

Board of Trustees Regular Meeting

February 11, 2025 at 10:00 AM



Hybrid Meeting: tulaIW Student Center Boardroom (Aberdeen Campus)

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

Join by Phone: 253-205-0468

February 11, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, February 11, 2025, at 10:00 a.m. Dr. Paula Akerlund, Board Chair, will preside.

A study session featuring a tour of the Nursing program by Carol O’Neal will take place at 9:00 a.m.

Item	Topic	Presenter
9:00 - 10:00am	Study Session (optional)	
I.	Call to Order/Roll Call	Dr. Paula Akerlund
II.	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	
VII.	Celebrations 1. Outreach Efforts and Winter Enrollment FTE Increase 2. All College Day	Dr. Carli Schiffner Dr. Carli Schiffner

Regular Meeting Agenda

Grays Harbor College Board of Trustees

February 11, 2025

VIII.	Action Items 1. Approval of the January 14, 2024 Minutes 2. Second Reading of Operational Policy 902 – Media Relations 3. Approval of Operational Policy 209 – Immigrant Rights and Non-Discrimination 4. Review and Adoption of Title IX Updates for Permanent Implementation 5. TIAA Investment Fund Decision	Dr. Paula Akerlund Kristy Anderson Erin Tofte Laurie Franklin Dr. Harry Carthum
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IX.	Standing Reports <ol style="list-style-type: none"> 1. Student Government <ol style="list-style-type: none"> a. Advocacy Day, January 30 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report <ol style="list-style-type: none"> a. Bookstore Proposal 6. Human Resources Report 7. Instruction Report 8. Student Services Report <ol style="list-style-type: none"> a. Enrollment 9. President’s Report <ol style="list-style-type: none"> a. Accreditation b. Student Services & Instructional Building Update 10. Board Report <ol style="list-style-type: none"> a. Foundation Meeting Report b. Board Art Committee Update c. Legislative Committee Update d. Items of Interest 	Isaac Humiston Jared Stratton Deanna Shedley Tom Kuester & Shiloh Winsor Dr. Carli Schiffner Zachary Queen 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	
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	

JC updated 1/29/2025



Grays Harbor College Board of Trustees Regular Meeting

Board Meeting: The Board meeting was convened on January 14, 2025, at 10:05 a.m.

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

Others Present: Derek Edens, Heidi Wood, Kristy Anderson, Kwabena Boakye, Dr. Carli Schiffner, Ja'Shonae Cooks, Dr. Aaron Coby, Justin Kjolseth, Lisa Smith, Cathy LeCompte, CJ Berndt, Kenji Seta, Anita Plagge, Nathan Barnes, Jeremy Winn, Cherie Edwards, Tia Lutz, Gary Arthur, Emma Benson, Selena Gozman, Tatiana Tejada, Isabel Lane, David Zagorodney, Isaac Humiston, Sarah, Dalrymple, Anthony McIntosh, Laurie Franklin, Carol O'Neal, Sydney Yager, Floyd Plemmons

Others Present on Zoom: Aliviah Chum, Annalee Atwell-Tobar, Berta Gibby, Cassandra Smith, Cheyenna Carroll, Crystal Bagby, Erin Tofte, Holly Duffy, Jackie Blumberg, Jared Stratton, Jeb Thornton, Johnny Alavez, Jonni Dawson, Julie Randall, Karyn Olson, Lizbeth Sanchez, Paige Pierog, Penny James, Sarah Aiken, Sarina Tung, Zach Queen

A study session was provided at 9:00 a.m. featuring a panel with the Academic Deans —Dr. Aaron Coby, Carol O'Neal, Cathy LeCompte, CJ Berndt, and Heidi Wood.

I. Call to Order/Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:05 a.m. Roll call was taken by Ja'Shonae Cooks.

II. Pledge of Allegiance

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

III. Land Acknowledgment

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

IV. Agenda Adoption

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

V. Public Comments

There were no public comments.

VI. Celebration

Dr. Carli Schiffner recognized Gary Arthur for his contributions to the Native Pathways program and his collaboration with The Evergreen State College. Gary has been a valued member of the Grays Harbor College community for many years, having served as the Athletic Director, basketball coach, and a key advocate for Native Pathways. Although transitioning from his current role, he will continue as an adjunct instructor in the Physical Education Department.

Cherie Edwards and Tia Allen shared their appreciation for Gary's dedication and impact. Gary also expressed his gratitude and reflections on his time at the college. Astrid Aveledo thanked him for his

advocacy, while Kristy Anderson acknowledged his work on the DEI College Priority Committee and his commitment to the Native Pathways Newsletter. Dr. Harry Carthum expressed appreciation for Gary's assistance in naming the tulaW Student Center. Chair Dr. Paula Akerlund also shared her gratitude.

The recognition concluded with a standing ovation.

VII. Action Items & Standing Reports *Action*

Items

1. Approval of December 3, 2024 Minutes
 - a. Chair Dr. Paula Akerlund called for a motion to approve the December 3, 2024 minutes. Dr. Harry Carthum moved to approve the minutes, and Aliza Esty seconded the motion. The motion carried.
2. Second Reading – Operational Policy 523: Donations of Works of Art to the College
 - a. Anita Plagge and Nathan Barnes reviewed the policy revisions since the first reading in May 2024 and outlined the steps taken to incorporate previous feedback from the Board. Astrid Aveledo raised a concern regarding the language in the first line, '...comprised of diverse representatives from the college it serves...,' noting that it then lists specific campus positions. She suggested considering a more inclusive approach to representing diverse identities within the college and better integrating this principle into the policy. Assistant Attorney General Justin recommended using the term "historically marginalized" when referring to diverse representatives and suggested framing it as an aspirational goal. A discussion followed on how to incorporate community diversity more effectively into the policy.
 - b. Operational Policy 523 – *Donations of Works of Art to the College* will be sent back to the Art Committee for further review.
3. First Reading – Operational Policy 902: Media Relations
 - a. Kristy Anderson introduced the new policy, noting that three related procedures would accompany it. A discussion followed regarding whether an internal policy existed specifying the language(s) in which messages should be provided. Follow up on this topic will take place at the next meeting.
 - b. Chair Dr. Paula Akerlund moved the Operational Policy 902 – *Media Relations* to second reading.
4. Approval of the Memorandum of Understanding (MOU) between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)
 - a. Dr. Carli Schiffner introduced the MOU on behalf of Shiloh Winsor and Tom Kuester.
 - b. Chair Dr. Paula Akerlund called for a motion to approve the Memorandum of Understanding between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984). Dr. Harry Carthum moved to approve the MOU, and Jim Sayce seconded the motion. The motion carried. ***Standing Reports***

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

Isaac presented Student Government's written report and provided an update that student IDs are now managed under Student Life. He also expressed appreciation for Tatiana Tejada's contributions as she transitions into a new role.

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

Jared Stratton presented his written report and expressed gratitude to Jason Davison and the entire Information Technology department.

3. **Represented Exempt Staff Report** (Deanna Shedley)

There were no updates beyond what was included in the written report.

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

Dr. Carli Schiffner provided brief remarks from the written faculty report on behalf of Tom Kuester and Shiloh Winsor. With the March Board meeting focusing on rehire and tenure decisions, faculty have requested that the meeting be scheduled in the afternoon or evening to allow for greater faculty participation without disrupting classes. Chair Dr. Paula Akerlund noted that the timing of the March meeting would be discussed during Good of the Order. Astrid Aveledo inquired whether the new tenure forms could be shared with the Board in advance, it was agreed that they would be shared at the February meeting.

5. **Administrative Services Report** (Kwabena Boakye)

Kwabena Boakye presented his written report. He noted that the Governor's FY 2025-27 biennium budget proposal was released in December and shared key highlights from the proposal, which are detailed in his report. A discussion followed regarding differences between the Governor's and Governor-elect's budget proposals. Kwabena also provided updates on the State Auditor's Office (SAO) Accountability Audit pre-audit process and the recent Budget Advisory Committee (BAC) meeting, as outlined in his written report.

Kwabena distributed a spreadsheet to the Board outlining the pricing changes at Charlie's Café and noted that efforts are ongoing to further reduce prices. A discussion followed regarding the importance of maintaining both the quality and affordability of the food. The impact of inflation on vendor costs and the broader circumstances was also acknowledged.

Kwabena then shared the emergency protocol that Campus Operations is currently developing and presented the laminated evacuation maps. The expectation is that each meeting will begin with a safety protocol reminder. Additionally, a laminated emergency diagram will be placed on each door. Dr. Carli Schiffner suggested incorporating the safety message into the welcome and including a brief note in the agenda.

Kwabena provided an overview of the budget basis and cash basis cash reserve balance, categorized into restricted and unrestricted funds as of year-end, June 30. He also provided an update on enrollment full-time equivalent (FTE) for FY 2025 compared to FY 2024. A discussion followed regarding Running Start

and the college's reliance on the program. The Winter Quarter enrollment census is expected to take place in January 2025, and the second quarterly status report, which will include a quarterly revenue status update, will be presented to the Board at the February meeting. It was emphasized that efforts should continue to focus on revenue collection, particularly given the financial uncertainty at the state level. Sydney Yaeger provided an update on ongoing efforts to collect outstanding revenue from students.

b. Bookstore Update

Kwabena Boakye reported that bookstore sales have declined, resulting in lower revenue, while personnel costs have increased. He then provided a historical overview of sales by category, noting that the bookstore serves a captive audience. He emphasized that the college needs to find a way to reduce the bookstore's operational costs by approximately \$100,000. Kwabena then presented a high-level summary of the four options under consideration. Further analysis is ongoing, and the cost implications of each option will be provided once available. Dr. Carli Schiffner noted that options 2 and 4 are the most viable paths for exploration. The work will continue in collaboration with bookstore staff and unions and will be shared with the campus community at the next town hall.

The Board encouraged creative solutions and a reconsideration of the bookstore's purpose. Zach Queen provided insights into some of the strategies Centralia College has implemented to sustain its bookstore and generate revenue. Dr. Harry Carthum suggested the possibility of combining bookstore operations with food services. Aliza Esty requested additional information, including the bookstore's inventory budget, the textbook ordering process (specifically identifying stale inventory), and whether brand standards are being applied to external products not managed by the college.

6. Human Resources Report (Erin Tofte)

Erin Tofte reported that a few positions remain vacant, and Cabinet is assessing the sustainability of funding them. She also welcomed new hires by name and title, acknowledging those who were invited, as well as individuals who experienced changes in employment status. Additionally, Erin noted that the current active searches and their respective progress are detailed in the written report.

7. Instruction Report (Aaron Coby)

Aaron Coby expressed appreciation for Julie Randall's contributions. He noted that faculty will focus on assessment planning and accessibility during All College Day. A \$19,000 Climate Solutions Grant was received, which will support increased collaboration with other colleges across the state. Aaron also shared that the Jazz Festival will take place on Thursday. He highlighted ongoing efforts within the Computer Science program, including the development of a web presence to establish the program's visibility on campus and the programs collaboration with South Puget Sound Community College. As part of this effort, Aaron will sign an articulation agreement with South Puget Sound Community College to further strengthen academic partnerships.

Additionally, Aaron discussed the Certified Nursing Assistant (NAC) pilot program, and noted positive progress in the development of the culinary arts program. Early-stage discussions are underway with the Washington Department of Children, Youth, and Families to establish a program at Stafford Creek

Corrections Center, potentially absorbing the Green Hill program. This initiative may include training department employees and providing instruction through Grays Harbor College for students in the program.

8. Student Services Report (Laurie Franklin)

Laurie Franklin provided the Board with an updated copy of the latest enrollment data, noting that enrollment is increasing. She also clarified that Strafford Creek Corrections Center FTE has been added but is not included in the overall FTE numbers. In December, a targeted outreach campaign was conducted in collaboration with the departments of Financial Aid, Veterans Services, Outreach and Recruitment, the Business Office, TRiO SSS, and the GHC Foundation. The campaign identified 453 students who were registered for Fall Quarter 2024 but had not yet registered for Winter Quarter 2025. Laurie shared the results and strategies used in this effort, as detailed in the written report. She also will review the yield of the previous campaign for a comparison. Additionally, she provided an update on ongoing efforts to recruit Running Start students. Year-over-year comparisons indicate an increase in FTE enrollment in both categories.

Laurie highlighted recent and upcoming events as noted in her written report. She acknowledged the Montesano Festival of Lights, Bishop Center events, and Orientation events. Appreciation was expressed to the GHC Foundation for its support in providing athletics uniforms. Thanks were also extended to the bookstore for allowing the use of its register to facilitate concession sales at Bishop Center events. Laurie also shared details on upcoming theme nights at basketball games and Bishop Center events.

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

Dr. Carli Schiffner reported that the college is still awaiting clarity on the budget transition between the outgoing and incoming Governor to determine how to plan and respond accordingly. Efforts are underway to assess the financial impact of the OFM reduction.

Dr. Schiffner expressed appreciation to Aaron Coby for his work in securing the Climate Solutions Grant. She also announced that Grays Harbor College is a finalist for the Rural Guided Pathways Grant, which would provide additional resources, professional development opportunities, and an opportunity for greater national recognition by joining a national cohort. Dr. Schiffner highlighted the Winter Quarter Community and Continuing Education courses, which were detailed in the provided handouts. Additionally, she shared that a new dynamometer machine was recently delivered to the Automotive Program.

She expressed gratitude for the leadership team and their continued efforts. Chair Dr. Paula Akerlund also thanked staff for the additional trustee parking signage. Dr. Schiffner concluded with highlights of the ongoing accreditation efforts.

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

Floyd Plemmons reported that commissioning work for the tulalW Student Center is in its final stages, with most physical work completed. The punch list has been finalized, and the remaining tasks involve resolving a few technical issues and addressing warranty-related items. The focus has now shifted to

completing the required paperwork. The solar panel project is scheduled to begin this spring. Additionally, the Washington State Art Commission process for the artwork installation at the front of the building is in progress. Efforts are also being made to improve the culinary kitchen for instructional purposes.

The Board requested more information regarding the seismic infrastructure of the building. The Board also inquired about a cost list for event space usage. Dr. Carli Schiffner acknowledged the challenge of not having a dedicated events coordinator to manage the process.

10. Board Report

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

Dr. Carli Schiffner recently presented her President's Report to the Foundation Board. The Foundation has opened the scholarship cycle for FY 2025-26 and has begun its budget development process, with plans for adoption by June. The Foundation also launched the annual Journey Campaign, which included a GHC pennant as part of the outreach effort. The campaign has received positive responses, and after one month, \$87,000 has been raised, representing approximately 55% of the goal.

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

Astrid Aveledo reported that there are no new updates at this time. A preliminary meeting was held, and efforts are underway to reconvene the committee.

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

Jim Sayce had to leave the meeting at 12:30 p.m., so Dr. Carli Schiffner provided an update on Legislative Committee activities. She reported that a meeting was held last week, and ongoing meetings are being conducted in preparation for the Hill Climb on January 30.

d. **Items of Interest** (Dr. Paula Akerlund)

The Board discussed shifting the March Board meeting to the afternoon to accommodate the tenure discussion. Dr. Carli Schiffner suggested starting at 11:00 a.m. and forgoing the study session, beginning instead with the regular meeting, followed by an executive session for tenure discussions. It was also suggested that, for the March meeting, standing reports be addressed only if there were questions, with the tenure discussion as the priority. The Board will move forward with the 11:00 a.m. start time, pending confirmation from Jim Sayce.

The Board also received an invitation for a joint meeting with the Presidents and Trustees of Lower Columbia College and Centralia College at Centralia College. The Board agreed to accept the invitation, and Ja'Shonae Cooks will coordinate scheduling. In conclusion, Dr. Schiffner recognized and celebrated Jim Sayce and Harry Carthum in honor of their upcoming January birthdays.

The meeting recessed at 12:54 p.m. and reconvened at 1:00 p.m.

XI. Executive Session



The Board entered a closed executive session at 1:00 p.m. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation. The session was scheduled to last approximately 30 minutes. The Board reconvened in open session at 1:42 p.m.

XII. Action Items as a Result of the Executive Session

No actions were had as a result of the Executive Session.

XIII. Good of the Order

Chair Dr. Paula Akerlund asked if there were any items for the good of the order. Dr. Schiffner shared the recently released commercial, produced by Holly Duffy and Kristy Anderson, which was funded by the Foundation.

XIV. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:45 p.m. The Board of Trustees will hold its next meeting on February 11, 2025, at Grays Harbor College in Aberdeen and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VIII.2. – Second Reading of Operational Policy 902 – Media Relations

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information:

Topic: Operational Policy 902 - Media Relations Policy – 2nd Reading

Prepared by: Kristy Anderson

Attachments: Operational Policy 902 – Media Relations

Narrative

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

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

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

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

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

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

Summary & Next Steps

This is the second reading of Operational Policy 902 – Media Relations Policy.

Action Requested:

The Board of Trustees is asked to consider adoption of this policy.



Operational Policy

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

Purpose:

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

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

Definitions:

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

Policy:

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

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

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

 **GRAYS HARBOR COLLEGE**
Operational Policy

Policy Name	Immigrant Rights and Non-Discrimination Policy
Policy Number	209
Date Adopted	
Date(s) Revised	

Immigrant Rights and Non-Discrimination Policy

This policy is adopted pursuant to the requirements of the Keep Washington Working (KWW) Act, and limits “immigration enforcement to the fullest extent possible consistent with federal and state law . . . to ensure Grays Harbor College remains accessible to all Washington residents, regardless of immigration or citizenship status.” The policy provides clarity about Grays Harbor College’s role in ensuring educational opportunities for all individuals, while leaving immigration enforcement efforts to the federal government.

A. Applicability of Policies Related to Immigration Enforcement

1. Grays Harbor College adheres to all requirements of federal and state law.
2. The provisions of this policy shall apply to Grays Harbor College and all school facilities, which include (but are not limited to) adjacent sidewalks, parking areas, sports facilities, and entrances and exits from said building spaces.
3. Grays Harbor College’s policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff, and volunteers.
4. Grays Harbor College personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

B. Access to Schools

1. Grays Harbor College does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.
2. Grays Harbor College shall ensure that all school staff and volunteers are aware of the rights of immigrant students to an education.

3. Grays Harbor College shall ensure that information reviewed to determine eligibility for in-state tuition or other benefits and any reporting requirements is limited only to the information necessary for residency determinations and in compliance with KWW and any other applicable state or federal laws.
4. Grays Harbor College shall separate all information on individuals with foreign student visa status (F, J and M visas) retained for the purpose of reporting to the Student Exchange and Visitor Information System (SEVIS) as part of the Student and Exchange Visitor Program from general enrollment platforms or other directory information.

C. Immigration Enforcement on School Grounds

1. Grays Harbor College does not grant permission for any person engaged, or intending to engage, in immigration enforcement, including surveillance, access to school grounds or their immediate vicinity. Grays Harbor College staff shall direct anyone engaging, or intending to engage, in immigration enforcement, including federal immigration authorities with official business that must be conducted on school grounds, to the President or authorized designee prior to permitting entrance. Grays Harbor College staff shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.
2. If anyone attempts to engage in immigration enforcement on or near Grays Harbor College grounds, including requesting access to a student, employee, or school grounds:
 - a. Staff shall immediately alert and direct the person to the President or designee who shall verify and record the person's credentials (at least, badge number and name), record the names of all persons they intend to contact, collect the nature of their business at the school, request a copy of the court order or judicial warrant, and log the date and time and forward the request to the Attorney General's office for review.
 - b. Staff shall request that any person desiring to communicate with a student, enter school grounds, or conduct an arrest first produce a valid court order or judicial warrant.
 - c. President or designee shall review the court order or judicial warrant for signature by a judge and validity. For Grays Harbor College to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search location, name the specific person to whom access must be granted, include a current date, and be signed by a judge.
 - d. President or designee shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter Grays Harbor College property, for a specific purpose. If no written authority exists, President or designee shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter Grays Harbor College property for the specific purpose identified.
 - e. Upon receipt and examination of the required information, the President or designee will determine whether access shall be allowed to contact or question the identified individual and shall communicate that decision to the President or designee.

- f. If the requestor is seeking access or information regarding a student under 18 years old, the President or designee shall make a reasonable effort, to the extent allowed by FERPA, to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.
- g. The President or designee shall request the presence of a Grays Harbor College representative to be present during any interview. Access to information, records, or areas beyond that specified in the court order or judicial warrant shall be denied.

D. Gathering Immigration Related Information

1. Grays Harbor College staff shall not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person accessing services provided by, or in connection with the school. Grays Harbor College staff shall not seek or require information regarding or probative of any person's citizenship or immigration status where other information may be sufficient for the Grays Harbor College's purposes. This does not prohibit residency officers or related staff from reviewing information from students or others on a voluntary basis in order to determine that a student is qualified for in-state tuition rates.
2. Grays Harbor College policies and procedures for gathering and handling student information during enrollment or other relevant periods shall be made available in writing to students and their guardian(s) at least once per school year in a manner that Limited English Proficient (LEP) individuals will understand.
3. If Grays Harbor College is required to collect and provide information related to a student's national origin (e.g., information regarding a student's birthplace, or date of first enrollment in a U.S. school) to satisfy certain federal reporting requirements for special programs, prior to collecting any such information or reporting it, Grays Harbor College shall (except with respect to reporting requirements necessary for compliance with the Student and Exchange Visitor Program):
 - a. If feasible, consult with legal counsel regarding its options, including alternatives to the specific program or documents accepted as adequate proof for the program;
 - b. Explain reporting requirements to the student and student's parent(s) and/or guardian(s), in their requested language, including possible immigration enforcement impact;
 - c. If moving forward with collection of information, receive and collect written consent from the student, if over the age of 18, or the student's parent(s) and/or guardian(s); and
 - d. Collect and maintain this information separately from the school/class enrollment process and student's records in order to avoid deterring enrollment of immigrants or their children.
4. When Grays Harbor College reviews information related to immigration status in order to make residency determinations, the residency officer's written confirmation that a student meets any applicable immigration status requirement shall be considered sufficient

written evidence that a student meets the requirements of RCW 28B.15.012. All other documents used to prove student or other individual immigration status, aside from those independently required by law to be kept, shall be designated as transitory and disposed of in accordance with the Grays Harbor College records retention policy. Any Grays Harbor College staff maintaining said information in any other way shall report their retention procedure and basis to President or designee prior to collecting the information.

E. Responding to Requests for Information

1. Grays Harbor College staff shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure or approval by [public school President, authorized designee, or legal counsel], except as required by law. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.
2. Grays Harbor College staff shall immediately report receipt of any information request relating to immigration enforcement to President or designee who shall document the request.
3. Grays Harbor College shall, to the extent allowed by FERPA or as otherwise advised by legal counsel, notify the student's parent(s) and/or guardian(s) of the request for information at the earliest extent possible.

F. Use of School Resources

1. Grays Harbor College's resources shall not be used to engage in, aid, or in any way assist with immigration enforcement.
2. Grays Harbor College's resources and policies regarding immigration enforcement shall be published and distributed to students and their parent(s) or guardian(s) on an annual basis. These resources shall include, at minimum;
 - a. Information about accommodations for limited English proficiency, disability accommodations, special education programs (if applicable), and tuition assistance grant or loan programs that may be available regardless of immigration or citizenship status;
 - b. General information policies including the types of records maintained by the Grays Harbor College, a list of the circumstances or conditions under which the Grays Harbor College might release student information to outside people or entities, including limitations under FERPA and other relevant law;
 - c. Policies regarding the retention and destruction of personal information;
 - d. The process of establishing consent from students and their parent(s) or guardian(s), as permitted under federal and state law, prior to releasing a student's personal information for immigration enforcement purposes;
 - e. Name and contact information for Grays Harbor College's designated point of contact on immigration related matters; and

- f. “Know Your Rights” resources and emergency preparedness forms to have completed in the event of a family separation.

DEFINITIONS

“Civil immigration warrant” means any warrant for a violation of federal civil immigration law issued by a federal immigration authority. A “civil immigration warrant” includes, but is not limited to, administrative warrants entered in the national crime information center database, warrants issued on ICE Form I-200 (Warrant for Arrest of Alien), Form I-205 (ICE Administrative Warrant), or prior or subsequent versions of those forms, which are not court orders.

“Court order” and **“judicial warrant”** mean a directive issued by a judge or magistrate under the authority of Article III of the United States Constitution or Article IV of the Washington Constitution or otherwise authorized under the Revised Code of Washington. A “court order” includes, but is not limited to, judicially authorized warrants and judicially enforced subpoenas. Such orders, warrants, and subpoenas do not include civil immigration warrants, or other administrative orders, warrants or subpoenas that are not signed or enforced by a judge or magistrate as defined in this section.

“De-identified” means information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual.

“F-1 Visa” is a United States (U.S.) visa for foreign national students who wish to attend educational institutions in the U.S., of these levels:

- Private elementary school (non-U.S. citizens are not allowed to attend U.S. public elementary schools on an F-1 visa);
- High school;
- Seminary;
- Conservatory;
- University and college; and
- Other institutions, such as a language training program.

“Federal immigration authority” means any on-duty officer, employee, or person otherwise paid by or acting as an agent of the United States Department of Homeland Security (DHS) including, but not limited to, its sub-agencies, Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), United States Citizenship and Immigration Services (USCIS), and any present or future divisions thereof charged with immigration enforcement. “Federal immigration authority” includes, but is not limited to, the Enforcement & Removal Operations (ERO) and Homeland Security Investigations (HSI) of ICE, or any person or class of persons authorized to perform the functions of an immigration officer as defined in the Immigration and Nationality Act.

“Immigration or citizenship status” means as such status as has been established to such individual under the Immigration and Nationality Act.

“J-1 Visa” is the visa designated for students and exchange program participants who belong to:

Au Pairs, Camp Counselor, Government Visitors, Interns, International Visitors, Interns, International Visitors, Physicians, Professors and Research Scholars, Short-term scholars, specialists in different areas, university students, secondary school students, teachers, trainees, work and travel participants. Those who come to the U.S. under this visa program cannot bring dependents to the U.S.¹³

“Language services” includes but is not limited to translation, interpretation, training, or classes. “Translation” means written communication from one language to another while preserving the intent and essential meaning of the original text. “Interpretation” means transfer of an oral communication from one language to another.

“Law enforcement agency” or **“LEA”** means any agency of the state of Washington (state) or any agency of a city, county, special district, or other political subdivision of the state (local) that is a “general authority Washington law enforcement agency,” as defined by RCW 10.93.020, or that is authorized to operate jails or maintain custody of individuals in jails; or to operate juvenile detention facilities or to maintain custody of individuals in juvenile detention facilities; or to monitor compliance with probation or parole conditions.

“Local government” means any governmental entity other than the state, federal agencies, or an operating system established under chapter 43.52 RCW. It includes, but is not limited to, cities, counties, school districts, and special purpose districts. It does not include sovereign tribal governments.

“Notification request” means a federal immigration authority’s request for affirmative notification from a state or local law enforcement agency of an individual’s release from the LEA’s custody. “Notification request” includes, but is not limited to, oral or written requests, including DHS Form I-247A, Form I-247N, or prior or subsequent versions of those forms.

“M-1 Visa” is designed for students enrolled in vocational and non-academic education, excluding language courses. This includes, but is not limited to, technical courses, cooking classes, flight school, cosmetology, etc.

“Personal information” means names, date of birth, addresses, GPS [global positioning system] coordinates or location, telephone numbers, email addresses, social media handles or screen names, social security numbers, driver’s license numbers, parents’ or affiliates’ names, biometric data, or other personally identifiable information. “Personal information” does not include immigration or citizenship status.

“Public schools” or **“Local education agency”** means any and all public elementary and secondary schools under the jurisdiction of local governing boards or a charter school board and all institutions of higher education as defined in RCW 28B.10.016.

“Sensitive location” refers to the 2011 U.S. Immigration and Customs Enforcement (ICE) and 2013 Customs and Border Enforcement (CBP) policies which categorize certain locations as sensitive locations that should generally be avoided for immigration enforcement purposes. Accordingly, “sensitive location” includes health facilities, places of worship, and schools. **“School resource officer”** means a commissioned law enforcement officer in the state of Washington with sworn authority to uphold the law and assigned by the employing police department or sheriff’s office to work in schools to ensure school safety. By building

relationships with students, school resource officers work alongside public school administrators and staff to help students make good choices. School resource officers are encouraged to focus on keeping students out of the criminal justice system when possible and not impose criminal sanctions in matters that are more appropriately handled within the educational system.

“State agency” has the same meaning as provided in RCW 42.56.010.

VIII.4. – Review and Adoption of Title IX Updates for Permanent Implementation

GHC Board of Trustees Meeting

February 11, 2025

Title IX Rule Changes Requiring Grays Harbor College Board of Trustees Approval

Summary:

In April 2024, the Department of Education's proposed Title IX rules were changed and approved into law. These changes took effect August 1, 2024, and required board approval for the Emergency Rule Adopon. The Board is now being asked to vote on the permanent adopon of these rules to comply with [RCW 34.05.350\(2\)](#).

Steps Required:

- 1) File CR-101 to initiate the rulemaking process.
- 2) Aer a 30-day posng period, file CR-102 to propose the permanent rule.
- 3) Wait 20 days from CR-102 posng before conducng a public hearing.
 - a. At least 7 days prior, nofy the college community of the upcoming public hearing.
 - b. Following the public hearing, prepare a summary of tesmonies and comments for the Board of Trustees to review.
- 4) The Board of Trustees must vote to adopt the final rules at an open public meeng. 5) File CR-103P aer Board approval; the rules will take effect 30 days aer filing.

Summary of Tesmonies and Comments

On January 27, 2025, Laurie Franklin and Ja'Shonae Cooks held a public hearing via Zoom regarding the permanent adopon of changes to Grays Harbor College's Student Code of Conduct. A noce about the hearing was emailed to the campus community on January 16, 2025, informing recipients of the meeng and the opportunity to submit comments via email to Ja'Shonae by January 27, 2025, at 5:00 PM. Addionally, the hearing was added to the Grays Harbor College events calendar on the website. The public hearing proceeded as scheduled via Zoom; however, no atendees were present, and no written comments were received. As a result, no changes were made to the July 29, 2024, Emergency Rules Adopon.

Changes Required or Recommended (same from July 29, 2024):

WAC 132-125-105 – Authority (recommend to keep GHC WAC)

Add: (3rd sentence) Except in cases involving allegations of sex discrimination, including sex-based harassment

WAC 132B-125-300 – Statement of Jurisdiction (recommend to keep GHC WAC)

Add: The student conduct code shall apply to conduct by students or student groups that occurs

WAC 132B-125-110 – Statement of Student Rights (recommend to keep GHC WAC)

Add: (2) Due Process (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable search and seizures is guaranteed.

WAC 132B-125-305 – Definitions (recommend to keep GHC WAC)

Add: "Business day" means a weekday, excluding weekends and college holidays.

Add: "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

Add: "Complainant" means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:

a student or employee; or

a person other than a student or employee who was participating or attempting to participate in the College's education program or activity at the time of the alleged discrimination.

Add: "Conduct Review Officer" is a college administrator designated by the president who is responsible for reviewing or referring appeals of student disciplinary actions as specified in this code.

Add: "Day" means a calendar day, except when a "business day" is specified. "Business day" means a weekday, excluding weekends and college holidays. Business day is used when a time period of less than 10 days. Calendar day is used when the time period is 10 days or more, unless otherwise specified.

Add: "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code. A written or verbal warning is not disciplinary action.

Add: "Pregnancy or Related Conditions" means: (a) pregnancy, childbirth, termination of pregnancy, or lactation; (b) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (c) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Add: "President" is the President of the college appointed by the board of trustees. The President is authorized to: (a) delegate any of their responsibilities as set forth in this chapter as

may be reasonably necessary; and (b) reassign any and all dues and responsibilities as set forth in this chapter as may be reasonably necessary.

Add:

“Program” or “Programs and Activities” means all operations of the College.

Add: “Relevant” means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Add: “Remedies” means measures provided to a complainant or other person whose equal access to the college’s educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person’s access to educational programs and activities after a determination that sex discrimination has occurred.

Change: Respondent” is a student who is alleged to have violated the student conduct code. (from “...whom disciplinary action is initiated.”)

Add: “Student employee” means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual’s primary relationship with the college is to receive an education and whether any alleged student conduct code violation, including but not limited to sex-based harassment, occurred while the individual was performing employment-related work.

Add: “Student group” is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

Add: “Supportive measures” means reasonable, individualized and appropriate, non-punitive and non-disciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

Restoring or preserving a party’s access to the college’s educational program or activity, including measures that are designed to protect the safety of the parties or the college’s educational environment; or providing support during the college’s investigation and disciplinary procedures, or during any informal resolution process; or

Supportive measures may include, but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus;

restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

Add:

“Title IX Coordinator” is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

WAC 132B-125-120 – Prohibited Student Conduct

Change: The college may impose disciplinary sanctions against a student or a college sponsored student organization, athletic team or living group, who commits, attempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

Add: (1) Abuse of others. Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.

Add: (2) Abuse in later life.

(a) Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or

(b) Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and

(c) Does not include self-neglect.

(3) Acts of Dishonesty

Recommend Adding: (g) Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.

Change: (4) Alcohol. Use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age. (from “...delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.”)

Change: (5) Cannabis, Drug, and Tobacco Violations. (change “Marijuana” to “Cannabis”)

(a) Cannabis. The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form, or the possession of cannabis paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of cannabis, federal law prohibits such use on college premises or in connection with college activities.

Add:

Change: (b) Drugs. The use, possession, producon, delivery, sale...

(8) Disrupon or obstrucon. Disrupon or obstrucon of instrucon, research, administraon, disciplinary proceeding, or other college acvity, including the obstrucon of the free flow of pedestrian or vehicular movement on college premises or at a college acvity, or any acvity that is authorized to occur on college premises, whether or not actually conducted or sponsored by the college.

Add: (9) Discriminatory harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:

Limit the ability of a student to parcipate in or benefit from the college's educaonal and/or social programs and/or student housing;

Alter the terms of an employee's employment; or

Create an inmidang, hosle, or offensive environment for other campus community members.

Protected status includes a person's race; color; creed/religion; naonal origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genec informaon; sexual orientaon; gender identy or expression; veteran or military status; HIV/AIDS and hepas C status; or membership in any other group protected by federal, state, or local law.

Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include writen, social media, and electronic communicaons not otherwise protected by law.

Add: (12) Harassment or bullying. Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an inmidang, hosle, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to parcipate in or benefit from the college's programs, services, oportunities, or acvies.

Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including writen, social media, and electronic communicaons not otherwise protected by law.

For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or inmidated. (Current WAC does not include "bullying" and did not include verbiage above).

Change: (13) Hazing. Hazing is any act committed as part of a person's recruitment, iniaon, pledging, admission into, or affiliaon with a college sponsored student organizaon, athlec team,

Add:

or living group, or any pasme or amusement engaged in with respect to such an organizaon, athlec team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emoonal harm, to any student, including causing,

directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Consent is not a valid defense against hazing.

Examples of hazing include, but are not limited to: (1) causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm; (2) humiliation by ritual act; (3) striking another person with an object or body part; (4) causing someone to experience excessive fatigue, or physical and/or psychological shock; or, (5) causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

Change from (14) "Lewd conduct" to Indecent exposure. The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

Misuse of electronic resources. The misuse of computer or other electronic information resources of the college. Such misuse includes, but is not limited to:

- (a) Unauthorized use of such resources or opening of a file, message or other item;
- (b) Unauthorized duplication, transfer, or distribution of a computer program, file, message or other item;
- (c) Unauthorized use or distribution of someone else's password or other identification;
- (d) Use of such computer or resources to interfere with someone else's work;
- (e) Use of such computer or resources to send, display, or print an obscene, abusive, threatening, or harassing message, text, or image;
- (f) Use of such computer or resources to interfere with normal operation of the college's computing system or other electronic information resources;
- (g) Use of such computer or resources in violation of applicable copyright or other law;
- (h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization;
- (i) Use of college electronic resources to intentionally disseminate viruses, destructive, malicious or invasive programs;
- (j) Failure to comply with the college's electronic use policy; or

(k) Illegal peer-to-peer file sharing or distribuon of copyrighted works using campus resources. In addition to code of conduct sancons, students may be subject to criminal and civil penales if they engage in such unauthorized acvity.

Change: (20) Retaliaon. Harming, threatening, inmidang, coercing, or other adverse acon taken against any individual for reporgng, providing informaon, exercising one’s rights or responsibilities, parcipang, or refusing to parcipate, in the process of responding to, invesgang, or addressing allegaons or violaons of federal, state or local law, or college policies. (from current definion: “...of ay kind against a person because such person reported an alleged violaon of this code or college policy, provided informaon about an alleged violaon, or parcipated as a witness or in any other capacity in a college invesgaon or disciplinary proceeding.”)

Change: (21) Safety violaons. Non-accidental, reckless, or unsafe conduct...

Change: Sexual misconduct to:

(22) Sex Discriminaon. The term “sex discriminaon” includes sex-based harassment and may occur when a respondent causes more than de minimis harm to an individual by treang them different from a similarly-situated individual on the basis of: sex stereotypes, sex characteriscs, pregnancy or related condions, sexual orientaon, and gender identy. Conduct that prevents an individual from parcipang in an educaon program or acvity consistent with the person’s gender identy subjects a person to more than de minimis (insignificant) harm on the basis of sex.

(23) Sex-Based Harassment. “Sex-based harassment” is a form of sex discriminaon and means sexual harassment or other harassment on the basis of sex, including the following conduct:

(23a) Quid pro quo harassment. A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college’s educaon program or acvity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s parcipaon in unwelcome sexual conduct.

(23b) Hosle environment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjecvly and objecvly offensive and is so severe or pervasive that it limits or denies a person’s ability to parcipate in or benefit from the recipient’s educaon program or acvity (i.e., creates a hosle environment). Whether a hosle environment has been created is a fact-specific inquiry that includes consideraon of the following:

The degree to which the conduct affected the complainant’s ability to access the college’s educaon program or acvity;

The type, frequency, and duraon of the conduct;

The pares’ ages, roles within the college’s educaon program or acvity, previous interacons, and other factors about each party that may be relevant to evaluang the effects of the conduct;

The location of the conduct and the context in which the conduct occurred; and

Other sex-based harassment in the college's education program or activity.

(24) Sexual Violence. "Sexual violence" includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, domestic violence, dang violence, and stalking.

(24a) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(24b) Nonconsensual sexual contact (Fondling) is any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(24c) Incest is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).

(24d) Statutory Rape (Rape of a Child) is non-forcible sexual intercourse with a person who is under the statutory age of consent.

(24e) Domestic violence is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington.

(24f) Dang violence is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

The length of the relationship;

The type of relationship; and

The frequency of interaction between the persons involved in the relationship.

(24g) Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Add: (24h) Consent. For purposes of this code "consent" means knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.

Each party has the responsibility to make certain that the other has consented before engaging in the activity.

For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

Add: (25) Title IX Retaliation, means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing under this part, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceeding involving allegations of sex discrimination.

Change: (29) Weapons. Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus and during college programming and activities, subject to the following exceptions:

WAC 132B-125-125 – Corrective Action, Disciplinary Sanctions, Terms & Conditions

Recommend Change to the above title from: Disciplinary Sanctions

Change: (1a) Warning. A verbal or written statement to a student that there is a violation and that continued violation may be cause for disciplinary action. Warnings are corrective actions, not disciplinary, and may not be appealed.

Hazing Sanctions – REQUIRED TO ADD WAC, which GHC currently does not have in place

Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.

Any student group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.

Any student group found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

WAC 132B-125-315 – Initiation of Disciplinary Action

Replace current WAC 132B-125-315 in whole with this model code language due to changes in Title IX process

Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.

The student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.

Sex discrimination, including sex-based harassment. The college's Title IX Coordinator or designee shall review, process, and, if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. Allegations of sex discrimination, including sex-based harassment, by a student shall be addressed through the student conduct code. Allegations involving employees or third parties associated with the college will be handled in accordance with college policies.

Hazing by student groups. A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.

Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.

Informal dispute resolution shall not be used to resolve sex-based harassment complaints without written permission from both the complainant and the respondent.

If the parties elect to mediate a dispute through informal dispute resolution, either party shall be free to discontinue mediation at any time.

If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or informal dispute resolution, the student conduct officer may initiate disciplinary action against the respondent.

Both the respondent and the complainant in cases involving allegations of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.

All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complaint.

The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting.

At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice the student conduct officer may take disciplinary action based upon the available information.

Within 10 business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended at the sole discretion of the student conduct officer, if additional information is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.

The student conduct officer may take any of the following disciplinary actions:

Exonerate the respondent and terminate the proceedings.

Impose a disciplinary sanction(s), with or without conditions, as described in WAC 132B-125125; or

Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

In cases involving allegations of sex discrimination, the student conduct officer shall review the investigation report provided by the Title IX Coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five (5) business days of receiving the investigation report, serve respondent, complainant, and the Title IX Coordinator with a written recommendation, set forth the facts and conclusions supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.

The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct committee.

The complainant and respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before a student conduct committee.

The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.

The student conduct officer shall promptly notify the other party of the request.

In cases involving sex discrimination, the student conduct officer may recommend dismissal of the complaint if:

The college is unable to identify respondent after taking reasonable steps to do so;

Respondent is not participating in the college's educational programs or activities;

The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX Coordinator has declined to initiate their own complaint;

The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or

The conduct alleged by the complainant falls outside the college's disciplinary jurisdiction.

In cases involving allegations of sex-based harassment, the college must obtain the complainant's voluntary withdrawal in writing before the matter can be dismissed.

If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of twenty-one (21) calendar days from the date of the written recommendation.

Upon receipt of the student conduct officer's written recommendation, the Title IX Coordinator or their designee shall review all supportive measures and, within five (5) business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.

If the respondent is found responsible for engaging in sex discrimination, the Title IX Coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's programs and activities.

WAC 132B-125-320 – Appeal from Disciplinary Action

Recommend replacing current WAC 132B-125-320 due to required changes in Title IX rules

Except as specified for cases involving allegations of sex discrimination, as set forth in WAC 132B-125-315 [Initiation of Disciplinary Action], the respondent may appeal a disciplinary action by filing a written notice of appeal with the student conduct officer within 10 business days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

The notice of appeal must include a brief statement explaining why the respondent is seeking review.

The parties to an appeal shall be the respondent, complainant if any, and the student conduct officer.

A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

A conduct review officer shall conduct a brief adjudicative proceeding for appeals of: suspensions of 10 instructional days or less; disciplinary probation; and written reprimands; and any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

The student conduct committee shall hear appeals from: disciplinary

suspensions in excess of 10 instructional days; dismissals;

sex discrimination, including sex-based harassment cases; and

disciplinary cases referred to the committee by the student conduct officer, a conduct review officer, or the president.

WAC 132B-125-330 – Brief Adjudicative Proceedings – Review of an Initial Decision

Recommend change: (1) ...an initial decision is subject to review by the president, provided a party files a written request for review with the conduct review officer within 10 business days of service of the initial decision. (From 10 calendar days)

WAC 132B-125-335 – Student Conduct Committee

Recommend replacing current WAC 132B-125-335 to this version due to Title IX requirements

The student conduct committee shall consist of five members:

Two full-time students appointed by the student government;

Two faculty members appointed by the president;

One faculty member or administrator (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year and revised as needed during the academic year.

The faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee.

Hearings may be heard by a quorum of three members of the committee so long as the chair, one faculty member, and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.

For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding

prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training on the student conduct process for sex discrimination cases, as well as the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R. § 106.45 and § 106.46.

The College may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

In sex discrimination cases, the College may, in its sole and exclusive discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

WAC 132B-125-340 – Student Conduct Committee – Process

Recommend replacing current WAC 132B-125-335 to this version due to Title IX requirements

Proceedings of the student conduct committee shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW.

The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven (7) business days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown. The notice must include: a copy of the student conduct code; the basis for jurisdiction; the alleged violation(s); a summary of facts underlying the allegations; the range of possible sanctions that may be imposed; and a statement that retaliation is prohibited.

The chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

Upon request filed at least five (5) business days before the hearing by any party or at the direction of the chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

The chair may provide to the committee members in advance of the hearing copies of (a) the student conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the

chair should remind the members that these “pleadings” are not evidence of any facts they may allege.

The pares may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

Recommend not adding this option:

(7) The student conduct officer shall provide reasonable assistance to the respondent and complainant in procuring the presence of college students, employees, staff, and volunteers to appear at a hearing, provided the respondent and complainant provide a witness list to the student conduct officer no less than three business days in advance of the hearing. The student conduct officer shall notify the respondent and complainant no later than 24 hours in advance of the hearing if they have been unable to contact any prospective witnesses to procure their appearance at the hearing. The committee chair will determine how to handle the absence of a witness and shall describe on the record their rationale for any decision.

Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper “ex parte” communication shall be placed on the record, as further provided in RCW 34.05.455.

Recommend including this option:

(9) In cases heard by the committee, each party may be accompanied at the hearing by an advisor of their choice, which may be an attorney retained at the party’s expense.

Recommend not including this option:

(10) For any matters involving a disciplinary sanction of suspension of more than one quarter, dismissal, or sex-based harassment, the college shall provide an advisor to the respondent and any complainant, if they have not otherwise identified an advisor to assist them during the hearing.

The committee may ordinarily be advised by an Assistant Attorney General or their designee. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may be represented by an Assistant Attorney General.

Attorneys for students must file a notice of appearance with the committee chair at least four (4) business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney’s ability to represent the student at the hearing, although an attorney may still serve as an advisor to the student.

In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:

Noce. The college must provide a notice that includes all information required in paragraph 2 of this section, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.

Advisors. The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party's expense.

Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in paragraph 13(b) of this section.

Evidence. In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.

Confidentiality. The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

In cases involving allegations of sex-based harassment, the following additional procedures apply:

Noce. In addition to all information required in paragraph 2 of this section, the notice must also inform the parties that: (a) the respondent is presumed not responsible for the alleged sex-based harassment; (b) that the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker; (c) that they may have an advisor of their choice, who may be an attorney, to assist them during the hearing; and (d) they are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and (e) the student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.

Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the Notice of Hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be

final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.

Advisors. The college shall provide an advisor to the respondent and any complainant, if the respondent or complainant have not otherwise identified an advisor to assist during the hearing.

Evidence. In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.

Confidentiality. The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

Separate locations. The chair may, or upon the request of any party, must, conduct the hearing with the parties physically present in separate locations, with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.

Withdrawal of complaint. If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

WAC 132B-125-345 – Student Conduct Committee – Presentation of Evidence

Recommend replacing current WAC 132B-125-345 due to Title IX requirements

Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either (a) proceed with the hearing and issuance of its decision or (b) serve a decision of default in accordance with RCW 34.05.440.

The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall ensure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.

The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

The student conduct officer (unless represented by an Assistant Attorney General) shall present the college's case.

All testimony shall be given under oath or affirmation. Except as otherwise provided in this section, evidence shall be admitted or excluded in accordance with RCW 34.05.452.

In cases involving allegations of sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask

questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.

Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions provided by any party.

The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.

The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to information protected by the following: (a) spousal/domestic partner privilege; (b) attorney-client communications and attorney work product privilege; (c) clergy privileges; (d) medical or mental health providers and counselor privileges; (e) sexual assault and domestic violence advocate privileges; and (f) other legal privileges set forth in RCW 5.60.060 or federal law.

The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

The committee may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The committee must not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Except in cases involving allegations of sex-based harassment, the chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

WAC 132B-125-350 – Student Conduct Committee – Initial Decision

Recommend replacing current WAC 132B-125-350 with this language due to Title IX rules

At the conclusion of the hearing, the committee chair shall permit the parties to make closing arguments in whatever form, written or verbal, the committee wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

Within twenty (20) calendar days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue a decision in accordance with RCW 34.05.461 and WAC 10-08-210. The decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified and explained.

The committee's decision shall also include a determination of appropriate sanctions, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

The committee chair shall cause copies of its decision to be served on the parties and their attorney, if any. The notice will inform all parties of their appeal rights. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX Coordinator.

WAC 132B-125-355 – Student Conduct Committee Appeal of Initial Decision

Recommend changing title from "Review of Initial Decision"

Replace current WAC 132B-125-355 in whole with this model code language due to changes in Title IX process

Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president by filing a written appeal with the president's office within twenty-one

(21) calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the decision shall be deemed final.

The written appeal must identify the specific findings of fact and/or conclusions of law in the decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to: (a) procedural irregularity that would change the outcome; (b) new evidence that would change the outcome and that was not reasonably available when the initial decision was made; and (c) the investigator, decisionmaker, or Title IX Coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.

Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all non-appealing parties, who will have up to ten (10) business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.

If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the appeal.

The president shall serve a written decision on all parties and their attorneys, if any, within twenty (20) calendar days after receipt of the appeal. The president's decision shall be final and subject to judicial review pursuant to Chapter 34.05 RCW, Part V.

In cases involving allegations of sex-based harassment, the president's decision must be served simultaneously on the complainant, respondent, and Title IX Coordinator.

The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

**GRAYS HARBOR COLLEGE STUDENT CODE OF CONDUCT PERMANENT ADOPTION
February 11, 2025**

WAC 132-125-105 – AUTHORITY

The Grays Harbor College board of trustees, acting pursuant to RCW [28B.50.140](#)(14), delegates to the president of the college the authority to administer student disciplinary action. Administration of the disciplinary procedures is the responsibility of the student conduct officer or their designee. Except in cases involving allegations of sex discrimination, including sex-based harassment, the student conduct officer or designee shall serve as the principal investigator and administrator for alleged violations of this code.

WAC 132-125-300– STATEMENT OF JURISDICTION

- (1) The student conduct code shall apply to conduct by students or student groups that occurs:
 - (a) On college premises and/or in college facilities;
 - (b) At or in connection with college programs or activities; and

Off-campus student conduct that, in the judgment of the college, adversely affects the well-being of the college community and/or the pursuit of its objectives. The college has sole discretion, on a case-by-case basis, to determine whether the code of student conduct will be applied to conduct occurring off campus.

Jurisdiction includes, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities.

Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

The student conduct officer and the student conduct committee shall have the authority to interpret and apply the standards of conduct for students.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college may proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil proceedings or criminal prosecution.

WAC 132B-125-110 - STATEMENT OF STUDENT RIGHTS

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of federal and state law and college rules, policies, and procedures:

- (1) Academic freedom.
 - (a) Students are guaranteed the rights of free inquiry, expression, and peaceful assembly upon and within college facilities that are generally open and available to the public.
 - (b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW [28B.50.090](#) (3)(b) (College board—Powers and duties), available space in the class, and meeting any required prerequisites.
 - (c) Students have the right to a learning environment that is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sex discrimination.
 - (d) Students shall be protected from academic evaluation that is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- (2) Due process.
 - (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - (b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - (c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

WAC 132B-125-305– DEFINITIONS

The following definitions shall apply for purpose of this student conduct code:

"Assembly" shall mean any activity engaged in by two or more persons the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or group of persons.

"Board" shall mean the board of trustees of Community College District No. 2, state of Washington.

"Business day" means a weekday, excluding weekends and college holidays.

"College" shall mean Grays Harbor College or any additional community college hereafter established within Community College District No. 2, state of Washington.

"College facilities" shall mean and include any or all real property owned, rented, leased, controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto. College facilities extend to affiliated websites, distance learning classroom environments and agencies or institutions that have educational agreements with Grays Harbor College.

"College official" shall mean any person employed by the college performing assigned duties.

"College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

"Complainant" means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:

- (a) a student or employee; or
- (b) a person other than a student or employee who was participating or attempting to participate in the College's education program or activity at the time of the alleged discrimination.

"Conduct Review Officer" is a college administrator designated by the president who is responsible for reviewing or referring appeals of student disciplinary actions as specified in this code.

"Day" means a calendar day, except when a "business day" is specified. "Business day" means a weekday, excluding weekends and college holidays. Business day is used when a time period of less than 10 days. Calendar day is used when the time period is 10 days or more, unless otherwise specified.

"Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code. A written or verbal warning is not disciplinary action.

"Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer as provided in WAC [132B-125-320](#) Appeal from disciplinary action. The student conduct committee hears disciplinary appeals from a suspension in excess of ten instructional

days or a dismissal/expulsion. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

"Employee" shall mean any classified, faculty, administrator, exempt, student worker or volunteer person of the college or an affiliated institution.

"Faculty" shall mean any person employed on a full- or part-time basis as a teacher, instructor, counselor, coach or librarian for the college or an affiliated institution. Includes faculty of other colleges (whether or not employed by Grays Harbor College (GHC)) that provide instruction to GHC students through distance education.

"Filing" is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review or a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:

- (a) Hand delivery of the document to the school official or school official's assistant; or
- (b) By sending the document by email and/or first-class mail to the recipient's college email and office address. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified official or presiding officer.

"Pregnancy or Related Conditions" means:

- (a) pregnancy, childbirth, termination of pregnancy, or lactation;
- (b) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- (c) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

"President" is the President of the college. The President is authorized to:

- (a) delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
- (b) reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

"Program" or "Programs and Activities" means all operations of the College.

"RCW" shall mean the Revised Code of Washington.

"Relevant" means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

“Remedies” means measures provided to a complainant or other person whose equal access to the college’s educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person’s access to educational programs and activities after a determination that sex discrimination has occurred.

“Respondent” is a student who is alleged to have violated the student conduct code.

“Service” is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:

- (a) Hand delivery of the document to the party; or
- (b) By sending the document by email and/or by certified mail or first-class mail to the party's last known address. Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited into the mail.

“Student” includes all persons taking courses at or through the college, whether on a full-time or parttime basis, and whether such courses are credit courses, non-credit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered a “student”.

“Student conduct officer” is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code. The student conduct officer is authorized to delegate any and all of their responsibilities as set forth in this chapter as may be reasonably necessary.

“Student employee” means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual’s primary relationship with the college is to receive an education and whether any alleged student conduct code violation, including but not limited to sex-based harassment, occurred while the individual was performing employment-related work.

“Student group” is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

“Supportive measures” means measures reasonably available, individualized and appropriate, nonpunitive and non-disciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

- (a) Restoring or preserving a party’s access to the college’s educational program or activity, including measures that are designed to protect the safety of the parties or the college’s educational environment; or providing support during the college’s investigation and disciplinary procedures, or during any informal resolution process; or
- (b) Supportive measures may include, but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security

and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

“Title IX Coordinator” is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

"Vice President for Student Services" is the administrator responsible for implementing and enforcing the student conduct code. The vice president is authorized to delegate any and all of their responsibilities as set forth in this chapter as may be reasonably necessary.

WAC 132B-125-120 – PROHIBITED STUDENT CONDUCT

The college may impose disciplinary sanctions against a student or a college sponsored student organization, athletic team or living group, who commits, attempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

- (1) **Abuse of others.** Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.
- (2) **Abuse in later life.**
 - (a) Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or
 - (b) Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and
 - (c) Does not include self-neglect.
- (3) **Academic Dishonesty.** Any act of academic dishonesty, including:
 - (a) Cheating - Any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - (b) Plagiarism - Taking and using as one’s own, without proper attribution, the ideas, writings, work of another person, or artificial intelligence, in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - (c) Fabrication - Falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

- (d) Deliberate damage - Taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.
 - (e) Forgery, alteration, and/or submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - (f) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee;
 - (g) *[Optional: Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.]*
- (4) **Alcohol.** Use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.
- (5) **Cannabis, Drug, and Tobacco Violations.**
- (a) **Cannabis.** The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form, or the possession of cannabis paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of cannabis, federal law prohibits such use on college premises or in connection with college activities.
 - (b) **Drugs.** The use, possession, production, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.
 - (c) **Tobacco, electronic cigarettes and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.
 - (d) **Assault, intimidation, harassment.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.

- (6) **Classroom conduct.** Classroom conduct that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.
- (a) Faculty have the authority to take appropriate action to maintain proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.
 - (b) Faculty member may order a student removed for the single class session in which disruptive conduct occurs. The instructor will report any such removal from the class to the student conduct officer, or their designee, immediately following the class. The student conduct officer services or designee may initiate further conduct proceedings as provided in this procedure.
 - (c) The student is automatically permitted to return to the next class session pending the outcome of any investigation or disciplinary hearings by the student conduct officer. If the student repeats behavior in any class session that again disrupts the normal classroom procedure, the student may be ordered removed again for that class session by the instructor who shall again report the infraction to the student conduct officer in writing. In all cases involving classroom disruption, the student conduct officer will proceed with the investigation and any disciplinary actions as quickly as possible consistent with the procedural requirements established in this code.
 - (d) The student conduct officer or designee may set conditions for the student to meet upon return to the classroom or may enforce a continued removal from class pending an investigation. The student has the right to appeal any disciplinary action of an instructor or college employee to the student conduct officer in accordance with the procedures set forth in this code.
- (7) **Cyber Misconduct.** Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, applications (apps), and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
- (8) **Disruption or obstruction.** Disruption or obstruction of instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college premises or at a college activity, or any activity that is authorized to occur on college premises, whether or not actually conducted or sponsored by the college.

- (9) **Discriminatory harassment.**
- (a) Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:
- (i) Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;
 - (ii) Alter the terms of an employee's employment; or
 - (iii) Create an intimidating, hostile, or offensive environment for other campus community members.
- (b) Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.
- (c) Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.
- (10) **Ethical Violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
- (11) **Failure to Comply with Directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.
- (12) **Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.
- (a) Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media, and electronic communications not otherwise protected by law.
 - (b) For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.

- (c) For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, context, and duration of the comments or actions.
- (13) **Hazing.** Hazing is any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a college sponsored student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Consent is not a valid defense against hazing.

[Optional: Examples of hazing include, but are not limited to: (1) causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm; (2) humiliation by ritual act; (3) striking another person with an object or body part; (4) causing someone to experience excessive fatigue, or physical and/or psychological shock; or, (5) causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

- (14) **Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.
- (a) **Misuse of electronic resources.** Theft or misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:
- (i) Unauthorized use of such resources or opening of a file, message or other item;
 - (ii) Unauthorized duplication, transfer, or distribution of a computer program, file, message or other item;
 - (iii) Unauthorized use or distribution of someone else's password or other identification;
 - (iv) Use of such time or resources to interfere with someone else's work;
 - (v) Use of such time or resources to send, display, or print an obscene, abusive, threatening, or harassing message, text, or image;
 - (vi) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - (vii) Use of such time or resources in violation of applicable copyright or other law;
 - (viii) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization;
 - (ix) Use of college electronic resources to intentionally disseminate viruses, destructive, malicious or invasive programs;
 - (x) Failure to comply with the college's electronic use policy; or

- (xi) Illegal peer-to-peer file sharing or distribution of copyrighted works using campus resources. In addition to code of conduct sanctions, students may be subject to criminal and civil penalties if they engage in such unauthorized activity.
- (15) **Motor vehicle operation.** Operation of any motor vehicle on college property in an unsafe manner or contrary to posted signs or college procedures.
- (16) **Obstructive or disruptive conduct.** Conduct, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:
 - (a) Instruction, research, administration, disciplinary proceeding, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or
 - (b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
 - (c) The person in charge of any college office, department, or facility is responsible for conduct in that office, department, or facility and is authorized to take such steps as are necessary when behavior of the student disrupts the normal operations. The person in charge may order a student removed for up to the full day in which such disruptive behavior occurs. When such behavior results in such removal from an office, department, or facility, the person in charge must report the infraction in writing to the student conduct officer at the earliest opportunity. The student is automatically permitted to return the next day pending the outcome of any investigation or disciplinary hearings by the student conduct officer. If the student repeats behavior at any time in the future that again disrupts the normal operations, the student may be ordered removed again for a single day by the person in charge who shall again report the infraction to the student conduct officer in writing. In all cases involving office, department, or facility disruption, the student conduct officer will proceed with the investigation and any disciplinary actions as quickly as possible consistent with the procedural requirements established in this code.
 - (d) The student has the right to appeal any disciplinary action of a college employee to the student conduct officer in accordance with the procedures set forth in this code.
- (18) **Other dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:
 - (a) Forgery, alteration, submission of falsified documents or misuse of any college document, record or instrument of identification;
 - (b) Tampering with an election conducted by or for college students; or
 - (c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
- (19) **Property Violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access

codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

- (20) **Retaliation.** Harming, threatening, intimidating, coercing, or other adverse action taken against any individual for reporting, providing information, exercising one’s rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies.
- (21) **Safety Violations.** Non-accidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
- (22) **Sex Discrimination.** The term “sex discrimination” includes sex-based harassment, and may occur when a respondent causes more than *de minimis* harm to an individual by treating them different from a similarly-situated individual on the basis of: sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Conduct that prevents an individual from participating in an education program or activity consistent with the person’s gender identity subjects a person to more than *de minimis* (insignificant) harm on the basis of sex.
- (23) **Sex-Based Harassment.** “Sex-based harassment” is a form of sex discrimination and means sexual harassment or other harassment on the basis of sex, including the following conduct:
 - (a) **Quid pro quo harassment.** A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.
 - (b) **Hostile environment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the recipient’s education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) The degree to which the conduct affected the complainant’s ability to access the college’s education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties’ ages, roles within the college’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - (iv) The location of the conduct and the context in which the conduct occurred; and
 - (v) Other sex-based harassment in the college’s education program or activity.

- (24) **Sexual Violence.** “Sexual violence” includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, domestic violence, dating violence, and stalking.
- (a) **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - (b) **Nonconsensual sexual contact (Fondling)** is any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - (c) **Incest** is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).
 - (d) **Statutory Rape (Rape of a Child)** is non-forcible sexual intercourse with a person who is under the statutory age of consent.
 - (e) **Domestic violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Washington.
 - (f) **Dating violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

- (g) **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or to suffer substantial emotional distress.
- (h) **Consent.** For purposes of this code “consent” means knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.
- (i) Each party has the responsibility to make certain that the other has consented before engaging in the activity.
 - (ii) For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.
 - (iii) A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.
 - (iv) Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
- (25) **Title IX Retaliation,** means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing ~~under this part~~, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceeding involving allegations of sex discrimination.
- (26) **Student procedure violations.** Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:
 - (a) Failure to obey a subpoena;
 - (b) Falsification or misrepresentation of information;
 - (c) Disruption or interference with the orderly conduct of a proceeding;
 - (d) Interfering with someone else's proper participation in a proceeding;
 - (e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;

- (f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member or other disciplinary official; or
- (g) Failure to comply with any disciplinary sanction(s), action, term, or condition imposed under this chapter.

(27) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, code or other restricted means of access to college property, unauthorized entry onto or into college property, or entering or remaining in any closed college facility or entering after closing time of the college facility without permission of a college official. In situations of apparent misconduct or apparent unauthorized presence in a college facility, it may be necessary for properly identified college personnel to ask a person to produce evidence of being a currently enrolled student at the college. Failure to comply with a legitimate request for identification from properly identified college personnel is a violation of this code and may result in a disciplinary action if the person is found to be a student. In emergency situations, cases of misconduct, or where there is a substantial danger to the college community or college property, failure to produce identification by a student may result in the assumption by college personnel that the person questioned is not a student and may result in direct civil or criminal action.

(28) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

- (a) Intentionally encouraging, compelling, attempting, aiding, abetting, conspiring, hiring or being an accessory to commit any of the foregoing acts of misconduct.
- (b) In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

(29) **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus and during college programming and activities, subject to the following exceptions:

- (a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their official duties.
- (b) Students with legally issued weapons permits may store their weapons in their vehicle parked on campus in accordance with RCW 9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view.
- (c) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission

shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

- (d) Possession and/or use of disabling chemical sprays for purposes of self-defense is not prohibited.

WAC 132B-125-125– CORRECTIVE ACTION, DISCIPLINARY SANCTIONS, TERMS & CONDITIONS

- (1) One or more of the following corrective actions or disciplinary sanctions may be imposed upon a student or upon college sponsored student organizations, athletic teams, or living groups found responsible for violating the student conduct code.
 - (a) **Warning.** A verbal or written statement to a student that there is a violation and that continued violation may be cause for disciplinary action. Warnings are corrective actions, not disciplinary, and may not be appealed.
 - (b) **Written Reprimand.** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
 - (c) **Disciplinary Probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
 - (d) **Disciplinary suspension.** Dismissal from the college and from student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the suspension is imposed.
- (2) **Discretionary sanctions.** These may include, but are not limited to:
 - (a) Work assignments;
 - (b) Service to college or community;
 - (c) Class/workshop attendance; or
 - (d) Other discretionary assignments, such as educational interventions intended as learning experiences.

- (3) **Loss of recognition.** A student organization's recognition may be withheld permanently or for a specific period of time. Loss of recognition is defined as withholding college services or administrative approval for a student organization. Loss of recognition may include, but is not limited to, withdrawal of use of information technology resources, funding, college facility use and rental, and involvement in organizational activities.
- (4) **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the dismissal is imposed.
- (5) Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:
- (a) **Disqualification from athletics.** Any student found by the college to have violated this is subject to additional sanctions, including disqualification from college-sponsored athletic events.
 - (b) **Education.** Participation in or successful completion of an educational assignment designed to create an awareness of the student's misconduct.
 - (c) **Loss of privileges.** Loss of specific college privileges for a specified period of time. These may include, but are not limited to, student activities, athletic events, drama or music performances, or club participation.
 - (d) **Not in Good Standing.** A student deemed “not in good standing” with the college shall be subject to the following restrictions:
 - (i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 - (ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.
 - (e) **No contact directive.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.
 - (f) **No trespass.** A student may be prohibited from entering upon or remaining upon college facilities and premises. Refer to WAC [132B-125-205](#) Trespass.
 - (g) **Professional evaluation.** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student’s return to college may be conditioned upon

compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

- (h) **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
- (i) **Revocation of admission or degree.** Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or for other serious violations committed by a student.
- (j) More than one of the disciplinary terms and conditions listed above may be imposed for any single violation.
- (k) If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

WAC 132_ - ___ - ___ HAZING SANCTIONS

- (1) Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
- (2) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.
- (3) Any student group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.
- (4) Any student group found responsible for violating the code of student conduct, college antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

WAC 132B-125-315 – INITIATION OF DISCIPLINARY ACTION

- (1) Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.
- (2) The student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.
 - (a) **Sex discrimination, including sex-based harassment.** The college's Title IX Coordinator or designee shall review, process, and, if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. Allegations of sex discrimination, including sex-based harassment, by a student shall be addressed through the student conduct code. Allegations involving employees or third parties associated with the college will be handled in accordance with college policies.
 - (b) **Hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.
- (3) Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
- (4) If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.
 - (a) Informal dispute resolution shall not be used to resolve sex-based harassment complaints without written permission from both the complainant and the respondent.
 - (b) If the parties elect to mediate a dispute through informal dispute resolution, either party shall be free to discontinue mediation at any time.
- (5) If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or informal dispute resolution, the student conduct officer may initiate disciplinary action against the respondent.
- (6) Both the respondent and the complainant in cases involving allegations of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.
- (7) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complaint.

- (8) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting.
- (9) At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice the student conduct officer may take disciplinary action based upon the available information.
- (10) Within 10 business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended at the sole discretion of the student conduct officer, if additional information is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.
- (11) The student conduct officer may take any of the following disciplinary actions:
 - (a) Exonerate the respondent and terminate the proceedings.
 - (b) Impose a disciplinary sanction(s), with or without conditions, as described in WAC 132B125-125; or
 - (c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.
- (12) In cases involving allegations of sex discrimination, the student conduct officer shall review the investigation report provided by the Title IX Coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five (5) business days of receiving the investigation report, serve respondent, complainant, and the Title IX Coordinator with a written recommendation, setting forth the facts and conclusions supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.
 - (a) The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct committee.

- (b) The complainant and respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before a student conduct committee.
- (c) The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.
- (d) The student conduct officer shall promptly notify the other party of the request.
- (e) In cases involving sex discrimination, the student conduct officer may recommend dismissal of the complaint if:
 - (i) The college is unable to identify respondent after taking reasonable steps to do so;
 - (ii) Respondent is not participating in the college's educational programs or activities;
 - (iii) The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX Coordinator has declined to initiate their own complaint;
 - (iv) The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or
 - (v) The conduct alleged by the complainant falls outside the college's disciplinary jurisdiction.
- (f) In cases involving allegations of sex-based harassment, the college must obtain the complainant's voluntary withdrawal in writing before the matter can be dismissed.
- (g) If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of twenty-one (21) calendar days from the date of the written recommendation.
- (h) Upon receipt of the student conduct officer's written recommendation, the Title IX Coordinator or their designee shall review all supportive measures and, within five (5) business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.
- (i) If the respondent is found responsible for engaging in sex discrimination, the Title IX Coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's programs and activities.

WAC 132B-125-320 – APPEAL FROM DISCIPLINARY ACTION

- (1) Except as specified for cases involving allegations of sex discrimination, as set forth in WAC 132B-125-315[Initiation of Disciplinary Action], the respondent may appeal a disciplinary action by filing a written notice of appeal with the student conduct officer within 10 business days of service of the student conduct officer’s decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer’s decision shall be deemed final.
- (2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent, complainant if any, and the student conduct officer.
- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
- (6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
- (7) A conduct review officer shall conduct a brief adjudicative proceeding for appeals of:
 - (a) suspensions of 10 instructional days or less;
 - (b) disciplinary probation; and
 - (c) written reprimands; and
 - (d) any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (8) The student conduct committee shall hear appeals from:
 - (a) disciplinary suspensions in excess of 10 instructional days;
 - (b) dismissals;
 - (c) sex discrimination, including sex-based harassment cases; and
 - (d) disciplinary cases referred to the committee by the student conduct officer, a conduct review officer, or the president.

WAC 132B-125-325 – BRIEF ADJUDICATIVE PROCEEDINGS – INITIAL HEARING

- (1) Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (2) The parties to a brief adjudicative proceeding are the respondent and the student conduct officer. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the agency's view of the matter and (b) an opportunity to explain the party's view of the matter.
- (3) The conduct review officer shall serve an initial decision upon the respondent and the student conduct officer within ten (10) calendar days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one (21) calendar days of service of the initial decision, the initial decision shall be deemed the final decision.
- (4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension in excess of ten (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

WAC 132B-125-330– BRIEF ADJUDICATIVE PROCEEDINGS - REVIEW OF AN INITIAL DECISION

- (1) An initial decision is subject to review by the president, provided a party files a written request for review with the conduct review officer within 10 business days of service of the initial decision.
- (2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (3) During the review, the president shall give all parties an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
- (4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties ten (10) business days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within 10 business days after the request is submitted.
- (5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

WAC 132B-125-335– STUDENT CONDUCT COMMITTEE

- (1) The student conduct committee shall consist of five members:
 - (a) Two full-time students appointed by the student government;
 - (b) Two faculty members appointed by the president;
 - (c) One faculty member or administrator (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.
- (2) The faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee.
- (3) Hearings may be heard by a quorum of three members of the committee so long as the chair, one faculty member, and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- (4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.
- (5) For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training on the student conduct process for sex discrimination cases, as well as the meaning and application of the term “relevant” in relation to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R. § 106.45 and § 106.46.
- (6) The College may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

Optional: In sex discrimination cases, the College may, in its sole and exclusive discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

WAC 132B-125-340 – STUDENT CONDUCT COMMITTEE - PROCESS

- (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW.

- (2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven (7) business days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown. The notice must include:
 - (a) a copy of the student conduct code;
 - (b) the basis for jurisdiction;
 - (c) the alleged violation(s);
 - (d) a summary of facts underlying the allegations;
 - (e) the range of possible sanctions that may be imposed; and
 - (f) a statement that retaliation is prohibited.
- (3) The chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
- (4) Upon request filed at least five (5) calendar days before the hearing by any party or at the direction of the chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
- (5) The chair may provide to the committee members in advance of the hearing copies of:
 - (a) the student conduct officer's notification of imposition of discipline (or referral to the committee) and
 - (b) the notice of appeal (or any response to referral) by the respondent.

If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

- (6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
- (7) *[Optional: The student conduct officer shall provide reasonable assistance to the respondent and complainant in procuring the presence of college students, employees, staff, and volunteers to appear at a hearing, provided the respondent and complainant provide a witness list to the student conduct officer no less than three business days in advance of the hearing. The student*

conduct officer shall notify the respondent and complainant no later than 24 hours in advance of the hearing if they have been unable to contact any prospective witnesses to procure their appearance at the hearing. The committee chair will determine how to handle the absence of a witness and shall describe on the record their rationale for any decision.]

- (8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper “ex parte” communication shall be placed on the record, as further provided in RCW 34.05.455.
- (9) *[Optional: In cases heard by the committee, each party may be accompanied at the hearing by an advisor of their choice, which may be an attorney retained at the party’s expense.]*
- (10) *[Optional: For any matters involving a disciplinary sanction of suspension of more than one quarter, dismissal, or sex-based harassment, the college shall provide an advisor to the respondent and any complainant, if they have not otherwise identified an advisor to assist them during the hearing.]* The committee will ordinarily be advised by an Assistant Attorney General or their designee. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may be represented by an Assistant Attorney General.
- (11) Attorneys for students must file a notice of appearance with the committee chair at least four (4) business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney’s ability to represent the student at the hearing, although an attorney may still serve as an advisor to the student.
- (12) In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:
 - (a) **Notice.** The college must provide a notice that includes all information required in paragraph 2 of this section, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.
 - (b) **Advisors.** The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party’s expense.
 - (c) **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in paragraph 13(b) of this section.
 - (d) **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college’s control.

- (e) **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.
- (13) In cases involving allegations of sex-based harassment, the following additional procedures apply:
- (a) **Notice.** In addition to all information required in paragraph 2 of this section, the notice must also inform the parties that: (a) the respondent is presumed not responsible for the alleged sex-based harassment; (b) that the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker; (c) that they may have an advisor of their choice, who may be an attorney, to assist them during the hearing; and (d) they are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and (e) the student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.
- (b) **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the Notice of Hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.
- (c) **Advisors.** The college shall provide an advisor to the respondent and any complainant, if the respondent or complainant have not otherwise identified an advisor to assist during the hearing.
- (d) **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
- (e) **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

- (f) **Separate locations.** The chair may, or upon the request of any party, must, conduct the hearing with the parties physically present in separate locations, with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.

- (a) **Withdrawal of complaint.** If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

WAC 132B-125-345 – STUDENT CONDUCT COMMITTEE — PRESENTATION OF EVIDENCE.

- (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either (a) proceed with the hearing and issuance of its decision or (b) serve a decision of default in accordance with [RCW 34.05.440](#).
- (2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
- (3) The chair shall cause the hearing to be recorded by a method that they select, in accordance with [RCW 34.05.449](#). That recording, or a copy, shall be made available to any party upon request. The chair shall ensure maintenance of the record of the proceeding that is required by [RCW 34.05.476](#), which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with [WAC 10-08-190](#).
- (4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
- (5) The student conduct officer (unless represented by an Assistant Attorney General) shall present the college’s case.
- (6) All testimony shall be given under oath or affirmation. Except as otherwise provided in this section, evidence shall be admitted or excluded in accordance with [RCW 34.05.452](#).
- (7) In cases involving allegations of sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party’s attorney or advisor. The committee chair may revise this process if, in the chair’s determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.
 - (a) Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions provided by any party.
 - (b) The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.
 - (c) The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to information protected by the following: (a) spousal/domestic partner privilege; (b) attorney-client communications and attorney work product privilege; (c) clergy privileges; (d) medical or mental health providers and

counselor privileges; (e) sexual assault and domestic violence advocate privileges; and (f) other legal privileges set forth in RCW 5.60.060 or federal law.

- (d) The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
 - (e) The committee may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The committee must not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.
- (8) Except in cases involving allegations of sex-based harassment, the chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

WAC 132B-125-350– STUDENT CONDUCT COMMITTEE—INITIAL DECISION

- (1) At the conclusion of the hearing, the committee chair shall permit the parties to make closing arguments in whatever form, written or verbal, the committee wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
- (2) Within twenty (20) calendar days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue a decision in accordance with [RCW 34.05.461](#) and [WAC 10-08-210](#). The decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified and explained.
- (3) The committee's decision shall also include a determination of appropriate sanctions, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.
- (4) The committee chair shall cause copies of its decision to be served on the parties and their attorney, if any. The notice will inform all parties of their appeal rights. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

- (5) In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX Coordinator.

WAC 132B-125-355– STUDENT CONDUCT COMMITTEE –APPEAL OF INITIAL DECISION

- (1) Any party, including a complainant in sex-based harassment cases, may appeal the committee’s decision to the president by filing a written appeal with the president’s office within twenty-one (21) calendar days of service of the committee’s decision. Failure to file a timely appeal constitutes a waiver of the right and the decision shall be deemed final.
- (2) The written appeal must identify the specific findings of fact and/or conclusions of law in the decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to: (a) procedural irregularity that would change the outcome; (b) new evidence that would change the outcome and that was not reasonably available when the initial decision was made; and (c) the investigator, decisionmaker, or Title IX Coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.
- (3) Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all non-appealing parties, who will have up to ten (10) business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.
- (4) If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president’s review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the appeal.
- (5) The president shall serve a written decision on all parties and their attorneys, if any, within twenty (20) calendar days after receipt of the appeal. The president’s decision shall be final and subject to judicial review pursuant to Chapter 34.05 RCW, Part V.
- (6) In cases involving allegations of sex-based harassment, the president’s decision must be served simultaneously on the complainant, respondent, and Title IX Coordinator.
- (7) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

WAC 132B-125-200– SUMMARY SUSPENSION

- (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
- (2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

- (a) Has violated any provision of the code of conduct; and
 - (b) Presents an immediate danger to the health, safety or welfare of members of the college community; or
 - (c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
- (3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two (2) calendar days of the oral notice.
- (4) The written notification shall be entitled “Notice of Summary Suspension” and shall include:
- (a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law(s) allegedly violated;
 - (b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - (c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included warning respondent that their privilege to enter into or remain on college premises has been withdrawn, and that the respondent shall be considered trespassing and subject to arrest for criminal trespass if they enter the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
- (5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
- (a) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
 - (b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - (c) If the respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

- (d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
 - (e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.
- (6) In cases involving allegations of sex discrimination, the complainant shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.



To: From: Grays Harbor College Board of Trustees

cc: Isaac Humiston – ASGHC President

Date: President Carli Schiffner, Interim VPSS Laurie Franklin

Re: January 29, 2025

February 11 Report to Board of Trustees

ASGHC has had a busy and productive winter term so far. We continue to explore ways to support and uplift GHC students in our current climate of uncertainty surrounding immigration status, LGBTQ+ issues, and funding challenges at the state and federal levels.

Updates

1. ASGHC Executives and Student Life Representatives at Advocacy Day:

- ASGHC had the opportunity to meet with our state representatives in Olympia on January 30th.

2. Athletics Budget Allocation Stipulation Revision:

- ASGHC voted to revise two stipulations attached to this year's budget allocation for athletics. The revision document is attached.

3. Update on Charlie's Café:

- ASG continues to have productive conversations with the third party vendor on ways to improve options, prices, and partner to best serve our students.

4. Associate Director of Diversity and Inclusion Tatiana Tejada's last day was January 27. ○

The position has been reverted to a Specialist role due to budget constraints and screening will begin this week. (2/10)

5. **Lunar New Year** - ○ Student Life hosted a very well attended craft day in honor of the Lunar New Year.

We made lanterns and welcomed the Year of the Snake.

6. **Activities:**

- We have taken students on hikes to Lake Quinault, Seattle Kraaken, and performed community service at P.A.W.S. in honor of MLK Day.

Grays Harbor College
Associated Student Government

Manspeaker 2404 ▪ 1620 Edward P. Smith Drive ▪ Aberdeen, WA
98520 (360) 538-4121 ▪ ghclife@ghc.edu



Budget Allocation Revision

January 29, 2025

After consultation with the Athletic Director, the Associated Students of Grays Harbor College (ASGHC) is revising two stipulations included in the budget allocation for the current academic year. These revisions are being made in light of recent budget shortfall developments and aim to provide greater flexibility for program directors to allocate funds in a manner that best meets their department's needs. Additionally, these changes are made with the understanding that contingency funds are not available.

The following stipulations have been revised: ○ The number of student athletes per room during travel will be at the discretion of the Athletic Director.

- Per diem rates for student athlete travel will be determined by the Athletic Director and will not be dictated by ASGHC.

We understand that reduced per diem rates may present challenges for student athletes. To help mitigate this, ASGHC is committed to partnering with the Athletic Director to explore alternative support strategies, such as providing coolers stocked with fruits, vegetables, and other nutritious snacks to supplement meals during travel.

ASGHC has full confidence in the GHC Athletic Director to make decisions that both meet the needs of our student athletes and ensure the fiscal responsibility necessary in the current budgetary landscape. These revisions reflect our commitment to responsible fiscal management while ensuring that allocated funds can be used as effectively as possible within the constraints of the current budget.

IX.2. – Classified Staff Report

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information:

Topic: Classified Staff Report

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

Narrative

Staff Training for Technical and Community Colleges (STTACC) Updates

On February 5th, STTACC offered a free training session via Zoom called “Let’s Unlock Your Superpower!”. These trainings are constantly happening for all classified staff. If any become available, an email is usually sent out to staff that highlights these opportunities. No word yet on where the Annual Conference will be held as of the time of this report.

All College Day Classified Staff Meeting

On February 7th, classified staff met during the lunch hour break to discuss Union Business and Classified Staff concerns. Lunch was provided by our Staff Development and Training Committee (SDTC). While I have said this before many times, I will continue to thank the members of SDTC for all the hard work and dedication it gives to our classified staff.

As of the writing of this report (January 28th) I can not go into further details. If something more significant comes up, I will update the board in person or via an updated written report

2025-2027 Collective Bargaining Agreement

As of the writing of this report (January 28th), no major movement has been made towards a Tentative Agreement to give the union membership. If I have any other updates, I will inform the Board in person or an updated written report.

IX.3. – Represented Exempt Staff Report

GHC Board of Trustees Meeting

February 11, 2024



Written Report

Item Information:

Topic: Professional Exempt Representation

Prepared by: Deanna Shedley, Associate Director of Financial Services

Attachments: None

Narrative

No Report.

Sub Heading

Shelly Hoffman is now the representative for this employee group.

Summary & Next Steps

Not applicable.

Action Requested:

Not applicable.

IX.5. – Administrative Services Report

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information:

Topic: FY25 Quarter 2 Budget Update

Prepared by: Sydney Yager, Controller & Dean for Financial Services

Attachments: FY25 Quarter 2 Budget Report

Narrative

FY25 Budget Status

The FY25 Quarter 2 Budget Report provides budget-to-actual information for July 1, 2024 through December 31, 2024. The budget presented is the total of budgeted lines approved by the Board of Trustees for FY25. Items of note in relation to the college's revenues and expenses are below.

- While Grays Harbor College has an estimated \$350,000 decrease in the FY25 state allocation, this is not reflected in the attached document since the timing and method of returning the funds has not been determined.
- Running Start FTE increases has caused the college's associated revenue to be at approximately 15% above budget.
- The college's personnel expenses are expected to be at 44% year-to-date, as full-time faculty contracts begin in September for the fall quarter, while summer faculty work on a part-time basis. Currently, the college is on target with expected personnel expenses.

Action Requested:

Informational Report



Board of Trustees Meeting

FY25 Second Quarterly Report



FEBRUARY 11, 2025

Q2 – Budget to Actuals

Description	FY25 Budget	FY25 Actuals	FY25 % Budget
State Allocation	\$17,345,003	\$7,019,390	40.5%
Tuition**	\$2,957,853	\$1,236,469	41.8%
Fees**	\$305,376	\$296,615	71.7%
Running Start*	\$3,041,775	\$1,176,993	38.7%
Total	\$22,583,449	\$9,729,467	

*Fall Only
**Collected

Q2 – Budget to Actuals

Description	FY25 Budget	FY25 Actuals	FY25 % Budget
Total Personnel	\$19,270,839	\$8,417,007	43.7%
Goods & Services	\$3,097,023	\$1,847,503	59.7%

Travel	\$156,787	\$29,904	19.1%
Capital Equipment	\$124,000	\$82,955	66.9%
Grants to Students	\$1,192,658	\$448,958	37.6%
Total	\$23,841,307	\$10,826,327	

IX.5.a. – Bookstore Proposal

GHC Board of Trustees Meeting
February 11, 2025



Written Report

Item Information:

Topic: Bookstore Update Report

Prepared by: Zachary Queen, Interim Bookstore Manager

Attachments: None

Narrative

In January 2025, the Board of Trustees reviewed bookstore sales figures and options for continuing the bookstore’s operations. Dr. Carli Schiffner recommended moving forward with a cost analysis and further investigation into Options 2 and 4. Moving forward, Option 1 (originally option 2) is a hybrid option which aims to reduce operational overhead by reducing staffing size and increasing an online sales presence. Option 2 (originally option 4) is a shared services model which aims to work closely with Centralia College to provide bookstore management and support.

Bookstore Sales Update

Below is updated sales information as of January 28, 2025. Clothing, textbooks, and convenience department categories continue to show growth compared to previous years. The bookstore is working on reducing overstock items. Credits on overstocks will be applied to future invoices or returned to the college. Credits from returns will be recorded in the college accounting system and will not display in the information below.

	FY25	FY24	FY23	FY22	FY21	FY20	FY19
TEXTBOOKS	\$ 171,808.83	\$ 235,301.45	\$ 238,769.69	\$ 239,663.41	\$ 297,958.92	\$ 360,648.43	\$ 418,928.95
TRADEBOOKS	-	13.50	-	-	-	178.20	247.30
SUPPLIES	16,014.93	26,988.46	24,654.20	18,034.75	10,590.20	24,551.30	34,340.66
COMPUTER	1,275.73	-	-	-	-	800.00	1,520.00
GIFTS	2,285.60	1,159.78	1,617.77	1,069.15	451.95	1,872.38	3,921.07
CLOTHING	14,910.96	18,434.70	16,334.78	20,378.22	8,061.59	18,096.25	37,118.24

LUGGAGE	-	291.30	535.68	656.90	44.86	1,274.20	3,059.86
CONVENIENCE	35,367.86	58,644.62	28,778.56	15,644.86	1,662.77	20,085.28	29,408.46
NON-MERCH	1,148.78	7,575.85	7,074.34	19,209.15	14,910.22	2,669.41	3,957.25
TOTAL	\$ 242,812.69	\$ 348,409.66	\$ 317,765.02	\$ 314,656.44	\$ 333,680.51	\$ 430,175.45	\$ 532,501.79

Proposed Options Cost Estimates

The bookstore sales and expenses continue to be unsustainable. The college is working on ways of providing services to students while also reducing the overhead cost associated with operating the bookstore.

The bookstore has continued to:

1. Collaborate with Chokers Athletics to provide gear for apparel sales in the bookstore and concessions.
2. Implement digital and online enhancements, such as;
 - a. Online book adoption system (Initial stages, working with campus and vendor)
 - b. Digital textbook purchase options (initial stages, working with vendor)
 - c. Textbook rental program (already doing this, increased offers for winter quarter)
 - d. Open Educational Resources (OER) (already doing this, based on faculty demand)
 - e. Integration of ctLink course schedule and student information into bookstore point-of-sale system (IT working on implementing this enhancement)
 - f. Website upgrade (in initial stages, more work to come)
 - g. Marketing and social media (In initial stages, more work to come)

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

Option 1 – Hybrid Bookstore Approach (Originally Option 2)

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

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

The cost associated with this model is estimated below:

Current Staffing Model				
Position	FTE	Salary	Benefits	Total
Bookstore Manager	1	\$ 78,468	\$ 27,468	\$ 105,936
Retail Clerk	1	49,116	22,860	71,976
Retail Clerk (Part-time)	0.4	18,000	4,982	22,982

Total	2.4	\$ 145,584	\$ 55,310	\$ 200,894
Option 1 - Hybrid Staffing Model				
Position	FTE	Salary	Benefits	Total
Bookstore Manager	1	\$ 78,468	\$ 27,468	105,936
Retail Clerk	0.8	39,293	22,860	62,153
Total	1.8	\$ 117,761	\$ 50,328	\$ 168,089
Estimated Savings for Option 2B				\$ 32,805.20

Effective February 3, 2025 the bookstore has reduced operating hours and staffing hours by 20%.

Option 2 – Shared Services with Centralia College (Originally Option 4) Partnering with

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

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

The cost associated with this model is estimated below:

Current Staffing Model				
Position	FTE	Salary	Benefits	Total
Bookstore Manager	1	\$ 78,468	\$ 27,468	\$ 105,936
Retail Clerk	1	49,116	22,860	71,976
Retail Clerk (Part-time)	0.4	18,000	4,982	22,982
Total	2.4	\$ 145,584	\$ 55,310	\$ 200,894
Option 2A - Shared Services Agreement with Centralia College				
Position	FTE	Salary	Benefits	Total
Shared Services				\$ 75,000
Retail Clerk	1	39,293	22,860	62,153
Total	1	\$ 39,293	\$ 22,860	\$ 137,153

Estimated Savings for Option 2A				\$
				63,741.20
Option 2B - Shared Services Agreement with Centralia College				
Position	FTE Salary		Benefits	Total
Shared Services				\$ 75,000
Retail Clerk	1	49,116	22,860	71,976
Total	1 \$	49,116	\$ 22,860	\$ 146,976
Estimated Savings for Option 2B				\$ 53,918.00

Centralia College has two full-time employees in the bookstore, a full-time auxiliary services director, and part-time program coordinator that would be assisting with bookstore operations in this option. One full-time employee would be dedicated to providing course material support to both institutions. This option aims to provide the most support to students while saving on bookstore overhead.

Centralia College has agreed to support the bookstore through March 31, 2025 with the possibility of an extension while staff absences continue to occur.

Summary & Next Steps

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

Action Requested:

None

Follow-Up

None

IX.6. – Human Resource Report

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information:

Topic: Human Resource Report

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

Attachments: Policy 209 – Immigrant Rights & Non-discrimination Policy

Narrative

General updates:

- President's Cabinet continues to review all position vacancies to determine if there is sustainable funding given the uncertainty of the state budget. Grays Harbor College is moving forward with filling three operationally funded positions that are imperative to the functioning of the College. Those positions are Vice President for Administrative Services, Director of Facilities, and Custodian 2. Many vacancies remain- and the list will continue to be reviewed as the budget is confirmed.
- New Policy for Board Approval: Policy 209: Immigrant Rights & Non-Discrimination Policy outlines how Grays Harbor College staff will respond if immigration enforcement is on campus. This is based off the model policy created for all Washington State Community and Technical Colleges.

New Employees:

- Not applicable.

Changes in Employment:

- Cherie Edwards, Director of Native Pathways 1/1/25 (grant funded position)
- Annalee Atwell Tobar, Program Specialist 2, 11/18/24 (reclass)
- Regina Hampton, Custodian 3, 12/3/2024 (reclass)

Searches:

- Vice President for Administrative Services (replace Kwabena Boakye), accepting applications.
- Director of Financial Aid & Scholarships (replace Crystal Bagby), accepting applications.
- Custodian 2 – (replacing a ¾ time position and a half time position), accepting applications.

- Student Life, Diversity & Inclusion Specialist (replacing Tatiana Tejada), accepting applications.
- Tribal Recruitment & Outreach Specialist (new grant funded position), accepting applications.
 - Office Assistant 3 – Stafford Creek CC (replacing Katherine Powell), interviews scheduled (Department of Corrections contract).
- Security Assistant PT – accepting applications.
- Corrections Education Navigator – (replacing Elsa Larson) final interviews scheduled (Department of Corrections contract).
- Director of Enrollment Services (Replacing Nancey DeVerse), offer pending.
- Head Women’s Wrestling Coach (replacing Kevin Pine) PT – accepting applications.
- Program Coordinator – Enrollment Services (Replacing Maricelda Villa Miranda) – Interviews scheduled.
- Several adjunct positions (to hire for specific courses and also pools for future hires).

Action Requested:

Follow-Up

None

IX.7. – Instruction Report

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information

Topic: Instruction Report

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

Attachments: None

Narrative

To build community and open additional lines of communication, interim Vice President of Instruction, Dr. Aaron Coby, has invited faculty to join him at noon on Wednesdays in the tulalW cafeteria for lunch (BYOL).

Planning for assessment of the 2024-25 GHC curriculum took a big step forward on February 7th during All College Day. Faculty met together to map out learning outcomes and prepare for next steps.

Also on February 7th, all faculty participated in mandatory accessibility training as required by the Department of Justice. This training focused on digital materials including Canvas and course resources.

The Instruction Division continues to work together to support students and each other as the college navigates changes and disruptions to funding at the federal level.

Divisional Updates

Arts, Sciences and Extended Learning

Grays Harbor College Music Ensembles:

The Winter Quarter music ensembles will present performances in March.:

- Grays Harbor College String Ensemble, to be determined
- Grays Harbor College Steel Drum Ensemble, Thursday, March 20
- Grays Harbor College Jazz Band and GHC Jazz Choir, Thursday, March 20
<https://www.ghc.edu/bishop/calendar/ghc-music-department-jazz-concert-2>

Computer Science:

An articulation agreement was signed on January 27th with South Puget Sound Community College (SPSCC) to formalize the seamless transfer of Grays Harbor College students, who have completed an associate of arts to SPSCC where they can complete a bachelor of science in Computer Science. A collaborative social media and marketing campaign is underway to promote the programs and

encourage enrollment. Professors Terri Bell and Jaime Reino are also leading the efforts to develop the college's own Computer Science four-year bachelor of science degree.

Nursing

In very exciting news, the Grays Harbor College Simulation Lab attained national endorsement from the International Nursing Association of Clinical Simulation and Learning (INACSL). GHC is one of only four schools in Washington that have earned this recognition for excellence in simulation practices. Congratulations to the Nursing faculty and leadership!

Nursing Assistant Certified (NAC) continues to be challenging as the state continues to review and update the sweeping changes made to this training last fall. Although Grays Harbor College is ahead of the curve in most of these requirements, aligning with all of the regulations is still a heavy lift for the program. Part of the complication is that NAC regulatory responsibility lies in the Washington State Department of Social and Health Services (DSHS) and is not fully under the jurisdiction of the Board of Nursing. There is legislation being introduced this session to streamline this regulatory process and move NAC under the umbrella of the Washington Board of Nursing (WABON).

Nursing will hold an academic and career fair for Nursing students on February 4th that highlights local employers and Bachelor of Science in Nursing options for our students.

Workforce and Continuing Education

Culinary Arts:

The 52 credit Culinary Arts certificate has been approved for launch in the Fall 2025 by the appropriate committees and councils; it will be offered as a hybrid program with the lecture delivered online at the beginning of the week with focused and immersive lab hours later in the week.

The college needs to ensure what the program offers is what the students will need in the workplace to successfully meet and exceed industry standards. To that end, a culinary and hospitality stakeholder convening is scheduled for February 24 to share labor market data, discuss the proposed program curriculum, get feedback from stakeholder employers, and showcase the new kitchen and other facilities.

Culinary Arts professor, Nina Urioste, has been working with student life and the college's grounds keepers to set up a culinary herb garden just outside of the kitchen back door; a student in carpentry program with a need to perform some community service will build the raised beds under the supervision of the faculty, and the lead grounds keeper will prepare the space for the raised beds and student life will recruit help to plan and maintain.

Automotive:

The dyno arrived in January and will be used in the Fall 2025 for the automotive training program. This equipment is what the students will encounter in the workplace and the training they will receive will serve the employers hiring our students as our students will have the knowledge of the modern equipment.

Continuing Education:

Winter Quarter offerings are gaining in popularity. Planning is underway for the spring quarter continuing education schedule on both the Aberdeen and Ilwaco campuses.

Welding – A Student Success to Highlight!

Twenty-two-year-old Welding program graduate, Jessie Olson of Aberdeen, who graduated last year, has been picked up by United Association Local 26 Plumbers and Pipefitters. She is now working for McKinstry on a job site in Silverdale for a hospital expansion project. That is the same contractor another recent graduate, Crystal Venegas (also of Aberdeen), went to work for. Both Jessie and Crystal had worked together previously for Circle Seafoods on their barge here in Aberdeen before they got in to the Pipefitters'. Local 26 is generally considered the premier organization/opportunity for welders in our region. Grays Harbor College is very proud of these graduates!

Transitions:

HS+/GED:

Enrollment in the HS+ program is steadily growing following last year's record-high number of diploma completions. As of the conclusion of Fall Quarter, 27 high school diplomas have been awarded, demonstrating sustained progress in supporting student achievement.

English Language Acquisition (ELA):

Winter Quarter saw a decline in enrollment for ELA courses, leading to the cancellation of two advanced-level classes—one focused on reading and the other on writing. Efforts are ongoing to evaluate and address barriers to participation.

Off-Campus Community Education - Conversational Spanish Courses:

Participation in the Riverview Center's Conversational Spanish course, held twice weekly, has remained consistent at this time. However, attendance at the Columbia Education Center and Ocosta Jr/Sr High locations has been absent and remains a challenge in Winter Quarter. To address this, students at Columbia Education Center expressing interest will be offered seats in the online/Zoom courses available through the main campus. At Ocosta, the schedule has been reduced to one evening per week for the current quarter, with plans to reassess engagement levels before spring.

I-BEST:

Enrollment in Professional-Technical programs with I-BEST components has increased this academic year, highlighting the effectiveness of the integrated model in promoting workforce readiness and student retention.

I-BEST Development Expansion Allocation:

At the midpoint of the second year in a three-year funding cycle, the I-BEST Development Expansion Allocation continues to support program growth. During winter quarter, funding has enabled the inclusion of I-BEST components in the Diesel Technology and Medical Assistant programs, as well as a math course within Business Administration. These strategic enhancements aim to strengthen student outcomes and career preparation across disciplines.

Stafford Creek Correction Center (SCCC):

On Wednesday, January 15, 2025, SCCC proudly celebrated the accomplishments of students who completed their programs in the summer and fall of 2024! Seventy-two graduates, along with a wellbehaved service dog in-training (although not yet conferred a certificate of completion), walked across the stage at Stafford Creek Corrections Center's Visitation Room, representing High School Education, Construction/Trades, Welding, Business Management, AAS, and AA-DTA programs. Altogether, 103 degrees and certificates were awarded. Following the ceremony, graduates and their guests enjoyed light refreshments and took family photos in their regalia. In the two weeks since the ceremony, two more high school diplomas have been awarded, adding to the celebration of our students' continued success!

Follow up Request:

None.

IX.8. – Student Services Report

GHC Board of Trustees Meeting

February, 11, 2025



Written Report

Item Information:

Topic: Student Services February 2025 Summary

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

Attachments: Bishop Center Performances

Narrative

Student Services Division:

The TRiO Upward Bound (UB) Program submitted their annual federal report for 2023-24. Grays Harbor College's UB program is hosted by Hoquiam High School and reported a total of 56 students served. 92% of project participants continued on in the program for this academic year or have graduated.

Follow Up: At the January 2025 Board of Trustees meeting, data from the calling campaign where students enrolled for Fall Quarter 2024, but not yet registered for Winter Quarter 2025 were contacted. 44% of those called re-enrolled for winter quarter prior to the first day of the quarter. A question was asked regarding data for prior calling campaigns. A calling campaign was deployed on August 8, 2024 for students enrolled during Spring Quarter 2024, but not yet registered for Fall Quarter 2024. This resulted in 35% of students who were called re-registered.

Enrollment:

Winter Quarter Enrollment Snapshot for Tuesday, January 21st

BCC: All GHC Employees

FTE: Winter 2025	Winter 2024 01/16/2024 Day # 10	Winter 2025 01/21/2025 Day # 11	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	442.5	495.0	52.5	11.9%	0.7	443.1
2-Transition Programs	118.9	110.9	-7.9	-6.7%	18.7	137.5
3-Career and Technical Ed.	310.5	312.2	1.7	0.6%	0.2	310.7
4-BAS Programs	43.7	39.1	-4.6	-10.5%	0.0	43.7
State Funded Total	915.5	957.2	41.7	4.6%	19.5	935.0
Running Start FTE	375.6	413.7	38.1	10.1%	-0.8	374.8
State + Running Start Total	1,291.1	1,370.9	79.8	6.2%	18.7	1,309.8
Stafford Creek FTE	0.0	137.2	137.2	0.0%	213.5	213.5
State + RS + SCCC Total	1,291.1	1,508.1	217.0	16.8%	232.2	1,523.3

Financial Aid and Scholarships:

The Financial Aid Office and Outreach and Recruitment teams are partnering to provide financial aid application workshops for students who are in need of assistance on a monthly basis throughout the academic year. A workgroup is also being developed to create scholarship workshops to provide tips and tricks for successful scholarship applications. A cross-section of GHC employees have volunteered to be a part of the planning for this event. The hope is to offer this workshop several times during the academic year.

Outreach and Recruitment:

Progress of House Bill 1835/Financial Aid Outreach Pilot: Grays Harbor College is one of six institutions of higher education selected for the second year of this pilot program. The goal to increase postsecondary enrollment along with the outreach and completion of financial aid applications in the respective service area. GHC received funding to hire two financial aid specialists to move the needle on these metrics— Jenny Crawford and Hannah Tupper were hired in late Summer 2024

Data on financial aid applicants will be available later in 2025 from the Washington Student Achievement Council (WSAC) to reflect the efforts by the financial aid specialists, Hannah Tupper and Jenny Crawford. Hannah and Jenny each keep reflection journals about their time in the community and both have shared experiences where they speak with high school students who did not have intentions of attending college, but they convinced them to complete the financial aid application “just in case” so funding will be available should they decide to attend. Way to go!

Event Name	Location	Date
Financial Aid Drop In Hours at AHS	Aberdeen High School	2/4/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	2/5/2025
Future Options Fair	North Beach High School	2/6/2025
Campus Tour with Hoquiam High School	Grays Harbor College	2/6/2025
Financial Aid Drop In Hours at EHS	Elma High School	2/7/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	2/11/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	2/12/2025
GHC Financial Aid Workshop	Grays Harbor College	2/12/2025
Financial Aid Drop In Hours at EHS	Elma High School	2/13/2025
Spring Quarter Enrollment Lab (Current Students)	Grays Harbor College	2/18/2025
Winter Transfer Fair	Grays Harbor College 2	2/18/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	2/18/2025

Financial Aid Drop In Hours at HHS	Hoquiam High School	2/19/2025
Montesano HS Junior Night	Montesano High School	2/19/2025
Financial Aid Drop In Hours at EHS	Elma High School	2/20/2025
Middle School Knowledge Bowl	Grays Harbor College	2/21/2025
Spring Quarter Enrollment Lab	Grays Harbor College	2/24/2025
Family Night at AHS	Aberdeen High School	2/25/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	2/25/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	2/26/2025
Financial Aid Drop In Hours at EHS	Elma High School	2/27/2025
Campus Tour with Ocosta Middle School	Grays Harbor College	2/28/2025

Athletics February 2025 Schedules:

Men's Basketball Schedule:

Women's Fastpitch Softball Schedule (all dates are doubleheaders):

2/22/25 TBD	at	Highline College	
2/5/25 7:00 PM	at	Pierce College	
2/8/25 3:00 PM	at	South Puget Sound Community College	
2/12/25 7:00 PM	vs	Centralia College	(Dress Like a Coach Night)
2/15/25 2:00 PM	vs	Tacoma Community College	(Blue Out)
2/19/25 7:00 PM	at	Highline College	
2/22/25 2:00 PM	vs	Green River College	(Neon Night)
2/26/25 7:00 PM	at	Lower Columbia College	
2/23/25 TBD	at	Shoreline Community College	

Men's Baseball Schedule (all dates are doubleheaders):

2/22/25 11:00 AM and 2:00 PM	at	Columbia Basin College
2/23/25 11:00 AM and 2:00 PM	at	Columbia Basin College



Upcoming Events:

Winter Musical-Groundhog Day

Get ready to experience the magic of *Groundhog Day: The Musical* Based on the beloved 1993 hit movie, this captivating production will transport you into the world of Phil Connors, an arrogant Pittsburgh TV weatherman who, while covering the annual Groundhog Day festival in Punxsutawney, Pennsylvania, will find himself trapped in a time loop, reliving the same day over and over again. With a witty and heartfelt book by Danny Rubin, an electrifying score by Tim Minchin, and visionary direction by Dr. Andrew Gaines, this musical will deliver humor, heart, and a powerful message of redemption. Don't miss this extraordinary journey—where every day will be a new chance to change!



GROUNDHOG DAY **THE MUSICAL**

Events Dates:

Friday March 7, 7:30pm
Saturday March 8, 7:30pm
Sunday March 9, 2:00pm Matinee

Friday March 14, 7:30pm
Saturday March 15, 7:30pm
Sunday March 16, 2:00pm Matinee

Tickets: ghc.edu/bishop
Adults \$25/Children 12 & under-free/Grays Harbor Students get in FREE!

IX.9. – President’s Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting
February 11, 2025



Written Report

Item Information:

Topic: President’s Monthly Report

Prepared by: Carli Schiffner, PhD

Attachments: None

Narrative

EVENTS:

President’s Cabinet, Retreat, January 8

Department of Corrections Visit, Stafford Creek Corrections Center, January 9

Greater Grays Harbor Incorporated, Legislative Send Off, January 10

Men’s Basketball Game, January 11

Lion’s Club Meeting and Dinner, Host, January 13

Stafford Creek Corrections Center, Graduation, January 15

Governor’s Ball, Olympia, January 15

Washington Post Secondary Basic Needs Convening, Invited Presenter, Washington Student Achievement Council, January 16

David Lee Performance, Bishop Center, January 16

Finalist Interview, NCII Rural Guided Pathways Grant, January 21

Washington Round Table, Orientation for Executive Leader Advisory Board, January 22

NWCCU Commission, January Convening, January 28-31 Congresswoman

Emily Randall, Campus Visit, January 30

MEETINGS:

GHC Athletic Meetings, Baseball Coach and Team Introduction, January 5

Computer Science Collaboration, South Puget Sound Community College, January 6

WACTC Corrections Committee, January 7

WACTC Operating Committee, January 7, 17

Pac Mountain West, Entrance Audit, State Auditor's Office, January 7
WACTC Meetings (General), January 10, 17, 22, 24, 31
WACTC Allocation Model Review Committee Meetings, January 13
Aberdeen School District, Meeting, January 8
Grays Harbor College Foundation, Board Meeting, January 9
Cheryl Heywood, Executive Director, Timberland Regional Library, January 9
WACAAB, Tribal Government Affairs Steering Committee, January 10
Daniel Pailthorp, Senator Murray's Office, January 10
Office Hours, January 10
Ami Magnios, Senior Policy Director, Washington Student Achievement Council, January 10
NWCCU Commissioner Training, January 13
Greater Grays Harbor Incorporated, Weekly Legislative Updates, January 17, 24, 31
Kairie Pierce, Senior Policy Lead, Department of Commerce, January 17
Michele Johnson, Former Chancellor of Pierce College, January 19
Town Hall, January 21
Ally Bruser, Pacific County Childcare Grant, January 22
State Auditor's Office, Entrance Interview, January 22
Isaac Humiston, Grays Harbor College Student President, January 22
Tom Cappa, City of Westport, January 27
Arlene Torgenson, Former Vice President of Student Services, January 27
Perkins Funding Status, Workforce Division, SBCTC, January 27
Recompete Grant meetings, every 2 weeks
*Plus, numerous hiring committees, interviews, and recruitment sessions.

ACCREDITATION

Report attached.

WACTC UPDATE & the STATE BUDGET

WACTC continues to work diligently on the following: state budget landscape, advocacy for key state legislation, federal executive orders, executive leadership at the agency, student success software, allocation formula, etc. It is a very busy time for individual colleges and for the state system given the external environment.

With the inauguration of Governor Bob Ferguson in January, there is a new approach to the state budget that varies widely from the budget that was released in December 2024 from the previous Governor. What still holds true are the following items:

- a). The Office of Financial Management will recall the money owed back to the state from the colleges prior to June 2025.
- b). The budget going forward (FY 25-27) for the state college system will not include the \$47million dollars that was erroneously in the past year's budget.
- c). There is a reduction of \$1.4million dollars to the community and technical college system. **This is being debated in Olympia—since Governor Ferguson publicly stated that community and technical colleges will not experience additional cuts.*

What is vastly different in approach to the budget, is the elimination of the wealth tax as a way to “balance the budget.” Instead, Governor Ferguson is asking state agencies to reduce by 6% across the board in an attempt to fill the \$5billion+ deficit in the state budget.

FEDERAL GRANTS

As of January 27, Grays Harbor College learned that the federal government was placing a “freeze” on all federal grants. For the college, this means the TRIO programs, NOAA Tribal Stewards Grant, Perkins (workforce funding), and adult basic education. At the time this report is written, there is still uncertainty from the federal government if this “freeze” means a pause for review of programs or elimination of programs effective in March. Elimination of programs means loss of employees, service to students, outreach to high schools, etc. This potential has a devastating impact to Grays Harbor College and the communities served by the college.

PERSONNEL

A search is underway for the position of Vice President of Administrative Services. Interviews will be scheduled mid-late February on campus. Thank you to GHC colleagues leaning in to help during this period of transition, especially, but not limited to, Derek Edens, Penny James, Zach Queen, and Sydni Yager.

Action Requested:

This is informational, no action requested at this time.

IX.9.a. – Accreditation

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information:

Topic: Institutional Accreditation

Prepared by: Kristy Anderson

Attachments: None

Narrative

Year-Six Report

The first draft of GHC’s Year-Six, *Policies, Regulations, and Financial Review Report* (PRFR) is well underway, and the Accreditation Steering Committee expects to have a draft ready to share with employees during spring quarter. The PRFR requires that the college compile and provide many documents as evidence of college policies, regulations, and processes. These artifacts are being gathered as the report is written and will be included as links or appendices to the report.

The College Council and the Board of Trustees will receive several policies to review and consider over the next few months. This will help the College to maintain the policy review schedule cited in the Year-Six Report. The policy review schedule for this cycle is as follows:

Policy Series	Who’s Responsible	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
100’s	President	X				
200’s	President	X				
300’s	Vice President of Instruction		X			
400’s	Vice President of Student Services			X		
500’s	Vice President of Administrative Services				X	
600’s	Associate Vice President of Human Resources				X	
700’s	Associate Vice President of Human Resources					X
800’s	Associate Vice President of Technology Services					X

900's	Associate Vice President of Institutional Effectiveness and College Relations					X
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Mission Fulfillment Work at All College Day

Part of Institutional Accreditation is making sure that the College has mission fulfillment top of mind at all times. The College supports its mission through the College Plan and the five [College Priorities](#). At All College Day on February 7th, employees will have the opportunity to hear directly from the College Priority Work Groups by attending two open forums. The forums will allow Work Groups to share the work they are doing and seek feedback. Additionally, employees will have the opportunity to benefit from some of the work being done in the College Priorities. There will be a presentation and workshop by the [CHEC \(Cultural Humility, Empathy, and Compassion\) Center](#) which will support the “Sense of Belonging” objective from College Priority 3 and Faculty will have the opportunity to engage with College Priority 1, working on Student Learning Outcomes Assessment.

Events/Workshops

As a NWCCU Commissioner, Dr. Schiffner is attending the biannual Commission Meeting January 28-30th. Following the Commission Meeting NWCCU will host a Town Hall on February 28th to update Accreditation Liaison Officers (ALO) on changes to policies, processes, and other items updated at the January Commission Meeting. There is also an ALO Visit Refresher Training scheduled for February 14th.

Summary & Next Steps

Action Requested:

No action at this time.

IX.9.b –tulaIW Student Center Report

GHC Board of Trustees Meeting

February 11, 2025



Written Report

Item Information:

Topic: tulaIW Student Center Construction Report

Prepared by: Floyd Plemmons

Attachments: None

Narrative

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

Work Remaining

- Warranty work is ongoing as issues are discovered. Commissioning of mechanical and electrical systems is 99% complete and is in the final testing phase.
- Installation of the Washington State Art project on the exterior entry columns will soon be in production and installed this spring or summer. I have asked for a project schedule update.
- Department of Commerce Energy Grant for Solar Panels project will start in March or April of 2025.
- A small Kitchen upgrade project will occur in May.

Construction Budget

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

Summary & Next Steps

Forma to work towards completing all close out items.

Action Requested:

This is informational, no action requested at this time.

□ Follow-Up

At last month's Board of Trustees meeting, it was asked to explain how the tulalW Student Center would perform in an earthquake. Of course, the building is designed by structural engineers to all the latest seismic codes for our coastal area. Specific important design elements include:

- The building is supported by 160, sixty-foot deep, concrete auger cast piles. These piles provide resistance against settlement and anchor our building into the hillside it rests on.
- Large concrete grade beams and a 10" thick concrete slab tie the piles together and provide a solid foundation.
- The three-story building is constructed of structural steel, which includes very large steel brace frames strategically placed to control horizontal movement (Swaying) both in wind and seismic events.
- The exterior walls are framed with metal studs with either metal siding or brick veneer on the exterior.
- A concern was expressed about the brick veneer's stability. The bricks are attached to the metal stud walls with clips that are designed to hold the brick veneer in place during a seismic event.
- Inside the building, all suspended electrical, mechanical and ceiling systems are designed for seismic activity.

Although the impact of an earthquake can be unpredictable, the tulalW Student Center is designed to the latest standards to prioritize the life and safety of the occupants and minimize building structural damage. As always, please feel free to reach out if there are any other concerns.

