

Board of Trustees Regular Meeting

January 14, 2025 at 10:00 AM



Hybrid Meeting: tulaIW Student Center Boardroom (Aberdeen Campus)

Zoom: <https://ghc.zoom.us/j/84944203782>

Join by Phone: 253-205-0468

January 14, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, January 14, 2025, at 10:00 a.m. Dr. Paula Akerlund, Board Chair, will preside.

A study session featuring a panel with the Academic Deans —Aaron Coby, Carol O’Neal, Cathy LeCompte, CJ Berndt, and Heidi Wood— will take place at 9:00 a.m.

Item	Topic	Presenter
9:00 - 10:00am	Study Session (optional)	
I.	Call to Order/Roll Call	Dr. Paula Akerlund
II.	Pledge of Allegiance	Dr. Paula Akerlund
III.	Land Acknowledgement 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
IV.	Agenda Adoption	Dr. Paula Akerlund
V.	Public Comments Please limit comments to three minutes	
VI.	Celebrations 1. Gary Arthur, Native Pathways	Dr. Carli Schiffner & Cherie Edwards
VII.	Action Items 1. Approval of December 3, 2024 Minutes 2. Second Reading, Operational Policy 523 – Donations of Works of Art to the College 3. First Reading, Operational Policy 902 – Media Relations 4. Approval of the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)	Dr. Paula Akerlund Anita Plagge Kristy Anderson Shiloh Winsor
VIII.	Standing Reports 1. Student Government	Isaac Humiston

Regular Meeting Agenda

Grays Harbor College Board of Trustees
October 8, 2024



	<ul style="list-style-type: none"> 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report <ul style="list-style-type: none"> a. Bookstore Proposal b. Charlie’s Café Follow-up 6. Human Resources Report 7. Instruction Report 8. Student Services Report <ul style="list-style-type: none"> a. Enrollment b. Athletics Follow-up 9. President’s Report <ul style="list-style-type: none"> a. Accreditation b. Student Services & Instructional Building Update 10. Board Report <ul style="list-style-type: none"> a. Board Art Committee Update b. Foundation Meeting Report c. Legislative Committee Update d. Items of Interest 	<p>Jared Stratton Deanna Shedley Tom Kuester & Shiloh Winsor Kwabena Boakye</p> <p>Erin Tofte Dr. Aaron Coby Laurie Franklin</p> <p>Dr. Carli Schiffner Kristy Anderson Floyd Plemmons</p> <p>Dr. Paula Akerlund & Astrid Aveledo Astrid Aveledo Jim Sayce Dr. Paula Akerlund</p>
IX.	<p>Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140</p>	
X.	<p>Action Items as a Result of the Non-Public Session</p>	
XI.	<p>Executive Session 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.</p>	
XII.	<p>Action Items as a Result of the Executive Session</p>	
XIII.	<p>Good of the Order</p>	
XIV.	<p>Adjournment</p>	

Updated 1/7/2025 jc

Grays Harbor College Board of Trustees Regular Meeting

Board Meeting: The Board Meeting was convened on December 3, 2024, at 10:15 a.m.

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

Members on Zoom: Aliza Esty, Astrid Aveledo

Others Present: Ja'Shonae Cooks, Dr. Carli Schiffner, Derek Edens, Kwabena Boakye, Lisa Smith, Kristy Anderson, Erin Tofte, Laurie Franklin, Heidi Wood, Julie Randall, Dr. Aaron Coby, Matt Edwards, Ashley Bowie-Gallegos, Kenji Seta, Isaac Humiston, Sydni Yager, Emily Robertson, Floyd Plemmons, Karyn Olson, Aliviah Chum, Isabel Lane, Tatiana Tejeda, Lori Christmas, Cassandra Smith, Ariel Finfrock, Haley Adair, Stephanie Gibson, David Zagorodney

Others Present on Zoom: Annalee Atwell-Tobar, Barbara Dyer, Cathy LeCompte, Emma Benson, Dr. Evelyn Lanka, Jackie Blumberg, Jax Bonifer, Jeremy Winn, Jonni Dawson, Justin Kjolseth, Lizbeth Sanchez, Paige Pierog, Penny James, PJ Moore, Sarina Tung

A study session was provided at 9:00am focusing on Regional Labor Market Data, presented by Emily Robertson, Regional Labor Economist for Southwest Coastal Washington from the Washington Employment Security Department.

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:16 a.m. Roll call taken by Ja'Shonae Cooks.

II. Pledge of Allegiance

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

III. Land Acknowledgment

Jim Sayce read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked Jim Sayce for reading the land acknowledgement.

IV. Agenda Adoption

Chair Dr. Paula Akerlund called for a motion to adopt the agenda. Jim Sayce moved to approve the agenda, and Dr. Harry Carthum seconded the motion. Motion carried.

V. Public Comments

No public comments.

VI. Celebration

Dr. Carli Schiffner celebrated Grays Harbor College's completion rate in the WSAC Student Experience Survey, noting significant progress compared to other institutions. She extended gratitude to Matt Edwards and the Student Life team for their efforts in encouraging participation, including creating a promotional video. Matt Edwards expressed appreciation for Karyn Olsen's contributions and provided an overview of the survey, which focused on student resources. This is the second administration of the

survey and it's now required by recent legislation for higher education institutions to participate. Insights from the 2022 survey revealed that over half of GHC students experienced food or housing insecurity. For the current survey, 194 students responded by the end of the third week, providing valuable data to support grant applications aimed at addressing student needs. Chair Dr. Paula Akerlund thanked Matt Edwards and the team for their dedication and efforts.

The Latinx Youth Summit was held on November 22, with nearly 700 students visiting the Grays Harbor College campus. Laurie Franklin expressed gratitude to Ariel Finrock, Tatiana Tejada, Ashley Bowie-Gallegos, Johnny Alvarez, and Chris Macht. Ariel Finrock reported that the summit welcomed 650 students and 50 chaperones from schools across the county area. The event rotates every five years among colleges in the region. Over 90 volunteers and 30 exhibitors contributed to the summit's success, which included hands-on program tours. The Hispanic Round Table played a significant role in supporting the event. Ashley Bowie-Gallegos noted that 18 schools participated, with over 300 hours dedicated to planning and organizing the event. Chair Dr. Paula Akerlund commended the team for their efforts. Laurie Franklin circulated a program from the summit for attendees to view.

VII. Action Items & Standing Reports

Action

1. Approval of November 12, 2024 Minutes
 - a. Chair Dr. Paula Akerlund called for a motion to approve the November 12, 2024 minutes. Dr. Harry Carthum moved to approve the minutes, and Jim Sayce seconded the motion. The motion carried.

Standing Reports

1. Student Government (Isaac Humiston)

Over 200 students were successfully supported during New Student Orientation by providing them with resources and connections to ensure a strong start at GHC. The Esports Program welcomed over 100 participants this year, marking a 50% increase in engagement compared to last year. Multiple campus-wide events were hosted, including the creation of an Ofrenda for Día de los Muertos, where 20–25 students and staff shared photos of loved ones as part of this meaningful cultural tradition. A Diversity, Equity, and Inclusion training has been scheduled for December 20th. Over \$25,000 in funding was approved to support Athletics, TRIO, The Tutoring Center, the Tribal Students' Lounge, and Esports, to enhance student engagement and academic success. Numerous student employment opportunities were supported in critical areas such as the Bookstore, Esports, Athletics, Student Life, the Diversity and Equity Center, the Harbor Landing Food Pantry, and Campus Operations. Participation in student government increased, with eight active senators now representing areas such as Athletics, Performing Arts, Career and Technical Education, TRIO, the Diversity and Equity Center, Esports, Student Veterans, and Running Start. Additionally, eight new student clubs were approved and established this year.

To support students during the Thanksgiving season, over 200 turkey dinners, including mashed potatoes and pumpkin pie, were distributed to students in need. A new initiative was launched in

November, where Student Life manages concessions at the Bishop Center, with all proceeds supporting the Harbor Landing Food Pantry. Members of the executive team attended a leadership event in Washington, D.C., where they gained valuable insights and advocated for student needs at the national level. Looking ahead, Student Government will host gingerbread house decorating events and distribute holiday hams during the first week of December. To celebrate the end of finals on December 13th, they will participate in the Festival of Lights Parade in Montesano at 5:30pm on Saturday, December 14th. Lastly, student concerns regarding pricing at Charlie's Café continues to be a topic of discussion.

2. Classified Staff Report (Jared Stratton)

Jared is currently home sick. His report is included in the packet, and there are no new updates to share at this time.

3. Represented Exempt Staff Report (Deanna Shedley)

There are no updates beyond what is included in the report.

4. Faculty report (Tom Kuester)

Dr. Schiffner shared that Tom submitted a report this morning, which has been sent to the Trustees' inboxes. Efforts are ongoing to ensure all materials are submitted on time for the packet. The Grays Harbor College Faculty Team (GHCFT) and the administration have mutually agreed that it would be in the best interest of all involved to extend the current Collective Bargaining Agreement (CBA) for another year, along with the relevant Memoranda of Understanding (MOUs) agreed upon since the last negotiations. Additionally, faculty respectfully request that the March Board meeting, which will include meeting with the probationer and the chair of the probationer's tenure committee, be scheduled at a time that avoids class cancellations, minimizing instructional disruptions.

5. Administrative Services Report (Kwabena Boakye)

Kwabena has met with the food service vendor to initiate discussions on the feasibility of reducing food prices. In alignment with these efforts, the Culinary Arts program consultant is collaborating with the vendor to review menu options, ingredients, and portion sizes. Additionally, Kwabena is analyzing sales reports and related information to inform these discussions. The topic of food pricing remains under review, with ongoing efforts to make pricing more reasonable. Further updates on this matter will be provided to the Board in a subsequent meeting.

Budget managers met on October 8th, and the budget process email communication will be sent out soon. Kwabena will meet with other SBCTC financial representatives on Friday to discuss the recent hiring freeze communication and will provide further updates to the Board after the meeting. The Accountability Audit is currently in the planning phase and it will cover the period from 2019 to 2024. Kwabena is awaiting the official entrance date and time for the audit and will share this information with the Board once it becomes available.

At the November meeting, the Board requested information on the FY2025 Comprehensive Budget Status of the college. The comprehensive budget consists of the Operating Fund, Grants, Bishop Center, Bookstore, and Minor Capital. Currently, the Student Life budget is not included; however, Kwabena is working on incorporating it. The remainder of the college's revenue sources are presented separately, as the budgets cannot be co-mingled. When an auxiliary operation incurs a loss, the college supplements it from reserves; however, the loss will still appear on the auxiliary's financial records. For grants, billing occurs based on actual expenditures, ensuring they always balance out. The Bishop Center operates on a combination of sales and donations and is forecasted to end the fiscal year in the black. The Bookstore is forecasted to lose approximately \$155,000 by the end of the fiscal year, with a current year-to-date loss of around \$34,000. Historically, the bookstore has operated at a loss between \$46,000 and \$60,000 annually, which increased significantly during the COVID-19 pandemic. The additional personnel costs, including the partnership with Centralia College, have further contributed to the deficit. The Bookstore's profit margins are currently insufficient to cover overhead costs. A plan is in development to minimize these losses, and the details will be reported back to the Board. Discussion also occurred regarding bookstore operations across the SBCTC system.

The Board also requested information comparing the State enrollment FTE target with the local revenue budget FTE targets and actual FTE numbers. Included in the Follow-Up section of Kwabena's written report is the FY2025 Enrollment FTE Budget Tracking report. Additionally, the attached State Allocation Base FTE document provides a three-year rolling average of the State's expected FTE versus the college's actual FTE. Local revenue projections are based on FTE predictions, with the State target serving as the driver for allocation. Kwabena walked through the past FTE numbers outlined in the written report, noting a 9% gap between the college's enrollment and the State target over the past three years. The second quarterly report will reflect Winter quarter revenue from FTE. This led to a discussion about the Winter quarter local revenue and how GHC plans to manage billing and cash collection. The Business Office is developing a process for dropping students who have not paid, with plans to implement this system during the spring quarter. Additionally, Lori Christmas spoke about the work being done to engage Running Start students after they graduate from high school.

6. Human Resources Report (Erin Tofte)

Human Resources provided an update regarding the faculty and exempt union and management's proposal to extend the current collective bargaining agreement by one year. A memorandum of understanding related to this extension will be presented to the Board for consideration in January. Erin also provided updates on new hires and open searches. She recognized all new hires by name and title, as well as individuals who experienced changes in employment status. Additionally, Erin reviewed the current active searches and their respective progress. As an informational note, Erin shared that she received communication from the government the previous evening regarding a hiring freeze and emphasized the importance of exercising caution with the budget moving forward.

7. **Instruction Report** (Julie Randall)

Julie highlighted several upcoming events, including a jazz concert and steel drum performance, both scheduled for December 5th. The Tutoring Center hosted a Student Success Conference on November 19th focusing on topics such as study skills, test anxiety, writing techniques, and citing resources. The conference was a great success, with 123 students attending and participating in various workshops. Feedback from the sessions was highly positive. Julie recognized Nancy Estergard and Haley Adair for their contributions to the event. The Tutoring Center continues to thrive in its newly renovated location in the library, providing valuable support to students.

Following up on the previous meeting, Julie clarified details about E-Tutoring, a service offered through the State Board for Community and Technical Colleges. GHC has utilized this service since 2010, offering 24/7 tutoring in a wide range of subjects. Plans are underway to improve communication with students to increase service usage. A discussion ensued regarding how GHC's E-Tutoring usage compares to that of other colleges.

Ashley Bowie-Gallegos and Julie presented a demonstration on the use of EAB (Navigate360), a third-party software for student engagement that addresses a missing component within the CTC system. Julie acknowledged and highlighted the contributions of those who supported the implementation process. The software was purchased in January 2023, with an initial target launch date of May 2024. Despite some delays, it successfully launched in September 2024. Training with faculty commenced during the kick-off week, and ongoing training sessions continue to ensure effective use. Navigate360 launched with the Recruitment Success Tool, allowing for targeted campaigns to maintain engagement with students in the recruitment funnel. The platform also supports current students by enabling note creation across campus, the ability to flag students requiring additional support, and enhanced communication tools. Julie shared a success story from a library faculty member illustrating the platform's positive impact. Ashley provided a live demonstration of Navigate360's features, followed by a discussion on how students are informed about the platform. Julie concluded with data insights and plans for further enhancements. Chair Dr. Akerlund expressed appreciation for the work of Julie, Ashley, and the entire team involved in the implementation and ongoing use of Navigate360.

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

Grays Harbor College will participate in the Montesano Festival of Lights on December 14th with a float, and everyone is encouraged to attend. Laurie highlighted enrollment numbers from the past two weeks and addressed a question regarding the 802 students who did not receive financial aid during the 2023–24 academic year. The Financial Aid Office identified several reasons for this, tiered from the most to least frequent occurrences. These reasons, including students not applying for the Free Application for Federal Student Aid (FAFSA) or the Washington Application for State Financial Aid (WASFA), are detailed in the written report. It was noted that breaking down percentages is challenging, as students often face multiple overlapping issues. The list of fall quarter events was also included in the report.

Laurie introduced and welcomed Cassandra Smith, the new Program Coordinator for Running Start and the World Class Scholars (WCS) program. Cassandra has already enrolled over 670 new applicants this academic year, with only two schools remaining for presentations and sign-ups. The baseball team supported the community by giving away turkeys, and the basketball season has started on a positive note compared to last year. Grays Harbor College student-athletes have decided to incorporate themes for each home game to enhance the game-day experience. Laurie also drew attention to a photo from the TRiO Day event included in the report. As of yesterday, the Bishop Center donations total \$25,100, with a target goal of \$50,000 for the year.

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

Dr. Schiffner shared about the ongoing challenges at the state and federal level that continue to impact the college. The budget remains a primary focus, with ongoing discussions about how to adapt local planning efforts to meet reduction requirements from the Office of Financial Management (OFM) and the hiring freeze. Legislative preparations are in full swing, with plans for hill climbs in January. Dr. Schiffner also noted that the State Board for Community and Technical Colleges (SBCTC) has new leadership, which began yesterday. Additionally, the presidents are working through the new allocation model, and Dr. Schiffner will provide updates to the Board as more information becomes available.

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

Floyd reported that the tulalW Student Center is nearly complete, with commissioning of the lighting system currently underway. Warranty work and punch list items are on track for completion. Looking to make small improvements to the kitchen to enhance its functionality for instructional purposes. Additional minor tasks remain, and collaboration with the fire department is ongoing to address those needs. A warranty inspection is scheduled for March 5, 2025. Any issues identified beyond this point will remain under warranty beyond the one-year period until fully resolved. A discussion ensued regarding the involvement of the Department of Enterprise Services (DES) in these processes. The Board expressed their gratitude to Floyd for his dedication and work on this project.

10. Board Report

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

Astrid reported that there are no new updates to share at this time.

b. Board Art Committee Update (Astrid Aveledo)

The Board Art Committee has overseen the installation of two major art purchases: one located on this floor and the other in the atrium of the tulalW Student Center. Work on additional installations and projects is ongoing.

c. Legislative Committee Update (Jim Sayce)

Jim provided an update on the Legislative Committee activities, including a meeting with Daniel Pailthorp scheduled for December 12th and a Hill Climb on January 30th. Ongoing meetings are being held to prepare, with efforts underway to coordinate with the State Board.

d. Items of Interest (Dr. Paula Akerlund)

No items of interest.

The meeting recessed at 12:10 p.m. and reconvened at 12:17 p.m.

XI. Executive Session

The Board entered a closed executive session at 12:17 p.m. under [RCW 42.30.110\(1\)](#) for the following purpose: (i) to consult with legal counsel regarding ongoing or potential litigation and personnel issues. The session was scheduled to last approximately 30 minutes. The Board returned to the open meeting at 12:49 p.m.

XII. Action Items as a Result of the Executive Session

Jim Sayce moved to add Resolution 2024-02 as an action item to the December 2024 agenda. Dr. Harry Carthum seconded the motion. The motion carried.

Jim Sayce then moved to adopt Resolution 2024-02. Dr. Harry Carthum seconded the motion. The motion carried.

XIII. Good of the Order

Chair Dr. Paula Akerlund asked if there were any items for the good of the order. Aliza shared that her daughter will be participating in the Festival of Lights. Dr. Akerlund extended warm holiday wishes to everyone and expressed excitement for the upcoming year.

XIV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 12:54 p.m. The Board of Trustees will hold its next meeting on January 14, 2025 at the Grays Harbor College in Aberdeen and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

Operational Policy Number: 523

Date adopted: 3/15/11 Revised: 4/21/2020

The College shall maintain an Art Committee comprised of diverse representatives from the college it serves, including but not limited to a representative from campus operations, a representative from the library, a minimum of one art faculty, a minimum of one faculty at large, a minimum of one classified staff member, and when possible, a student (recommended by the art committee) to serve for the academic year. The committee may add, from time to time, members for special projects, to serve for the duration of the project.

Committee members will be responsible for evaluating the acquisition and care of art based upon the College's ability to display and safeguard the work.

Committee members develop and maintain guidelines regarding the display and storage of art owned by the College, with the objective of exposing the artwork to a wide audience via display.

VII.3. – Operational Policy 902 - Media Relations Policy (First Reading)

GHC Board of Trustees Meeting

January 14, 2025



Written Report

Item Information:

Topic: Operational Policy 902 - Media Relations Policy (First Reading)

Prepared by: Kristy Anderson

Attachments: Operational Policy 902

Narrative

In order to support GHC employees in distributing accurate information, maintaining the reputation and brand standards of the College, and conveying useful information in crisis and other situations, it is recommended that the Board adopt **Operational Policy 902 – Media Relations Policy**.

This policy (attached) will be supported by administrative procedures detailing processes such as the flow of news and press releases, who should speak on behalf of the College and in what circumstances, how to support positive media interaction, how communication should flow in a crisis situation, and oversight of college brand and messaging.

Materials to support this policy and the related procedures are available for employees on the College's intranet and includes things such as:

- information about brand standards, logo use, etc.,
- a checklist outlining how to get approval for a flyer or other public facing document, and
- a media submission form for advertising events and other activities.

Social media is not covered under this policy as it can be found in [Operational Policy 903 – Social Media Policy](#). This policy also does not cover Public Records Requests, which are defined in [WAC 132B-276](#).

Having a media relations policy will also help to minimize duplication of effort and resources as it will allow staff in Marketing and College Relations to be aware of media communication efforts across the College.

Summary & Next Steps

This is a first reading of Operational Policy 902 – Media Relations Policy. At the February meeting, the policy will be put forward for a vote by the Board of Trustees.

Action Requested:

No action at this time.



Operational Policy

Name/Subject	Media Relations Policy
Policy Number	902
Date Adopted	
Date(s) Reviewed/ Revised (<i>specify</i>)	

Purpose:

Effective communications with the media are critical to Grays Harbor College's ability to carry out its mission and promote continued public support for the college. Effective media relations best serve the college by:

- informing the public of what we can do for them,
- promoting the college's achievements, activities, and events of significance,
- expanding the general visibility of the college, and
- ensuring that accurate information is conveyed to the public regarding incidents and issues of controversial and/or sensitive nature.

Definitions:

For the purposes of this policy media includes, but is not limited to, print media (e.g. newspapers electronic news articles, etc.), radio, television, and use of the internet for the purpose of mass communication. Social media is covered under a separate Operational Policy [903].

Policy:

The Grays Harbor College President and/or the Public Information Officer (PIO) serve(s) as the official college spokesperson and convey(s) the official college position on issues of general college-wide impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should be referred to the PIO at publicrelations@ghc.edu.

Depending on the specific circumstances, the president or PIO may designate the Director of Marketing & College Relations or another college employee to serve as spokesperson on a particular issue.

In the event of a crisis or emergency situation, the President, PIO, or designee will handle all contacts with the media, and will coordinate the information flow from the college to the public. In such situations, all campus departments should refer calls from the media to the PIO and should notify the PIO by emailing publicrelations@ghc.edu.

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

This Memorandum of Understanding records agreements made between Grays Harbor College and the Grays Harbor College Federation of Teachers, AFT Local 4984, regarding the extension of the collective bargaining agreements (CBAs) for Grays Harbor Faculty both on campus and at Stafford Creek Correctional Facility, and for represented Professional Exempt Staff.

It is agreed that the CBAs for faculty and represented exempt staff that are currently set to expire at the end of June 2025 will be extended through the end of June 2026.

Additionally, it is agreed that the adjustments to the CBAs agreed to in the memorandums of understanding (MOUs) that were recorded while these CBAs have been in effect will also be extended through the end of June 2026. These MOUs include the following:

- In the faculty contracts, references to the Vice President for instruction will be replaced with “the President or Designee.”
- For the professional exempt contract, longevity (for the purposes of Article 22 – Wages) is defined as continuous time spent/years of service in a full-time exempt, classified, classified exempt, or faculty position at Grays Harbor College.* Longevity increases will be included for returning Grays Harbor College retirees in a full-time exempt position, but non-retiree employees who return to service at GHC will not have previous time credited toward longevity increases.
- For faculty and professional exempt employees, all wage increases that have been agreed to since the 2022 commencement of the contracts will remain in place, and notwithstanding this overall contract extension, wages will be a mandatory limited contract reopener in the spring of 2025.

Agreed to by the parties on the date signed below:

Paula Akerlund, Board Chair	Date
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Tom Kuester, Faculty Union President	Date
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*With the exception that part-time contracts generated by July 1, 2024, will be included with that continuous part-time service also counting toward longevity only for the 2023-2024 and 2024-2025 FY.

To: Grays Harbor College Board of Trustees

From: Isaac Humiston – ASGHC President

cc: President Carli Schiffner, Interim VPSS Laurie Franklin

Date: December 18, 2024

Re: January 14 Report to Board of Trustees

ASGHC is excited to kick off the new year with a renewed commitment to serving Grays Harbor College students. Through collaborative efforts, innovative partnerships, and strategic funding, we aim to strengthen campus engagement, support diverse student needs, and enhance student success. With a focus on basic needs and supporting the whole student, we look forward to making a positive impact and continuing our important work throughout the year ahead.

Updates

- 1. Strategic Partnership with GHC Foundation:**
 - ASGHC is deeply grateful to the Grays Harbor College Foundation for their partnership in supporting both the Harbor Landing Food Pantry and GHC Athletics.
- 2. Winter Holiday Baskets:**
 - The Harbor Landing Food Pantry remained open during the winter break to ensure access to food for students.
 - Over 200 Winter Holiday Ham baskets were distributed by the Student Life team.
- 3. ASG is partnering with both the Tribal Student Space and Charlie's Café to provide employment opportunities for students.**
- 4. Update on Charlie's Café prices:**
 - ASG had the opportunity to hear from Stacey Bonell, who is operating Charlie's Café and some prices have already been lowered. We are exploring ways to partner with Charlie's Café to continue to support student needs. The Student Life Director will also be working with Stacey to facilitate 2 work study positions in the Café to help lower overhead expenses. ASG, Kwabena, and Charlie's have another meeting scheduled for January 23rd. We are excited by the opportunity to collaborate with Charlie's and look forward to our continued partnership. We would also like to thank the Board of Trustees for their support and advocacy with this process.

5. Leadership Development:

- **ASG & Senate Training: On December 17** members of our executive team and senate participated in a student government training; learning about advocacy and learning their individual roles and how to best represent their constituents.
- **ASG and the Student Life Team** will be providing volunteer opportunities in partnership with P.A.W.S. in honor of our Martin Luther King Day of Service on January 20.

6. Legislative Advocacy:

- Academic schedules allowing, ASG plans to send representatives to Olympia January 29 and 30 for Legislative Advocacy Day. A copy of the Washington Community Technical College Student Association 2025 Legislative Agenda has been included with this report.

Looking Ahead

ASGHC is excited to kick off the new year, ready to continue serving and representing the diverse needs of Grays Harbor College students. With a focus on student engagement and community, we are looking forward to working on the important task of budget allocation for the 2025-2026 academic year, ensuring that student voices are central to every decision.

Washington Community and Technical College Student Association (WACTCSA) 2025 Legislative Agenda

Textbook Affordability & Open Educational Resources

In the past 18 years, textbook price increases have outpaced the rise in other educational expenses. Prices have increased by almost 190% since 2006, and undergraduate students now budget over \$1,200 annually in educational materials. Lower-income community college students are particularly affected, with textbook costs accounting for large percentages of their total college attendance expenditures. Many commercial textbook publishers have maintained high prices and highly restrictive terms of use. Funding should be allocated to support the development and increased availability of open resource materials, with a focus on supporting lower-income & first generation students.



Housing Affordability & Accessibility

Housing affordability and accessibility has been an increasing problem across the board for higher education students. College students, in particular CTC students who are already looking to reduce costs, are heavily impacted as they have to balance the need for shelter alongside with the many other challenges of affording college such as transportation, food, tuition, and textbooks. In one CTC student poll, a college found that 4.3 out of 10 students reported experiencing housing insecurity within 12 months of the time of response. WACTCSA believes this is representative of the larger issue that is being faced, and hopes to address it through conversations around rent control, increased financial aid for student housing, and increased funding for low-income housing statewide for students are some of the areas to be addressed.

Free Two-Year Programs at CTCs

WACTCSA has repeatedly recognized the most overarching issue for higher-education is the price. Even at a CTC level, many programs and schooling expenses are too much for many individuals and it creates a barrier to achieving higher education. WACTCSA has a focus on mitigating the financial stress placed on students by higher education programs. As of 2022, 20 US states offer tuition-free community college programs, including some that cover two years of tuition. These provisions are all a step in the right direction, that being our core goal of making higher education accessible to all regardless of financial background. Existing programs that promote Financial Equity for colleges in Washington State like the Seattle Promise and other observable programs should be promoted and supported, alongside investigating and creating conversation around moving towards a free CTC program.

VIII.2. Classified Staff Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Classified Staff Report

Prepared by: Jared Stratton

Narrative

Continued Bargaining for the Classified Contract

As of the writing of this report (January 6th), Washington Public Employees Association (WPEA) is back at the bargaining table with the Office of Financial Management (OFM). I am still the representative for Grays Harbor College and have been back at the table to try and reach an agreement with OFM. The hope is that we are able to get new Tentative Agreement for members to vote on in order for the contract to be ratified and brought before the Legislature. Normally, the date for that to be brought before the Legislature is October 1st, but our negotiators have said they would be willing to do a one-time exception for the contract to be funded if we are able to get a ratified contract.

I will be back to the table today, January 14th, January 16th, January 27th, and January 30th. Here is hoping I can bring more good news the next meeting.

Staff Development and Training Committee (SDTC) Fall Quarter Potluck and Award

On Wednesday December 18th, SDTC did their quarterly potluck and recognized Jason Davison for the Classified Staff Award for Fall Quarter 2024.

Follow-Up

None

VIII.3. Represented Exempt Staff Report

GHC Board of Trustees Meeting

January 14, 2025



Written Report

Item Information:

Topic: Professional Exempt Representation

Prepared by: Deanna Shedley

Attachments: N/A

Narrative

Due to the movement of staff into interim positions, this position is unfilled until January when the next elected rep starts their term.

Summary & Next Steps

N/A

Action Requested:

N/A

VIII.4. – Faculty Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Faculty Report

Prepared by: Shiloh Winsor & Tom Kuester

Attachments: N/A

Narrative

- The second week of instruction for Winter 2025 has begun!
- Grays Harbor College Federation of Teachers (GHCFT) apologize for their absence from the Board meetings, but 8am-1pm are the hours when the vast majority of Grays Harbor College classes are being offered.
- The GHCFT and the administration have together agreed to extend the current contracts for faculty and represented exempt staff by a year. GHCFT and administration agree that this will allow time for the leadership structure to gain more on-campus time and a better understanding of new positions before engaging in full-scope bargaining. The MOU the Board has been presented with will roll over the current contracts along with subsequent MOUs that have been made over the past three years. The GHCFT is fully in support of this extension MOU. Please let GHCFT know if there are any questions or concerns.
- Faculty have been making use of the new forms for the tenure process that were developed throughout the summer of 2024. Faculty believe that these forms (and the associated instructions) should provide a clearer and more consistent view of probationary faculty to the Board. The primary document that the Board should be getting is the quarterly summary reports from each of the tenure committees. The goal is for these reports to accurately summarize the thorough evaluation of probationers that is carried out by cross-sectional committees. As the Board looks at these forms, it will show that some sections are only applicable in certain quarters; for example, the annual self-evaluation that the probationer creates for the committee is delivered in the third and sixth quarter of the tenure process. Committees have also been instructed to examine and report on artifacts from the previous quarter, so for example, if a classroom observation is completed in the Fall Quarter, the committee will discuss and summarize findings for the Board in the quarterly report that is completed in Winter Quarter. This adjustment should ease the challenge of scheduling and completing the committee's reporting requirements. Please give the faculty or the administration feedback on these new forms – especially if there are elements that feel like they are needed for the Boards decision-making process during either re-hire or tenure decisions.

- Since the March Board meeting focuses on re-hire and tenure decisions, faculty hope that the Board will consider scheduling that meeting for the afternoon or evening when a majority of faculty could attend without disrupting classes.

Summary & Next Steps

None

Action Requested:

None

Follow-Up

None

VIII.5. – Administrative Services Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Kwabena Boakye

Attachments: None

Narrative

FY2024-25 Budget Status

At the December meeting, the Board requested information on cash reserves and revenue estimates for Winter quarter enrollment FTE. The requested information is included in the Follow Up section of this report. It should be noted that the college budget process includes quarterly status reporting after the enrollment census date. Winter enrollment census is expected to take place in January 2025, so the second quarterly status report will be presented to the Board at the February meeting.

FY2025-26 Budget Development

- Budget planning and development in process.
- Governor's FY2025-27 biennium budget proposal out in December. Key highlights include;
 - a. Claw back of OFM error in current year, FY2025. Estimated impact is \$323,000 for GHC.
 - b. Claw back amount is a reduction to the FY2026 carry forward allocation base.
 - c. Reduction of SBCTC general fund allocation by 1% for the biennium, totaling about \$1.4 million for each fiscal year. Estimated impact for GHC is currently unknown.
 - d. Inflationary salary adjustments for I-732 faculty: 3.81% for FY26 and 2.55% for FY27.
 - e. Inflationary salary adjustments for exempt employees: 3% for FY26 and 2% for FY27.

Audit

- State Auditor's Office (SAO) Accountability Audit pre-audit processes began on November 14.
- Lead auditor left the SAO in December. The SAO has assigned a new lead to continue the audit.

Business Affairs Commission (BAC)

- BAC meeting on December 6.
 - a. OFM error and estimated impact.
 - b. Anticipation for governor's FY2025-27 biennium budget.
 - c. Tuition rate increase is 3.4% for FY26.
 - d. Nominated as vice chair and next chair for BAC Operations Committee.

Food Service

At the December meeting, the Board requested a follow up on the high food price concern expressed by the Associated Student Government of Grays Harbor College (ASGHC) President. Included in the Follow Up section of this report is information on engagement with the food service vendor regarding the high food price concern.

Board Meeting Emergency Protocol

- Proposed protocol for Board meeting emergency evaluation. See laminated evacuation maps.

Summary & Next Steps

Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

Action Requested:

None

Follow-Up

Cash Reserve Balance

The schedule below shows budget basis or cash basis cash reserve balance categorized into restricted and unrestricted at year end, June 30. Restricted are funds designated by the college or by law for specific purposes. Those funds are unavailable to support the operating budget. Included in restricted are Technology fees designated for student technology support, Service and Activity fees designated for student life support, 3.5% local aid fund restricted by law for campus-based scholarship support, and Certificate of Participation funds designated for upper campus parking and tulaIW Student Center debt obligations payment. It should be noted that Service and Activity has budgeted in FY2025 to spend about \$700,000 of its cash reserves.

Fund	Description	FY2022	FY2023	FY2024
148	Tech Fee	\$ 67,941	\$ 46,875	\$ 75,133
148	COP Debt/tulaIW	\$ 2,387,975	\$ 2,392,514	\$ 2,634,821
522	Service and Activity	\$ 1,477,369	\$ 1,399,370	\$ 1,243,924
528	COP Debt/Parking	\$ 324,889	\$ 314,043	\$ 302,175
860	3.5% Local Aid	\$ 328,153	\$ 370,509	\$ 518,851
	Total Restricted	\$ 4,586,327	\$ 4,523,311	\$ 4,774,904
	Ending Cash Balance	\$ 11,745,538	\$ 12,957,266	\$ 12,210,938
	Total Unrestricted	\$ 7,159,211	\$ 8,433,955	\$ 7,436,034
	BOT Reserve	\$ 2,062,322	\$ 2,274,614	\$ 2,546,822

Enrollment FTE

The schedule below shows enrollment FTE for FY2025 compared to FY2024. Winter 2025 tuition bearing enrollment FTE as of December 31 is 767.3. Winter 2024 tuition bearing FTE as of December 26 was 677.9. Comparing Winter 2025 to Winter 2024 for the approximate dates, Winter 2025 is trending up 13.2%. Cumulatively for FY2025 (Summer, Fall, Winter), tuition bearing enrollment FTE is 1852.44. Cumulatively for FY2024 (Summer, Fall, Winter), tuition bearing enrollment FTE was 1785.42. Comparing cumulative FY2025 to FY2024 for the approximate dates, FY2025 is trending up 3.8%. FY2025 cumulative (Summer, Fall, Winter) tuition bearing FTE estimate for local revenue is 1909.9. Therefore, tuition bearing FTE actual target achieved to date is 97% based on enrollment as of December 31, 2024. For Running Start, actual FTE target achieved to date is 119.5% compared to FTE estimate for FY2025.

Enrollment FTE for FY2025 Compared to FY2024												
Description	Winter 24	Fall 23	Summer 23	FY24 Q1	Winter 25	Fall 24	Summer 24	FY25 Dec 17	Winter 25 % CNG	Fall 24 % CNG	Summer 24 % CNG	FY25 % Change
Academic Transfer & Pre-College	388	547.1	144.46	1079.56	456.3	501.9	111.02	1069.22	17.6%	-8.3%	-23.1%	-1.0%
Career and Technical Ed.	252.6	305.5	66.9	625	275.9	355.7	73.72	705.32	9.2%	16.4%	10.2%	12.9%
BAS Programs	37.3	39.9	3.66	80.86	35.1	42.8	0	77.9	-5.9%	7.3%	-100.0%	-3.7%
Tuition Bearing	677.9	892.5	215.02	1785.42	767.3	900.4	184.74	1852.44	13.2%	0.9%	-14.1%	3.8%
Transition Programs	79	119.5	53.94	252.44	4	165.1	49.64	218.74	-94.9%	38.2%	-8.0%	-13.3%
	756.9	1012	268.96	2037.86	771.3	1065.5	234.38	2071.18	1.9%	5.3%	-12.9%	1.6%
R/S	361.6	366.2	6.13	733.93	399.4	413.5	54.02	866.92	10.5%	12.9%	781.2%	18.1%
Total	1118.5	1378.2	275.09	2771.79	1170.7	1479	288.4	2938.1	4.7%	7.3%	4.8%	6.0%
FY2025 FTE Estimate												
Tuition Bearing Estimate					788.8	902.1	219.0	1909.9				
Tuition Bearing Actual Target Achieved								97.0%				
Running Start Estimate					359.0	359.7	6.9	725.6				
Running Start Actual Target Achieved								119.5%				

Tuition Revenue

Tuition and fees revenues in the schedules below are based on ctclink student financials report dated December 30, 2024. Running Start revenue is estimated based on enrollment FTE as of December 12, 2024. Typically, before Winter census, actual tuition collection is expected to be about 42% to 52% of estimated revenue for the fiscal year. Current collection is about 48% and trending within target. For Running Start, expected actual revenue before Winter census is 63% to 73% of estimated revenue for the fiscal year. Current estimated revenue is about 74% and trending above target. It should be noted that the college budget process includes quarterly revenue status reporting after enrollment census. Winter enrollment census is expected to take place in January 2025, so the second quarterly status report will be presented to the board at the February meeting.

	FY2025 Estimate	Collected as of 12/30/2024	Actual Target Achieved
Tuition	\$ 2,957,853	\$ 1,417,095	47.9%
Fees/Misc.	\$ 305,376	\$ 167,923	55.0%
Running Start	\$ 3,041,775	\$ 2,257,768	74.2%
Total	\$ 6,305,004	\$ 3,842,786	60.9%

Summary of ctclink Student Financials Report as of December 30, 2024				
Term	Description	Recognized	Collected	Uncollected
Winter	Resident	\$ 878,657	\$ 60,400	\$ 818,257
	Non Resident	\$ 141,943	\$ 11,077	\$ 130,867
	BAS	\$ 76,186	\$ 4,583	\$ 71,603
		\$ 1,096,787	\$ 76,060	\$ 1,020,727
Fall	Resident	\$ 999,593	\$ 888,053	\$ 111,540
	Non Resident	\$ 155,519	\$ 134,485	\$ 21,034
	BAS	\$ 99,687	\$ 86,929	\$ 12,758
		\$ 1,254,798	\$ 1,109,467	\$ 145,331
Summer	Resident	\$ 251,018	\$ 221,140	\$ 29,878
	Non Resident	\$ 11,797	\$ 10,428	\$ 1,369
	BAS	\$ -	\$ -	\$ -
		\$ 262,815	\$ 231,568	\$ 31,247
	Total	\$ 2,614,400	\$ 1,417,095	\$ 1,197,305

Food Service

Engagement with the food service vendor included meeting with stakeholders, such as the Director of Student Life and the consultant for culinary arts program. As part of the engagement, the college proposed supporting food service with two approved work study student workers, which should help reduce payroll cost for the food service vendor, who in turn will pass on the cost savings as reduction in menu pricing. The food service vendor presented a proposal to adjust the menu and reduce the prices of certain menu items starting Winter Quarter 2025. The food service vendor subsequently continued engagement with the Associated Student Government. A follow up stakeholders meeting has been scheduled in January.

FOOD MENU



Original Chicken Burger

Crispy chicken, lettuce, pickle, tomato and signature sauce

7.25



Chicken Strip Basket

Breaded chicken Tenders with fries and 2 choice of two sauces

10.50



Ranchero Chicken Burger

Crispy Chicken, cheddar, House made Ranch, lettuce, pickle, onion, and tomato

8.50



Spicy Chicken Burger

Crispy Chicken, cheddar, Spicy House made Ranch, pickle, and tomato

7.75



Grilled Chicken Burger

Seasoned Grilled Chicken, Garlic Aioli Sauce, pickle, lettuce, tomato

8.25

French Fries

large fry can be purchased Ala Carte or add regular fry with a burger for 3.00

5.00 LG
3.00 REG

Pizza

On Pizza Days can order by the slice. These are large slices. Can order 2 for 8.00 or single slice.

4.50



Corn Dog Basket

6.00



Or Corn Dog Only

3.00

Charlie Choker Cafe
1620 Edward P Smith Dr

Breakfast

MENU

BREAKFAST SANDWICHES

Choice of English Muffin, or Bagel

**Egg, Cheese, Mayo, and choice of
Sausage or Bacon**

English Muffin 6.25 Bagel 7.00

OTHER OPTIONS

BREAKFAST BURRITOS

**with eggs, cheese, potatoes,
sausage or bacon 7.00**

3 stack of Pancakes 3.75

**2 Biscuits and sausage
gravy 6.75 add 2 eggs 8.75**

**Bagel or 2 slices of toast
3.25**

Charlie's

SANDWICHES

Turkey And Swiss mayo, mustard, lettuce and tomato ADD: Bacon 2 slices 1.00	8.00
Ham and Swiss w/ mayo, must, pic, lett, tomato	7.75
Roast Beef and Cheddar Panini w/ mayo and Dijon	9.00
Grilled Cheese Add Ham 2.00	4.00
Veggi Wrap	9.00

BURGERS

Cheeseburger	8.00
Hamburger	7.50
Bacon cheese	9.25
Mushroom Swiss	9.25
Choker Burger	9.75
Add Fries to a Burger	3.00



VIII.5.a. – Bookstore Update Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Bookstore Update Report

Prepared by: Kwabena Boakye

Attachments: None

Narrative

In December, the Board of Trustees requested information on the bookstore's historical sales breakout records. The Board also requested information on proposed options to resolve the impact of the bookstore's operational losses on college finances.

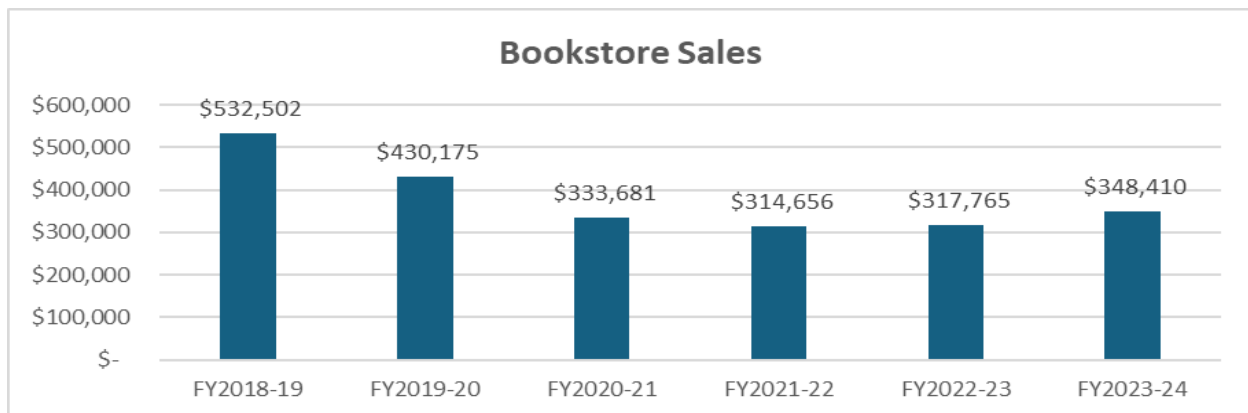
Bookstore Background

The bookstore is self-operated and provides convenient, user friendly and customer driven products to the college community that are essential to academic success. The bookstore sells course materials, such as textbooks and supplies, as well as, apparel and snacks.

The charts and schedules below show total sales from FY 2019 to FY2024, sales by item category from FY2019 to FY2025 (end of Fall Quarter on December 12), percentage sales by item category, and percentage change in sales.

Total Sales

Bookstore sales were \$532,502 in FY2019, but dropped by 41% to \$314,656 in FY2022. It recovered to \$348,410 in FY2024 and currently is expected to trend slightly above FY2024 sales level.



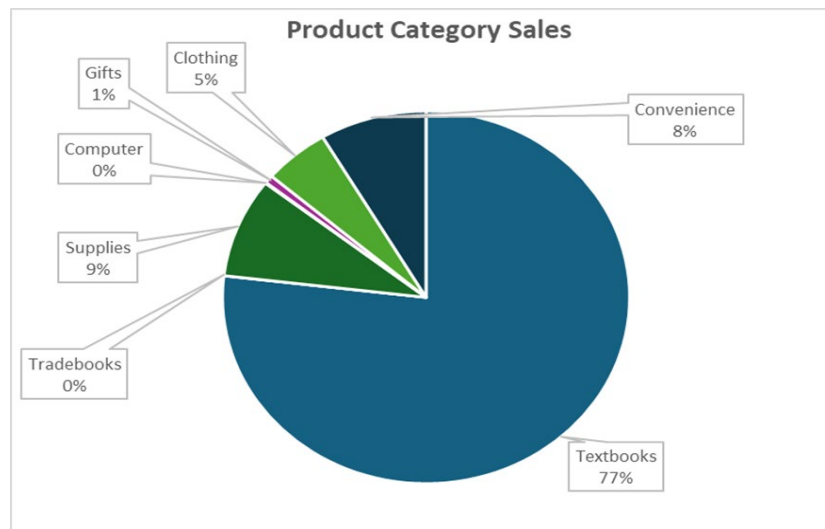
Sales by Item Category

The bookstore’s historical sales breakout records show textbooks sale constitutes the biggest portion of total sales. Of the total sales of \$532,502 in FY2019, textbooks sales were \$418,829. Of the total sales of \$157,748 at the end of Fall 2024, textbooks sales were \$106,160.

	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25
Textbooks	\$ 418,929	\$ 360,648	\$ 297,959	\$ 239,663	\$ 238,770	\$ 235,301	\$ 106,160
Tradebooks	\$ 247	\$ 178	\$ -	\$ -	-	\$ 14	\$ -
Supplies	\$ 38,298	\$ 27,221	\$ 25,500	\$ 37,244	\$ 31,729	\$ 34,564	\$ 12,014
Computer	\$ 1,520	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 168
Gifts	\$ 6,981	\$ 3,147	\$ 497	\$ 1,726	\$ 2,153	\$ 1,451	\$ 1,547
Clothing	\$ 37,118	\$ 18,096	\$ 8,062	\$ 20,378	\$ 16,335	\$ 18,435	\$ 9,719
Convenience	\$ 29,408	\$ 20,085	\$ 1,663	\$ 15,645	\$ 28,779	\$ 58,645	\$ 28,140
	\$532,502	\$430,175	\$333,681	\$314,656	\$317,765	\$348,410	\$157,748

Percentage Sales by Item Category

The bookstore’s historical sales breakout records show textbooks average share of sales is 77%.



At fiscal year ended June 30, 2024, textbooks sale constituted 68%, supplies constituted 10%, clothing constituted 5%, and convenience, such as snacks, beverages and food, constituted 17%. For FY2025, textbooks share is trending around 67% at the end of Fall Quarter on December 12, 2024.

	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	AVG
Textbooks	79%	84%	89%	76%	75%	68%	67%	77%
Tradebooks	0%	0%	0%	0%	0%	0%	0%	0%
Supplies	7%	6%	8%	12%	10%	10%	8%	9%
Computer	0%	0%	0%	0%	0%	0%	0%	0%
Gifts	1%	1%	0%	1%	1%	0%	1%	1%
Clothing	7%	4%	2%	6%	5%	5%	6%	5%
Convenience	6%	5%	0%	5%	9%	17%	18%	8%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100%

Percentage Change in Sales

The analysis of changes in the bookstore’s historical sales breakout records reveals that declining FTE base enrollment may have contributed to declines in textbooks sales, which in turn resulted in overall sales revenue decline. Other circumstances contributing to declining Bookstore sales revenue include competition from web based alternate sources, COVID-19 campus shutdown, and demolishing of the HUB, which caused makeshift operational shutdown and relocation of the bookstore to make way for construction of the tulalW Student Center.

	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	AVG
Textbooks	-14%	-17%	-20%	0%	-1%	-11%
Tradebooks	-28%	-100%	0%	0%	0%	-26%
Supplies	-29%	-6%	46%	-15%	9%	1%
Computer	-47%	-100%	0%	0%	0%	-29%
Gifts	-55%	-84%	247%	25%	-33%	20%
Clothing	-51%	-55%	153%	-20%	13%	8%
Convenience	-32%	-92%	841%	84%	104%	181%

Proposed Options

The bookstore sales and expenditures are unsustainable. The college needs to provide service to students while reducing the bookstore’s operational cost by approximately \$100,000.

The college will commit to doing the following:

1. Collaborate with Chokers Athletics for logo patent registration and apparel sales.
2. Implement digital and online enhancement processes, such as;
 - a. Online book adoption options – already doing this.
 - b. Digital textbook purchase and rental options – already doing this.
 - c. Open Educational Resources (OER) options – already doing this.
 - d. Integration of ctLink course schedule with Bookstore inventory system – already doing this.
 - e. Website upgrade.
 - f. Marketing and social media.

In addition to the above, the college is considering the options below:

Option 1 – Maintain Status Quo

Maintaining the current situation in the bookstore while exploring other options. In this case, the college will:

1. Continue to subsidize the bookstore by over \$155-200k on an annual basis.
2. Establish a timeline to reduce subsidy to the bookstore by July 1st.
3. Work out details and feasibility of other proposed options by July 1st.

Option 2 – Hybrid Bookstore Approach

Increasing online presence while reducing the bookstore’s physical footprint. In this case, the college will:

1. Reduce bookstore operating hours informed by current usage, being mindful of high peak times.
2. Realign bookstore staffing to accommodate reduced hours.

Option 3 – Online Bookstore

Partnering with an online vendor (i.e., Barnes & Noble) to operate the bookstore 100% online with exceptions for shipping and pickup customer service. In this case, the college will:

1. Constitute a taskforce to work out details of the online bookstore and develop an RFP.
2. Reconfigure physical space of the bookstore.
3. Realign bookstore staffing.

Option 4 – Shared services with Centralia College*

Partnering with Centralia College to operate the bookstore. In this case, the college will:

1. Realign bookstore staffing.
2. Negotiate an articulation with Centralia College.
3. Maintain a smaller physical footprint of the bookstore.

Summary & Next Steps

In February, the college will provide an update on the future direction on the bookstore.

Action Requested:

None

Follow-Up

VIII.6. – Human Resource Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Human Resource Report

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

Attachments: None

Narrative

General updates:

- President's Cabinet is reviewing all positions vacancies to determine if there is sustainable funding given the uncertainty of the state budget.

New Employees:

- Curtis Eccles, Head Baseball Coach, 01/03/25
- Ian Turner, Assistant Baseball Coach, 12/30/24
- Clara Gillies, Assistant Director of Workforce Funding & Support Programs 12/16/24

Changes in Employment:

- Aaron Coby, Interim Vice President of Instruction 1/1/25
- Angela Drake, Fiscal Analyst 1 12/16/24
- Melissa Lenz, IT Customer Support 12/16/24
- Karyn Olson, Worker Retraining Coordinator 12/16/24

Searches:

- Director of Financial Aid & Scholarships (replace Crystal Bagby), accepting applications
- Office Assistant 3 – Stafford Creek CC (replacing Katherine Powell) under committee review (Department of Corrections contract)
- Security Assistant PT – accepting applications.
- Corrections Education Navigator – (replacing Elsa Larson) scheduling interviews (Department of Corrections contract).
- Director of Enrollment Services (Replacing Nancey DeVerse), finalist interviews scheduled.
- Head Women's Wrestling Coach (replacing Kevin Pine) PT – accepting applications
- Program Coordinator – Enrollment Services (Replacing Maricelda Villa Miranda) under committee review
- Several adjunct positions (to hire for specific courses and also pools for future hires)

Action Requested:

Follow-Up

None

VIII.7. – Instruction Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Instruction Report

Prepared by: Julie Randall, Executive Director, Project Management & Strategic Initiatives

Attachments: None

Narrative

On January 1, 2025, the Instruction Division welcomed Dr. Aaron Coby to serve as the Interim Vice President of Instruction. Dr. Coby currently serves as the Dean of Arts, Sciences, and Extended Learning for Grays Harbor College. He came to the college in October after having served at St. Martin's University in progressive leadership roles—from faculty to dean.

Divisional Updates

Arts, Sciences and Extended Learning:

Climate Solutions Allocation Grant Proposal

Several GHC programs and departments came together to submit a \$40,000 proposal for funds to initiate a Lake Swano trail restoration project. The proposal funds the replacement of educational signage around and the needed repairs to the trail to improve accessibility. The educational signage will provide content and inspiration for curriculum development in several programs (Forestry & Natural Resource Management, Biology, Environmental Science, Business, Native Pathways, and Ecotourism). Curriculum will also be developed for community and K-12 self-guided tours. To help accomplish all this GHC will partner with Grays Harbor Conservation District, Pacific Education Institute, GHC Foundation, and Blue Zones Activate.

Music and Theatre Events in Winter Quarter:

Annual GHC Jazz Festival

Thursday, January 16, from 8 AM to 4 PM the college will host the annual GHC Jazz Festival. There are eight Jr./Sr. High School bands registered from Grays Harbor, Pacific, Thurston, Mason, and Kitsap counties! The event will be held in the GHC Bishop Center for the Performing Arts. The festival is free, and non-competitive.

Participating jazz bands for 2025

- Aberdeen HS, Dan Patterson - conductor
- Fairview MS, Jeremy Faxon - conductor
- Hoquiam HS, Drew Shipman – conductor
- Ilwaco HS, Rahcel Lake - conductor
- Montesano HS, Maria Hoffman - conductor

- North Mason HS, Chris Drewry - conductor
- Rochester MS, Richard Pasko – conductor
- Tenino HS, Andrew Bowerly - conductor

Clinicians for this year’s event are members of the **David Lee Joyner Quartet**

<https://www.dljmusicervices.com/>

- David Lee Joyner, piano and vocals
- Clipper Anderson, bass
- Alexey Nikolaev, sax
- Mark Ivester, drums

At 11:30 AM there will be a performance by the Grays Harbor College Jazz Band, Dr. Bill Dyer, conductor, followed by a brief presentation by our GHC recruiter Johnny Alavez (these events serve as a useful recruiting opportunity for local students). At noon, we will hold a jazz clinic led by the David Lee Joyner Quartet. In the evening @ 7 PM we will hold an evening performance by the **David Lee Joyner Quartet** <https://www.ghc.edu/bishop/>. Students and their directors receive free tickets to the event. The festival is sponsored by the GHC Foundation, organized by Dr. Dyer, and run by GHC Music students. The evening show is sponsored by Sandy Lloyd and the Grays Harbor College Foundation. The jazz festival schedule is attached.

GHC Spellman Library Art Gallery

The GHC Spellman Library Art Gallery continues to show pieces from the Fall Art Gala. Final exhibition dates are 1/10/2025. Further info can be found here: <https://www.ghc.edu/library/art-galleries>

GHC Music Ensembles

Our Winter quarter music ensembles will present performances in March. They will be as follows:

- GHC String Ensemble, TBD
- GHC Steel Drum Ensemble, Thursday, March 20
- GHC Jazz Band and GHC Jazz Choir, Thursday, March 20

<https://www.ghc.edu/bishop/calendar/ghc-music-department-jazz-concert-2>

Student Survey Response rate improvements

We are very pleased to report that the Fall quarter student evaluation response rates increased from 37% response rate to 49%! This significant improvement is due in large part to the efforts put forward by Haley Adair and Crystal Woods. Increasing student participation in these surveys provides instructors valuable information on what is working and what areas need adjusting to improve student learning.

Computer Science Bachelor of Science Degree

Instruction leadership is working with South Puget Sound Community College (SPSCC) to formalize an articulation agreement for the collaborative AA to BS in Computer Science degree until GHC is prepared to confer the degree on its own accord. GHC is creating content for the GHC website to have pages dedicated to the Computer Science pathways available to students. Once those are up, GHC will initiate a marketing campaign that directs students to the program pathways.

Digital Accessibility Training

Our eLearning Office, with Jeremy Winn as the lead, has been conducting trainings in digital accessibility in preparation for the ADA Title II Accessibility Compliance requirements. Two online trainings occurred in December, and a mandatory in-person faculty training will occur at the February All-Faculty Day.

Nursing:

GHC's Certified Nursing Assistant (NAC) program is a pilot program for the DOH/state to integrate state skills testing into the actual course, easing the process and length of time for our students to obtain their NAC license. GHC will try out this model at the end of March towards the conclusion of the Winter Quarter course.

Another point to mention is that the Nursing application period for Fall 2025 opens on January 1.

Workforce and Continuing Education:

Culinary Arts

Activities for Winter and Spring leading up to the certificate launch with the first cohort of students in the fall of 2025 includes:

- Outreach and recruitment to local area high school culinary arts programs including partnering for CTE enrollments in the high schools and at the college.
- Collaborate with Worksource and the Worker Retraining department on campus to provide access to funding for the culinary arts certificate for both high school and adult students.
- Expand the existing curriculum to include 38 additional credits toward an Associate of Arts degree and take the two-year degree through the GHC, State Board and Northwest Commission for Colleges and Universities process for approval and enrollment for Fall 2026.

Automotive Program

The Automotive program was awarded a \$113k equipment grant from the Career Launch equipment fund managed by the State Board in January 2024. In the spring a dynamometer (dyno) was ordered using \$98k of the grant (the remaining funds are for faculty training and setup/installation work). The department expects delivery during the Winter Quarter with deployment of the new training in the Fall 2025. This equipment will prepare students for the equipment they will see in the workplace.

Bachelor of Applied Science, Teacher Education

The Bachelor of Applied Science in Teacher Education (BASTE) has been preparing the self-study and gathering evidence of quality programming in preparation for accreditation activities scheduled in the Winter and Spring of 2025 with the Professional Educator Standards Board. In addition, the Director of the BASTE has been proactively advising students and working in collaboration with the Early Childhood Education program to get students enrolled in some ECE courses that will support entry into the BASTE and continue to prepare teachers for work in the region.

Community Education:

The Winter schedule for the Continuing & Community Education program is available on Eventbrite and on the college's website. Currently, sixteen different topics will be offered ranging from calligraphy, photography, and cooking that includes Indian and Mexican cuisines, baking, and making soups. Classes may be added to the schedule as more community members step up to teach and share their expertise with others.

Transitions:

In the Fall Quarter, the Transitions Program awarded 18 high school diplomas, bringing the total to 29 diplomas earned so far this year, including summer quarter achievements.

Transitions will continue offering community-based conversational English courses at satellite campuses in Ilwaco, Raymond, and Ocosta Jr/Sr High School. These courses are supported by New Arrival Funding. Efforts remain ongoing to strengthen connections with Ukrainian parents of students at Ocosta Jr/Sr High School to better understand and meet their continuing education needs.

On the main campus, English Language Acquisition (ELA) courses in Reading and Writing will be offered in both in-person and zoom formats. Beginning-level learners will have in-person options, while advanced-level courses will be conducted via zoom.

The I-BEST Development Expansion funds are now entering the second year of a three-year disbursement. This Winter, both the Diesel Technology and Medical Assistant Programs will include I-BEST components. Additionally, select courses such as BA 104 and English 101 will also incorporate I-BEST support, further enhancing student success in these areas.

Stafford Creek Corrections Center:

SCCC is expanding adult basic education classes to serve 36 students identified as struggling learners. These are students, without identified learning disabilities, who may not have finished high school because they cannot read beyond the upper elementary school level. They possess the ability to learn, they just need the opportunity. Expanding adult basic education at SCCC serves two purposes, it gets these students vital skills, and it creates a HS+/GED pipeline.

SCCC is also expanding services to students in the segregation unit. Students in the Intensive Management Unit (IMU) are incarcerated students who are actively working on behavior change and feel education is a vital part of that growth. Many have the goal of going back to general population and this is the opportunity they need to show they are changing and growing in a positive way.

SCCC will be adding Saturday classes to reach our students who work during the week, serving fellow incarcerated individuals by performing vital roles around the facility, and who still want to finish their high school education before release. In closing, there will be a Commencement Ceremony for SCCC students on Wednesday, January 15, 2025 at 1:00pm in the visit room at Stafford Creek Corrections.

Follow up Request:

None.

VIII.8. Student Services

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Student Services January 2025 Report

Prepared by: Laurie Franklin, Interim Vice President for Student Services

Attachments: Bishop Center Winter Performances

Narrative

Student Services Division:



Montesano Festival of Lights in December was a huge success! Thank you to all the Chokers who came out to decorate, march, and represent GHC!

Bishop Center hosted the Grays Harbor College Jazz Concert, Grays Harbor Concert Band and Civic Choir, and the Grays Harbor Opera Workshop. All of these events left attendees leaving with a smile on their faces. People shared that they look forward to these events as their traditional December outings.

New Student Orientations for Winter Quarter were held both virtually and in person. Thank you to Student Life for providing a safe and welcoming environment to new GHC students!

Enrollment:

Fall Quarter Enrollment Snapshot for Tuesday, December 17th

BCC: All GHC Employees

FTE: Fall 2024	Fall 2023 12/12/2023 Day # 62	Fall 2024 12/17/2024 Day # 62	Difference	% Diff from 2023 to 2024	Fall 2023 FTE change to end of quarter	Final FTE Numbers for Fall 2023
1-Academic Transfer & Pre-College	543.2	501.9	-41.4	-7.6%	-0.5	542.8
2-Transition Programs	123.6	165.1	41.5	33.6%	0.0	123.6
3-Career and Technical Ed.	305.3	355.7	50.4	16.5%	0.0	305.3
4-BAS Programs	39.9	42.8	2.9	7.2%	0.0	39.9
State Funded Total	1,012.0	1,065.4	53.4	5.3%	-0.5	1,011.5
Running Start FTE	367.4	413.5	46.2	12.6%	0.0	367.4
State + Running Start Total	1,379.3	1,478.9	99.6	7.2%	-0.5	1,378.9
Stafford Creek FTE	242.5	155.6	-86.8	-35.8%	0.7	243.1
State + RS + SCCC Total	1,621.8	1,634.5	12.7	0.8%	0.2	1,622.0

[This is the final report for fall 2024.](#)

VIII.8. Student Services

GHC Board of Trustees Meeting
January 14, 2025



FTE: Winter 2025	Winter 2024 12/26/2023 Day # -8	Winter 2025 12/31/2024 Day # -7	Difference	% Diff from 2024 to 2025	Winter 2024 FTE change to end of quarter	Final FTE Numbers for Winter 2024
1-Academic Transfer & Pre-College	388.0	456.3	68.3	17.6%	55.1	443.1
2-Transition Programs	79.4	4.0	-75.4	-95.0%	58.2	137.5
3-Career and Technical Ed.	252.6	275.9	23.3	9.2%	58.0	310.7
4-BAS Programs	37.3	35.1	-2.2	-5.9%	6.4	43.7
State Funded Total	757.3	771.4	14.1	1.9%	177.7	935.0
Running Start FTE	361.6	399.4	37.8	10.5%	13.2	374.8
State + Running Start Total	1,118.9	1,170.8	51.9	4.6%	190.9	1,309.8
Stafford Creek FTE	0.0	99.1	99.1	0.0%	213.5	213.5
State + RS + SCCC Total	1,118.9	1,269.9	151.0	13.5%	404.5	1,523.3

Student Funding:

In a collaborative effort with the departments of Financial Aid, Veterans, Outreach and Recruitment, Business Office, TRiO SSS, and the GHC Foundation, 453 students were identified as being registered for Fall Quarter 2024, but not yet registered for Winter Quarter 2025. At the end of December, 201 students were registered for a return rate of 44%!

GHC employees connected with students through a number of ways:

- Calling each student
- Deploying a texting campaign
- Financial aid follow up calls to complete or file a financial aid application
- Financial aid workshop offered
- Emergency funding provided by the GHC Foundation to reduce outstanding tuition

Outreach and Recruitment:

Knowledge Bowl

Grays Harbor College continues to be the host of the high school Knowledge Bowl, a quiz competition held between area high schools. On December 13th, Grays Harbor College hosted a high school knowledge bowl tournament. In attendance were students from Elma, Hoquiam, Montsano, Naselle, North Beach, North River, Ocosta, Raymond, South Bend, and Willapa Valley. Knowledge Bowl is an academic team competition that tests students' knowledge of a variety of subjects through written and oral rounds. Grays Harbor College has partnered with local high schools for close to 20 years, if not longer, to provide a space for this academically enriching event, along with providing local students with a chance to experience a college campus. GHC has held two (2) of the three (3) events to date; November, December, and the last of which will be held on January 17, from 8:00 am to 2:00 pm.

VIII.8. Student Services

GHC Board of Trustees Meeting
January 14, 2025



January Events:

Event Name	Location	Date
GHC Enrollment Days	GHC Campus	1/02 & 03/2025
Financial Aid Night	Montesano HS	1/8/2025
Financial Aid Completion Night	Elma HS	1/13/2025
Youth Careers and College Fair	Quilete Tribal School	1/15/2025
High School Knowledge Bowl	GHC Campus	1/17/2025
Ocosta Financial Aid/Running Start Event	Ocosta HS	1/23/2025
Middle School Knowledge Bowl (pending)	GHC Campus	1/24/2025
Lake Quinault Financial Aid Completion	Lake Quinault HS	1/30/2025
Future Business Leaders of America (FBLA) Capitol Region Winter Conference	GHC Campus	1/31/2025

Athletics:

With the gracious support of the Associated Students of Grays Harbor College (ASGHC) and the GHC Foundation, uniforms and other equipment have been ordered in preparation of the 2024-2025 softball and baseball seasons. Grays Harbor College is actively recruiting for a Head Coach for the baseball team, given the recent resignation of the coach. The basketball team has been on a roll, posting 8 wins, 7 losses record through the December schedule. The upcoming schedule for January is noted below:

1/8/25	6:00 PM	Pierce College
1/11/25	4:00 PM	South Puget Sound Community College
1/15/25	7:00 PM	@ Centralia College
1/18/25	4:00 PM	@ Tacoma Community College
1/22/25	6:00 PM	Highline College
1/25/25	12:00 PM	@ Green River Community College
1/29/25	7:00 PM	Lower Columbia College

Calendar of Events

Bishop Center

Opera Workshop Grays Harbor Opera Workshop- Iolanthe

The Bishop Center once again hosted the Opera workshop fully staged comedic opera event, directed by Ian & Joy Dorsch, accompanied by Kira Miller *Iolanthe*, the most beloved of all the fairies, committed an unforgivable crime: marrying a mortal. As she returns from 25 years in exile, her half-fairy, half-human son also wishes to marry a mortal. This show was attended well and audience raved about the actors and musicians doing “such a wonderful job!”

Sponsored by Gary Morean

Upcoming Events:

David Lee Joyner Quartet



Enjoy the Jazz Festival evening performance by Puget Sound area musicians, David Lee Joyner on piano and vocals, Clipper Anderson, bass; Alexey Nikolaev, sax; and Mark Ivester, drums.

Event Dates: Thursday, January 16, 2025 7:00 pm

Adults \$20

Children 12 & Under and Grays Harbor College Students, Free!

Sponsored by Sandy Lloyd

Winter Musical-Groundhog Day



Based on the 1993 hit movie, Phil Connors is an arrogant Pittsburgh TV weatherman who, during an assignment covering the annual Groundhog Day event in Punxsutawney, Pennsylvania, finds himself in a time loop, repeating the same day again and again. Music and lyrics by Tim Minchin and book by Danny Rubin. Directed by Dr. Andrew Gaines.

Event Dates	
<ul style="list-style-type: none"> • Friday, March 7, 2025 7:30 pm • Saturday, March 8, 2025 7:30 pm • Sunday, March 9, 2025 2:00 pm 	<ul style="list-style-type: none"> • Friday, March 14, 2025 7:30 pm • Saturday, March 15, 2025 7:30 pm • Sunday, March 16, 2025 2:00 am
Tickets: ghc.edu/bishop	
Adults: \$25 Children 12& Under and Grays Harbor Students, Free!	

VIII.9. – President’s Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: President’s Monthly Report

Prepared by: Carli Schiffner, PhD

Attachments: None

Narrative

EVENTS:

Grays Harbor Symphony, Bishop Center, November 24

Port of Grays Harbor Terminal 4 Ground Breaking Ceremony, November 26

Thurston County Economic Development Council, Exposition, presenter, December 5

Annual Campus Holiday Celebration, December 6

Native Pathways Project, Ceremony honoring Gary Arthur, TESC Longhouse, December 7

Greater Grays Harbor Incorporated, Business After Hours Event, Host, December 10

Tour of Pacific County, Port of Willapa Bay Economic Opportunities, December 11

Opera Workshop, Bishop Center, December 14

Tenure Training Workshop, led by Dr. Val Sundby, December 16

GRAYS HARBOR COLLEGE Staff Brunch, host, December 24

MEETINGS:

WACTC Meetings (General), December 4, 11

WACTC Allocation Model Review Committee Meetings, November 25, December 2, 6, 13

Aberdeen School District, Meeting, November 25, December 17

Town Hall, November 25

Legislative Committee, Meeting, November 27

GRAYS HARBOR COLLEGE Foundation Donor Meetings, December 3, 4

Raymond Medical Assisting Program, Planning Meeting, December 4

Computer Science & South Puget Sound Community College, Planning Meeting, December 4

Julie Garver, Senior Policy Director, Council of Presidents, December 5

Isaac Humiston, Grays Harbor College Student President, December 6

Pacific County Meeting with Sue Yirku, Raymond, December 11

Grays Harbor College Foundation, Board Meeting, December 12

Daniel Pailthorp, Senator Murray's Office, Meeting, December 12

Lori Keller, Government Affairs, Bellevue College, December 16

Kathryn Ashley, Thurston County EDC, December 17

Office Hours, December 18

Chris Bailey, interim Executive Director, State Board for Community & Technical Colleges, December 20

Kelly Green, Vice President Development & Foundation, SPSCC, December 22

Recompete Grant meetings, every 2 weeks

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

ACCREDITATION

Report attached.

WACTC UPDATE & the STATE BUDGET

The Governor's Budget was released the week of December 16 and immediately analyzed by State Board staff. For the community colleges system, the following were the biggest takeaways:

- a). The Office of Financial Management will recall the money owed back to the state from the colleges prior to June 2025. This means Grays Harbor College will have to transfer \$323,000 back over the next 6 months. The system is still working on how to determine the best method to make this happen.
- b). The budget going forward (FY 25-27) for the state college system will not include the \$47million dollars that was erroneously in the past year's budget. That translates to Grays Harbor College having to build a budget for next year with roughly \$350,000 less in its general fund.
- c). There is a reduction of \$1.4million dollars to the community and technical college system—this will have a minimal impact on Grays Harbor College but will be a reduction, nonetheless.
- d). The budget is contingent on the proposed wealth tax going into effect. The wealth tax as proposed is projected to close the gap of \$5 billion that remains after other reductions have been determined.

Now that the Governor's Budget is known, the college system is being encouraged to work with our elected officials to share a focused, collaborative message about restoring funding levels prior to the \$47million dollar mishap. The new one-pager from the State Board outlines the focused talking points. There is waning optimism for any "new money" to come as a result of the system's ask through its legislative priorities articulated in the Fall.

Also, important to note, the Lake Swano Dam funding (\$1million dollars) remains in the state's Capital Budget. This is good news.

As previously shared, the Office of Financial Management issued a letter on November 8 to all state agency leads to prepare for a budget reduction exercise that involves a 5, 7, and 8% reduction. Grays Harbor College is working diligently to analyze a variety of financial scenarios given the state's fiscal future. College leadership is working through these scenarios—and staffing preservation is the top priority.

GRANTS

Grays Harbor College staff continues to pursue new funding opportunities. This past month, the college submitted two grants: one for Climate Solutions funding from the State Board for Community and Technical Colleges, and the second request for funding is from the Guided Pathways Rural College Grant Program. The first grant for Climate Solutions funding is a one-time source of funds for colleges to jump start a project related to climate science, the green economy, etc. Grays Harbor College requested funds for improving the condition of the Lake Swano Trail and its wayfinding—to make it a learning lab more than it is in its current state. The second grant is part of the national coalition for Guided Pathways—and the funding is for an 18 month intensive cohort based immersion into the student success framework from a rural perspective. This grant would provide professional development training to Grays Harbor College in standing up and implementing a successful advising / retention model program given the unique challenges and opportunities of a rural serving institution of higher education. Thank you to the many Grays Harbor College staff members who worked hard to get these grants submitted during a very busy time.

Action Requested:

This is informational, no action requested at this time.

VIII.9.a. – Accreditation Report

GHC Board of Trustees Meeting
January 14, 2025



Written Report

Item Information:

Topic: Institutional Accreditation

Prepared by: Kristy Anderson

Attachments: None

Narrative

Accreditation Steering Committee Activity

The Accreditation Steering Committee continues to work toward a draft of the Policies, Regulations, and Financial Review (PPFR) Report. This report focuses on describing and assessing the effectiveness of College's policies, procedures, and practices, financial health, and resources. Items being worked on include updates to policies and procedures, development of a diagram to describe the governance process, and implementation of new or newly revised processes such as EAB software for student support and the curriculum process.

The Accreditation Steering Committee is currently comprised of the following members:

- Kristy Anderson (chair)
- Kwabena Boakye
- Matt Edwards
- Derek Edens
- Laurie Franklin
- Carli Schiffner
- Erin Tofte

The Committee will be actively seeking additional participation from student, faculty, and staff in 2025.

Bachelor of Science in Computer Science

The College has identified the next steps necessary to seek a new level of accreditation with NWCCU, a Bachelor of Science degree. Instructional administrators anticipate the requests for approval of a Bachelor of Science in Computer Science degree will be submitted in the first half of 2025. Because it is seen as a *major substantive change* by the Northwest Commission, once it is submitted the approval process will likely take several months to navigate to completion.

Summary & Next Steps

Action Requested:

No action at this time.

VIII.9.b – tulaIW Student Center Report

GHC Board of Trustees Meeting

January 14, 2025



Written Report

Item Information:

Topic: tulaIW Student Center Construction Report

Prepared by: Floyd Plemmons

Attachments:

Narrative

The tulaIW Student Center is in full use by Students and Staff. Both the Cafeteria and Espresso areas are open for business and are being well received by the students and staff. Community cooking classes are being offered in the Main Kitchen and Bakery. The third-floor Banquet Kitchen is in full use by catering companies. The third floor Event Center and conference areas are in steady use by both GHC and outside organizations.

Work Remaining

- Warranty work is ongoing as issues are discovered. Commissioning of mechanical and electrical systems is 98% complete and is in the final testing phase
- Installation of the Washington State Art project on the exterior entry columns will soon be in production and installed next spring
- Department of Commerce Energy Grant for Solar Panels project will start in March of 2025

Construction Budget

The construction budget report did not change this month. We will provide an update as costs final out in the coming months.

Summary & Next Steps

Forma to work towards completing all close out items.

Action Requested:

This is informational, no action requested at this time.

Follow-Up

None