

Board of Trustees Regular Meeting

April 8, 2025 at 10:00 AM

Hybrid Meeting: tulalW Student Center Boardroom (Aberdeen Campus)

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

Join by Phone: 253-205-0468



April 8, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, April 8, 2025, at 10:00 AM. Dr. Paula Akerlund, Board Chair, will preside.

A study session featuring an overview of the NCII Rural Guided Pathways Project by Dr. Carli Schiffner, Julie Randall, Lisa Smith, Heidi Wood, Ashley Bowie-Gallegos, and Dr. Aaron Coby will take place at 9:00 AM.

Item	Topic	Presenter
9:00 - 10:00am	Study Session (optional)	
I.	Call to Order/Roll Call	Dr. Paula Akerlund
II.	Safety Statement 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.	Pledge of Allegiance	Dr. Paula Akerlund
IV.	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
V.	Agenda Adoption	Dr. Paula Akerlund
VI.	Public Comments Please limit comments to three minutes	

Regular Meeting Agenda

Grays Harbor College Board of Trustees
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VII.	Celebrations 1. Winter Musical: <i>Groundhog Day</i>	Dr. Andrew Gaines, Dr. Bill Dyer, Kari Hasbrouck, Art Oestreich, Production Team, Student Life Students, Cast
VIII.	Action Items 1. Approval of the March 11, 2025 Minutes 2. First Reading of <i>Operational Policy 306 – Ungraded Courses</i> 3. First Reading of <i>Operational Policy 307 – Grays Harbor College Library</i> 4. First Reading of <i>Operational Policy 318 – Reciprocity</i> 5. First Reading of <i>Operational Policy 319 – Credit for Prior Learning</i> 6. First Reading of <i>Operational Policy 320 – Placement Reciprocity</i> 7. First Reading of <i>Operational Policy 321 – Credit Hour Policy</i> 8. Second Reading of <i>Operational Policy 303 – Approving and Discontinuing Degree Programs</i> 9. Second Reading of <i>Operational Policy 310 – Human Subjects Research</i> 10. Second Reading of <i>Operational Policy 314 – Copyright</i> 11. Approval of 2025-2026 Fee Schedule	Dr. Paula Akerlund Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Jason Gordon
IX.	Standing Reports 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report a. Budget Update & Allocation Model Review Committee (AMRC) Formula Impact b. TIAA Presentation c. Phone System Update 6. Human Resources Report 7. Instruction Report 8. Student Services Report a. Enrollment 9. President's Report a. Accreditation b. Student Services & Instructional Building Update 10. Board Report a. Foundation Meeting Report b. Board Art Committee Update c. Legislative Committee Update d. Items of Interest ▪ Board Meeting Calendar for 2025-2026	Isaac Humiston Jared Stratton Shelly Hoffman Shiloh Winsor & Tom Kuester Jason Gordon Derek Edens Erin Tofte Dr. Aaron Coby Laurie Franklin Dr. Carli Schiffner Kristy Anderson Floyd Plemmons Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Jim Sayce Dr. Paula Akerlund
X.	Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XI.	Action Items as a Result of the Non-Public Session	

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GRAYS HARBOR COLLEGE

XII.	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.	
XIII.	Action Items as a Result of the Executive Session	
XIV.	Good of the Order	
XV.	Adjournment	

Grays Harbor College Board of Trustees Regular Meeting Minutes

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

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

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

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

No study session was held.

I. Call to Order and Roll Call

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

II. Safety statement

Chair Dr. Paula Akerlund read the safety statement.

III. Pledge of Allegiance

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

IV. Land Acknowledgment

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

V. Agenda Adoption

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

VI. Public Comments

There were no public comments.

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

VIII & IX. Action Items & Standing Reports

Action Items

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

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

Standing Reports

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

Administrative Services Report (Dr. Carli Schiffner)

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

President's Report (Dr. Carli Schiffner)

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

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

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

Board Report

- Items of Interest (Dr. Paula Akerlund)

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

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

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

XIII. Executive Session

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

XIV. Action Items as a Result of the Executive Session

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

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

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

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

Chair Dr. Paula Akerlund called for a motion to rehire tenure probationers Destini Kirkwood, Dr. Evelyn Lanka, Sofia Martinez, Dr. Daniel Nogales, and Holly Samuelson at Grays Harbor College. Astrid Aveledo moved to approve the rehire of the tenure probationers, and Dr. Harry Carthum seconded the motion. The motion carried.

XV. Good of the Order

No items were raised.

XVI. Adjournment/next meeting

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

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VIII.2. First Reading of Operational Policy 306 – Ungraded Courses

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Ungraded Courses	
Policy Number	306	
Date Adopted	3/17/80	
Date(s) Revised or Reviewed	Revised: 3/20/01	Reviewed: 4/16/19

Policy:

It is the policy of the Board of Trustees of Grays Harbor College that certain courses of study may be designated as ungraded courses, and offered at tuition and fee rates that differ from the standard rates set by [RCW 28B.15.069](#) and [WAC 131.28.025](#).

It shall be the duty of the president of the College to assess the need for reduced charges for courses, secure state system authorization for the reduction and to publicize the rate.

VIII.3. First Reading of Operational Policy 307 – Grays Harbor College Library

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Grays Harbor College Library
Policy Number	307
Date Adopted	4/16/19
Date(s) Revised or Reviewed	Reviewed: 12/5/2023

Policy:

Grays Harbor College has established the John Spellman Library to meet the learning, teaching, and research needs of GHC's students, faculty, and staff, and to enhance the cultural and intellectual environments of Grays Harbor and Pacific counties. The library's collections and services shall be available, as allowed by contracts with resource providers, and by law, to residents of Grays Harbor and Pacific counties, (with priority being given to students, faculty, and staff of Grays Harbor College), to students from other Washington community and technical colleges, and to other libraries.

VIII.4. First Reading of Operational Policy 318 – Reciprocity

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Reciprocity	
Policy Number	318	
Date Adopted	3/15/11	
Date(s) Revised or Reviewed	Revised: 8/21/12;	Reviewed: 11/20/18

Policy:

Grays Harbor College will ensure that students moving between colleges are not penalized by the healthy differences in the specific general education requirements imposed by individual campuses within the general guidelines of the Transfer degrees (DTA and AS-T) by adhering to the Intercollege Reciprocity Policy approved by the CTC Instruction Commission in 2012 which states: **Reciprocity of Individual Courses:**

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

If a student transfers an individual course that meets a Diversity Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

Reciprocity of Distribution Areas/Specific Requirements:

The receiving institution will accept an entire Distribution, Communication Skills, Quantitative Skills, or other requirement for a transfer degree as met if that student:

- A. Has met the sending institution's residency credit *and meets the receiving institution's policy on continuous enrollment (enrollment pattern needed to complete under the catalog at entrance1)*
- B. Has met the entire Communication Skills, Quantitative Skills or Distribution Requirement of a transfer degree, according to the sending institution's degree criteria* *Note: Example criteria include number of disciplines, allowable disciplines, credits, sequence requirements (or lack thereof). In all these instances, the sending institution's requirements govern for that particular Communication Skills, Quantitative Skills or Distribution Requirement component.
- C. Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

The receiving institution agrees to consider the requirement area met if these conditions, upon review, are met. (There is no limit to the number of requirement areas to be considered.)

In view of staff limitations for transcript review, the receiving institution cannot be expected to search every transfer-in transcript to see if the reciprocity provisions apply. It is, therefore, the student's responsibility to initiate the reciprocity process and to gather appropriate documentation as needed. However, all institutions agree to make transfer-in students aware of these provisions, to publish them in college catalogs and other transfer-related resources, and to provide transfer-in students with a clear contact point and process for pursuing reciprocity.

The receiving college retains the right to impose unique, local prerequisite and graduation requirements. Such requirements might include learning communities/coordinated studies requirements, writing-intensive course requirements, diversity requirements, and physical education/health requirements.

Transcript Notation:

Transcripts will include notation of requirements met by reciprocity. Notations will include the name of the sending institution.

VIII.5. First Reading of Operational Policy 319 – Credit for Prior Learning

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Credit For Prior Learning
Policy Number	319
Date Adopted	April 2012
Date(s) Revised or Reviewed	Reviewed: 11/20/18

Policy:

Prior Learning is the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training at in-state and out-of-state institutions including foreign institutions. Prior Learning Assessment (PLA) enables individuals to earn credit and recognition for these skills and knowledge. Grays Harbor College may award credit for Prior Learning through examination, evaluation of certification/training, or submission of portfolio or other forms of assessment.

VIII.6. First Reading of Operational Policy 320 – Placement Reciprocity

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Placement Reciprocity
Policy Number	320
Date Adopted	11/19/13
Date(s) Revised or Reviewed	Reviewed: 11/20/18; 02/20/2025

Policy:

Grays Harbor College adheres to the system Placement Reciprocity policy (approved by Student Services Commission and the Instruction Commission Spring 2013) for all entering students:

1. A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents.
2. A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
3. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

VIII.7. First Reading of Operational Policy 321 – Credit Hour Policy

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Credit Hour Policy
Policy Number	321
Date Adopted	11/19/13
Date(s) Revised or Reviewed	Revised: 1/17/17, 11/20/18, 4/16/19;

Policy:

Grays Harbor College determines credit hour based on the following policy definitions established by the State Board for Community and Technical Colleges (SBCTC) to guide instructional practice, with each definition equating to a minimum of three weekly hours of student effort per credit. These are based on U.S. Department of Education credit hour definitions and referenced by the Northwest Commission on Colleges and Universities.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter of credit, or the equivalent amount of work over a different amount of time; or
- b. At least an equivalent amount of work as required in the above paragraph for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

The following definitions have been established to guide instructional practice, with each definition equating to a minimum of three weekly hours of students effort per credit.

Theory: Students are engaged with faculty and class members in learning theoretical material and/or engaging in activities to apply the theory leading to mastery of course outcomes. Modes of instructional delivery could include but are not limited to: lecture, small group discussion, guided conversation, demonstration, case studies, role playing, problem based inquiry, and collaborative activities. Instruction may be a mix of presentation, facilitation, and guided activities evidenced by frequent ongoing communication between instructor and students. Such activities could take place in a variety of instructional modalities. One credit is generated by one weekly contact hour of instruction, or the equivalent amount of work distributed over a different amount of time. Generally requires out-of-class student effort, typically two hours per class hour.

Guided Practice: Students are actively engaged in practicing and mastering skills under the supervision of the instructor. This category of instruction could include but are not limited to labs, studios, shops, clinical experiences, computer-mediated learning, hands-on projects, or other skill building activities. Instruction may be individualized or group-focused and include skills assessment. Such activities could take place in a variety of instructional modalities. One credit is generated by two weekly contact hours of instruction, or the equivalent amount of work distributed over a different amount of time. May also include out-of-class student effort, typically one hour per two class hours.

Field-based experience: Students are engaged in autonomous study or related work activity under the intermittent supervision of the instructor. This mode includes working with or under the direction of professional practitioners and may include preceptorships, co-ops, internships, or service learning activities. Verification of learning outcomes is documented by College faculty in collaboration with professional practitioners. One credit is generated by a minimum of three weekly contact hours of supervised learning experience, or the equivalent amount of work distributed over a different amount of time. Programs may determine that additional hours are needed for the student learning needs. However, only one credit will be generated for enrollment counting purposes.

To ensure consistency and accuracy, Grays Harbor College requires that any change in credit hour determination be reviewed by Division Chairs and Academic Council prior to implementation. Reference: [SBCTC Policy Manual Chapter 5, 5.40.10](#)

VIII.8. Second Reading of Operational Policy 303 – Approving and Discontinuing Degree Programs

GHC Board of Trustees Meeting
April 08, 2025



Operational Policy

Policy Name	Approving and Discontinuing Degree Programs
Policy Number	303
Date Adopted	4/16/19
Date(s) Revised	

Policy:

The Board of Trustees retains the authority to approve new academic and professional and technical degree programs offered by the college. The Board of Trustees also retains authority to discontinue academic and professional and technical degree programs. The Board shall consider degree approval or discontinuation upon the recommendation of the college administration.

Purpose:

The purpose of this policy is to ensure that college degree programs meet the needs of the community and the mission and value of the college.

To Whom Does This Policy Apply:

This policy applies to all transfer and professional and technical degree programs offered by Grays Harbor College.

References:

RCW 28B. 50.090

VIII.9. Second Reading of Operational Policy 310 – Human Subjects Research

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Human Subjects Research
Policy Number	310
Date Adopted	5/15/89
Date(s) Revised	4/16/19;

Policy:

It is the policy of Grays Harbor College to act in an ethically responsible manner when conducting research involving human subjects. The College adheres to the requirements and basic principles regarding human subject research provided in the *Belmont Report*, written by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in 1979. These principles include: respect for persons, autonomy, beneficence, and justice.

Basic Principles: The basic principles adhered to by the College are drawn from the *Belmont Report*, written by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in 1979.

1. **Respect for Persons:** Individuals should be treated as autonomous agents. That is, individuals should be treated as capable of deliberation about personal goals and of acting under the direction of such deliberation. To respect autonomy is to give weight to an individual person's considered opinions and choices while refraining from obstructing their actions unless they are clearly detrimental to others. To show lack of respect for an autonomous agent is to repudiate that person's considered judgments, to deny an individual the freedom to act on those considered judgments, or to withhold information necessary to make a considered judgment, when there are no compelling reasons to do so.
2. **Autonomy:** The investigator has an obligation to each participant to treat them as a person fully capable of making an informed decision regarding his or her participation in the research. Each participant must be given a full disclosure of the nature of the study, including any risks or benefits. To ensure the autonomy of the participant, the College requires a signed informed consent form from each participant in the study unless the study meets the exception criteria outlined in the sections on "consent" (i.e., Specific Requirements, subsection (e) - "Consent") or "exemptions".
3. **Beneficence:** The investigator has an obligation to each participant to attempt to maximize benefit for each participant and/or society, while minimizing the risk of harm to each participant.

4. Justice: The investigator has an obligation to provide for equitable selection of participants, i.e., avoiding unfair coercion. The investigator is also obligated to provide for equitable distribution of benefits and burdens among the selected population. An injustice occurs when some benefit to which a person is entitled is denied without good reason or when some burden is imposed unduly. As an example, the burdens of serving as research subjects should not fall largely upon the poor, infirm, or upon particular racial or ethnic minorities, while the research benefits likewise should not fall largely and exclusively upon, for example, the rich and/or healthy populations.

The Human Subjects Review Committee shall be appointed by the president and chaired by the vice president for instruction or an administrative designee. Its membership shall include at least one faculty member teaching in each of the disciplines of biology, nursing and psychology and at least two faculty members teaching in other fields. Instructors seeking approval for any human subject activity shall do so a reasonable time prior to the first term that the activity is planned for use.

VIII.10. Second Reading of Operational Policy 314 – Copyright

GHC Board of Trustees Meeting

April 08, 2025



Operational Policy

Policy Name	Copyright
Policy Number	314
Date Adopted	3/17/09
Date(s) Revised	Reviewed: 4/16/19

Policy:

Grays Harbor College is committed to complying with all applicable laws regarding intellectual property. That commitment includes the full exercise of the rights accorded to users of copyrighted works under federal copyright law (Title 17 of the United States Code of Laws.)

Consistent with this policy, the College expects students, faculty, administrators, and staff members to comply with copyright laws. Failure to observe these laws may result in individual liability for copyright infringement. The College will provide no defense or indemnification to students who illegally reproduce copyrighted material. In cases where employees are following the law and College policy in good faith, the College may provide for the defense and indemnification of faculty, administrators, or staff for alleged copyright infringement in accordance with RCW 4.24.490 and RCW 28B.10.842.

VIII.11. Approval of 2025-2026 Fee Schedule

GHC Board of Trustees Meeting

April 08, 2025



Item Information:

Topic: FY2025-26 Fee Schedule

Prepared by: Jason Gordon, Vice President for Administrative Services

Attachments: FY2025-26 Fee Schedule

Narrative

As part of the budget process, the Fee Schedule is reviewed annually. Outdated fees are identified and excluded from the Fee Schedule. New fee proposals are considered and added to the Fee Schedule. For the FY26 budget year, Instruction proposes the following revised fees for Board approval.

Description	FY2025 Current Fee	FY2026 Proposed Fee	Details
1. Automotive Technology	\$140	\$150	Proposal increases Automotive Technology fee by \$10 due to increased cost.
2. Carpentry Technology	\$140	\$150	Proposal increases Automotive Technology fee by \$10 due to increased cost.
3. CUL 225	\$0	\$20	Proposal introduces new CUL fees.
4. CUL 190, 205	\$0	\$70	Proposal introduces new CUL fees.
5. CUL 135, 185,	\$0	\$120	Proposal introduces new CUL fees.
6. CUL 145, 155, 165, 175, 215, 235	\$0	\$175	Proposal introduces new CUL fees.
7. Diesel Technology	\$140	\$150	Proposal increases Diesel Technology fee by \$10 due to increased cost.
8. Welding Technology	\$140	\$150	Proposal increases WELD 110, 120, 130, 240, 245, 248, 250, 255, 260, 265 by \$10 due to increased cost.
9. Medical Assistant Lab (Year 1)	\$50	\$100	Proposal increases Medical Assistant Lab MEDAS 151 by \$50 due to increased cost.
10. Medical Assistant Lab (Year 2)	\$0	\$200	Proposal introduces new Medical Assistant Lab MEDAS 136 fee for year 2.
11. BAS – Computer Science	\$0	\$7	Proposal to introduce new Computer Science fee.

Summary & Next Steps

For FY2025-26, there are 11 proposed revisions to the Fee Schedule. The proposed revisions are mostly due to increases in cost. Subsequent to approval, the College will charge the new fees in the 2025-26 Academic Year, starting Fall 2025.

Action Requested:

Approve the FY2025-26 Fee Schedule, including the proposed revised fees described in 1 to 11.

☐ **Follow-Up**

None

**Grays Harbor College
Fee Schedule for 2025-26**

2024-25			2025-26	2024-25			2025-26
Course Fees (per course unless otherwise noted)				Testing Fees (per instance)			
Automotive Technology	140.00	150.00		Automotive Technology (111, 112, 211, 212) ASE Student Certification Testing	46.00	46.00	
Transitions (Adult Edu) and English Language Acquisitions-per student per quarter	25.00	25.00		Certified Nursing Assistant Licensing Fee	100.00	100.00	
Carpentry Technology	140.00	150.00		CLEP® (College-Level Examination Program) [Proctoring fee of \$20 non-GHC students]	80.00	80.00	
Certified Nursing Assistant Fee	37.00	37.00		Commercial Trans/Maint (CDL) 3rd Party Testing Fee	175.00	175.00	
BAS - Computer Science	NEW	7.00		Diesel Technology (DT 123, 223) ASE Student Certification Testing	46.00	46.00	
Culinary (CUL 225)	NEW	20.00		Natural Resources 270 - WSDA Applicator License Exam Fee	70.00	70.00	
Culinary (CUL 190, 205)	NEW	70.00		Nursing Testing Assessment Fee (ATI) (NURS 171, 172, 173, 271, 272, 273)	134.00	134.00	
Culinary (CUL 135, 185)	NEW	120.00		Nursing Test of Essential Academic Skills (TEAS)	90.00	90.00	
Culinary (CUL 145, 155, 165, 175, 215, 235)	NEW	175.00		Refrigerant Test Fee (AUTO 213) (Optional for Diesel Students)	24.00	24.00	
Diesel Technology	140.00	150.00		Test Proctoring Fee, Non-GHC students (per Hour; then \$7.50 per 1/2 Hr increment)	15.00	15.00	
Drama Appreciation	55.00	55.00		Transcript Fee, Online Parchment	7.00	7.00	
English/Humanities Fee	7.00	7.00		Administrative and other Misc. Operating Fees (per instance)			
First Aid/CPR	0.00	0.00		Student ID Replacement	5.00	5.00	
Flagger Certification (per class)	65.00	65.00		NSF (Insufficient Funds) Checks	\$35.00	35.00	
Human Services	14.00	14.00		Student Parking Replacement	\$5.00	5.00	
Math / Engineering Fee (split fee code between Science & Math; not a new fee)	7.00	7.00		All Students (per credit hour)			
Natural Resources (NR-Forestry NR 101, 120, 131, 150, 158, 160, 258/259, 260, 270, 280, 285)	50.00	50.00		Comprehensive Service Fee (Support for Parking, Graduation, Testing, Student IDs, Transcripts[placement?])	8.00	8.00	
BAS-Forestry (BASF 312,321,332,385,400,421,432,434,451,461,471,493)	50.00	50.00		Student Operations Fee	3.00	3.00	
Natural Resources GIS (NR 110, 250)	87.00	87.00		Student Union Building Fee (max 18 credit hours)	4.90	4.90	
Natural Resources 160 - State Park Camping Fees	21.00	21.00		Technology Fee (max 10 credit hours)	3.50	3.50	
Natural Resources 250 - Photo Fees	24.00	24.00		Other Per Credit Charges			
Natural Resources 260 - Tools	10.00	10.00		Commercial Driver's License Lab 101, 150, 185	140.00	140.00	
Physical Education Towel Fee	3.00	3.00		Applied and Advanced Applied Music Lessons	110.00	110.00	
Science	10.00	10.00		Independent Study	26.00	26.00	
Social Science and P.E.	7.00	7.00					
Welding Technology (WELD 101, 102, and 103)	55.00	55.00					
Welding Technology (WELD 110, 120, 130, 240, 245, 248, 250, 255, 260, 265)	140.00	150.00					
Lab Fees							
Art Lab	16.00	16.00					
BAST 301 Practicum Lab Fee	30.00	30.00					
Biology Lab	20.00	20.00					
Chemistry Lab (excluding CHEM& 110)	20.00	20.00					
Geology Lab	20.00	20.00					
Medical Assistant Lab (year 1- MEDAS 151)	50.00	100.00					
Medical Assistant Lab (year 2- MEDAS 136)	NEW	200.00					
Nursing Lab Fee	125.00	125.00					
Music Lab (MUS 117, 118, 119, 190 217, 218, 219, 231, 232, 233, MUSC& 121, 122,123, 131, 132, 133, 221, 222, 223)	14.00	14.00					
Physics Lab	20.00	20.00					
Miscellaneous Fees							
BAS-TE Background Check	12.00	12.00					
BAS-TE 301	0.00	0.00					
BAS-TE 302 (NES 102/103)	165.00	165.00					
BAS-TE 303 (WEST-E)	100.00	100.00					
Certified Nursing Assistant Background Checks	12.00	12.00					
Credit For Prior Learning Assessment (per class)	45.00	45.00					
Education National Background Fee (EDUC 202)	42.00	42.00					
ECED& 120	125.00	125.00					
Human Services Background Fee (HS 101)	12.00	12.00					
Library Materials Replacement Fee, Plus Actual Replacement Cost of Item	7.50	7.50					
Medical Assistant - Background Check & Insurance (MEDAS 151 and MEDAS 136)	30.00	30.00					
Nursing Background and Immunization Checks (NURS 171, 271)	90.00	90.00					
Nursing Insurance (NURS 171, 271) (Supplied by outside insurance company; subject to change)	21.35	21.35					
Overnight Transcript Fee	25.00	25.00					
Waivers:							
Adult Basic Education, English as a Second Language and GED Preparation	Per quarter	25.00	25.00				
Apprenticeship	Waive 1/2 of standard per-credit tuition fee	Varies	Varies				
Athletics - Resident 63, Nonresident 64,	Up to 25% of Operating Fee	Varies	Varies				
Automotive Technology	Per credit	Varies	Varies				
Emergency Medical Training	Per credit	25.00	25.00				
High School Completion, Non-resident	Resident tuition fees	7.00	7.00				
High School Completion, Resident, 19 or Older	Per credit	7.00	7.00				
Industrial First Aid	Per credit	56.25	56.25				
Nonresident/Op Fee Differential 68 (in accordance with WSAC Schedule)							
Journeyperson	Per credit	56.25	56.25				
Over 18 Credit Exemption for Vocational Students For Required Vocational Preparatory Programs	More than 18 credits of additional operating fee	Varies	Varies				
Parent Education	Per credit	14.00	14.00				
Retirement Courses, 50 Plus, (CSI - Community Special Interest)	Per credit	33.50	33.50				
Running Start Fee Waiver, Eligible Students	Per credit/quarter	Varies	Varies				
Senior Citizen - Audit, 60 Years or Older	Per class; two classes per quarter, max	5.00	5.00				
Senior Citizen - Credit, 60 Years or Older	Per class; two classes per quarter; 10 credits, max	5.00	5.00				
State Employee, Space-available	Per course	5.00	5.00				
Veteran's Waiver (up to 18 credit hours)	25% of tuition	Varies	Varies				
Children and Spouse of Totally Disabled or POW/MIA or Deceased Veteran	All tuition and fees	Varies	Varies				
Children and Spouses of Deceased or Disabled Law Enforcement Officers and Firefighters	All tuition/Operating/Bldg/S&A fees	Varies	Varies				
Person Wrongfully Convicted of Crime	All tuition and fees	Varies	Varies				
Fines:							
Unregistered or improperly parked vehicles in student parking areas	20.00	20.00					
Unauthorized parking in reserved or visitors parking lot	20.00	20.00					
Unauthorized parking in roadway, yellow curbing, fire zone	30.00	30.00					
Unauthorized parking in State of Washington disabled parking	50.00	50.00					
Unsafe driving on campus	50.00	50.00					

To: Grays Harbor College Board of Trustees

From: Isaac Humiston – ASGHC President

cc: President Carli Schiffner, Interim VPSS Laurie Franklin

Date: March 24, 2025

Re: April 8 Report to Board of Trustees

Updates

ASGHC has had a busy and productive winter term so far. ASGHC remains committed to enhancing student engagement and fostering a supportive campus.

Executive Vice President Position:

- ASGHC has interviewed a group for the Executive Vice President position.

Budget Committee Update:

- The Budget Committee is currently working on developing the budget for this year.

Selena Guzman introduction of Emily Randall:

- Recently, Selena Guzman had the opportunity to introduce Senator Emily Randall at her town hall event. We are very proud of her willingness to get on stage and strengthen our community.

IX.2. – Classified Staff Report

GHC Board of Trustees Meeting
April 8th, 2025



Written Report

Item Information:

Topic: Classified Staff Report

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

Attachments: None

Narrative

Collective Bargaining Agreement

As of the time of this written report (March 25th), members are voting on whether they would like to ratify this new Tentative Agreement. Dues paying members voted via mail this time around. I will update the board on the results of that vote when it comes in which may be by the time of the Board Meeting on April 8th.

IX.3. – Exempt Professional Representative

GHC Board of Trustees Meeting

April 8, 2025



Written Report

Item Information:

Topic: Professional Exempt Representation

Prepared by: Shelly Hoffman, Student Support Specialist - TRiO

Attachments: None

Narrative

NO REPORT

Summary & Next Steps

N/A

Action Requested:

N/A

IX.4. – Faculty Report

GHC Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: Faculty Report

Prepared by: Shiloh Winsor & Tom Kuester

Attachments: None

Narrative

- Faculty are currently in the intersession between quarters. Spring Quarter begins on Monday, April 14.
- Faculty will be back on campus April 14 teaching spring quarter courses.

Summary & Next Steps

None

Action Requested:

None

☐ Follow-Up

None

IX.5. Administrative Services Report

GHC Board of Trustees Meeting
April 08, 2025



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Jason Gordon, Vice President for Administrative Services

Attachments: None

Narrative

FY2024-25 Budget Status

A comprehensive review of the FY2024-25 budget is currently underway, which includes an evaluation of allocations, as well as an analysis of revenue and expenditures for the year. This review will inform the development of the FY2025-26 budget. The FY2024-25 Third Quarterly Budget Report will be presented in May and will cover the period from July 1, 2024, to March 31, 2025.

Allocation Model Review

The Allocation Model Review Committee (AMRC) is in the process of finalizing its recommendations for an updated allocation formula. A thorough analysis of how this new formula will impact the College is being conducted, which includes a comparison between the current and proposed formulas. The proposed formula changes the District Enrollment Allocation Base (DEAB) allocation to be based on 50% FTE and 50% headcount. A draft scenario showing how this may impact the College will be presented at the board meeting.

Business Affairs Commission (BAC) Meetings Update

- BAC Capital meeting was held on March 20, 2025, to review the new capital allocation model. The new model added an intermediary project category.
- BAC met with WACTC on March 27, 2025, to review the new capital framework for considering projects and the new allocation model.
- BAC will meet on April 4, 2025, and will cover an update on the state budget outlook, as well as, a review of the new allocation model.

Audit

- The State Auditor's Office (SAO) completed the Accountability Audit, and the exit meeting was held on March 27, 2025. Results will be shared at the Board meeting.
- The FY2023-24 financial statements are being finalized and are scheduled to be submitted for audit at the end of April.

Summary & Next Steps

The FY2024 budget status, FY2025 budget development, and Business Affairs Commission meetings are ongoing administrative services activities. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

IX.c. Bishop Trust Investment/Scholarship Award

GHC Board of Trustees Meeting
April 08, 2025



Written Report

Item Information:

Topic: Bishop Trust Investment/Scholarship Award

Prepared by: Jason Gordon, Vice President for Administrative Services

Attachments: TIAA Bishop Investment Report 6-30-2024

Narrative

The Ed & Lillian Bishop Trust investment is managed by TIAA and provides funding for scholarships aimed at Grays Harbor County students pursuing higher education at institutions offering baccalaureate degrees. Below is a summary of the investment performance and scholarship allocation for FY2024.

Bishop Trust Investment/Scholarship Award		
Description	2025-26 Academic Year	2024-25 Academic Year
Investment Performance		
Beginning Value	\$ 5,258,565.58	\$ 4,998,925.26
Ending Value	\$ 5,646,652.52	\$ 5,258,565.58
Income (Loss)	\$ 388,086.94	\$ 259,640.32
Rate of Return (Estimated)	7.4%	5.2%
Scholarship Award		
Investment Policy (Ending Value	4%	4%
Available to Award	\$ 225,866.10	\$ 216,752.79
Awarded		\$ 216,000.00
Number of Students Awarded		53

For FY2024 (July 1, 2023, to June 30, 2024), the total income/loss was \$388,087, representing an estimated return of 7.4% on the beginning market value of \$5,258,566. In comparison, last year's estimated return was \$259,640.32, or 5.2%.

As of June 30, 2024, the total market value of the fund was \$5,646,652.52. Therefore, \$388,086.94 (4% of the market value) is available for Board approval as the scholarship allocation for the 2025-26 academic year.

The attached TIAA Bishop Investment Report provides a detailed performance analysis for the fiscal year ended June 30, 2024.

Summary & Next Steps

The Bishop Trust investment funds available for scholarship awards in the FY2025-26 academic year total \$388,086.94. Upon Board approval, the Vice President for Administrative Services will submit a request to TIAA for distribution. TIAA will then disburse the funds to the College, and the GHC Foundation will award the scholarships to eligible students. The College will distribute the scholarship funds accordingly.

Action Requested:

Approve the full amount of 4% or \$388,086.94 for the award of Bishop Scholarships during the 2025-26 Academic Year.

☐ Follow-Up

None

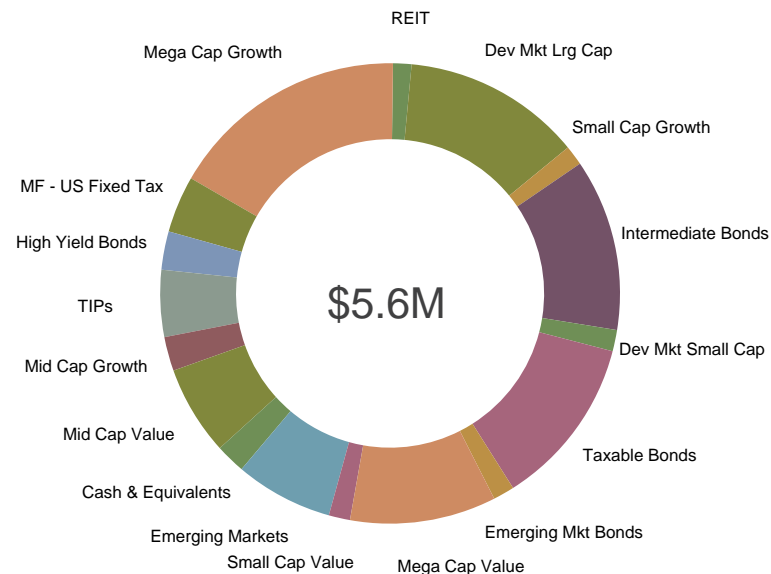
Grays Harbor College (Ed & Lillian Bishop FND)

For Period Ending 06/30/2024

Prepared By Jason Lee

Composition Summary

	Market Value	% of Mkt Val	
Total Account	\$ 5,646,653	100.0	%
Mega Cap Growth	\$ 954,399	16.9	%
Mega Cap Value	\$ 579,556	10.3	%
Mid Cap Growth	\$ 135,841	2.4	%
Mid Cap Value	\$ 357,511	6.3	%
REIT	\$ 73,423	1.3	%
Small Cap Growth	\$ 77,361	1.4	%
Small Cap Value	\$ 82,013	1.5	%
Dev Mkt Lrg Cap	\$ 709,656	12.6	%
Dev Mkt Small Cap	\$ 85,556	1.5	%
Emerging Markets	\$ 391,625	6.9	%
High Yield Bonds	\$ 149,714	2.7	%
Intermediate Bonds	\$ 681,917	12.1	%
Taxable Bonds	\$ 676,052	12.0	%
TIPs	\$ 265,929	4.7	%
MF - US Fixed Tax	\$ 223,892	4.0	%
Emerging Mkt Bonds	\$ 85,206	1.5	%
Cash & Equivalents	\$ 117,000	2.1	%



Account Activity Summary

	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
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Investment Summary

Beginning Account Value	5,576,715.37	5,788,152.80	5,542,240.07	5,258,486.88	6,148,896.39	5,473,016.76	4,783,089.00
Net Contributions/Withdrawals	-2,089.52	-216,620.04	-222,891.48	-234,984.98	-731,049.04	-1,564,252.37	-2,011,855.64
Income Earned	40,727.61	53,675.15	76,627.02	156,540.82	559,772.19	835,047.38	1,288,787.71
Gains/Losses	31,299.06	21,444.61	250,676.91	466,609.80	-330,967.02	902,840.75	1,586,631.45
Ending Account Value	5,646,652.52	5,646,652.52	5,646,652.52	5,646,652.52	5,646,652.52	5,646,652.52	5,646,652.52

Performance Summary

Total Managed Fd	1.29	1.43	6.02	12.00	1.72	6.56	6.29
<i>Blended Benchmark</i>	<i>1.42</i>	<i>1.23</i>	<i>5.75</i>	<i>11.81</i>	<i>1.61</i>	<i>6.29</i>	<i>6.36</i>

Performance Summary

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
Total Managed Fd	08/01/2015	5,646,653	1.29	1.43	6.02	12.00	1.72	6.56	6.29
<i>Blended Benchmark</i>	<i>08/01/2015</i>		<i>1.42</i>	<i>1.23</i>	<i>5.75</i>	<i>11.81</i>	<i>1.61</i>	<i>6.29</i>	<i>6.36</i>
Mega Cap Growth	06/01/2024	954,399	7.28						7.28
<i>Russell Top 200 Growth Index (USD)</i>	<i>06/01/2024</i>		<i>7.43</i>						<i>7.43</i>
Mega Cap Value	06/01/2024	579,556	-.62						-.62
<i>Russell Top 200 Value Index (USD)</i>	<i>06/01/2024</i>		<i>-.56</i>						<i>-.56</i>
Mid Cap Growth	07/01/2016	135,841	1.64	-3.23	5.94	14.92	-.25	9.70	11.22
<i>Russell Midcap Growth Index (USD)</i>	<i>07/01/2016</i>		<i>1.67</i>	<i>-3.21</i>	<i>5.98</i>	<i>15.05</i>	<i>-.08</i>	<i>9.93</i>	<i>12.34</i>
Mid Cap Value	10/01/2015	357,511	-1.66	-3.35	4.49	11.81	3.54	8.37	8.88
<i>Russell Midcap Value Index (USD)</i>	<i>10/01/2015</i>		<i>-1.60</i>	<i>-3.40</i>	<i>4.54</i>	<i>11.98</i>	<i>3.65</i>	<i>8.49</i>	<i>9.33</i>
REIT	10/01/2015	73,423	2.29	1.05	.60	7.68	-.45	5.05	6.80
<i>FTSE Nareit All Equity REITs Index TR (USD)</i>	<i>10/01/2015</i>		<i>2.21</i>	<i>-.90</i>	<i>-2.19</i>	<i>5.78</i>	<i>-1.50</i>	<i>3.48</i>	<i>6.44</i>
Small Cap Growth	10/01/2019	77,361	.49	-3.83	.08	6.46	-10.74		6.72
<i>Russell 2000 Growth Index (USD)</i>	<i>10/01/2019</i>		<i>-.17</i>	<i>-2.92</i>	<i>4.44</i>	<i>9.14</i>	<i>-4.86</i>		<i>7.46</i>
Small Cap Value	10/01/2015	82,013	-2.32	-2.37	2.95	10.57	2.42	7.62	8.19
<i>Russell 2000 Value Index (USD)</i>	<i>10/01/2015</i>		<i>-1.69</i>	<i>-3.64</i>	<i>-.85</i>	<i>10.90</i>	<i>-.53</i>	<i>7.05</i>	<i>8.44</i>
Dev Market Large Cap	08/01/2015	709,656	-1.74	-.26	5.11	10.96	2.15	6.47	4.96
<i>MSCI EAFE Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>-1.61</i>	<i>-.42</i>	<i>5.34</i>	<i>11.54</i>	<i>2.89</i>	<i>6.47</i>	<i>5.14</i>
Dev Market Small Cap	03/01/2024	85,556	-3.09	-1.25					2.10
<i>MSCI EAFE Small Cap Index (Net) (USD)</i>	<i>03/01/2024</i>		<i>-3.04</i>	<i>-1.84</i>					<i>1.81</i>
Emerging Markets	08/01/2015	391,625	2.76	4.71	6.80	11.73	-8.93	-.16	1.97
<i>MSCI Emerging Markets Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>3.94</i>	<i>5.00</i>	<i>7.49</i>	<i>12.55</i>	<i>-5.06</i>	<i>3.10</i>	<i>4.59</i>
High Yield Bonds	03/01/2024	149,714	.78	.82					1.84
<i>BB US Corporate High Yield Bond Index (USD)</i>	<i>03/01/2024</i>		<i>.94</i>	<i>1.09</i>					<i>2.29</i>
Intermediate Term Bonds	10/01/2021	681,917	1.04	.22	-.55	2.91			-2.92
<i>BB US Aggregate Bond Index (USD)</i>	<i>10/01/2021</i>		<i>.95</i>	<i>.07</i>	<i>-.71</i>	<i>2.63</i>			<i>-3.31</i>
Taxable Bonds	11/01/2015	676,052	.95	.05	-.66	2.81	-2.81	-.08	1.05
<i>TFI Blend-BB Int US GovtCredit/BB US Agg Bond</i>	<i>11/01/2015</i>		<i>.95</i>	<i>.07</i>	<i>-.71</i>	<i>2.63</i>	<i>-3.22</i>	<i>-.55</i>	<i>.76</i>
TIPS	10/01/2015	265,929	.82	1.01	1.01	2.91	-1.39	1.94	2.29
<i>BB US TIPS (USD)</i>	<i>10/01/2015</i>		<i>.78</i>	<i>.79</i>	<i>.70</i>	<i>2.71</i>	<i>-1.33</i>	<i>2.07</i>	<i>2.53</i>
MF - US Fixed Taxable	06/01/2024	223,892	.96						.96
<i>BB US Aggregate Bond Index (USD)</i>	<i>06/01/2024</i>		<i>.95</i>						<i>.95</i>

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
Fund returns are gross of management fees
All returns include the effects of all principal change and income, and returns for longer than one year are annualized
Please refer to Blended Benchmark Detail report for monthly average asset mix allocations or Policy Index Detail report for static blend composition

Performance Summary

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
Emerging Market Bonds	03/01/2024	85,206	-.23	-.25					1.88
<i>JP Morgan EMBI Plus (USD)</i>	<i>03/01/2024</i>		<i>.60</i>	<i>.12</i>					<i>2.33</i>
Cash Equivalents	08/01/2015	117,000	.43	1.29	2.60	5.31	3.03	2.11	1.61
<i>FTSE 3 Month Treasury Bill Index (USD)</i>	<i>08/01/2015</i>		<i>.45</i>	<i>1.37</i>	<i>2.76</i>	<i>5.64</i>	<i>3.17</i>	<i>2.22</i>	<i>1.72</i>

Account Inception: 08/01/2015

Time Weighted Returns for Selected Fiscal Periods

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
Total Managed Fd	08/01/2015	5,646,653	1.29	1.43	6.02	12.00	1.72	6.56	6.29
<i>Blended Benchmark</i>	<i>08/01/2015</i>		<i>1.42</i>	<i>1.23</i>	<i>5.75</i>	<i>11.81</i>	<i>1.61</i>	<i>6.29</i>	<i>6.36</i>
Equity	08/01/2015	3,446,942	1.56	2.15	9.99	17.83	3.97	10.01	9.01
<i>Equity Blended Benchmark</i>	<i>08/01/2015</i>		<i>-.14</i>	<i>-.13</i>	<i>7.51</i>	<i>15.39</i>	<i>3.57</i>	<i>9.74</i>	<i>9.14</i>
US Equity	08/01/2015	2,260,104	2.60	2.62	12.23	21.32	6.74	12.99	11.25
<i>Russell 3000 Index (USD)</i>	<i>08/01/2015</i>		<i>3.10</i>	<i>3.22</i>	<i>13.56</i>	<i>23.13</i>	<i>8.05</i>	<i>14.14</i>	<i>12.62</i>
<i>S&P 500 Index (Gross) (USD)</i>	<i>08/01/2015</i>		<i>3.59</i>	<i>4.28</i>	<i>15.29</i>	<i>24.56</i>	<i>10.01</i>	<i>15.05</i>	<i>13.35</i>
Mega Cap Growth	06/01/2024	954,399	7.28						7.28
<i>Russell Top 200 Growth Index (USD)</i>	<i>06/01/2024</i>		<i>7.43</i>						<i>7.43</i>
Mega Cap Value	06/01/2024	579,556	-.62						-.62
<i>Russell Top 200 Value Index (USD)</i>	<i>06/01/2024</i>		<i>-.56</i>						<i>-.56</i>
Mid Cap Growth	07/01/2016	135,841	1.64	-3.23	5.94	14.92	-.25	9.70	11.22
<i>Russell Midcap Growth Index (USD)</i>	<i>07/01/2016</i>		<i>1.67</i>	<i>-3.21</i>	<i>5.98</i>	<i>15.05</i>	<i>-.08</i>	<i>9.93</i>	<i>12.34</i>
Mid Cap Value	10/01/2015	357,511	-1.66	-3.35	4.49	11.81	3.54	8.37	8.88
<i>Russell Midcap Value Index (USD)</i>	<i>10/01/2015</i>		<i>-1.60</i>	<i>-3.40</i>	<i>4.54</i>	<i>11.98</i>	<i>3.65</i>	<i>8.49</i>	<i>9.33</i>
REIT	10/01/2015	73,423	2.29	1.05	.60	7.68	-.45	5.05	6.80
<i>FTSE Nareit All Equity REITs Index TR (USD)</i>	<i>10/01/2015</i>		<i>2.21</i>	<i>-.90</i>	<i>-2.19</i>	<i>5.78</i>	<i>-1.50</i>	<i>3.48</i>	<i>6.44</i>
Small Cap Growth	10/01/2019	77,361	.49	-3.83	.08	6.46	-10.74		6.72
<i>Russell 2000 Growth Index (USD)</i>	<i>10/01/2019</i>		<i>-.17</i>	<i>-2.92</i>	<i>4.44</i>	<i>9.14</i>	<i>-4.86</i>		<i>7.46</i>
Small Cap Value	10/01/2015	82,013	-2.32	-2.37	2.95	10.57	2.42	7.62	8.19
<i>Russell 2000 Value Index (USD)</i>	<i>10/01/2015</i>		<i>-1.69</i>	<i>-3.64</i>	<i>-.85</i>	<i>10.90</i>	<i>-.53</i>	<i>7.05</i>	<i>8.44</i>
International Equity	08/01/2015	1,186,838	-.38	1.27	5.75	11.37	-1.15	4.47	4.21
<i>MSCI ACWI ex-USA (Net) (USD)</i>	<i>08/01/2015</i>		<i>-.10</i>	<i>.96</i>	<i>5.69</i>	<i>11.62</i>	<i>.46</i>	<i>5.55</i>	<i>4.99</i>
<i>MSCI EAFE Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>-1.61</i>	<i>-.42</i>	<i>5.34</i>	<i>11.54</i>	<i>2.89</i>	<i>6.47</i>	<i>5.14</i>
Dev Market Large Cap	08/01/2015	709,656	-1.74	-.26	5.11	10.96	2.15	6.47	4.96
<i>MSCI EAFE Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>-1.61</i>	<i>-.42</i>	<i>5.34</i>	<i>11.54</i>	<i>2.89</i>	<i>6.47</i>	<i>5.14</i>
Dev Market Small Cap	03/01/2024	85,556	-3.09	-1.25					2.10
<i>MSCI EAFE Small Cap Index (Net) (USD)</i>	<i>03/01/2024</i>		<i>-3.04</i>	<i>-1.84</i>					<i>1.81</i>
Emerging Markets	08/01/2015	391,625	2.76	4.71	6.80	11.73	-8.93	-.16	1.97
<i>MSCI Emerging Markets Index (Net) (USD)</i>	<i>08/01/2015</i>		<i>3.94</i>	<i>5.00</i>	<i>7.49</i>	<i>12.55</i>	<i>-5.06</i>	<i>3.10</i>	<i>4.59</i>
Fixed Income	08/01/2015	2,082,711	.90	.23	-.11	3.23	-2.35	.33	1.38
<i>Fixed Income Blended Benchmark</i>	<i>08/01/2015</i>		<i>.91</i>	<i>.22</i>	<i>-.15</i>	<i>3.05</i>	<i>-2.75</i>	<i>-.03</i>	<i>1.40</i>

Time Weighted Returns for Selected Fiscal Periods

	Sector Inception	Market Value	Month to Date	3 Months	Year to Date	1 Year	3 Years	5 Years	Inception to Date
US Fixed Income - Taxable	08/01/2015	1,997,505	.95	.25	-.14	3.19	-2.38	.34	1.34
BB Intermediate US Govt/Credit Index (USD)	08/01/2015		.80	.64	.49	4.19	-1.18	.71	1.50
BB US Aggregate Bond Index (USD)	08/01/2015		.95	.07	-.71	2.63	-3.02	-.23	1.22
High Yield Bonds	03/01/2024	149,714	.78	.82					1.84
BB US Corporate High Yield Bond Index (USD)	03/01/2024		.94	1.09					2.29
Intermediate Term Bonds	10/01/2021	681,917	1.04	.22	-.55	2.91			-2.92
BB US Aggregate Bond Index (USD)	10/01/2021		.95	.07	-.71	2.63			-3.31
Taxable Bonds	11/01/2015	676,052	.95	.05	-.66	2.81	-2.81	-.08	1.05
TFI Blend-BB Int US GovtCredit/BB US Agg Bond	11/01/2015		.95	.07	-.71	2.63	-3.22	-.55	.76
TIPS	10/01/2015	265,929	.82	1.01	1.01	2.91	-1.39	1.94	2.29
BB US TIPS (USD)	10/01/2015		.78	.79	.70	2.71	-1.33	2.07	2.53
MF - US Fixed Taxable	06/01/2024	223,892	.96						.96
BB US Aggregate Bond Index (USD)	06/01/2024		.95						.95
International Fixed Income	03/01/2024	85,206	-.23	-.25					1.88
FTSE WGBI, Non-US (USD)	03/01/2024		-.79	-2.84					-2.52
JP Morgan EMBI Plus (USD)	03/01/2024		.60	.12					2.33
Emerging Market Bonds	03/01/2024	85,206	-.23	-.25					1.88
JP Morgan EMBI Plus (USD)	03/01/2024		.60	.12					2.33
Cash and Cash Equivalents	08/01/2015	117,000	.43	1.29	2.60	5.31	3.04	2.13	1.64
FTSE 3 Month Treasury Bill Index (USD)	08/01/2015		.45	1.37	2.76	5.64	3.17	2.22	1.72

Account Inception: 08/01/2015

Asset Performance

	Market Value	% of Mkt Val	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Total Managed Fund	5,646,653	100.0	1.29	1.43	6.02	12.00	1.72	6.56	6.29
Blended Benchmark			1.42	1.23	5.75	11.81	1.61	6.29	6.36
Equity	3,446,942	61.0	1.56	2.15	9.99	17.83	3.97	10.01	9.01
Mega Cap Growth	954,399	16.9	7.28						
iShares Russell Top 200 Growth ETF	954,399	16.9	7.28	9.97	22.73	36.19			
Mega Cap Value	579,556	10.3	-.62						
iShares Russell Top 200 Value ETF	579,556	10.3	-.62	-1.50	7.58	13.41			
Mid Cap Growth	135,841	2.4	1.64	-3.23	5.94	14.92	-.25	9.70	
iShares Russell Mid-Cap Growth ETF	135,841	2.4	1.64	-3.23	5.94	14.92	-.25	9.70	
Mid Cap Value	357,511	6.3	-1.66	-3.35	4.49	11.81	3.54	8.37	
iShares Russell Mid-Cap Value ETF	357,511	6.3	-1.66	-3.35	4.49	11.81	3.54	8.37	
REIT	73,423	1.3	2.29	1.05	.60	7.68	-.45	5.05	
Cohen & Steers Real Estate Securit	68,210	1.2	2.29	1.23	.76	7.85	-.40		
iShares Cohen & Steers REIT ETF	5,213	.1	2.40	-.37					
Small Cap Growth	77,361	1.4	.49	-3.83	.08	6.46	-10.74		
Wasatch Small Cap Growth Fund	77,361	1.4	.49	-3.83	.08	6.47	-10.74		
Small Cap Value	82,013	1.5	-2.32	-2.37	2.95	10.57	2.42	7.62	
Columbia Small Cap Value II Fund	82,013	1.5	-2.32	-2.37					
Dev Mkt Lrg Cap	709,656	12.6	-1.74	-.26	5.11	10.96	2.15	6.47	4.96
iShares Core MSCI EAFE ETF	501,143	8.9	-2.00	-.38	5.09	11.03	2.26	6.53	
iShares MSCI Intl Quality Factor E	107,427	1.9	-.71	-.01	5.55	12.45			
MFS Institutional Trust-MFS Intern	101,086	1.8	-1.54	.00	4.74				
Dev Mkt Small Cap	85,556	1.5	-3.09	-1.25					
iShares MSCI EAFE Small-Cap ETF	85,556	1.5	-3.09	-1.25					
Emerging Markets	391,625	6.9	2.76	4.71	6.80	11.73	-8.93	-.16	1.97
iShares Core MSCI Emerging Markets	391,625	6.9	2.76	4.71	6.80	11.73			
Fixed Income	2,082,711	36.9	.90	.23	-.11	3.23	-2.35	.33	1.38
High Yield Bonds	149,714	2.7	.78	.82					
RBC BlueBay High Yield Bond Fund	149,714	2.7	.78	.82					
Intermediate Bonds	681,917	12.1	1.04	.22	-.55	2.91			
Baird Core Plus Bond Fund	190,844	3.4	.94	.30	.12	4.32			

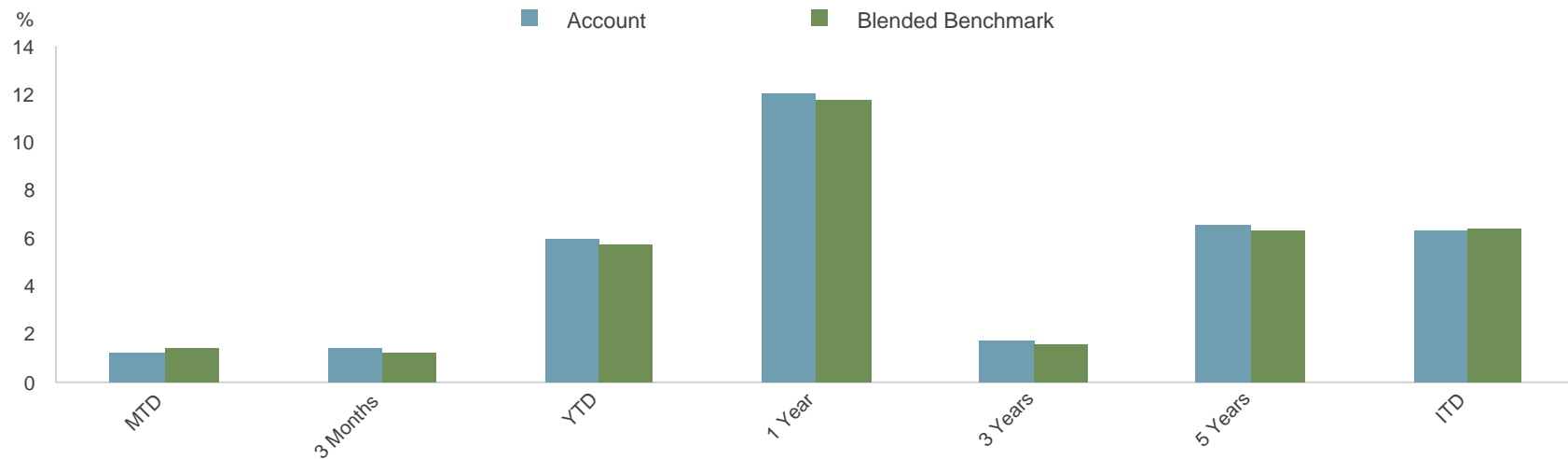
Asset Performance

	Market Value	% of Mkt Val	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
iShares MBS ETF	300,861	5.3	1.21	.18	-.86	2.17			
Vanguard Total Bond Market ETF	190,212	3.4	.88	.07	-.12				
Treasuries	390,307	6.9	1.05	-.04	-1.03	1.78	-3.01		
Tennessee Valley Authority 3.875%	21,782	.4	1.00	.72	.20	3.48			
United States Treasury Note/Bond 3	52,328	.9	1.45	-1.79	-4.33	-4.36			
United States Treasury Note/Bond 2	52,294	.9	1.48	-1.46	-3.87	-2.88			
United States Treasury Note/Bond 3	9,980	.2	1.44	-1.34	.04				
United States Treasury Note/Bond 2	50,393	.9	1.00	.41	-.33	2.84			
United States Treasury Note/Bond 1	50,591	.9	.62	.74	.71	3.97	-1.46		
United States Treasury Note/Bond 1	31,187	.6	.90	.52	-.14	3.09	-2.39		
United States Treasury Note/Bond 2	49,754	.9	1.26	-.08	-1.41	.32			
United States Treasury Note/Bond 3	52,007	.9	.76	.75					
United States Treasury Note/Bond 4	19,992	.4	.52	.93	1.28				
Supranational	20,586	.4	.90	.57	.13	3.45			
International Bank for Reconstruct	20,586	.4	.90	.57	.13	3.45			
Investment Gr Corps	265,159	4.7	.79	.15	-.26	4.51	-2.36		
American Express Co 5.098% 16 Feb	15,222	.3	.59	.98					
Apple Inc 4.85% 10 May 2053	25,378	.4	1.79	-1.32	-2.71	-.38			
Bank of America Corp Variable 4.94	17,232	.3	.81	1.21	1.68	6.07			
Barclays Plc 2.984% 24 Nov 2032	20,763	.4	.54	.49	2.28	9.06			
BP Capital Markets America Inc 1.7	20,112	.4	.80	.09	-1.00	3.67	-3.02		
CVS Health Corp 1.75% 21 Aug 2030	15,562	.3	.94	-.49	-.75	4.05	-3.21		
Citigroup Inc Variable 5.174% 13 F	20,276	.4	.79	1.12					
Exxon Mobil Corp 3.567% 06 Mar 204	9,296	.2	.17	-3.09	-5.34	-1.82			
Goldman Sachs Group Inc/The Variab	14,563	.3	.07	-1.44	-1.66	3.94			
Johnson & Johnson 4.8% 01 Jun 2029	16,207	.3	.89						
Keurig Dr Pepper Inc 5.1% 15 Mar 2	12,197	.2	.73	1.19					
Merck & Co Inc 4.3% 17 May 2030	19,616	.3	1.27	.80	-.41				
Simon Property Group LP 2.65% 01 F	13,529	.2	.73	-.27	-.90	5.88			
Verizon Communications Inc 3.4% 22	10,058	.2	.38	-1.18	-2.22	3.63			
Walmart Inc 4.15% 09 Sep 2032	14,651	.3	.76	-.06	-1.61	2.06			
Wells Fargo Bank NA 5.45% 07 Aug 2	20,498	.4	.42	.95	1.36				
TIPs	265,929	4.7	.82	1.01	1.01	2.91	-1.39	1.94	

Asset Performance

	Market Value	% of Mkt Val	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
DFA Inflation Protected Securities	265,929	4.7	.82	1.01	1.01	2.91	-1.39	1.97	
MF - US Fixed Tax	223,892	4.0	.96						
Allspring Core Plus Bond Fund	223,892	4.0	.96						
Emerging Mkt Bonds	85,206	1.5	-.23	-.25					
iShares J.P. Morgan USD Emerging M	85,206	1.5	-.23	-.25					
Cash & Equivalents	117,000	2.1	.43	1.29	2.60	5.31	3.04	2.13	1.64
Cash Equivalents	117,000	2.1	.43	1.29	2.60	5.31	3.03	2.11	1.61
Goldman Sachs Financial Square Tre	58,951	1.0	.42	1.29	2.61	5.32			
TIAA Cash Deposit Account	58,048	1.0	.43	1.29	2.59	5.30	3.02	2.05	1.58

Gross and Net Returns for Selected Fiscal Periods



	Market Value	Month to Date	3 Months	Year to Date (6 Months)	1 Year	3 Years	5 Years	Inception to Date 08/01/2015
Total Managed Fund	5,646,653	1.29	1.43	6.02	12.00	1.72	6.56	6.29
Total Managed NOF	5,646,653	1.25	1.32	5.78	11.50	1.26	6.08	5.82
<i>Blended Benchmark</i>		<i>1.42</i>	<i>1.23</i>	<i>5.75</i>	<i>11.81</i>	<i>1.61</i>	<i>6.29</i>	<i>6.36</i>

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
Fund returns are gross of management fees
All returns include the effects of all principal change and income, and returns for longer than one year are annualized
Please refer to Blended Benchmark Detail report for monthly average asset mix allocations or Policy Index Detail report for static blend composition

*Blended Benchmark Detail

	Allocation	Average Balance	Benchmark	Return
Blended Benchmark				
06/01/2024				
Cash	.04	2,150	FTSE 3 Month Treasury Bill Index (USD)	.45
Cash Equivalents	2.12	118,622	FTSE 3 Month Treasury Bill Index (USD)	.45
Mega Cap Growth	15.92	890,473	Russell Top 200 Growth Index (USD)	7.43
Mega Cap Value	10.47	585,891	Russell Top 200 Value Index (USD)	-.56
Dev Market Large Cap	12.81	716,728	MSCI EAFE Index (Net) (USD)	-1.61
Dev Market Small Cap	1.60	89,570	MSCI EAFE Small Cap Index (Net) (USD)	-3.04
Emerging Market Bonds	1.53	85,755	JP Morgan EMBI Plus (USD)	.60
Emerging Markets	6.88	384,743	MSCI Emerging Markets Index (Net) (USD)	3.94
MF - US Fixed Taxable	3.97	221,900	BB US Aggregate Bond Index (USD)	.95
High Yield Bonds	2.67	149,313	BB US Corporate High Yield Bond Index (USD)	.94
Intermediate Term Bonds	12.09	676,536	BB US Aggregate Bond Index (USD)	.95
Mid Cap Growth	2.39	133,773	Russell Midcap Growth Index (USD)	1.67
Mid Cap Value	6.52	364,735	Russell Midcap Value Index (USD)	-1.60
REIT	1.31	73,336	FTSE Nareit All Equity REITs Index TR (USD)	2.21
Small Cap Growth	1.38	76,984	Russell 2000 Growth Index (USD)	-.17
Small Cap Value	1.60	89,242	Russell 2000 Value Index (USD)	-1.69
TIPs	4.72	264,122	BB US TIPS (USD)	.78
Taxable Bonds	11.97	669,714	TFI Blend-BB Int US GovtCredit/BB US Agg Bond	.95
			Blended Return:	1.42

*Blended Benchmark Detail

	Allocation	Average Balance	Benchmark	Return
Equity Blended Benchmark				
06/01/2024				
Dev Market Large Cap	37.15	716,728	MSCI EAFE Index (Net) (USD)	-1.61
Dev Market Small Cap	4.64	89,570	MSCI EAFE Small Cap Index (Net) (USD)	-3.04
Emerging Markets	19.94	384,743	MSCI Emerging Markets Index (Net) (USD)	3.94
Mid Cap Growth	6.93	133,773	Russell Midcap Growth Index (USD)	1.67
Mid Cap Value	18.91	364,735	Russell Midcap Value Index (USD)	-1.60
REIT	3.80	73,336	FTSE Nareit All Equity REITs Index TR (USD)	2.21
Small Cap Growth	3.99	76,984	Russell 2000 Growth Index (USD)	-.17
Small Cap Value	4.63	89,242	Russell 2000 Value Index (USD)	-1.69
			Blended Return:	-.14
Fixed Income Blended Benchmark				
06/01/2024				
Emerging Market Bonds	4.15	85,755	JP Morgan EMBI Plus (USD)	.60
MF - US Fixed Taxable	10.73	221,900	BB US Aggregate Bond Index (USD)	.95
High Yield Bonds	7.22	149,313	BB US Corporate High Yield Bond Index (USD)	.94
Intermediate Term Bonds	32.72	676,536	BB US Aggregate Bond Index (USD)	.95
TIPs	12.78	264,122	BB US TIPS (USD)	.78
Taxable Bonds	32.39	669,714	TFI Blend-BB Int US GovtCredit/BB US Agg Bond	.95
			Blended Return:	.91

IX.5.d. – Phone System Update

GRAYS HARBOR COLLEGE Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: Phone System Follow-Up – Caller Experience and Process Improvements

Prepared by: Derek Edens, Associate Vice President for Technology Services

Attachments: None

Narrative

Caller Experience & Ongoing Improvements – Update

Concerns were raised about callers reaching voicemail during business hours. As noted in the previous report, calls to the college's main line are directed to the Welcome Center/Student Center front desk, with overflow to other designated phones. When staff are assisting students in person or already on a call, incoming calls may be redirected to voicemail.

To address this issue and improve the overall caller experience, the college has developed a plan to strengthen phone coverage and ensure calls are answered promptly and appropriately routed. The following actions are being implemented:

1. **Primary Call Answering by Student Help Desk:**

The Student Help Desk Manager and Student Help Desk Technician will serve as the primary responders for incoming calls. These team members will triage and direct calls to the appropriate departments or individuals, improving responsiveness and reducing the likelihood of voicemails during peak hours.

2. **Phone Protocol Development:**

Human Resources and Derek Edens are collaborating to develop a phone answering protocol, including a comprehensive list of departments and associated extensions. In addition, the protocol will include a list of commonly asked questions along with general answers or guidance. This resource will equip those answering calls with the information needed to address frequent inquiries efficiently, improving the overall caller experience and reducing the number of unnecessary transfers.

3. **Cabinet Coverage Planning:**

The President's Cabinet is creating a process to ensure consistent phone coverage when Student Help Desk staff are out of the office. This proactive approach will help maintain reliable call support during periods of absence or limited availability.

4. **Implementation Timeline:**

The plan is scheduled to launch in early May, providing time to finalize protocols, complete training, and coordinate logistics across departments. This preparation will support a smooth transition and successful implementation of the improved call-handling process.

IX.6. – Human Resource Report

GHC Board of Trustees Meeting

April 8, 2025



Written Report

Item Information:

Topic: Human Resources Report

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

Attachments: None

Narrative

General updates:

- An inclusive practice training for employees is scheduled for April 23rd and a supervisors training is scheduled for May 7th. The Human Resources Department is also working on updating the exempt employee annual evaluation form and leave and accommodation policies.
- The College is temporarily contracting with Pacific Coast Security for Campus Safety starting March 26th until a full-time Safety & Security position can be hired.

New Employees:

- **Update from last report** - Genessis Paniagua, Office Assistant 3, SCCC - chose not to start employment with SCCC.
- Philip Robinson, IT Support Tech 2 – Computer Lab Manager, started 3/20/25
- Jonathan Salvador, Program Coordinator Enrollment Services, started 3/17/25
- Ava Garcia, Director of Enrollment Services – starts 4/21/2025
- Shana Scudder, Corrections Education Navigator, starts 4/28/2025

Changes in Employment:

- Emma Benson, Student Life Coordinator 3/17/25
- Anthony McIntosh, Interim Associate Director of Student Diversity & Inclusion 3/17/25

Searches:

- Vice President for Learning & Student Success, (replaces interim VPI & VPSS), accepting applications
- Director of Advising & Rural Projects, (replaces Paula Grow), accepting applications
- Director of Facilities & Operations, (replace Keith Penner), interviewing
- Director of Financial Aid & Scholarships (replace Crystal Bagby), interviewing
- Program Manager A, (new Foundation position), accepting applications
- Custodian 2 – Filling 2 positions (replacing a ¾ time position and a half time position and 1 full time position John Darnell), interviewing
- Security Assistant PT – on hold
- Basic Skills/ESL Faculty at SCCC (temporary, non-tenure) – Accepting Applications
- Several adjunct positions (to hire for specific courses and pools for future hires)

Action Requested:

☐ Follow-Up

None

IX.7. – Instruction Report

GHC Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: Instruction Report

Prepared by: Dr. Aaron Coby, Interim Vice President for Instruction

Attachments: None

Narrative

Spring is creeping in! And it's the season for Faculty Excellence Awards. Below you will find a description of the award recipients and amounts.

Faculty Development Awards:

For activities/projects faculty would like to do. Faculty may apply for funding that enables them to participate in professional development that will directly impact students, and that aligns with the College priorities and instructional goals.

Brian Shook: \$2000

This award will go towards funding the costs of securing a licensed mental health counselor supervisor, which allows Brian to practice as a licensed mental health counselor associate. This empowers Brian as an invaluable mental health resource at Grays Harbor College for both students and colleagues.

Adrienne Roush: \$1000

This award will allow Adrienne to attend the State Board for Community and Technical Colleges' Assessment, Teaching & Learning (ATL) Conference in 2025. These conferences aim to foster transformative educational environments where student engagement and learning are at the center of classroom interaction.

Hannah Mechler: \$500

This award will allow Hannah to pursue an Inclusive Teaching and Learning Certificate, which is offered through the State University of New York system. The objectives of the certificate align with the College's mission and Hannah's goals for providing more engaging online courses.

Justin Kautzman: \$3200

This award will fund an ambitious, 12-week course project - Graffiti vs. Street Art: A Scientific Look at Civics and Finances. As the name implies this will be a multidisciplinary project requiring the purchase of a number of art and construction supplies.

Andrew Gaines: \$500

This award will help fund Andrew's attendance at the Association for Theatre in Higher Education (ATHE) Conference during the summer. These conferences contribute to Andrew's course development including strategies to close equity gaps and improve classroom climate.

Jenel Cope: \$1000

This award will help defray the cost of completing a Master of Fine Arts in Creative Writing from Southern New Hampshire University. Expanding her education and knowledge area contributes to her course development and will qualify Jenel to teach across multiple disciplines.

Terri Bell: \$1000

This award will help fund the costs associated with attending the Carnegie Mellon Robotics Academy. This academy trains educators to use and teach with the Arduino circuit board and other robotic tools. These will be valuable skills as the College continues to develop the GHC Computer Science program.

Faculty Achievement Awards:

For achievements already completed. Unlike the Faculty Development Awards, these awards are intended to recognize accomplishments that have been completed. To qualify for the Achievement Award, the nominating achievement should have been completed between Fall 2023 to Fall 2024. Nominations may be made by anyone in the College community including the faculty member or group members themselves.

Nathan Barnes: \$500

This award is in recognition of Nathan's work with the Olympia Arts and Heritage Association. From July to December of 2024, Nathan served as the designer and curator of *Faces of Olympia* project. This public art display is testament to Nathan's artistic experience and can be viewed at the downtown Olympia Fire Hall building for the duration of 2025.

Sarah Aiken: \$421

This award is in recognition of Sarah's commitment to professional development and attendance at the Basic Education for Adults (BEaA) Biennial Conference. Attending events such as this support the development of collaborations with outside partners, enhance and enrich pedagogical development, and improve the effectiveness of the college with the sharing of new information back at GHC.

Faculty Achievement & Excellence Awards:

All individuals or groups nominated for the Faculty Achievement Award are eligible for the Exceptional Faculty Awards. There are two Exceptional Faculty Awards, one for full-time (tenured or probationary faculty only) and one for all other faculty as defined in Article I, Section 1 of the current Collective Bargaining Agreement (CBA).

Jaime Reino: (\$500 + \$750) = \$1250

Jaime was nominated for the Faculty Achievement and Excellence award because of his outstanding commitment to the college and willingness to go above and beyond expectations to make the College a more effective institution of learning. In addition to the many things that Jaime does as a faculty member and Chair of the Math Division, he has contributed countless hours to the development of a Curriculum Handbook for the Academic Council and Division Chairs committee (AC/DC). He has also led his division in the development of a Computer Science Program in partnership with South Puget Sound Community College. He is a clear example of excellence as a Grays Harbor faculty member.

Lance James: (\$500 + \$750) = \$1250

Lance was nominated for the Faculty Achievement and Excellence award because of his longstanding commitment to the College and his continued work that exceeds requirements and expectations. As Chair, Lance leads the faculty and programming at Stafford Creek Corrections Center (SCCC). He has surpassed expectations in this role by working on program development and serving as a mentor for new faculty at SCCC. He is the de facto faculty liaison between the two campuses, which requires additional time and organization. Lance is also a highly regarded professor among the incarcerated students;

Divisional Updates

Nursing:

In March, the Nursing Program is conducting its first Nursing Assistant Certified (NAC) skills testing for state licensure. As a pilot school, GHC is providing feedback to the Department of Health and the Board of Nursing. These students will be licensed and ready to work in the community by the end of the week. This shortens the course completion-to-work timeline by a month.

Last week, the community celebrated the retirement of Dori Unterseher, Harbor Regional Health Hospital's Director of Nursing, who has been a great partner with the College. The new Director, Shannon Johnson, a graduate of our program, will lead exciting new projects with the nursing team in the future.

According to the 6-month post-graduation survey of 2024 graduates, over 60% of GHC's nurses from the last cohort are working in Grays Harbor and Pacific Counties.

Workforce and Continuing Education

COMMUNITY, CONTINUING, and CONTRACT EDUCATION: The spring schedule for Grays Harbor and Pacific County community education courses is on the College's website. The development of the schedule for Pacific County is ongoing while instructors are identified and recruited.

A Class B Commercial Driving License training will be offered at the City of Westport March 24 – April 9 through a contract training agreement.

COMMERCIAL DRIVING LICENSE TRAINING (AKA CDL): Spring CDL training is fully enrolled with a waitlist and the summer sessions are filling as well. Clearly there is still a high demand for CDL

drivers in Grays Harbor and Pacific County. A grant to keep the CDL going one more year, while sustainability planning takes place, was submitted and will be announced by the funders in May.

GRANT SEASON: Ongoing grant writing activities include writing for the Perkins Plan, a \$250K +/- allocation to support professional technical programs and the Worker Retraining Grant, a \$250K +/- source of funding to help pay for students' tuition, fees and other support to assist with enrollment and completion.

Transitions:

High School Plus (HS+) completion numbers are projected to remain consistent with last year, with an estimated 60-80 high school completers. The HS+ program continues to experience increased demand, largely due to its flexibility in recognizing students' prior learning and life experiences. Many students initially pursue the GED route but transition to HS+ as it allows for more flexibility in how previously earned credits are applied toward fulfilling high school requirements.

Enrollment in beginning-level English Language Acquisition (ELA) courses within the Transition Programs has continued to grow, though enrollment in the advanced-level ELA course saw a decline during the Winter Quarter.

In-person Conversational English courses continue to be offered at both the Ocosta Junior/Senior High and Riverview Education Center. However, the Ocosta location has not had any students attend since January 2025, despite efforts to maintain the class, including keeping the class staffed each Tuesday in an attempt to build a cohort. At the Riverview Education Center, attendance has significantly decreased during the Winter Quarter, with enrollment dropping from 12 students to 4-6 students, depending on the session. Due to reduced hours at the Columbia Education Center and a consistent attendance of only two students, we have shifted focus to enrolling these students in the regular ELA class offered by Mario Rodriquez via Zoom.

Transition Programs' I-BEST offerings within our Professional/Technical Program have benefited greatly from the support provided by Ariel Finrock, who led efforts to streamline advising and enrollment processes this winter. These efforts have resulted in more efficient enrollment and earlier FTE reporting for these programs, demonstrating clear improvements over previous years.

Stafford Creek Corrections Center:

GHC at Stafford Creek Corrections Center began offering HS+/GED (High School and General Education Diploma) classes in the Intensive Management Unit (IMU), also called the segregation unit in January 2025. The department welcomed former Aberdeen school district administrator, Rick Winters to the team as an adjunct. Mr. Winters teaches directly in the IMU, as students are not allowed out of the building for programming. The HS+ program in the IMU has already seen success in its first quarter back in operation. Our first graduate completed his courses just in time for his release date. He is returning back to his home community with a newly minted high school diploma.

For a unit in WA State History, the HS+/GED class in SCCC learned about Grunge music, and the social and political influence of that movement. Students learned about the music style as a response to

Policy 310 – Human Subjects Research: A standardized process with forms will be developed for this policy. The process will be entered in as Procedure 310.01. The accompanying forms will be available via the Vice President of Instruction Office. The establishment of a local Institutional Review Board (IRB) is regulated by the US Department of Health and Human Services. The SBCTC is still working on their structure as they establish a system IRB.

IX.8. – Student Services

GHC Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: Student Services April 2025 Summary

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

Attachments: Bishop Center Performances

Narrative

Student Services Division:

- After a short hiatus, Grays Harbor College hosted the 2025 Career Fair, led by Dean of Students, Ashley Bowie Gallegos, on March 18. The career fair featured over 50 registered vendors and close to 200 students and/or visitors attended. Thank you to all the volunteers, planning committee, and Campus Operations for putting on this amazing event!
- With grant funding, Grays Harbor College TRiO representatives, Ginelle Hanaway and Kenji Seta, flew to Washington, DC in March to advocate for the continuation of TRiO programs that are vital to the success of first generation, low income, and/or students with disabilities.
- Commencement planning is underway! GHC graduation ceremony will be held on June 27, 2025 at Stewart Field. More details will be provided in the near future.

Enrollment:

Winter Quarter Enrollment Snapshot for Tuesday, March 18th

BCC: All GHC Employees

FTE: Winter 2025	Winter 2024 03/12/2024 Day # 50	Winter 2025 03/18/2025 Day # 51	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	443.1	492.3	49.2	11.1%	0.0	443.1
2-Transition Programs	137.5	130.8	-6.7	-4.9%	0.0	137.5
3-Career and Technical Ed.	310.4	338.7	28.3	9.1%	0.3	310.7
4-BAS Programs	43.7	39.1	-4.6	-10.5%	0.0	43.7
State Funded Total	934.8	1,000.9	66.2	7.1%	0.3	935.0
Running Start FTE	374.8	410.4	35.6	9.5%	0.0	374.8
State + Running Start Total	1,309.5	1,411.3	101.8	7.8%	0.3	1,309.8
Stafford Creek FTE	208.7	183.4	-25.3	-12.1%	4.9	213.5
State + RS + SCCC Total	1,518.2	1,594.7	76.5	5.0%	5.1	1,523.3

Spring Quarter Enrollment Snapshot for Tuesday, March 18th

BCC: All GHC Employees

FTE: Spring 2025	Spring 2024 03/12/2024 Day # -27	Spring 2025 03/18/2025 Day # -27	Difference	% Diff from 2024 to 2025	Spring 2024 FTE change to end of quarter	Final FTE Numbers for Spring 2024
1-Academic Transfer & Pre-College	444.9	560.6	115.8	26.0%	-21.3	423.6
2-Transition Programs	3.5	13.3	9.8	280.8%	118.1	121.6
3-Career and Technical Ed.	172.1	245.8	73.7	42.8%	109.6	281.7
4-BAS Programs	30.4	23.6	-6.9	-22.5%	14.3	44.7
State Funded Total	650.9	843.3	192.4	29.6%	220.7	871.6
Running Start FTE	140.8	153.7	12.9	9.2%	208.5	349.3
State + Running Start Total	791.7	997.0	205.3	25.9%	429.2	1,220.9
Stafford Creek FTE	0.0	0.0	0.0	0.0%	221.2	221.2
State + RS + SCCC Total	791.7	997.0	205.3	25.9%	650.4	1,442.1

Outreach and Recruitment:

- The Calling Campaign for Spring Quarter continued through the month of March for students who were enrolled for Winter Quarter, but had not yet enrolled for Spring Quarter. Data will be compiled and reported at the May 2025 Board of Trustees meeting.
- The State Board of Community and Technical Colleges (SBCTC) hosted a training for the financial aid specialists funded by HB1835 at the end of March, which both specialists and their supervisor attended. Appreciation goes out to SBCTC for their continued support.

Financial Aid and Scholarships:

Effective March 17, 2025, the number of 2024-25 Free Application for Federal Student Aid (FAFSA) and Washington State Financial Aid Application (WASFA): 3103 (up by 110 applications from last month). 2025-26 FAFSA and WASFA applications are being uploaded in late March with file review beginning in early April.

This includes students who:

- listed Grays Harbor College on their financial aid applications
- may or may not be interested in attending GHC (could include class assignment or requirement for high school graduation)
- filed both the federal and/or state applications
- filed more than one federal or state application (in error)
- Submitted all required information to be reviewed
 - Total Ready for Review: 1224 (+29 from February)
 - Students Reviewed: 995 (+38 from February)
 - Students not Enrolled: 223 (-8 from February)
 - Students waiting for Review: 6 new applications

The financial aid staff, including the HB1835 financial aid specialists held a retreat to review the top six (6) commonly asked questions by students, employees, parents, and community members to proactively

improve information provided on the website and through other forms of communication. The goal is to update information to make the language more accessible by working with Student Life to provide feedback.

April 2025 planned events:

Event Name	Location	Date
GHC Enrollment Days	GHC	3/31/2025
GHC Enrollment Days	GHC	4/1/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	4/1/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	4/2/2025
Spring Retention Call Campaign	GHC	4/3/2025
Financial Aid Drop In Hours at EHS	Elma High School	4/3/2025
Trades Career Day at Lake Quinalt	Lake Quinalt High School	4/3/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	4/8/2025
Financial Aid Drop In Hours at EHS	Elma High School	4/10/2025
Ocosta College and Career Fair	Ocosta High School	4/10/2025
HHS Financial Aid Night	Hoquiam High School	4/16/2025
Financial Aid Drop In Hours at EHS	Elma High School	4/17/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	4/22/2025
Student Funding Workshop	GHC	4/23/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	4/23/2025
Financial Aid Drop In Hours at EHS	Elma High School	4/24/2025
College Info Night (Aberdeen High School)	Aberdeen High School	4/30/2025

Winter Musical:

GROUNDHOG DAY
THE MUSICAL

Groundhog Day was a resounding success, drawing well over 750 patrons each weekend. The audience was treated to plenty of laughs, enthusiastic applause, and rave reviews for the captivating storyline and the incredible performances by our talented community actors.

In addition to the outstanding entertainment, the event also made a meaningful impact on our student food pantry, Harbor Landing raising approximately \$1,000 from concession sales with all proceeds going to support students and food security needs.

Winter Jazz Concert:

The GHC winter Jazz concert was held on March 20th and was well attended. Everyone enjoyed an evening of lively music and song with the GHC Music Department's Jazz and Jazz Choir ensembles, directed by Bill Dyer and Kari Hasbrouck.



Upcoming events for the Bishop Center Spring Quarter

Grays Harbor Symphony: June 8, 7:00pm

GHC Honors Recital: June 11, 7:00pm

GH Civic Choir & Concert Band: June 15, 2:00pm

GHC Jazz Concert: June 17, 7:00pm

GHC Spring Drama Production: June 18, 7:00pm

Grays Harbor Opera Workshop: June 28, 7:30pm

Tickets: ghc.edu/bishop

IX.9. – President’s Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: President’s Monthly Report

Prepared by: Carli Schiffner, PhD

Attachments: None

Narrative

EVENTS:

Groundhog Day, Winter Musical, Bishop Center, March 7

Hundred Women on the Harbor, March 11

City of Westport Chamber Fundraiser, March 15

Greater Grays Harbor Inc., Governor Ferguson, Roundtable, March 14

GHC Town Hall, March 17

Congresswoman Emily Randall Town Hall, March 18

National Center for Innovation & Inquiry, Rural Pathways Institute, March 19-21

Allocation Model Review Committee, Workshop, March 26

MEETINGS:

WACTC Allocation Model Review Committee Meetings, March 3, 6, 17

WACTC Operating Committee, March 27 (and prep meetings)

WACTC Meetings (General), March 27-28

Dr. Julie Garver, Senior Policy Director, Council of Presidents, February 26

Tom Cappa, City of Westport, February 27

Rural Guided Pathways Grant (NCII), Webinar, March 5

William Westmoreland, Executive Director, Pac Mtn West, March 5

Jason Gordon, incoming Vice President for Administration, March 5

Dr. Shea Hamilton, Senior Budget Lead, Office of Financial Management, March 5

Hanan Al-Zabaidy, Associate Director, Corrections, SBCTC, March 7

Pat Hughes, Alumni and Donor, March 12

GHC Medical Assistant Program, Advisory Committee, March 12

GHC Foundation, March 13

Sam Kim, Grays Harbor County Administrator, and Georgia Miller, Grays Harbor County Commissioner, March 17

Dr. Joyce Hammer, Deputy Executive Director for Education, SBCTC, March 13, 25

Wes Peterson, former employee and community supporter, March 24

Daniel Pailthorp, Senator Cantwell's Office, March 24

Office Hours, March 25

Greater Grays Harbor Incorporated, Weekly Legislative Updates, as scheduled.

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

*Plus, ongoing monthly labor/management meetings.

ACCREDITATION

Report attached.

WACTC UPDATE & the STATE BUDGET

The State Board for Community and Technical Colleges (SBCTC) and the Washington Association of Community and Technical Colleges (WACTC) continue to work diligently on the following: federal executive orders and decisions, state budget landscape, advocacy for key state legislation, student success software, allocation formula, etc. The SBCTC continues to assist the college system with guidance and direction related to the federal executive orders.

As of March 25, the House and Senate budgets for the State of Washington were released. The College system looks like it will lose potential programming in Commercial Drivers License programs and in Career Connect Washington funding. Discussion is still underway about the impact of the OFM funding error, furloughs for state workers, and a revenue tax in some fashion. A more complete report will be shared at the April Board of Trustees meeting when the dust settles a bit.

GRANTS: Federal and Philanthropic

As noted in last month's report, the future of federal grant programs at Grays Harbor College continues to be uncertain. For the college, this means the TRIO programs, NOAA Tribal Stewards Grant, Perkins (workforce funding), and adult basic education are in limbo. Through their grant funding, representatives from the TRIO program attended the national TRIO conference in D.C. this past month. In addition to the uncertainty of the federal grants, the dismantling of the Department of Education is creating concern about unknown impacts. There is growing concern about accessing federal financial aid, accessibility policies, and accreditation overall.

In March, a cohort from Grays Harbor College attended the inaugural institute for the Rural Pathways Project, organized by the National Center for Inquiry and Improvement (NCII). The College joined the second cohort of rural community colleges participating in the project after a national competition. A total of 28 rural serving community colleges from throughout the country are joining together for the next three years to transform the student experience at their respective colleges. The Community College Research Center (CCRC) out of Columbia University and the Aspen Institute College Excellence Program are both key partners in this project. National leaders of the Guided Pathways work, like Davis Jenkins and Rob Johnstone, are focused on Grays Harbor College and making sure the College is successful over the next three years. **The April Board of Trustees Study Session will focus on this transformational work.**

OUTREACH & CONNECTIONS

In its second year, the Direct Admissions Initiative is set to send out acceptance letters to all graduating high school seniors in Grays Harbor and Pacific Counties by the end of March. “Signing days” are being scheduled throughout the College’s service district to highlight students’ acceptance to GHC. A social media campaign will follow. This initiative is a result of a lot of hard work from the College—way to go!

The Board of Trustees will have a study session on the marketing and outreach efforts underway at GHC this year. That said, the work warrants a highlight here—especially the collaborative efforts with the team at South Puget Sound Community College (SPSCC) around the partnership for Computer Science. This would not be possible without the support of the College Foundation, the marketing team at GHC, and the relationships with SPSCC leadership. More to come!

As part of the Strategic Enrollment Action Plan, Grays Harbor College is working to expand partnerships with institutions of higher education in Washington State to increase transfer opportunities and awareness about higher education options for GHC students. GHC is working with Washington State University, University of Puget Sound, and Saint Martin’s University at the present time. This work will expand this summer.

In April, Grays Harbor College will join with other emerging Hispanic Serving Institutions (HSIs) and already designated HSIs at the inaugural gathering of HSIs in Washington State. Each college is encouraged to bring a small team—GHC is underway with assembling its team. This is exciting work!

PERSONNEL

A national search is underway for the Vice President of Learning and Student Success. This position will have oversight over both Instruction and Student Services. This model is based on practices used at other smaller institutions and will serve to bring both “sides of the house” together—breaking down silos that currently exist between the two divisions.

Action Requested:

This is informational, no action requested at this time.

IX.9.a. – Accreditation

GHC Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: Institutional Accreditation

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

Attachments: None

Narrative

Policies, Regulations, and Financial Review (PRFR) Report Requirements

GHC's Accreditation Steering Committee continues its work on the PRFR Report. A draft will go out in spring quarter to employees for review. Some new information from the Commission is impacting report development. In an email on 3/21/25 from Ed Harri, Senior Vice President at NWCCU, colleges were informed that the NWCCU has updated the [PRFR Guidelines](#) and [PRFR Template](#) with required evidence for institutions to use for PRFR reports beginning in Fall 2025. This will impact GHC as our PRFR is due September 1, 2025.

Changes to the PRFR reporting requirements include updates to the list of required evidence and how it should be provided and clarification that policies and procedures should be taken in the broadest sense. This means that for reporting "policies and procedures" can include things such as applicable laws, regulations, catalogs, bargaining agreements, employee handbooks, and documented processes or institutional websites. The Accreditation Steering Committee and especially those working on the PRFR report will be taking these changes into account as the College develops its report.

NWCCU "ALO Winter Town Hall"

On Friday, February 28th, NWCCU held an *ALO Winter Town Hall* focused on changes to processes, policies, and updates from the January Commission meeting. It was announced that Dr. Jeff Fox will serve as the interim President of NWCCU. The NWCCU Board of Commissioners has initiated an executive search for NWCCU's next permanent president. At the Town Hall, NWCCU senior staff went over recent Commission actions and reviewed reporting and visit requirements. They also gave some additional guidance on using peer comparators as benchmarks for student success data. At the end of the meeting, the Commission staff addressed the recent Dear Colleague Letter. They noted that the Commission's standards do not require DEI, they require College's to ensure that all students are supported to success.

Summary & Next Steps

Action Requested:

No action at this time.

IX.9.b – tulaIW Student Center Report

GHC Board of Trustees Meeting
April 8, 2025



Written Report

Item Information:

Topic: tulaIW Student Center Construction Report

Prepared by: Floyd Plemmons, Capital Project Manager

Attachments: None

Narrative

The one-year warranty period has been completed, and the focus is on wrapping up some open warranty issues.

Work Remaining

- Warranty items are being completed. Commissioning of mechanical and electrical systems is wrapping up with only a few open items.
- Installation of the Washington State Art project on the exterior entry columns is scheduled to take place either this month or next month. The last schedule provided noted that the art would be painted in March and ready for shipment in April.
- Department of Commerce Energy Grant for Solar Panels project will start in April or May of 2025.
- A small Kitchen Upgrade project will occur in May.
- We will be installing a new Emergency Responder Communication Enhancement System in May, as required by the Aberdeen Fire Marshall. This project will provide good emergency radio communication at all locations inside the building.

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