



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

Grays Harbor College Board of Trustees Regular Meeting

Board Meeting: The Board meeting was convened on 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 Tejeda, Isabel Lane, David Zagorodney, Isaac Humiston, Sarah, Dalrymple, Anthony McIntosh, Laurie Franklin, Carol O'Neal, Sydni 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

Grays Harbor College is an equal opportunity institution. For more info, see ghc.edu/non-discrimination. 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