

# Board of Trustees Regular Meeting

March 11, 2025 at 11:00 AM



Hybrid Meeting: tulaIW Student Center Boardroom (Aberdeen Campus)

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

Join by Phone: 253-205-0468

## March 11, 2025 – Regular Meeting Agenda

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

Item	Topic	Presenter
I.	<b>Call to Order/Roll Call</b>	Dr. Paula Akerlund
II.	<b>Safety Statement</b> In the event of an emergency requiring evacuation (e.g., fire or building hazard), please exit Boardroom 3320/3322 promptly. Proceed to the first door on the opposite side of the hallway and use the stairs to reach the first floor. Once on the first floor, turn left behind the stairs to exit through the doors leading outside. Avoid the door directly in front of you, as it leads to the first-floor hallway. An Evac+Chair evacuation chair is located directly at the top of the stairs for those who may need assistance. Once outside, gather at the designated assembly point, away from the building, to ensure your safety. If you have specific safety needs or require accommodations, please let Dr. Schiffner know.	Dr. Paula Akerlund
III.	<b>Pledge of Allegiance</b>	Dr. Paula Akerlund
IV.	<b>Land Acknowledgement</b> Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinault and Shoalwater Bay Peoples. With this awareness, we honor the ancestors and pay respect to elders past and present of these nations and all Native Peoples of this land who occupy these lands since time immemorial. The College expresses its deepest respect for and gratitude towards these original and current caretakers of the region and to our native students, staff, and faculty, past and present, as well as support and respect their presence and valuable contributions into the future. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.	Jim Sayce
V.	<b>Agenda Adoption</b>	Dr. Paula Akerlund
VI.	<b>Public Comments</b> Please sign-in and limit comments to three minutes.	
VII.	<b>Action Items</b> <ol style="list-style-type: none"><li>1. Approval of the February 11, 2025 Minutes</li><li>2. First Reading of Operational Policy 303 – Approving and Discontinuing Degree Programs</li><li>3. First Reading of Operational Policy 310 – Human Subjects Research</li><li>4. First Reading of Operational Policy 314 – Copyright</li></ol>	Dr. Paula Akerlund Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby

**Regular Meeting Agenda**

Grays Harbor College Board of Trustees  
 March 11, 2025



	<ul style="list-style-type: none"> <li>5. Second Reading, Operational Policy 523 – Donations of Works of Art to the College</li> <li>6. Faculty Rehire and Tenure Decisions – as a result of Executive Session.</li> </ul>	<p>Anita Plagge</p> <p>Dr. Carli Schiffner &amp; Dr. Aaron Coby</p>
VIII.	<p><b>Standing Reports</b></p> <ul style="list-style-type: none"> <li>1. Student Government</li> <li>2. Classified Staff Report</li> <li>3. Represented Exempt Staff Report</li> <li>4. Faculty Report</li> <li>5. Administrative Services Report (No written report)                             <ul style="list-style-type: none"> <li>a. Bookstore Proposal (Tabled until April)</li> <li>b. Phone System Update</li> </ul> </li> <li>6. Human Resources Report</li> <li>7. Instruction Report</li> <li>8. Student Services Report                             <ul style="list-style-type: none"> <li>a. Enrollment</li> </ul> </li> <li>9. President’s Report                             <ul style="list-style-type: none"> <li>a. Accreditation</li> <li>b. Student Services &amp; Instructional Building Update</li> </ul> </li> <li>10. Board Report                             <ul style="list-style-type: none"> <li>a. Foundation Meeting Report</li> <li>b. Board Art Committee Update</li> <li>c. Legislative Committee Update</li> <li>d. Items of Interest</li> </ul> </li> </ul>	<p>Isaac Humiston                              Jared Stratton                              Shelly Hoffman                              Shiloh Winsor &amp; Tom Kuester                              Dr. Carli Schiffner                              Zachary Queen                              Derek Edens                              Erin Tofte                              Dr. Aaron Coby                              Laurie Franklin</p> <p>Dr. Carli Schiffner                              Kristy Anderson                              Floyd Plemmons</p> <p>Astrid Aveledo                              Dr. Paula Akerlund &amp; Astrid Aveledo                              Jim Sayce                              Dr. Paula Akerlund</p>
IX.	<p><b>Non-Public Session</b>                              Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140</p>	
X.	<p><b>Action Items as a Result of the Non-Public Session</b></p>	
XI.	<p><b>Executive Session</b>                              Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.</p>	
XII.	<p><b>Action Items as a Result of the Executive Session</b>                              Tenure and Rehire as a result of the Executive Session.</p>	
XIII.	<p><b>Good of the Order</b></p>	
XIV.	<p><b>Adjournment</b></p>	

JC updated 3/3/2025

## **Grays Harbor College Board of Trustees Regular Meeting**

**Board Meeting:** The Board meeting was convened on February 11, 2025, at 10:07 AM.

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

**Members Present on Zoom:** Aliza Esty

**Others Present:** Derek Edens, Heidi Wood, Kristy Anderson, Dr. Carli Schiffner, Ja'Shonae Cooks, Dr. Aaron Coby, Erin Tofte, Julie Randall, Jared Stratton, Jeb Thornton, CJ Berndt, Isaac Humiston, Laurie Franklin, Sydni Yager, Floyd Plemmons, Johnny Alavez, Clara Gillies, Hannah Tupper, Jax Bonifer, Lori Christmas

**Others Present on Zoom:** Alana Bertot, Annalee Atwell-Tobar, Ariel Finfrock, Ashley Bowie-Gallegos, Barb Dyer, Bruce Marvin, Cassandra Smith, Cheyenna Carroll, Crystal Bagby, Haley Adair, Holly Duffy, Jackie Blumberg, Janet Parker, Jeremy Winn, Kenji Seta, Lizbeth Sanchez, Matt Holder, Nancy DeVerse, Paige Pierog, Sarah Dalrymple, Sarina Tung, Shelly Hoffman

A study session was provided at 9:00 a.m. featuring a tour of the Nursing program provided by Carol O'Neal.

### **I. Call to Order and Roll Call**

Chair Dr. Paula Akerlund called the meeting to order at 10:07 AM. Roll call was taken by Ja'Shonae Cooks.

### **II. Safety statement**

Chair Dr. Paula Akerlund read the safety statement.

### **III. Pledge of Allegiance**

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

### **IV. Land Acknowledgment**

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

### **V. Agenda Adoption**

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

### **VI. Public Comments**

Jeb Thornton, a staff member at Grays Harbor College, provided public comment on areas for improvement.

### **VII. Celebration**

Dr. Carli Schiffner recognized the successful outreach efforts that contributed to increased Winter Quarter enrollment. She commended Johnny Alavez, Hannah Tupper, and Jenny Crawford for their dedication to expanding outreach and engaging the community. Additionally, she commended Lori

Christmas and Cassie Smith for their efforts in K-12 and dual enrollment initiatives. The Advising, Placement, Enrollment, and Admissions teams were also recognized for their collective efforts in advancing enrollment and raising awareness within the community.

Johnny Alavez expressed his gratitude to Hannah Tupper and Jenny Crawford, who joined his team in Fall Quarter, highlighting their contributions in building connections and fostering community engagement. He also extended his appreciation to Lori Christmas and Cassie Smith for their groundwork in high schools. He noted that his team's bilingual skills and their financial aid office hours in the high schools have been instrumental in supporting students.

Dr. Carli Schiffner also extended thanks to all those involved in All College Day, including Campus Operations, presenters, and staff who contributed to organizing the event. She acknowledged the full day of training and noted that Cabinet will review the feedback from the event.

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

### **Action Items**

1. Approval of January 14, 2025 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the January 14, 2025 meeting minutes. Jim Sayce moved to approve the minutes, and Dr. Harry Carthum seconded the motion. The motion carried.
2. Second Reading – Operational Policy 902, Media Relations
  - a. Kristy Anderson reintroduced Operational Policy 902, Media Relations. No additional questions were raised.
  - b. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policy 902, Media Relations. Dr. Harry Carthum moved to adopt the policy, and Jim Sayce seconded the motion. The motion carried.
3. Approval of Operational Policy 209, Immigrant Rights and Non-Discrimination
  - a. Erin Tofte introduced Operational Policy 209, Immigrant Rights and Non-Discrimination. The policy is being presented for adoption without a second reading to ensure compliance with Keep Washington Working Act (KWW). It was confirmed with the Assistant Attorney General (AAG) that this approach was permissible.
  - b. Chair Dr. Paula Akerlund noted that the Board has the latitude to proceed with adoption in this manner.
  - c. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policy 209, Immigrant Rights and Non-Discrimination. Jim Sayce moved to adopt the policy, and Dr. Harry Carthum seconded the motion. The motion carried.
4. Review and Adoption of Title IX Updates for Permanent Implementation
  - a. Laurie Franklin provided context regarding the emergency approval of the Title IX updates, which was granted on July 29, 2024. The College had been in the process of making these rules permanent; however, on January 29, 2025, the 2024 Title IX regulations were rescinded. During the implementation of the 2024 rules, the College also updated its hazing policies and code of conduct to align with current law. Laurie requested approval of these updates, with the 2024 Title IX rule changes struck through.

- b. Assistant Attorney General (AAG) Bruce Marvin recommended tabling the discussion to allow time for a thorough review and identification of specific changes. He then walked through the sections of the 2024 rules that would be removed. Laurie Franklin supported the recommendation to table the item.
  - c. Chair Dr. Paula Akerlund called for a motion to table the review and adoption of Title IX updates for permanent implementation. Dr. Harry Carthum moved to table the item, and Jim Sayce seconded the motion. The motion carried.
5. TIAA Investment Fund Decision
- a. Dr. Harry Carthum provided an overview of the Board’s investment fund management. TIAA currently manages the fund, which is valued at approximately \$6 million. Recently, the Board decided to periodically review the fund management. As part of this process, a request for proposals was issued, and three interested parties responded. Following the review, the recommendation was to continue with TIAA, as they have agreed to reduce management fees. Dr. Carthum suggested that the Board review the fund management every three years moving forward.
  - b. Dr. Harry Carthum moved to reappoint TIAA as the investment fund manager. Jim Sayce seconded the motion. The motion carried.

**Standing Reports**

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

Isaac Humiston presented the written report for Student Government. No updates outside of the written report were shared.

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

Jared Stratton presented an updated written report handout to the Board. He started by sharing updates from his original written report. The updates from the handout included concerns about the inability to assist students with understanding their rights, as it was identified that doing so could be interpreted as providing legal counsel. He also noted that Classified Staff are wearing many hats. Jared reminded and encouraged the Board to keep in mind the individuals who are struggling within the College community. He also expressed willingness to speak with management to provide further insights.

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

Shelly Hoffman gave a welcome as the new representative.

4. **Faculty report** (Tom Kuester)

No report was submitted.

5. **Administrative Services Report** (Dr. Carli Schiffner)

Dr. Carli Schiffner provided an update. Zach Queen submitted a written report but was unable to attend due to a family emergency. Additional details on the two proposals moving forward are included in the meeting packet, with a final decision expected at the March meeting.

Sydni Yager provided an update on the Quarter 2 budgeted revenues and expenses, comparing them to the actuals as of December 21, 2024. Salaries and benefits appear on target, while Running Start revenue is trending 15% above target. A board member asked if there were any concerns; Sydni noted that a deeper budget review is in progress and that she could not provide a definitive answer without further data. A question was also raised about whether the College has a Winter Quarter budget. Sydni explained that the College operates on an annual budget and has not prepared a separate Winter Quarter budget in the past. Dr. Carli Schiffner noted that a process for this is in the works.

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

Erin Tofte welcomed new hires by name and title, and acknowledged individuals who experienced changes in employment status. She also noted that details regarding active searches and their respective progress are included in the written report. Additionally, an offer has been extended to Ava Garcia for the position of Director of Enrollment Services. Erin also shared that three candidates for the Vice President of Administrative Services (VPAS) position will be visiting campus to interview.

**7. Instruction Report (Dr. Aaron Coby)**

Dr. Aaron Coby provided additional updates beyond the written report. He highlighted a student-initiated project at SCCC, a lecture series featuring faculty members from across campus, focusing on topics that faculty are passionate about or that students have expressed interest in. Dr. Coby also shared that he will be traveling to Ilwaco to meet with staff and discuss reinvigorating the Community Education program. Additionally, the Instruction Management Team is currently working on the 300-series policies, which will be presented to the Board in the near future. Dr. Harry Carthum inquired about Board invitations to SCCC graduation ceremonies.

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

Laurie Franklin provided the Board with a printed update of the latest enrollment data, noting that enrollment is increasing. Updates beyond the written report included ongoing meetings with students to discuss food services. Additionally, current GHC student, Madeline Shaffer, was accepted into the U.S. Air Force Academy, and Rebekah Stone, a Running Start student, was accepted at WestPoint. Dr. Harry Carthum requested a breakdown of Running Start enrollment by high school. Laurie Franklin and Lori Christmas will work to include this information in March's report.

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

Dr. Carli Schiffner reported that there continues to be frequent updates from the state and federal government, and Cabinet is working to navigate these changes effectively. She expressed

appreciation for AAG Bruce Marvin's assistance in this process. Dr. Schiffner highlighted the successful visit from Congresswoman Randall, noting that the College was included in her Top 10 list following her visit home to Washington. Dr. Schiffner also shared that the College is one of nine institutions selected to join the second cohort for the National Center for Inquiry & Improvement (NCII) Rural Pathways Project. Regarding the Vice President of Administrative Services (VPAS) search, open forums are scheduled for Friday, February 14 as well as next Wednesday, February 19 and Thursday, February 20.

Dr. Schiffner also provided legislative updates, sharing that the College is actively monitoring key bills. House Bill 1273 – A dual credit bill aimed at expanding Running Start opportunities for Career and Technical Education (CTE). Senate Bill 5663 – A proposal to establish a virtual campus for Community and Technical Colleges (CTCs). Chair Dr. Paula Akerlund inquired about the group promoting Senate Bill 5663. Dr. Schiffner will follow up with more details.

**a. Accreditation (Kristy Anderson)**

Kristy Anderson shared that the Board will be reviewing a significant number of policies in the coming months, as policy review is a major component of the accreditation process. She thanked the Board for taking the time to review these policies. Chair Dr. Paula Akerlund agreed and also expressed appreciation for those working on policy updates.

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

Floyd Plemmons reported that the final closeout paperwork for the SSIB is nearly complete, and work is ongoing to secure the occupancy permit. Floyd also followed up on a previous request regarding how the building would perform in an earthquake. He shared an image depicting the concrete piles supporting the structure and provided a detailed explanation of the engineering and science behind its design. The presentation was described as highly informative, leading to further discussion about the building's structure. A Board member inquired about the seismic activity rating and the expected lifespan of the building; Floyd will follow up.

**10. Board Report**

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

Lisa Smith was unable to attend, so Dr. Carli Schiffner and Dr. Paula Akerlund provided an update. They reported on a piece of property that was donated to the Foundation approximately 7–8 years ago, located on the perimeter of the College's property. The land is on a hillside, limiting its potential for development. The one potentially usable area contains a pump house, but overall, the property has limited future use. The Foundation is conducting further research before making any decisions. A Board member inquired about a tax lot number to view the property on a map. Dr. Akerlund noted that the property is approximately 7.5 acres. Additional information will be provided at the next meeting.

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

A meeting is scheduled soon, as there are remaining funds available to be spent.

c. Legislative Committee Update (Jim Sayce)

Jim Sayce passed the update to Dr. Carli Schiffner. Dr. Schiffner highlighted Student Advocacy Day, noting that the Committee pivoted plans to host Congresswoman Randall instead. She also mentioned that the Committee will meet in two weeks and will continue to monitor the bills discussed earlier in the meeting.

d. Items of Interest (Dr. Paula Akerlund)

Dr. Paula Akerlund asked the Board to review the proposed dates for next academic year's meeting schedule before the March meeting. She encouraged Board members to consider their flexibility regarding meeting times, potential retreat dates, and shared consideration regarding the July meeting date.

Jim shared that he turned 70 two weeks ago.

The meeting recessed at 11:18 AM and reconvened at 11:28 AM.

**XIII. Executive Session**

The Board entered a closed executive session at 11:28 AM. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation and to review the performance of a public employee. The session was scheduled to last approximately 20 minutes. The Board reconvened in open session at 12:18 PM.

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

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

**XV. Good of the Order**

Chair Dr. Paula Akerlund asked if there were any items for the good of the order. No items were raised.

**XVI. Adjournment/next meeting**

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 12:20 PM. The Board of Trustees will hold its next meeting on March 11, 2025 at 11:00 AM, at Grays Harbor College in Aberdeen and via Zoom. No study session is scheduled.

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Dr. Carli Schiffner, Secretary

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Dr. Paula Akerlund, Chair





## Operational Policy

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

### Policy:

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

### Purpose:

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

### To Whom Does This Policy Apply:

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

### References:

RCW 28B. 50.090

## Operational Policy

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

### **Policy:**

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

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

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

occurs when some benefit to which a person is entitled is denied without good reason or when some burden is imposed unduly. As an example, the burdens of serving as research subjects should not fall largely upon the poor, infirm, or upon particular racial or ethnic minorities, while the research benefits likewise should not fall largely and exclusively upon, for example, the rich and/or healthy populations.

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



## Operational Policy

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

### **Policy:**

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

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



## Operational Policy

Policy Name	Acquisition Of Works Of Art To The College
Policy Number	523
Date Adopted	3/15/11
Date(s) Revised	4/21/2020;

### Policy:

The College shall maintain an Art Committee comprised of a representative from campus operations, a representative from the library, a minimum of one art faculty, a minimum of one faculty at large, a minimum of one classified staff member, and when possible, a student (recommended by the art committee) to serve for the academic year. The committee may add, from time to time, members for special projects, to serve for the duration of the project. The committee and the college will strive to reflect the community it serves and establish procedures that represent the diverse interests of the college, and its membership reflects a wide range of perspectives, backgrounds, and experiences.

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

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

**To:** Grays Harbor College Board of Trustees

**From:** Isaac Humiston – ASGHC President

**cc:** President Carli Schiffner, Interim VPSS Laurie Franklin

**Date:** February 24, 2025

**Re:** March 11 Report to Board of Trustees

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### Updates

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

#### **Executive Vice President Position:**

-Rebekah Stone, the Executive Vice President, has resigned from her position. We appreciate her contributions and wish her well in her future endeavors.

-ASGHC has posted a job opening for the Executive Vice President position and is actively seeking qualified candidates.

#### **Budget Committee Update:**

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

## VIII.2. - Classified Staff Report

GHC Board of Trustees Meeting  
March 11<sup>th</sup>, 2025

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# Written Report

## Item Information:

**Topic:** Classified Staff Report

**Prepared by:** Jared Stratton

## Narrative

### Staff Training for Technical and Community Colleges (STTACC) Conference

At the time of this report, STTACC is looking at a online conference this year that will be hosted by a group of colleges.

### 2025 - 2027 Collective Bargaining Agreement

On February 26<sup>th</sup>, the WPEA team concluded this session of bargaining. At the time of this written report, we are very close to a Tentative Agreement that would go out to members. The team is tasked with sending out their recommendations on how they feel the membership should vote. We have decided to remain neutral and allow each individual member to vote based on how they feel. The WPEA is ready to mobilize either way the vote goes. Voting this time around will be done via mail and only dues paying members are allowed to participate. There is also a way to become a dues paying member before the vote and people can reach out to myself or Janet Parker for more information.

### Labor/Management Communication Committee (LMCC)

On Friday February 21<sup>st</sup>, Management and Labor came together to discuss issues that face the staff and management. This was attending by Dr. Carli Schiffner, Erin Tofte, Judy Lumm (WPEA Rep), Janet Parker, and Jared Stratton. The purpose was to reestablish these communications and have more meetings going forward. While several issues were discussed in confidence, I would like thank Dr. Carli and Erin for their commitment to establishing respectful relations with classified staff. There is more to discuss and I am hopeful that we can find a positive future for Grays Harbor College.

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

GHC Board of Trustees Meeting

March 11, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Professional Exempt Representation

**Prepared by:** Shelly Hoffman, TRIO Student Support Specialist

**Attachments:** None

## **Narrative**

No report at this time.

## **Summary & Next Steps**

Not applicable.

## **Action Requested:**

Not applicable.



## VIII.4. – Faculty Report

GHC Board of Trustees Meeting  
March 11, 2025

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## Written Report

### Item Information

**Topic:** Faculty Report

**Prepared by:** Shiloh Winsor & Tom Kuester

**Attachments:** N/A

### Narrative

- This is the 10<sup>th</sup> week of winter quarter. Next week is the final week of instruction and week twelve is final exam week.
- The spring musical *Groundhog Day* has had its first weekend of shows and will be holding another set of performances this weekend. We congratulate the community members, staff, students, and faculty on their successful mounting of this production.
- The Grays Harbor College Federation of Teachers (GHCFT) and administration have been meeting regularly to discuss contract issues as they arise.
- Faculty have appreciated the regular communication from the president in these labor/management meetings, in the monthly town halls, and in the regular e-mail newsletters.
- While faculty are concerned by the state's potential budget cuts, we feel we have a good relationship with administration to be able to meet these challenges together.
- Faculty would like to thank the board for setting the tenure portions of today's board meeting later in the day to better accommodate faculty who would otherwise have to cancel classes to attend. The later start time allows for fewer disruptions to instruction.
- We thank the board for their careful consideration of the materials prepared by the tenure committees. As some of the documents are new, we hope that they will better meet the needs of the board and we look forward to hearing feedback on any additional changes that may assist the board in its decisions.

### Summary & Next Steps

#### Action Requested

None

#### Follow-Up

None

## VIII.5.b. – Phone System Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
March 11, 2025

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# Written Report

## Item Information:

**Topic:** Overview of Phone System Upgrade and Current Practices

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

**Attachments:** None

## Narrative

### Background

Prior to 2022, Grays Harbor College operated on an on-premise Cisco Voice over IP (VoIP) phone system. In October 2022, Cisco discontinued support for the system and introduced a new licensing model that significantly increased costs. Additionally, the college faced the challenge of maintaining aging hardware, which required ongoing investment to ensure functionality.

As part of the evaluation process, the college explored Microsoft Teams Calling as a potential alternative. However, after assessing the required Microsoft licensing and phone-related costs, it became clear that this option was not financially viable. Given these considerations, the college initiated a Request for Proposals (RFP) in the spring of 2022 to identify a cost-effective, scalable solution.

Following a thorough review of multiple vendors, Ednetics Voice S1 was selected based on pricing, call features, customer support, and references. The fully managed, cloud-based system provided the college with a modern communication platform while eliminating the need for on-premise hardware, reducing maintenance costs, and improving security. Grays Harbor College is not the only higher education institution in Washington State to select Ednetics for phone services—other colleges, including Lake Washington, Institute of Technology and Centralia College, also use Ednetics as their phone system provider.

### Cost Considerations & Selection Rationale

The transition to Ednetics Voice S1 resulted in significant cost savings compared to maintaining the previous Cisco system. These savings came from eliminating expensive licensing fees, reducing hardware replacement costs, and streamlining operational support. While maintaining a comparable annual cost, the new system provided a more reliable, scalable solution without the need for large upfront hardware investments.

## VIII.5.b. – Phone System Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
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Key benefits of transitioning to a fully managed cloud-based system included:

- Operational Efficiency – Eliminated the need for on-premise phone system hardware, reducing IT maintenance demands.
- Security & Reliability – The hosted system provided redundancy, enhanced security, and improved reliability.
- Scalability – Allowed for future expansion without requiring additional infrastructure investments.

### Implementation & Transition Timeline

- Spring 2022 – RFP process completed, Ednetics Voice S1 selected.
- Summer 2022 – Contract finalized in coordination with Attorney General's Office.
- Fall 2022 – System transition preparation, employee training, and deployment planning.
- December 2022 –
  - Employee training conducted.
  - Full migration to Ednetics Voice S1 completed.

### Key System Enhancements

- Elimination of Long-Distance Codes – The new plan includes unlimited local and long-distance calling, removing the need for SCAN codes.
- Classroom Emergency Phones – Phones were installed in classrooms for emergency use, enabling internal extension dialing and 911 calls while preventing external calls.
- Mobile & Desktop Integration – Faculty and staff can now make and receive calls via an Android/iOS app or directly from their computers, increasing flexibility and accessibility.

### System Performance & Ongoing Support

Since the transition, Ednetics has provided reliable and responsive support, ensuring the system remains fully functional and adaptable to the college's needs. Their team has been prompt in assisting with setup changes and troubleshooting. The shift to a managed phone system has improved efficiency, security, and overall employee experience, while maintaining cost-effectiveness.

The transition to Ednetics Voice S1 was a strategic investment, providing Grays Harbor College with a modern, reliable, and cost-effective phone system. This move has delivered long-term financial and operational benefits, ensuring a scalable, secure communication system that meets both current and future institutional needs.

### Caller Experience & Ongoing Improvements

While the transition to the new phone system has been largely positive, there are ongoing concerns regarding callers reaching a live person when contacting the college.

## VIII.5.b. – Phone System Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
March 11, 2025

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### Current Caller Experience

- Calls to the main number (360-532-9020) ring the Welcome Center/Student Center main desk.
- If unanswered, the call is redirected to additional designated phones.
- If no one is available, the call goes to voicemail.
- Voicemail messages are converted to audio files and sent to a shared inbox (enrollment@ghc.edu).
- The enrollment@ghc.edu inbox is actively monitored; messages are categorized, forwarded to the appropriate department, and returned.

### Concerns & Next Steps

- There is concern about callers reaching voicemail during business hours. Calls may go to voicemail if staff are already assisting students in person or handling another call.
- Derek Edens, Laurie Franklin, and Ashley Bowie Gallegos are working with the Student Center to streamline processes and improve the caller experience.

## VIII.6. – Human Resource Report

GHC Board of Trustees Meeting  
March 11, 2025

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### Written Report Item Information:

**Topic:** Human Resource Report

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

**Attachments:** None

### Narrative:

#### General updates:

- We are currently working on policy updates and staff training requirements. We will have some new policy updates coming forward this Spring.

#### New Employees:

- Jason Gordon, Vice President for Administrative Services – starts 3/17/25
- Genesis Paniagua, Office Assistant 3, SCCC – starts 3/10/25
- Ava Garcia, Director of Enrollment Services – starts 4/21/2025
- Roxa Banks, Program Coordinator for Instruction (temporary replacement for Crystal Woods) – started 2/1/2025

#### Changes in Employment:

- Cherie Edwards, Director of the Office of Indigenous Student Engagement
- PJ Moore, Manager of Finance & Operations, GHC Foundation

#### Searches:

- Director of Facilities & Operations, (replace Keith Penner), closes 3/5/25
- Director of Financial Aid & Scholarships (replace Crystal Bagby), interviewing
- Custodian 2 – (replacing a ¾ time position and a half time position), under committee review
- Student Life, Diversity & Inclusion Specialist (replacing Tatiana Tejada), under committee review
- Tribal Recruitment & Outreach Specialist (new grant funded position), on hold
- Security Assistant PT – under committee review
- Corrections Education Navigator – (replacing Elsa Larson), offer made (DOC contract)
- Program Coordinator – Enrollment Services (Replacing Maricelda Villa Miranda), under committee review
- Basic Skills/ESL Faculty at SCCC (temporary, non-tenure) – accepting applications
- Several adjunct positions (to hire for specific courses and pools for future hires)

#### Action Requested:

##### Follow-Up

None

## VIII.7. – Instruction Report

GHC Board of Trustees Meeting  
March 11, 2025

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# Written Report

## Item Information:

**Topic:** Instruction Report

**Prepared by:** Aaron Coby, interim Vice President of Instruction

**Attachments:** None

## Narrative

The current social-political climate has created uncertainty around the stability of federal funding, implementation of diversity initiatives, and support for all our students. Despite that, our faculty continue to provide an amazing educational experience for students. As Dean and Vice President of Instruction, I have committed to visiting as many classes (in-person and online) as I can during the academic year. I continue to be impressed with the quality of instruction and the dedication of our faculty to student learning.

At the State level, there are groups working to review the general direct transfer agreement (DTA) requirements and expand the dual credit opportunities for our local high school students. Grays Harbor College will be represented in these discussions.

Faculty candidates for rehire and/or tenure recommendations are being presented to the Board of Trustees this month.

## 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>

#### Winter Musical: Groundhog Day:

<https://www.ghc.edu/bishop/calendar/winter-musical-groundhog-day>

Showtimes: March 7, 8, 9, and 14, 15, 16.

**The Washington Community Colleges (WACC) 2025 Learn. Grow. Transform. conference** occurred on February 25<sup>th</sup> and 26<sup>th</sup>. Grays Harbor College acquired institution-wide access to this year's two-day conference. The focus of this year's event was Generative-AI (Day 1), and Digital Accessibility (Day 2). At last count, over 30 faculty and staff were registered for the event.

## Nursing:

The Nursing Department has secured a labor partner to collaborate with the college and local hospitals in the college's bid for a Hospital Employee Education & Training (HEET) grant from the State Board for Community and Technical Colleges. This grant will fund a Master's-prepared Nurse Navigator and an Academic Support coach to assist local healthcare workers wishing to enter and advance in the nursing pathway. The United Food and Commercial Workers (UFCW 3000's) regional representative, originally from Montesano, is excited to join this project. This was the missing piece in the GHC application last year. The grant award winners will be announced in June. UFCW 3000 represents Nursing assistants, housekeepers, dietary, and hospital office workers in our area.

## Workforce and Continuing Education

**AUTOMOTIVE:** The automotive program continues to serve the community with automotive services while training students; over 60 auto service jobs have been completed to date.

**CULINARY & HOSPITALITY:** Nearly 30 people responded to the invitation for the culinary and hospitality stakeholder convening and open house scheduled for Monday February 24 in the tulalW Event Center. The agenda included sharing of labor market data and proposed program curriculum. A facilitated conversation is to garner feedback from employers and other interested community members plus a tour of the facilities, and delicious food, prepared by Chef Nina.

**HEALTHCARE:** Planning is ongoing to start up a Medical Assistant cohort from the Pacific County secondary schools; because they are a part of the Twin Harbors Skills Center, the alignment and documentation is in place leaving the setup of the classroom and recruitment of students as top priorities for planning to extend this program.

**COMMERCIAL DRIVING LICENSE TRAINING (AKA CDL):** Another six-week session of CDL training was capped with a graduation event that celebrated 12 students completing the training; the success rate for this training is generally 100% pass rate on the license testing and demonstration of mastery to receive a CDL endorsement. Students are employed soon after completion of the training, aided by an Employer Job Fair held on site, prior to the graduation ceremony. Photo of the Winter 2025 CDL class.



## Community Education:

A planning meeting to discuss potential topics and instructors for a series of continuing education courses to be offered through the Columbia Center in Ilwaco was held in February. The development of the schedule is ongoing, reach out to Candi Bachtell [candi.bachtell@ghc.edu](mailto:candi.bachtell@ghc.edu) with suggested topics and instructors.

## Transitions:

Transition Programs is currently preparing the 2025-26 BEdA Basic and IELCE Continuation Grant applications, which were released on January 31, 2025, through the Online Grant Management System (OGMS). The submission deadline for these applications is March 6, 2025.

Additionally, an I-BEST grant check-in is scheduled for February 20, 2025, via Zoom. This meeting will bring together colleges that received grant funding to expand I-BEST offerings, providing an opportunity to discuss successes, challenges, and best practices in program implementation.

## Stafford Creek Corrections Center:

SCCC has an Incarcerated Individual-led podcast: **"Fencebook"**

The podcast is led by two SCCC residents. The host is a recent GHC AA Business graduate, he is joined by one co-host, and an audio engineer, "When you hear us and we sound good, that's him!"

Their mission is to bring a human face to incarceration by covering interesting topics for the SCCC population including conversations about incarcerated culture, education, the vocations, and community re-entry. The podcast can be heard on the Securus website, which has an internal channel for residents at SCCC.

With 17 episodes already completed, the show recently covered issues around mental health needs for the incarcerated. According to the show's host, "there is just a culture that prevents men from talking about their need for mental health [care]." He also noted that it is especially difficult for the incarcerated to ask for help, attributing the additional challenge to the "machismo culture" inmates live in. The hosts want to break the stigma around needing mental health care and reaching out for help.

The host also shared the process of getting the podcast, the first of its kind in Washington state, started, "I read a book about podcasts. It was given to me by someone who read it but never did anything with it, he figured I could." After reading the book, "I thought, 'I could do a podcast.' I read that book about eight times before I attempted anything with it. On the ninth read, I finally submitted a proposal, and it got shut down." Several failed attempts at getting the Department of Corrections to give the show a chance eventually led the aspiring host to submit the podcast idea as part of a business school project, "I created a marketing campaign in the Business class and eventually got it approved." He described the process as needing more than just a book but including, "a lot of research, a lot of data."

The host stated that he wants listeners to, "walk away with a sense of peace but also understanding," that listeners can grow, "no matter what side of the fence," they may be on right now.



# VIII.8. – Student Services Report

GHC Board of Trustees Meeting  
March 11, 2025



## Written Report

### Item Information:

**Topic:** Student Services March 2025 Summary

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

**Attachments:** Bishop Center Performances, Running Start 10 Year Summary

### Narrative

#### Student Services Division:

- Running Start spring quarter enrollment is off to a strong start! 281 students enrolled this quarter for a total of 237 FTE. Spring FTE will be lower than fall and winter, as many of our seniors only need one or two classes to complete degrees. Staff visited with current students in Naselle and Ilwaco for spring enrollment. Running Start information sessions have started for 2025-26 with Ocosta and Wishkah, Montesano, Aberdeen, Hoquiam, Elma, North Beach, Lake Quinalt, Naselle, and general sessions at GHC and Riverview (for Pacific County students). The attached document is the Running Start enrollments by high school, as requested during the February Board of Trustees meeting.
- National TRIO Day, celebrated on February 22nd, honors TRIO programs that help first-generation and low-income students. TRIO Upward Bound celebrated by visiting Raymond, Ocosta, and Hoquiam with "TRIO Works" cupcakes and "I'm First" worksheets, allowing students to reflect on their TRIO experiences and goals.

### Enrollment:

## Winter Quarter Enrollment Snapshot for Tuesday, February 18th

BCC: All GHC Employees

FTE: Winter 2025	Winter 2024 02/13/2024 Day # 30	Winter 2025 02/18/2025 Day # 31	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	445.7	490.1	44.4	10.0%	-2.6	443.1
2-Transition Programs	138.0	132.5	-5.5	-4.0%	-0.5	137.5
3-Career and Technical Ed.	308.5	337.2	28.7	9.3%	2.2	310.7
4-BAS Programs	43.0	39.1	-3.9	-9.1%	0.7	43.7
<b>State Funded Total</b>	<b>935.2</b>	<b>998.8</b>	<b>63.6</b>	<b>6.8%</b>	<b>-0.2</b>	<b>935.0</b>
Running Start FTE	374.9	408.7	33.8	9.0%	-0.1	374.8
<b>State + Running Start Total</b>	<b>1,310.1</b>	<b>1,407.6</b>	<b>97.5</b>	<b>7.4%</b>	<b>-0.3</b>	<b>1,309.8</b>
Stafford Creek FTE	97.0	140.0	43.0	44.3%	116.5	213.5
<b>State + RS + SCCC Total</b>	<b>1,407.1</b>	<b>1,547.6</b>	<b>140.4</b>	<b>10.0%</b>	<b>116.2</b>	<b>1,523.3</b>

## Financial Aid and Scholarships:

Beginning with the March 2025 Board of Trustees meeting, an update on financial aid status and review will be reported.

As of February 24, 2025, the number of year-to-date 2024-2025 Free Application for Federal Student Aid (FAFSA) and Washington State Financial Aid Application (WASFA) is 1996. 2025-2026 financial aid applications will be uploaded from the Department of Education and file review will begin in early April 2025.

This includes students who:

- listed Grays Harbor College on their financial aid applications
- may or may not be interested in attending GHC (could include class assignment or requirement for high school graduation)
- filed both the federal and state applications
- filed more than one federal or state application (in error)
- Submitted all required information to be reviewed
  - Total Ready for Review: 1195
    - Students Reviewed: 957
    - Students not Enrolled: 231
    - Students waiting for Review: 7

## Outreach and Recruitment:

- The calling campaign for Spring Quarter begins March 6. Students who were enrolled during Winter Quarter, but not yet registered for Spring Quarter will be contacted.
- Through the Navigate 360 software, Outreach and Recruitment utilize the texting feature to announce Enrollment Labs and financial aid workshops to prospective and currently enrolled students. This has been very successful as there were 60+ students who participated in the Enrollment Lab the day after President’s Day!

Event Name	Location	Date
GHC Enrollment Days	GHC	3/3/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	3/4/2025
GHC Enrollment Days	GHC	3/4/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	3/5/2025
Mock Interviews at Aberdeen High School	Aberdeen High School	3/5/2025
Bite of Reality	Elma High School	3/6/2025
Spring Retention Call Campaign	GHC	3/6/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	3/11/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	3/12/2025
Financial Aid Drop In Hours at EHS	Elma High School	3/13/2025
Elma High School 10th Grade Tour	GHC	3/14/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	3/18/2025
GHC Annual Career Fair	GHC	3/18/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	3/19/2025

Event Name	Location	Date
Financial Aid Drop In Hours at EHS	Elma High School	3/20/2025
Spring Retention Call Campaign	GHC	3/20/2025
Financial Aid Drop In Hours at AHS	Aberdeen High School	3/25/2025
Financial Aid Drop In Hours at HHS	Hoquiam High School	3/26/2025
Financial Aid Drop In Hours at EHS	Elma High School	3/27/2025
GHC Enrollment Days	GHC	3/31/2025
GHC Enrollment Days	GHC	4/1/2025
Spring Retention Call Campaign	GHC	4/3/2025

## Athletics March 2025 Schedules:

**Men's Basketball:** The season wrapped on February 26 with a 13-15 season record with one game remaining at the writing of this report. Special thanks to Head Coach Blake Cleveringa and Assistant Coach Malachi Cain for their leadership this season!

**Women's Fastpitch Softball Schedule (all dates are doubleheaders and home games are held at the Bishop Athletic Complex 230 State Route 105 in Aberdeen):**

3/1/25	1:00pm and 3:30pm	at	Skagit Valley College
3/2/25	1:00pm and 3:30pm	at	Olympic College
3/8 and 3/9	at Pasco Northwest Athletic Conference (NWAC) Crossover, opponents TBA		
3/14/25	2:00pm and 4:30pm	v	Umpqua Community College
3/15/25	12:00pm and 2:30pm	v	Southwest Oregon Community College
3/21/25	2:00pm and 4:30pm	at	Clackamas Community College
3/22/25	12:00pm and 2:30pm	at	Chemeketa Community College
3/25/25	2:00pm and 4:30pm	at	Mount Hood Community College
3/28/25	2:00pm and 4:30pm	v	Lower Columbia College
3/29/25	12:00pm and 2:30pm	at	Clark College

**Men's Baseball Schedule (all dates are doubleheaders and all home games are played at Olympic Stadium in Hoquiam)**

3/1-3/2	11:00am and 2:00pm	at	Blue Mountain Community College
3/23/25	11:00am and 2:00pm	at	Columbia Basin College
3/8/25	11:00am and 2:00pm	at	Big Bend Community College (Moses Lake)
3/9/25	11:00am and 2:00pm	at	Walla Walla Community College (Moses Lake)
3/15-3/16	1:00pm and 4:00pm	at	Everett Community College
3/21-3/22	times vary	at	Wenatchee Valley College
3/29/25	1:00pm and 4:00pm	v	Lower Columbia College
3/30/25	TBD	at	Lower Columbia College

RS Enrollment Data 2014-2024 BOT

HS	F2014	F2014	F2015	F2015	F2016	F2016	F2017	F2017	F2018	F2018	F2019	F2019	F2020	F2020	F2021	F2021	F2022	F2022	F2023	F2023	F2024	F2024
	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR	/JR	/SR
Aberdeen	20	26	43	34	27	46	29	27	30	36	41	49	36	41	27	34	39	41	57	59	51	58
Elma	18	15	8	12	15	11	10	24	12	18	31	25	18	37	19	17	20	25	22	29	27	31
Gravity	0	0	0	0	0	0	0	0	0	0	0	1	0	2	0	1	1	0	0	2	0	1
Harbor High	1	1	0	1	0	0	1	1	0	0	3	0	0	1	2	0	1	4	1	2	1	2
Hoquiam	11	13	9	17	5	10	14	10	18	13	13	23	21	31	13	22	8	21	22	25	18	19
Ilwaco	0	0	0	0	0	0	2	0	0	0	1	0	3	1	5	2	3	4	4	2	4	7
<i>Insight</i>	1	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	0	0	1	1	0
Lake Quinalt	2	3	1	1	0	2	1	1	1	3	3	2	3	2	11	6	4	4	3	3	3	2
Mary M Knight	0	2	0	1	1	0	1	1	1	1	1	2	0	0	1	1	0	1	0	0	2	0
Montesano	12	12	19	18	16	22	17	16	25	24	33	33	29	40	38	22	29	41	47	39	56	45
Naselle	1	1	4	1	0	3	4	1	6	4	0	4	5	3	3	5	4	3	3	5	9	1
North Beach	8	7	5	8	9	5	6	15	18	13	12	13	8	8	7	6	12	6	9	8	18	10
North River	3	1	0	3	0	0	1	0	1	4	0	3	0	0	2	2	0	3	2	3	2	3
Oakville	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
Ocosta	13	4	5	12	8	6	17	7	6	16	15	13	11	15	7	12	4	10	12	8	11	13
Raymond	4	5	9	8	10	10	7	11	5	12	8	6	11	9	10	13	9	8	7	6	10	2
South Bend	1	2	5	1	6	6	3	7	1	8	7	3	8	6	7	8	6	11	8	5	14	9
Taholah	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3	2	4	3	1	3	2	1
<i>WA Connections</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1
<i>WA Virtual Academy</i>	1	0	0	2	0	0	1	0	0	2	1	0	0	1	1	1	0	0	0	0	0	0
Willapa	0	0	1	0	3	1	5	2	7	5	3	6	19	5	4	16	7	10	8	7	15	11
Wishkah	1	1	0	0	1	0	0	1	2	1	6	2	2	4	0	1	2	0	2	1	0	3
	99	93	109	122	101	122	120	124	133	160	178	185	176	206	161	171	155	195	208	209	244	219
	192		231		223		244		293		363		382		332		350		417		463	

## Upcoming Events:

### Winter Musical-Groundhog Day:

## GROUNDHOG DAY

THE MUSICAL



### Events Dates:

Friday March 7, 7:30pm	Friday March 14, 7:30pm
Saturday March 8, 7:30pm	Saturday March 15, 7:30pm
Sunday March 9, 2:00pm Matinee	Sunday March 16, 2:00pm Matinee

Adults \$25/Children 12 & under-free/Grays Harbor College Students get in FREE!

### Winter Jazz Concert-

**Event Date:** March 20, 2025 7:30pm, cost \$5

Enjoy an evening of lively music and song with the GHC Music Department's Jazz and Jazz Choir ensembles, directed by Dr. Bill Dyer and Kari Hasbrouck.



**Tickets:** [ghc.edu/bishop](http://ghc.edu/bishop)

### NEW! Bishop Center concession funds will go to Harbor Landing Food Pantry!



Bishop Center has partnered with Student Life's Harbor Landing Food Pantry to help raise funds for food insecurity. All concession proceeds raised by the front of house staff and student life volunteers will be given to support the pantry's efforts to keep food in the hands of students.

## VIII.9. – President’s Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
March 11, 2025

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# Written Report

## Item Information:

**Topic:** President’s Monthly Report

**Prepared by:** Carli Schiffner, PhD

**Attachments:** SBCTC Issue Brief

## Narrative

### EVENTS:

State Board for Community and Technical Colleges, Board Meeting, Presenter for Allocation Model Review Committee, February 5

All College Day, February 7

Port of Grays Harbor Economic Community Update Presentation, February 12

Men’s Basketball Game, February 12

Washington Round Table, Student Investment Model Taskforce, Interview, February 21

Department of Enterprise Services, Mediation, February 24

Greater Grays Harbor Business Forum, Luncheon, February 25

Town Hall, February 25

Allocation Model Review Committee, Workshop, February 26

### MEETINGS:

WACTC Allocation Model Review Committee Meetings, February 3, 10

WACTC Corrections Committee, February 26

WACTC Operating Committee, February 19, 21, 27

WACTC Meetings (General), January 31, February 7, 14, 21, 27, 28

Bobbye Choate, Weyerhaeuser, February 5

Isaac Humiston, Grays Harbor College Student President, February 6

Faculty Union/Management Meeting, February 10

Rural Guided Pathways Grant Meetings, February 12, 19

DCYF, Greenhill Planning Meeting, February 12

University of Puget Sound, Articulation Meeting, February 13

Art Committee, SSIB, Meeting, February 18

Kim Tanaka, Director of Trustees, SBCTC, February 19

Aberdeen School District, Meeting, February 19

Suzy Ames, PhD, President, Peninsula College, February 20

WPEA/Labor/Management, Meeting, February 21

Grays Harbor/Pacific Superintendents, Meeting, February 21

Office Hours, February 25

Greater Grays Harbor Incorporated, Weekly Legislative Updates, January 31, February 7, 14, 21

Julie Garver, Director of Policy, Council of Presidents, Meeting, February 26

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

## ACCREDITATION

Report attached.

## WACTC UPDATE & the STATE BUDGET

The State Board for Community and Technical Colleges (SBCTC) is underway with a search for the next Executive Director for the state agency. The timeline suggests that a new leader will be identified by June 2025.

WACTC continues to work diligently on the following: federal executive orders and decisions, state budget landscape, advocacy for key state legislation, student success software, allocation formula, etc. The SBCTC is continuing to help assist the college system with guidance and direction related to the federal executive orders (See attached).

The Operating Budget Committee of WACTC continues its work managing the Allocation Model Review Committee (AMRC) and related processes. By the end of March 2025, the AMRC will finalize recommendations for the allocation formula. A survey will be administered to the college system asking for feedback and approval on the semi-final recommendations. In May or early June, each college will receive the actual numbers for how the proposed allocation review formula will “shake-out” for each college. In July, WACTC will be voting on the new model, followed by the SBCTC vote in August.

## GRANTS: Federal and Philanthropic

In mid-February, the Center for Inquiry and Improvement notified Grays Harbor College that the college was accepted to join the second cohort of rural community colleges participating in the Rural Pathways grant project. Grays Harbor College will join a dozen rural colleges from across the country to work with a team of implementation coaches, leadership coaches, and subject matter experts for the next three

years. The Community College Research Center out of Columbia University and the Aspen Institute College Excellence Program are both key partners in this project. Way to go, Grays Harbor College!

At the time of writing this report, the future of federal grant programs at Grays Harbor College continues to be uncertain. For the college, this means the TRIO programs, NOAA Tribal Stewards Grant, Perkins (workforce funding), and adult basic education is in limbo. 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.

**Action Requested:**

This is informational, no action requested at this time.



## FREQUENTLY ASKED QUESTIONS RELATED TO FEDERAL IMMIGRATION ENFORCEMENT

We know many people within Washington’s community and technical college system are concerned about immigration enforcement actions that may occur across the country. This FAQ responds to common questions and serves as a resource for general education purposes, however, it is not provided for the purpose of giving legal advice of any kind.

### **Can community and technical colleges prevent federal immigration enforcement officers from coming on campus or entering campus buildings and other college property?**

It depends on whether the federal immigration enforcement officers are entering public areas or are entering “limited access” areas.

Most colleges are largely open to the public, and federal immigration enforcement officers may enter any areas that are open to the public, just like anyone else.

Immigration officers cannot legally access areas of the college that are off-limits to the general public – such as private offices, classrooms, residence halls, and labs – without either consent or a judicially issued court order or warrant.

Consistent with their obligations under our state’s [Keep Washington Working Act](#), community and technical colleges do not grant consent/permission to enter limited access areas to anyone engaged in immigration enforcement, which means the immigration officers must have a judicially issued court order or warrant to access these areas.

### **What should college employees do if federal immigration officers ask for access to a limited access area, such as a residence hall?**

College employees should direct federal immigration authorities to an employee who is specifically designated to verify the authorities’ credentials and the legality and scope of the documents they present. If the college is unsure, the college should contact its assigned assistant attorney general. Students may also direct the immigration enforcement officers to the designated employee.

If the immigration enforcement officer has a judicially issued court order or warrant that authorizes immediate entry to the identified location, students and employees should not obstruct or interfere with the immigration enforcement officer.

### **Can federal immigration enforcement officers enter homes, apartments, or residence halls without consent?**

Only if the officer has a judicially issued order or warrant — such as criminal arrest or search warrant signed by a judge. If, on the other hand, the immigration enforcement officer has an [administrative warrant](#) (for example a warrant of removal/deportation from the U.S. Immigration and Customs Enforcement) that is not signed by a judge, the officer cannot legally enter without the person's consent.

Employees are required to direct immigration enforcement officers to the designated college employee who will verify the authorities' credentials and the legality and scope of the documents they present. Students may also direct the immigration enforcement officers to the designated employee.

Under all circumstances, people have the right to remain silent according to the 5<sup>th</sup> Amendment of the U.S. Constitution and do not need to answer questions, or sign or provide any documents, without a lawyer present. The [Immigrant Legal Resource Center](#) provides printable "Know Your Rights" cards.

### **Will community and technical college security guards work with federal immigration officers to identify, apprehend, and remove people from campus?**

No, college security guards will not ask anyone about their immigration status or help with enforcement activities. Like other college employees, security guards will direct immigration officers to a designated college employee who will verify the authorities' credentials and the legality and scope of the documents they present.

### **Are colleges required to provide immigration enforcement officers with personally identifiable information?**

College employees are required to protect personally identifiable information as required by law. This means employees are not required to provide immigration enforcement officials with personally identifiable information upon request, just because they ask.

[State law](#) prohibits college employees from sharing, providing, or disclosing personal information about any person for immigration enforcement purposes without a court order, judicial warrant, or other compelled process.

Additionally, the federal [Family Educational Rights and Privacy Act \(FERPA\)](#) prohibits college employees from sharing personal information contained in [students' education records](#) without a lawfully issued subpoena, order, or warrant. Under FERPA, higher education institutions do, however, share certain information called "directory information," but students can choose to not allow even directory information to be shared. For more information about directory information and the opt-out process, please see your college's webpage on FERPA.

### **What is the Keep Washington Working Act?**

The [Keep Washington Working Act \(KWW\)](#) is a law passed by the state Legislature in 2019 that establishes a statewide policy supporting Washington state's economy and immigrants' role in the workplace.

Under KWW, colleges and universities are prohibited from using their resources to support immigration surveillance or enforcement and must adopt a model policy drafted by the Washington State Office of the Attorney General in order to ensure educational opportunities for all individuals without regard to national origin or immigration status, while leaving immigration enforcement efforts to the federal government.

If a college student or employee encounters an immigration officer on campus, they should direct the individual to the college's designated employee. They should also reach out to the designated employee to ensure that they are aware of immigration enforcement's presence on campus.

**What other resources are available to students and their families?**

- [Washington State Office of the Attorney General – Immigration Services](#)
- [Northwest Immigrant Rights Project](#)
- [National Immigration Law Center](#)
- [Center for Immigration Assistance](#)
- [Immigrant Legal Resource Center](#)
- [Washington Law Help: Resources for Immigrants](#)

## VIII.9.a – Accreditation

GHC Board of Trustees Meeting  
March 11, 2025

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# Written Report

## Item Information:

**Topic:** Institutional Accreditation

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

**Attachments:** None

## Narrative

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

GHC's PRFR Report, sometimes referred to as the Year Six Report, is on track and will be shared with the College for feedback during spring quarter. At the last meeting, the Accreditation Steering Committee reviewed some preliminary feedback from a colleague of Carli's who has served on a significant number of accreditation evaluator teams. This feedback was very useful in identifying some areas where the document can be improved, and the suggestions will be incorporated into the draft as appropriate. The PRFR report is ultimately due September 1<sup>st</sup>, but the goal is to have it substantially completed by the end of the academic year.

### Northwest Commission on Colleges and Universities (NWCCU) Training Opportunities

#### NWCCU "Visit Refresher" Training

On Friday, February 14<sup>th</sup>, NWCCU held a "Visit Refresher" training for Accreditation Liaison Officers. GHC is scheduled to have our next on-site visit by peer evaluators in the fall of 2026 after we submit our Evaluation of Institutional Effectiveness Report (sometimes referred to as the Year Seven Report).

Topics from the training included: what to do before the visit, creating a visit schedule, visit logistics, peer comparator guidance, exit meetings, what happens after the visit, and other related topics. One key takeaway from the meeting was the topic of Distance Education. Institutions authorized to offer Distance Education must include an addendum to their Self-Evaluation Report addressing evidence of required policies and procedures. Another key takeaway was that the peer evaluators will visit at least one, or perhaps more, of the college's additional sites while they are conducting the visit.

#### NWCCU "ALO Winter Town Hall"

On Friday, February 28<sup>th</sup>, NWCCU will hold an "ALO Winter Town Hall" focused on changes to processes, policies, and updates from the January Commission meeting.

## Summary & Next Steps

### Action Requested:

No action at this time.

## VIII.9.b – tulalW Student Center Report

GHC Board of Trustees Meeting  
March 11, 2025

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# Written Report

## Item Information:

**Topic:** tulalW Student Center Construction Report

**Prepared by:** Floyd Plemmons, Capital Project Manager

**Attachments:** None

## Narrative

Grays Harbor College just completed its one-year warranty inspection with the architect KMB and the general contractor Forma Construction. No major issues were discovered but a list of items is being generated by the architect for repairs by the contractor. Overall, the building has performed very well in its first year of operation and it has been tested with some very large events. The college looks forward to the tulalW Student Center being the backbone and show piece of our campus as the college grows into the future.

## Work Remaining

- Warranty items are being completed. Commissioning of mechanical and electrical systems is wrapping up with only a few open items.
- Installation of the Washington State Art project on the exterior entry columns will soon be in production and installed this spring or summer. A project schedule update has been requested.
- 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 2025.

## Summary & Next Steps

Forma to work towards completing all close out items.

## Action Requested:

This is informational, no action requested at this time.

## Follow-Up

None.