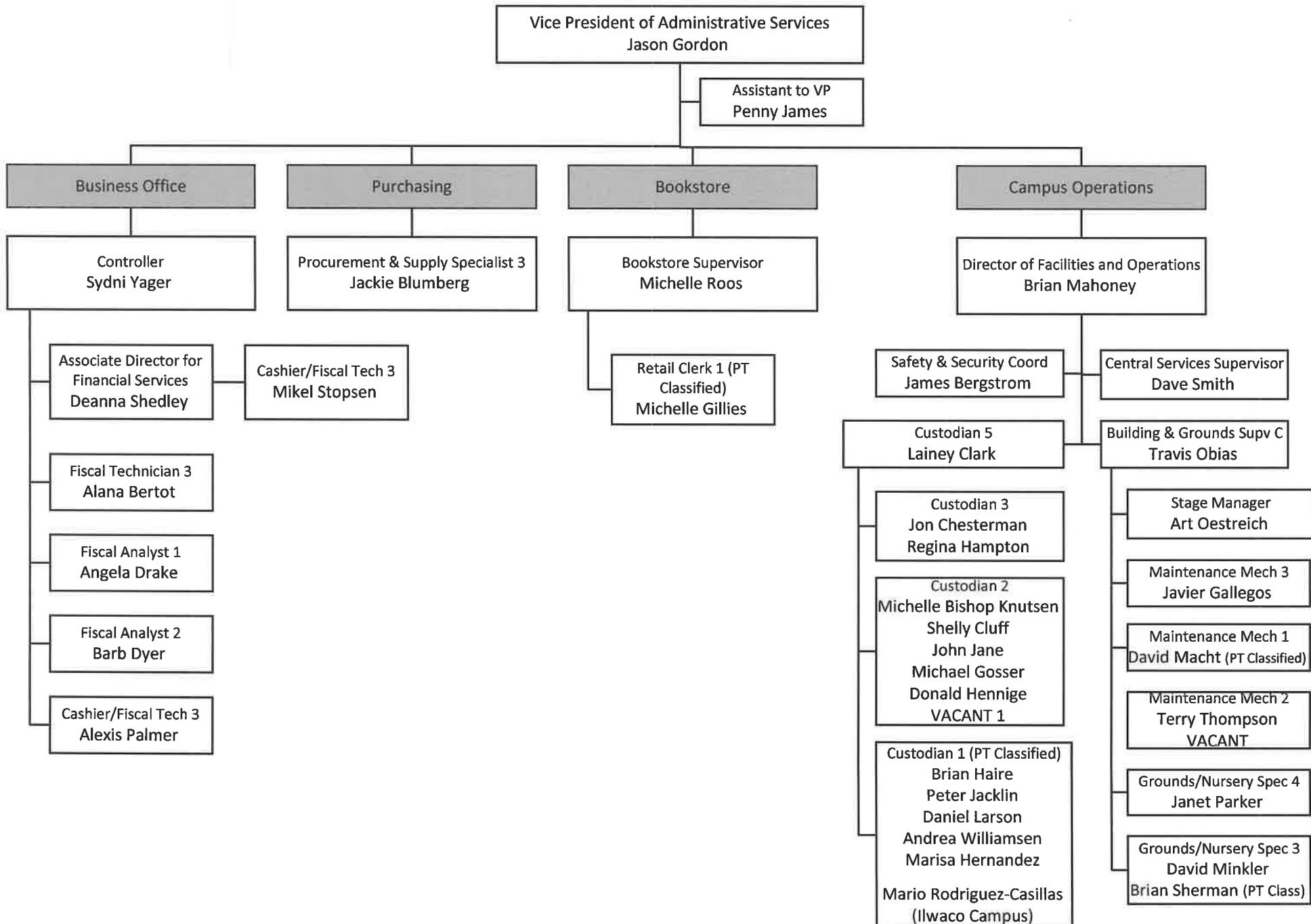
(Reports to Vice President for Learning and Student Success)



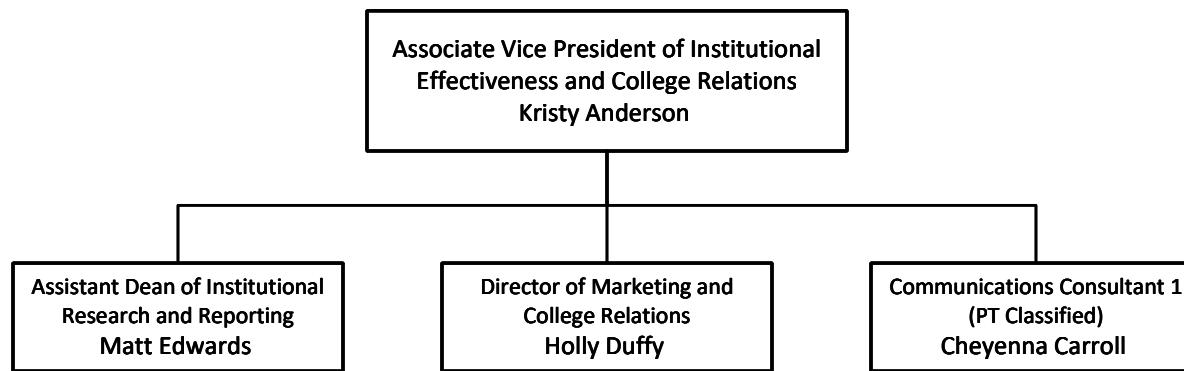
# Grays Harbor College

## Administrative Services Organizational Chart

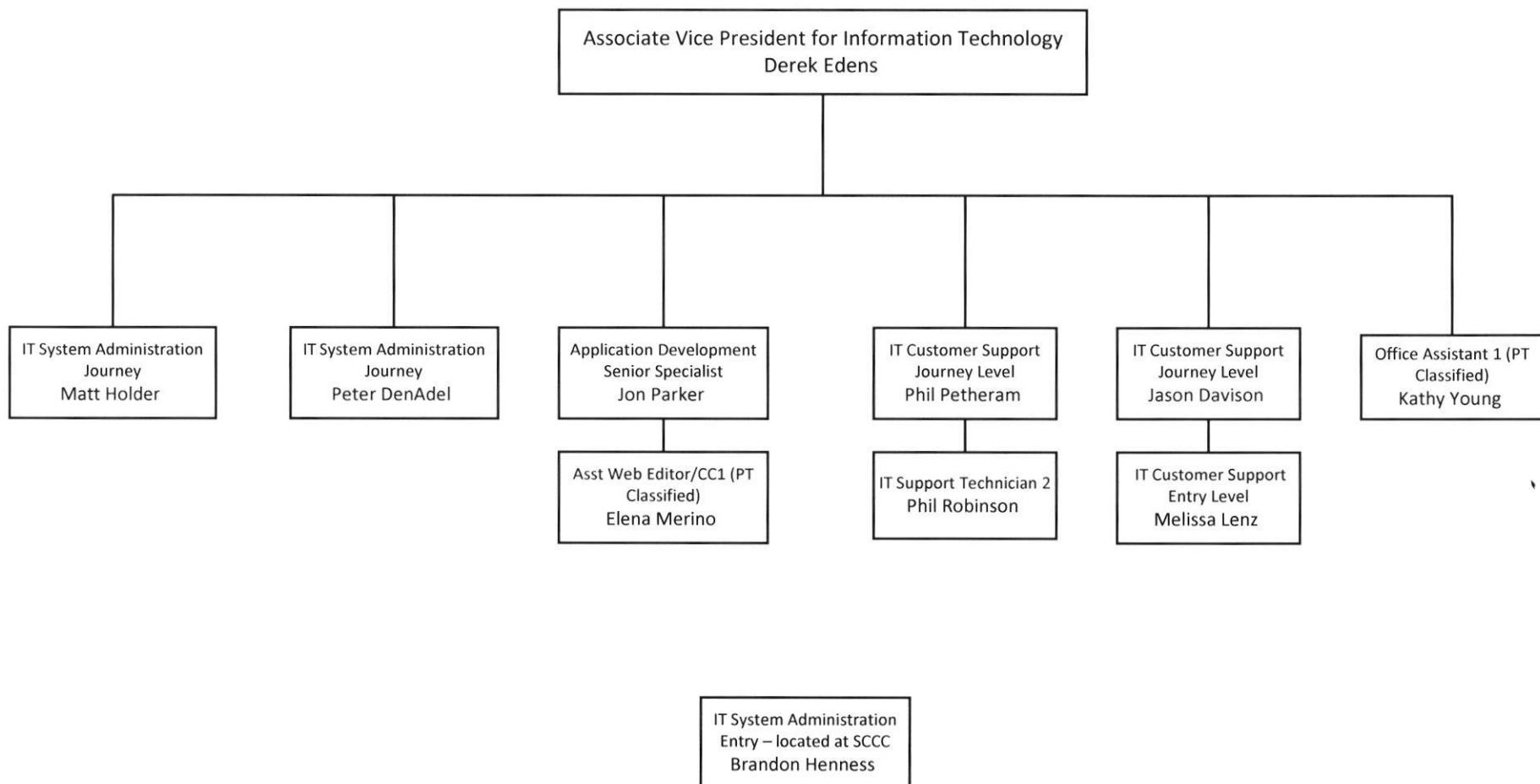
November 2025



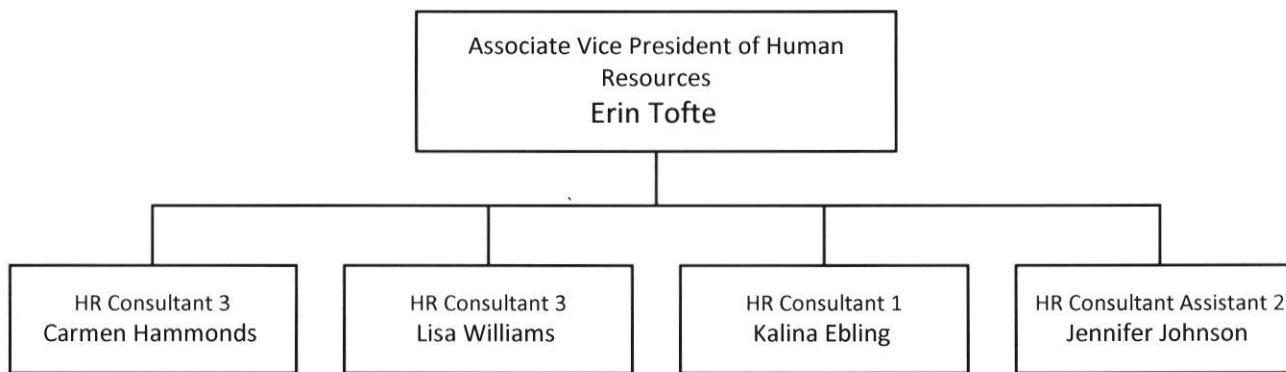
## Grays Harbor College Institutional Effectiveness and College Relations



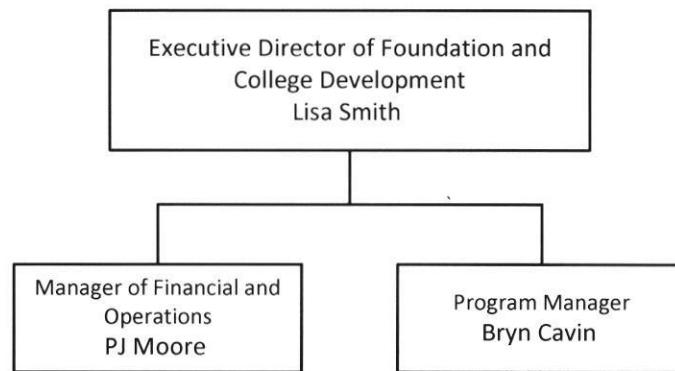
## Grays Harbor College Information Technology Organizational Chart



## Grays Harbor College Human Resources Organizational Chart



## Grays Harbor College Foundation/College Development Organizational Chart



## XI.7. – Learning and Student Success Report

GHC Board of Trustees Meeting  
December 9, 2025



# Written Report

## Item Information:

**Topic:** Learning and Student Success Report

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

**Attachments:** GHC Small Schools Band Festival Schedule; GHC Science Lab Wrap-up

## Narrative

### Enrollment Updates

#### Fall Enrollment Snapshot as of Monday, December 1<sup>st</sup>, 2025

FTE: Fall 2025	Fall 2024 11/26/2024 Day # 47	Fall 2025 11/25/2025 Day # 47	Difference	% Diff from 2024 to 2025	Fall 2024 FTE change to end of quarter	Final FTE Numbers for Fall 2024
1-Academic Transfer & Pre-College	502.1	510.7	8.6	1.7%	-0.2	501.9
2-Transition Programs	165.1	167.1	2.0	1.2%	0.0	165.1
3-Career and Technical Ed.	355.7	355.5	-0.2	-0.1%	0.0	355.7
4-BAS Programs	42.8	41.5	-1.3	-3.0%	0.0	42.8
<b>State Funded Total</b>	<b>1,065.6</b>	<b>1,074.8</b>	<b>9.2</b>	<b>0.9%</b>	<b>-0.2</b>	<b>1,065.4</b>
Running Start FTE	413.5	457.1	43.6	10.5%	0.0	413.5
<b>State + Running Start Total</b>	<b>1,479.1</b>	<b>1,531.9</b>	<b>52.7</b>	<b>3.6%</b>	<b>-0.2</b>	<b>1,478.9</b>
Stafford Creek FTE	156.9	180.0	23.1	14.7%	-1.3	155.6
<b>State + RS + SCCC Total</b>	<b>1,636.1</b>	<b>1,711.9</b>	<b>75.8</b>	<b>4.6%</b>	<b>-1.5</b>	<b>1,634.5</b>

Fall enrollment remains stable year-over-year, with state-funded FTE tracking slightly above last fall (+9.2 FTE) and combined state-funded plus Running Start enrollment up +52.7 FTE. We are currently at 63.0 percent of our state allocation target, compared to 64.8 percent at this time last year—reflecting an increase in the target itself due to the higher 2025–26 allocation rather than a decline in enrollment activity. Overall, Fall remains consistent with last year and continues to hold strong while we shift attention toward Winter momentum.

## Winter Enrollment Snapshot as of Monday, December 1<sup>st</sup>, 2025

FTE: Winter 2026	Winter 2025 11/26/2024 Day # -42	Winter 2026 11/25/2025 Day # -42	Difference	% Diff from 2025 to 2026	Winter 2025 FTE change to end of quarter	Final FTE Numbers for Winter 2025
1-Academic Transfer & Pre-College	509.2	570.1	60.9	12.0%	-17.0	492.1
2-Transition Programs	3.0	5.1	2.1	68.9%	127.8	130.8
3-Career and Technical Ed.	210.4	233.4	23.0	10.9%	128.3	338.7
4-BAS Programs	23.1	34.0	10.9	47.0%	16.0	39.1
<b>State Funded Total</b>	<b>745.6</b>	<b>842.5</b>	<b>96.9</b>	<b>13.0%</b>	<b>255.1</b>	<b>1,000.7</b>
Running Start FTE	118.4	154.8	36.4	30.7%	290.9	409.3
<b>State + Running Start Total</b>	<b>864.1</b>	<b>997.3</b>	<b>133.3</b>	<b>15.4%</b>	<b>545.9</b>	<b>1,410.0</b>
Stafford Creek FTE	0.0	72.6	72.6	0.0%	184.1	184.1
<b>State + RS + SCCC Total</b>	<b>864.1</b>	<b>1,069.9</b>	<b>205.9</b>	<b>23.8%</b>	<b>730.0</b>	<b>1,594.1</b>

Compared to this same point last year (42 days prior to the quarter), Winter enrollment continues to trend positively: State-funded FTE is up +96.9 FTE, and when combined with Running Start, total FTE is +133.3 ahead of Winter 2025. We are currently at 52.6 percent of our state allocation goal (up from 49.1 percent last year), with 843 state-funded FTE toward our internal budget target of 1,010 FTE (83 percent to goal), or an estimated 596 FTE (59 percent) once 246 uncoded Running Start FTE are shifted to their final category. Running Start is projected at 401 FTE, Stafford Creek enrollment has climbed to 72.6 FTE—up +58.3 in a single week—and we are beginning to see earlier DOC enrollment due to Pell-eligible programming. Week-over-week, state-funded FTE increased by +54.1 and combined FTE by +93.1, supported by active Enrollment Day engagement, pending Transitions enrollment, and expected apprenticeship registration in the coming weeks.

## TRIO Updates

### TRIO Upward Bound (UB)

Over Thanksgiving break, more of the high school seniors enrolled in TRIO were accepted to universities, including Western Washington University, Pacific Lutheran University, Central Washington University, Whitworth University, Seattle University, and the University of Portland. Still, a handful of the seniors plan to start at Grays Harbor College this Summer.

TRIO UB is also pleased to announce the hiring of Taylor Friebauer, who will serve Raymond and Ocosta Jr/Sr High. Taylor holds a bachelor's degree in Harp Performance and a master's degree in Educational Counseling. With experience supporting underserved teens in music programs, she brings a strong commitment to student success and is excited to help motivate college-bound teens. Taylor will join the team on December 16.

### TRIO Educational Opportunity Center (EOC)

TRIO EOC is working diligently on their annual report due to the Department of Education on December 18<sup>th</sup>.

## TRIO Student Support Services (SSS)

TRIO SSS is pleased to welcome Leilani Polk as the newest member of the TRIO SSS team. Staff have also begun work on this year's annual reports.

## **Arts & Sciences; Dual Enrollment**

On November 20<sup>th</sup>, the GHC Music program hosted the annual Small Bands Festival. The event brought together bands from local high schools to perform and provided the opportunity for three professional music clinicians to give feedback and encouragement. It was sponsored by the GHC Foundation, was free, non-competitive, and run by volunteers. A special thanks goes out to the Ted Brown Music Company for technical support, Jonni Dawson for program design and support, Art Oestreich for production efforts, and of course Bill Dyer for coordinating the event.

On January 15<sup>th</sup> Grays Harbor College and the Music program will host the annual GHC Jazz Festival. And in May, the GHC String Ensemble will perform a concert in the Bishop Center for local elementary students.

## **Workforce Education**

### Westport Maritime Futures Project Update

With a contract award from the Employment Security Department, GHC is leading a planning and implementation effort to expand non-credit programming focused on the maritime industry and in support of a maritime career pathway. Located in Westport, this training will be offered in collaboration with the local community. The training will be similar to past projects where short training was offered locally for those wanting to operate vessels or work on them while underway or on the dry dock. An additional activity being considered includes maritime career exploration for all ages that lead to a career pathway for additional training and job preparation. Work based learning is a major initiative of the project, making community engagement critical to the success of the students, the workforce, and the economy. Project leaders have been gathering feedback from community members via interviews and focus groups. Next steps will be to develop the maritime career path and populate it with activities that prepare people for work in the industry.

## Nursing

Nursing continues to move forward despite some recent clinical challenges. Mary Bridge Children's Hospital—an important specialty experience for our students—will be closed to all nursing students for one quarter as they transition into their newly constructed facility in Tacoma. In response, the Nursing department has arranged an alternate clinical site at MultiCare's Pediatric Emergency Department in Olympia. Although this site serves fewer children than the hospital, it provides valuable exposure to the unique nursing philosophy centered on caring for children and their families. Nursing anticipates returning to Mary Bridge Winter 2027.

The Nursing Assistant – Certified (NAC) program is also progressing well and is expected to be full with 20 students this Winter. The program will again have I-BEST support, which significantly enhances students' opportunities to practice skills and successfully pass the state skills examination. Lisa Smith and the GHC Foundation continue to fund scholarships for NAC students.

## **Transitions Program**

Lizbeth Sánchez has joined the Transitions team as the new Transitions Program Assistant! She brings extensive experience supporting students at multiple stages of their academic journey. Through her combined work in the Counseling Center and with Running Start students, Lizbeth has helped students build confidence, develop important academic and personal skills, and make the most of their college experience. Her additional experience with TRIO EOC and SSS has strengthened her expertise in creating opportunities, expanding access, and promoting success for first-generation, low-income, and underrepresented students. This blend of direct service, transition support, and equity-focused programming makes her an outstanding addition to the Transitions team.

## **Stafford Creek Corrections Center**

High School plus instructor Justin Kautzman continues to engage students at Stafford Creek Corrections Center (SCCC) through creative, project-based learning grounded in real-world application and student interest. His recent work highlights both a commitment to academic rigor and a dedication to making learning meaningful for adult learners in a correctional environment.

### **Art Wall Project Overview:**

High School plus students explored the scientific method and civics through the study of graffiti and street art. In partnership with the Construction Trades Apprenticeship Program (CTAP) and the Welding programs, students created three portable “Art Walls” that were displayed on GHC’s Aberdeen campus in the 2000, 3000, and 4000 buildings.

Students examined the differences between graffiti and street art and considered how each influences a city and its people. Due to restrictions at SCCC, students and the facility community cannot participate in live, public art activities. By sending the walls to the Aberdeen campus, we invited GHC students, staff, faculty, and community members to contribute their drawings, effectively creating a collaborative public art experiment.

Afterward, SCCC students analyzed the collected artwork, looking for patterns related to the elements of art and public expression. Their final task was to determine whether location influenced the type of art produced in each space. The project encouraged students to reflect on how communities can take ownership of shared spaces to make them more vibrant and inclusive. This cross-campus collaboration made the project possible.

### **Special thanks to:**

CTAP & Welding at SCCC – For constructing and painting the walls

SCCC Faculty and Staff – For their support and instructional insights

SCCC Students – For embracing an innovative approach to learning

Maintenance Department – For assistance with transporting and placing the walls

Transitions Department – For being a liaison between SCCC and GHC, helping get this project underway

GHC Student Life – For donating markers used in the project



Annual Small Schools Band Festival • November 20, 2025

*Generously Sponsored by the Grays Harbor College Foundation*

School -Director	Warm-up (Bishop Center green room)	Performance (Bishop Center Stage)	Clinic (Bishop Center stage)	# of students
Tenino HS <i>-Andrew Bowerly</i>	8:40 AM	9:10 AM	9:30 AM	33
Ocosta Jr./Sr. HS <i>-Mara McRae</i>	9:20 AM	9:50 AM	10:10 AM	35
Montesano HS <i>-Maria Hoffman</i>	10:00 AM	10:30 AM	10:50 AM	25
Willapa Valley HS <i>-Cooper Schlegel</i>	10:40 AM	11:10 AM	11:30 AM	14
		LUNCH BREAK 11:50 AM – 1 PM		
Wishkah Valley HS <i>-Kyle Housden</i>	12:30 PM	1 PM	1:20 PM	10
North Beach HS <i>-Jeff Simmons</i>	1:10 PM	1:40 PM	2 PM	17
South Bend HS <i>-Thomas Sanborn</i>	1:50 PM	2:20 PM	2:40 PM	52

- **GHC Small Schools Band Festival** is open to the public
- Bus parking in GHC lower lot, student drop-off at Bishop Center front door
- 4 copies of 'Announcer Information' to guide at arrival
- No instrument storage on-site
- Warm-ups 30 minutes prior to performance backstage in the Bishop Center *green room* (entrance is @ green room door)- GHC guide will direct
- 20-minute performance time on Bishop Center Stage - 20-minute clinic immediately following performance on Bishop Center stage

# How It Started

# Graffiti as Science



## Support Incarcerated Individuals' Education

Students in Adult Basic Education courses at Stafford Creek Correctional Center have invested in a community learning project. We are asking you to participate by drawing on this wall. Be our GRAFFITI ARTISTS as we engage as SCIENTISTS!

Each of the 3 walls simulate a different part of the tourism districts, administrative districts and art districts. Thank you for participating in education.

GRAYS HARBOR  
COLLEGE

Grays Harbor College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity, gender expression, age, or any other protected class. Title IX Coordinator - Lynn Otto, Associate Vice President for Human Resources, 360-575-4224, [lynott@ghc.edu](mailto:lynott@ghc.edu); Title IX Coordinator - Dr. Brian Bowes, College Dean of Student Services & Enrollment Management, 360-575-4006, [brian.bowes@ghc.edu](mailto:brian.bowes@ghc.edu)

## How you can help!

- Put art on this wall.
- Use whatever medium you would like (marker, pencil, paint)
- Be as creative as you would like
- Please do not write your name on here.
- Sign it as your ARTIST NAME



[ghc.edu](http://ghc.edu)

# How It Ended





# The Science Lab

HS+ students at SCCC undertook a large community-based project this fall. CTAP and Welding students from Spring/Summer '25 built large walls for graffiti. The walls were sent to GHC main campus and installed in each building. Community members were the artists for a month. At the end of the experiment, students at SCCC analyzed the data, looking for patterns in the elements of art. Then they completed the lab by deciding if location made a difference in the type of art we see in public places.

## XI.8. – President's Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
December 9, 2025

---



# Written Report

## Item Information:

**Topic:** President's Monthly Report

**Prepared by:** Carli Schiffner, PhD, President

**Attachments:** Accreditation Update

## Narrative

### EVENTS:

Delta Kappa Gamma, Presentation and Tour, November 1

St. Martin's University Annual Gala, November 1

President's Office Hours, November 3

Washington Student Achievement Council, Community Dinner, November 4

Washington Student Achievement Council, Fall Quarter Council Meeting, Host and Panelist, November 5

Public Information Council, SBCTC, Welcome and Tour, November 6

Grays Harbor College Employee Veterans, Annual Lunch, November 7

Harbor Heights at Stafford Creek, Tour, November 7

Fall Art Gala, Spellman Library, November 7

*Stranger Sings!* Bishop Center, November 7

Grays Harbor College, Continuing Education Class, November 12

Association of College Trustees, Fall Conference, attendee and panelist, November 13

Washington State Poet Laureate, Derek Sheffield, Visit at Stafford Creek, Harbor Learning Center, and Poetry Reading, November 14

Phi Theta Kappa, Regional Western Conference, Welcome, November 15

New Employee Meet and Greet, November 19

Artist Talk, Earl Davis and Carrie Larson, November 21

Men's Basketball Game, Home Opener, November 21

Men's Basketball Game, November 23

Grays Harbor Symphony, Bishop Center, November 23

Grays Harbor College, Town Hall, November 23

**MEETINGS:**

WACTC Regular Business Meeting, November 5, November 12, November 20-21

WACTC Corrections Education, Meeting, November 21

Performing Arts Community Leads, Inaugural Meeting, November 3

Department of Children, Youth, and Families, Prep Meeting for Visit, November 3

Navigate 360 Leads, November 4

SBCTC Tribal Stewards Grant and Future Planning Meeting, November 4

Washington Roundtable, Executive Advisory Committee, November 4

Secretary Lang, Department of Corrections, WACTC Representative, November 5

Katie Rose, Communications Director, SBCTC, November 7

Jamie Traugott, Student Services Director, SBCTC, November 7

Jill Barnes, Executive Director, Washington Center, Olympia, November 7

Caitlyn Harrington, Southwest Regional Representative, Senator Murray's Office, November 7

Chinook Justice Coalition, Meeting, November 10

Amy Anderson, The Sapphire Group, November 12

WPEA, Labor / Management Monthly Meeting, November 12

NWCCU, Standard Review Committee, November 17

SBCTC Student Success Center, Tour, November 17

William Westmoreland, Executive Director, Pac Mountain Workforce Development, November 17

United Healthcare, Behavioral Health, Planning Meeting, November 19

Pacific County Leadership Meeting, November 19

Hanan Al-Zabaidy, SBCTC Corrections Education Lead, November 20

Humanities Washington, Finance Committee, November 20

Pac Mountain Board Meeting, November 20

Greater Grays Harbor, Inc., Board Meeting, November 20

Josh Martin, Executive Director, Summit Pacific, November 21

WorkSource Planning Meeting, November 21

Tom Jenson, Chief Executive Officer, Harbor Regional Health, November 24

Kairie Pierce, Department of Commerce, Workforce Division, November 24

Rich Staley, Superintendent Oakville School District, November 25

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

## ACCREDITATION

Report attached.

## WACTC UPDATE & the STATE BUDGET

In late November, Washington State's Economic and Revenue Forecast Council provided its quarterly update. Similar to the forecast shared in September, the economic forecast report is grim. While the forecast includes some positive projected growth, it is very slight when examining the totality of the revenue base. Any agency or institution in the discretionary part of the budget (that is all of public higher education) is prone to reductions in order to balance the state budget. This forecast reinforces that leaner years in state funding for community and technical colleges is on the near horizon. 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 College's budget development process is underway for 2026-2027—and knowing the reality of our State's budget outlook as noted above, the College is being asked to remain fiscally conservative.

## OUTREACH & PARTNERSHIPS

Through December, the Grays Harbor College President will continue to visit 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.

Earlier this year, the Department of Children, Youth, and Families (DCYF) opened Harbor Heights at Stafford Creek Corrections Center. Harbor Heights works with incarcerated juveniles and so it is not technically part of the Department of Corrections (DOC) (hence the DCYF connection) despite being located at a DOC site. Grays Harbor College will be working with DCYF to offer education opportunities starting in Winter Quarter 2026. In addition, Grays Harbor College is in early discussion with the DOC about the Women's Corrections Center in Purdy and a feasibility study.

Grays Harbor College is also working with the Employment Security Department (ESD) to locate a regional WorkSource office at Grays Harbor College. While the College is still working through logistics, it is anticipated that the office will be open to the public in Winter Quarter 2026. This will be a great benefit to our students and the communities we are trying to serve by having additional resources co-located on campus.

## GRANTS, Federal and Philanthropic:

With the longest federal government shutdown behind us, the College continues to work on providing support for all students, but especially those students with basic needs. The stress and anxiety stemming from the impact of the shut-down continues to play out in the lives of students and the staff that offer direct student support. Food insecurity persists as one of the leading issues with students. Student Life, the Grays Harbor College Foundation, and many community members have supported the Food Pantry stock and expanded access to its resources.

Ongoing funding for federal grant programs like TRiO, is being monitored by College staff on a regular basis. The uncertainty and related stress continue to be challenging to navigate and is wearing on our faculty and staff.

The funding for federal grants that pertain to higher education institutions is very limited. While there was a recent grant announcement for FIPSE (Fund for the Improvement of Post Secondary Education), many Colleges, including Grays Harbor College, are choosing to invest in local, state, or philanthropic entities at this time.

## **Action Requested:**

This is informational, no action requested at this time.

# Written Report

## Item Information:

**Topic:** Institutional Accreditation

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

**Attachments:** None

## Narrative

### Update on the Year 7 Evaluation of Institutional Effectiveness Report

At the November Accreditation Steering Committee meeting, the group reviewed the first draft of the Year 7 Evaluation of Institutional Effectiveness report. The draft includes sections written by several employees, each responsible for one or more parts of the report. The committee discussed areas that need improvement and gave feedback and ideas to help the writers strengthen their drafts. Work on the report is on schedule and will continue.

## NWCCU Commission Meeting

The Northwest Commission on Colleges and Universities (NWCCU) will meet December 2–4, 2025. At this meeting, GHC's Year 6 Policies, Regulations, and Financial Review report will be considered. The College does not need to send a representative to discuss the report. However, Dr. Carli Schiffner will attend the meeting as a member of the Commission.

NWCCU will also hold its annual conference during this time. In addition to Dr. Schiffner, Dr. Aaron Coby will attend because he has been selected as a peer evaluator and will receive training to participate in future evaluations for other colleges.

A peer evaluator is a faculty or staff member from another accredited college who helps review institutions during accreditation. They review reports and evidence, participate in site visits, assess compliance with standards, and provide feedback to the accrediting commission. This role is important to the accreditation process and gives evaluators valuable insights they can apply at their own colleges.

## Summary & Next Steps

### Action Requested:

No action at this time.