

Board of Trustees Regular Meeting

July 8, 2025 at 1:00 PM

Hybrid Meeting: tulalW Student Center Boardroom (Aberdeen Campus)

Zoom: <https://ghc.zoom.us/j/81201267659>

Join by Phone: 253-215-8782 | Meeting ID: 812 0126 7659



July 8, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, July 8, 2025, at 1:00 PM. Dr. Paula Akerlund, Board Chair, will preside.

A light lunch will be offered at 12:00 PM. A study session will not be held at this meeting.

Item	Topic	Presenter
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 sign in and limit comments to three minutes.	
VII.	Celebrations 1. Graduation 2. Department of Corrections Prison Education Program	Sarah Dalrymple Heidi Wood & Dr. Carli Schiffner

Regular Meeting Agenda

Grays Harbor College Board of Trustees
July 8, 2025



VIII.	Action Items <ol style="list-style-type: none"> 1. Approval of the June 10, 2025 Minutes 2. First Reading of <i>Operational Policy 316 – Advanced Placement International Baccalaureate Policy</i> 3. First Reading of <i>Operational Policy 317 – Transfer Rights and Responsibilities</i> 4. First Reading of <i>Operational Policy 407 – Student Rights and Responsibilities</i> 5. First Reading of <i>Operational Policy 408 – Campus Speakers</i> 6. First Reading of <i>Operational Policy 412 – Hazing</i> 7. Second Reading of <i>Operational Policy 322 – Student Absences for Holidays of Faith and Conscience</i> 8. Second Reading of <i>Operational Policy 323 – Academic Credit for Military Training</i> 9. Second Reading of <i>Operational Policy 410 – Standards of Progress for Financial Aid Recipients</i> 10. Second Reading of <i>Operational Policy 416 – Athletics</i> 11. Second Reading of <i>Operational Policy 640 – Leaves and Reporting</i> 12. Second Reading of <i>Operational Policy 905 – Appropriate Use of the College Brand</i> 	<p>Dr. Paula Akerlund Dr. Aaron Coby</p> <p>Dr. Aaron Coby</p> <p>Holly Bringman</p> <p>Holly Bringman Holly Bringman Dr. Aaron Coby</p> <p>Dr. Aaron Coby</p> <p>Holly Bringman</p> <p>Holly Bringman Erin Tofte</p> <p>Kristy Anderson</p>
IX.	Standing Reports <ol style="list-style-type: none"> 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report <ol style="list-style-type: none"> a. FY26 Allocation Model Update 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. Election of Officers b. Foundation Meeting Report c. Board Art Committee Update d. Legislative Committee Update e. Fiscal Liaison Update f. 2025-26 Study Sessions g. Items of Interest 	<p>Isaac Humiston Jared Stratton Shelly Hoffman Shiloh Winsor & Tom Kuester Jason Gordon</p> <p>Erin Tofte Dr. Aaron Coby Holly Bringman</p> <p>Dr. Carli Schiffner Kristy Anderson Floyd Plemmons</p> <p>Dr. Paula Akerlund Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Jim Sayce Aliza Esty Dr. Paula Akerlund Dr. Paula Akerlund</p>
X.	Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	

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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	



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 June 10, 2025, at 10:03 AM.

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

Others Present: Kristy Anderson, Holly Bringman, Ashley Bowie-Gallegos, Lori Christmas, Dr. Aaron Coby, Ja'Shona Cooks, Sarah Dalrymple, Derek Edens, Ariel Finrock, Laurie Franklin, Ava Garcia, Lisa Getty, Jason Gordon, Isaac Humiston, Penny James, Lance James, Justin Kautzman, Lindsey Kargbo, Justin Kjolseth, Scott Melton, Brian Mahoney, Carol O'Neal, Floyd Plemmons, Adam Pratt, Michael Priest, Samantha Rayment, Anica Reimer, Kelly Richters, Jonathan Salvador, Dr. Carli Schiffner, Kenji Seta, Kevin Smith, Lisa Smith, Cassandra Smith, Jared Stratton, Bonnie Tarrant, Monica Todd, Nina Urioste, Niena Vilischar, Sydney Yager, Heidi Wood

Others Present on Zoom: Alana Bertot, Crystal Bagby, Cheyenna Carroll, Jenny Crawford, Barbara Dyer, Matt Edwards, Matt Holder, PJ Moore, Karyn Olson, Julie Randall, Lizbeth Sanchez, Marjie Stratton, JEB Thornton, Sarina Tung, Hannah Tupper

A study session was provided at 9:00 AM and featured an overview of the FY26 Operating Budget presented by Jason Gordon.

I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:03 AM. Roll call was taken by Ja'Shona Cooks.

II. Safety statement

Chair Dr. Paula Akerlund called attention to the safety statement.

III. Pledge of Allegiance

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

IV. Land Acknowledgment

Aliza Esty read the Land Acknowledgment. Chair Dr. Paula Akerlund thanked her for doing so.

V. Agenda Adoption

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

VI. Public Comments

Bonnie Tarrant, a student in the Human Services program at Grays Harbor College, expressed appreciation for Nancy Estergard in the Tutoring Center and offered public comments regarding areas for improvement.

Monica Todd, Carol O'Neal, and Lindsey Kargbo, faculty members from the Nursing Department at Grays Harbor College, provided public comment requesting the Board's support for Nursing Educator Salaries to remain as initially intended by the state legislature.

VII. Celebration

Dr. Carli Schiffner invited Lori Christmas to celebrate the accomplishments of the College's Running Start seniors. Lori shared that this year, the College will honor 230 seniors from 17 high schools across Grays Harbor and Pacific Counties. She also shared the number of graduating students from each high school. Among these 230 graduates, 121 will earn one college degree, one student will earn two degrees, and one student will earn three degrees. Additionally, 53% will graduate with both a high school diploma and a college degree. The cumulative GPA for the class is 3.512, 12 students earned a 4.0 GPA, and 31 students will be recognized as President's Scholars. Lori noted that this is her eighth graduating class of Running Start students and that they continue to inspire her.

Anica Reimer, a recent Aberdeen High School graduate and Running Start participant, shared her reflections on the program. She spoke about her positive experiences in lab courses, serving in student government, and the many opportunities available to students. Lori concluded her remarks with thanks and shared reflections and highlights submitted by the graduates. Dr. Harry Carthum expressed that one of the best things about the Running Start program is Lori Christmas and the confidence she instills in her students. Lori also recognized Cassandra Smith for her continued support of the program.

Dr. Aaron Coby shared highlights of Bruce Bailey, who was unable to attend and will be retiring soon. Dr. Coby expressed appreciation for Bruce's commitment to the Community Education program in Ilwaco. He extended thanks and best wishes to Bruce.

The agenda then shifted to introductions of new employees. The following individuals were introduced but unable to attend: Donald Hennige-Custodian 2, Carrie Warren-Office Assistant 3 at SCCC, John Jane-Custodian 2, Shana Scudder-Corrections Education Navigator at SCCC, Geoffrey Fogleman-Basic Skills Faculty at SCCC, and Bryn Cavin-Program Manager for the GHC Foundation.

New employees in attendance included: Brian Mahoney-Director of Facilities & Operations, is originally from Idaho and he thanked the College for the warm welcome and expressed how happy he is to join the team, noting his appreciation for the people at GHC. Ava Garcia-Director of Enrollment Services, is originally from Guam and she expressed her gratitude for the opportunity and shared that she is happy to be at Grays Harbor College. Jonathan Salvador-Program Coordinator in Enrollment Services, shared that his experience so far has been very positive, especially due to the kindness and support from the campus community. Holly Bringman-Vice President for Learning & Student Success, expressed her appreciation and excitement to begin her new role on June 23. She shared that she already feels connected and is eager to get started.

VIII & IX. Action Items & Standing Reports

Action Items

1. Approval of May 13, 2025 Minutes
 - a. Chair Dr. Paula Akerlund called for a motion to approve the May 13, 2025 meeting minutes. Aliza Esty moved to approve the minutes, and Astrid Aveledo seconded the motion. The motion carried.

- b. A correction was noted regarding a typo in Chantel Prat's name.
2. Approval of the Memorandum of Understanding Between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)
 - a. Dr. Carli Schiffner, presenting on behalf of Erin Tofte, introduced the item and called attention to three key points in the agreement.
 - 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 memorandum, and Aliza Esty seconded the motion. The motion carried.
3. First Reading of Operational Policy 322 – Student Absences for Holidays of Faith and Conscience
 - a. This policy addresses student absences for holidays of faith and conscience. A corresponding procedure outlines the implementation process. A question was raised regarding how such absences are determined; Dr. Aaron Coby noted that the policy includes flexibility for these situations and that a group would be convened to assist in determining approval.
 - b. Moves to second reading.
4. First Reading of Operational Policy 323 – Academic Credit for Military Training
 - a. This policy includes minor revisions, primarily to verify the accuracy of links. The policy has been in place for some time and allows students to receive academic credit for applicable military experience. A corresponding procedure explains the implementation.
 - b. Moves to second reading.
5. First Reading of Operational Policy 410 – Standards of Progress for Financial Aid Recipients
 - a. No significant changes were made; the policy was brought forward as part of its regular review cycle.
 - b. Moves to second reading.
6. First Reading of Operational Policy 416 – Athletics
 - a. No significant changes were made; the policy was brought forward as part of its regular review cycle.
 - b. Moves to second reading.
7. First Reading of Operational Policy 640 – Leaves and Reporting
 - a. Dr. Carli Schiffner, presenting on behalf of Erin Tofte, explained that the policy introduces a new limit to the number of vacation hours exempt employees may roll over on an annual basis. A question was raised about the transition for this change, and Dr. Schiffner shared that there will be a three-year implementation period.
 - b. Moves to second reading.
8. First Reading of Operational Policy 905 – Appropriate Use of the College Brand
 - a. This is a new policy intended to complement existing media policies. It provides guardrails for the College's brand and its appropriate use. In response to a question, Kristy Anderson shared information about the approval routes and associated processes.
 - b. A question was raised about how the policy applies to personal use of the brand. Kristy clarified that the main concern is with individuals monetizing the brand; isolated personal uses are not expected to be an issue.
 - c. Moves to second reading.
9. Second Reading of Operational Policy 402 – Student Involvement in Governance
 - a. No changes were made since the first reading.
 - b. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policy 402 – Student Involvement in Governance. Aliza Esty moved to adopt the policy, and Astrid Aveledo seconded the motion. The motion carried.

10. Approval of the FY2026 Service & Activities (S&A) Budget
 - a. Anica Reimer and Isaac Humiston presented the proposed Service & Activities (S&A) budget, which includes \$418,100 for Student Life and \$214,000 for Athletics. The total Tech Fee budget is \$90,000. Isaac noted that \$30,000 from the Tech Fee budget will be used to purchase laptops, which will help address concerns raised during the earlier public comment. He also noted the budget remained within the recommended amount and includes a request to approve the S&A fee rate. Appreciation was expressed to Dr. Carli Schiffner for assuming the Student Life Director salary in the College's operating budget, allowing more funds to be allocated to student needs.
 - b. Chair Dr. Paula Akerlund called for a motion to approve the FY2026 Service & Activities fee, as well as the Service & Activities and Tech Fee budgets. Dr. Harry Carthum moved to approve the proposed fee and budgets, and Aliza Esty seconded the motion. The motion carried.
11. Approval of the FY2026 Operating College Budget
 - a. Chair Dr. Paula Akerlund called for a motion to approve the FY2026 Operating Budget in the amount of \$23,914,283. Aliza Esty moved to approve the FY2026 Operating Budget, and Dr. Harry Carthum seconded the motion. The motion carried.
12. Faculty Rehire and Tenure Decisions – as a result of Executive Session
 - a. Chair Dr. Paula Akerlund called for a motion to rehire tenure-track faculty Nina Urioste, Kevin Smith, and Justin Kautzman at Grays Harbor College. Astrid Aveledo moved to approve the rehire of the tenure probationers, and Dr. Harry Carthum seconded the motion. The motion carried.
 - b. Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Scott Melton. Astrid Aveledo moved to grant tenure status to Scott Melton, and Aliza Esty seconded the motion. The motion carried.
13. Contract Review and Approval for Dr. Carli Schiffner – as a result of Executive Session
 - a. Chair Dr. Paula Akerlund called for a motion to approve the contract for Grays Harbor College President Dr. Carli Schiffner, extending it through July 30, 2028. Astrid Aveledo moved to approve the contract, and Aliza Esty seconded the motion. The motion carried.

Standing Reports

1. Student Government Report (Isaac Humiston)

Isaac Humiston shared several highlights from the year, including Student Government's work with the Harbor Landing Food Pantry, the diaper bank, the wellness vending machine, student ID services, Charlie the Choker mascot, and numerous campus activities and events. He also announced his reappointment as President. The incoming officers are: Lisa Getty as Executive Vice President, Michael Priest as Vice President for Community Engagement, and Sam Raymond as Vice President for Diversity and Awareness. Isaac concluded his report by thanking the outgoing officers: Rebekah Stone, Anica Reimer, Selena Guzman, and Alivia Chum.

2. Classified Staff Report (Jared Stratton)

There were no updates beyond the written report.

3. Represented Exempt Staff Report (Shelly Hoffman)

There were no updates beyond the written report.

4. Faculty report (Shiloh Winsor & Tom Kuester)

There were no updates beyond the written report.

5. Administrative Services Report (Jason Gordon)

Jason Gordon provided more information on indirect costs and equipment purchase history as a follow-up to the May meeting. The indirect cost rate is 52.39 percent but varies by grant. Regarding the equipment purchase history, he noted that 2023 stands out as there was more money to spend on instructional equipment. It was asked if the cycle for equipment is monitored, and Jason noted that it is. Jason also shared that the State Auditor's Office FY24 financial statement audit started a few weeks ago.

Jason gave an update about the bookstore, noting that the bookstore manager has announced her resignation. The plan for moving forward with the bookstore is included in his report. He learned that it is important to have a full-time person in the bookstore, so that's part of the plan moving forward. The partnership with Centralia will be scaled back to book support, and the plan also reduces the number of full-time employees. Another difference between this year and the proposed FY26 budget is the salary costs that were unexpected. There will still be a deficit with the bookstore salary, but the plan proposes some cost savings.

6. Human Resources Report (Erin Tofte)

Dr. Carli Schiffner, presenting on behalf of Erin Tofte, noted that Erin's report is included in the Board packet and that there were no updates beyond the written report.

7. Instruction Report (Dr. Aaron Coby)

Dr. Aaron Coby shared that there are not many updates beyond the written report but called attention to a couple of items. The search for an English faculty member has been moved to the fall to ensure sufficient time for recruitment. He also highlighted the flyers for the English classes being offered in Westport and Raymond.

8. Student Services Report (Laurie Franklin)

Laurie Franklin provided the Board with a printed update of the June 10 enrollment snapshot and a flyer for the spring drama production, *Adaptations*. She noted that graduation will be held at the end of the month, with more information to be shared with the Board soon. Laurie concluded by sharing that this would be her final report and expressed her thanks to the Board. The Board thanked Laurie for her service as Interim Vice President of Student Services, and the room gave a standing ovation in appreciation.

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

Dr. Carli Schiffner shared that she doesn't have any updates beyond her written report.

a. Accreditation (Kristy Anderson)

There were no updates beyond the written report.

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

There were no updates beyond the written report.

10. Board Report

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

Lisa Smith shared that the Foundation is in the process of approving its budget. She also shared that the Foundation is able to provide scholarships to students in the CDL and NA-C (formerly CNA) programs for varying needs. Additionally, a \$19,000 grant has been secured to support the Culinary Program. Lisa reported that the Hughes Tools Scholarship may expand beyond the one year cohort, and that the Culinary Program is being integrated into the Tools Scholarship. She concluded by noting that more updates will be provided regarding equipment purchasing.

b. Board Art Committee Update (Astrid Aveledo)

Astrid Aveledo shared that the committee has meet recently and is working with a local artist to develop signage for the artwork.

c. Legislative Committee Update (Jim Sayce)

Jim Sayce was unable to attend and Dr. Carli Schiffner noted that there's not much to report at this time.

d. Election of Officers

Discussion ensued regarding open positions. Aliza Esty nominated Dr. Paula Akerlund to be re-elected as Board Chair; Dr. Akerlund accepted the nomination. Aliza Esty moved to re-elect Dr. Akerlund as Board Chair, and Dr. Harry Carthum seconded. The motion carried.

Dr. Harry Carthum nominated Astrid Aveledo to be re-elected as Vice Chair; Astrid accepted the nomination. Dr. Carthum moved to re-elect Astrid Aveledo as Vice Chair, and Aliza Esty seconded. The motion carried.

The Board agreed to postpone the selection of Foundation and Legislative Representatives to the July meeting, as Jim Sayce was unable to attend the June meeting.

e. Items of Interest (Dr. Paula Akerlund)

Dr. Harry Carthum proposed that the Board consider appointing a fiscal liaison to meet with Jason Gordon prior to Board meetings to ask questions and check in. The Board agreed and selected Aliza Esty to serve as the fiscal liaison.

Chair Dr. Paula Akerlund presented Dr. Harry Carthum with the ACT Trustee of the Year nomination submitted by the Board and read a short excerpt from one of the letters of support. The Board expressed their appreciation for Dr. Carthum's ongoing leadership, dedication, and service to Grays Harbor College.

The meeting recessed at 10:50 AM and reconvened at 10:56 AM.

Note: The Board adjusted the order of business and held Executive Session following the Celebration and Introduction of New Employees. Upon reconvening in open session, the Board proceeded with the Standing Reports and the remaining agenda items.

XIII. Executive Session

The Board entered a closed executive session at 10:56 AM. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation, review the performance of a public employee, and consider faculty rehire and tenure decisions. The session was scheduled to last approximately 90 minutes. The Board reconvened in open session at 12:36 PM.

XIV. Action Items as a Result of the Executive Session

Actions as a result of the Executive Session:

Chair Dr. Paula Akerlund called for a motion to rehire tenure-track faculty Nina Urioste, Kevin Smith, and Justin Kautzman at Grays Harbor College. Astrid Aveledo moved to approve the rehire of the tenure probationers, and Dr. Harry Carthum seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to grant tenure status at Grays Harbor College to Scott Melton. Astrid Aveledo moved to grant tenure status to Scott Melton, and Aliza Esty seconded the motion. The motion carried.

Chair Dr. Paula Akerlund called for a motion to approve the contract for Grays Harbor College President Dr. Carli Schiffner, extending it through July 30, 2028. Astrid Aveledo moved to approve the contract, and Aliza Esty seconded the motion. The motion carried.

XV. Good of the Order

Chair Dr. Paula Akerlund acknowledged the College's recent award of Government/Municipality of the Year at the Greater Grays Harbor Inc. Leaders Banquet. Astrid Aveledo shared a highlight from the event, which included going on stage to receive the award.

XVI. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:16 PM. The Board of Trustees will hold its next meeting on July 8, 2025 at 1:00 PM, at Grays Harbor College in Aberdeen and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VIII.2. First Reading of Operational Policy 316 – Advanced Placement International Baccalaureate Policy

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Advanced Placement International Baccalaureate Policy	
Policy Number	316	
Date Adopted	4/16/2019	
Date(s) Revised or Reviewed	Revised:	Reviewed:

Advanced Placement (AP), Cambridge International (CI), and International Baccalaureate (IB) are programs that offer college-level courses in high school, allowing students to earn college credit through exams. AP and CI courses are subject-specific, while IB provides a comprehensive curriculum with a global perspective. Successfully completing these programs can help students skip introductory college courses, saving time and money. Grays Harbor College will award college credit for Advanced Placement, Cambridge International, and International Baccalaureate test scores in accordance with [SBCTC policies](#).

Advanced Placement

Grays Harbor College will grant a minimum elective credit for an Advanced Placement (AP) score of 3 or higher. Credit will be awarded on the basis of official AP results, not transcript notation.

Cambridge International

Grays Harbor College will award unrestricted elective credit for a Cambridge (CI) score of E on A and AS level exams. Credit will be awarded on the basis of official CI results, not transcript notation. Duplicate credit for the same subject taken on different exams will not be granted. No grades are posted for A-level exams.

International Baccalaureate

Grays Harbor College will award unrestricted elective credit for an International Baccalaureate (IB) score of 4 on standard-level or higher-level IB exams. Credit will be awarded on the basis of official IB results, not transcript notation.

References:

RCW [28B.10.054](#)

VIII.3. First Reading of Operational Policy 317 – Transfer Rights and Responsibilities

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Transfer Rights and Responsibilities	
Policy Number	317	
Date Adopted	3/15/2011	
Date(s) Revised or Reviewed	Revised: 11/19/2013	Reviewed: 11/20/2018

Policy:

Grays Harbor College upholds transfer rights and responsibilities as defined by the Washington Student Achievement Council in the [Intercollege Relations Commission Handbook](#):

The following is a summary of the rights and responsibilities for students and the College when students wish to transfer courses from one college to another. These guidelines may change, so it is recommended that students refer to the most recent handbook located at the [Washington Council website](#).

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

References: [Intercollegiate Relations Handbook](#); [Washington Council Website](#)

VIII.4. First Reading of Operational Policy 407 – Student Rights and Responsibilities

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Student Rights and Responsibilities
Policy Number	407
Date Adopted	5/19/1980
Date(s) Revised or Reviewed	Revised: 6/89, 7/90, 5/91, 1/95, 7/95, 7/97, 7/02, 2/03, 4/06, 1/10, 4/14; 2/18/20 Reviewed:

Purpose: The purpose of this procedure is to outline students' rights and responsibilities as outlined in Washington Administrative Code (WAC) 132B-125.

As outlined in Title 1 of the WAC, any revisions to these procedures shall follow the Code Revision. The relevant Vice President, or designee, shall review WAC 132B-125 annually; any proposed changes shall follow the process described within this procedure. Proposed changes will involve review by the Associated Students of Grays Harbor College and the Student Services Administrative Leadership Team (SSALT), The President's Cabinet, and College Council.

VIII.5. First Reading of Operational Policy 408 – College Speakers

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	College Speakers
Policy Number	408
Date Adopted	5/19/1980
Date(s) Revised or Reviewed	Revised: 1/17/95, 6/23/99, 4/06, 11/19/13, 2/18/20 Reviewed:

An important aspect of the College learning environment is the opportunity to listen to speakers representing a wide variety of opinions and beliefs. The appearance of an invited speaker at the College campus does not constitute an endorsement of the speaker's views by the College, its students, faculty, administration, or Board of Trustees.

Any recognized College organization, with knowledge of its advisor, may invite speakers to address their own membership and other interested students, staff, and faculty providing suitable space is available and approved for use by the responsible administrator and there is no interference with the regularly scheduled program of the College. For on campus events, facility requests will be submitted to campus operations and will be approved pursuant to GHC Operational Policy 516. Online/virtual speakers are allowed providing there is a GHC employee to act as the facilitator. Activities specifically related to the College's mission are given priority for use of College facilities. No arrangements shall be made that will interfere with or operate to the detriment of the College programs.

The appearance of such speakers does not imply advocacy, agreement or disagreement with what may be said; or approval or disapproval of the speakers as individuals. College speaker events will follow established administrative procedures. Speakers may be subject to time, manner, and place restrictions.

All members of the academic community will respect the right of others to listen to those who have been invited to speak. Disagreement will be voiced through reasoned debate and discussion as appropriate for a community of higher learning and not by disruptive action.

In case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the State Constitution.

No member of the academic community may speak for or act on behalf of the college in a political campaign. Procedures in this policy are designed to create an atmosphere of open exchange and to ensure that the educational objectives of the College are not obscured.

VIII.6. First Reading of Operational Policy 412 – Hazing

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Hazing
Policy Number	412
Date Adopted	3/15/1999
Date(s) Revised or Reviewed	Revised: 11/19/13, 2/18/20 Reviewed:

- 1) No student or recognized or registered student organization at Grays Harbor College may conspire to engage in hazing or participate in hazing of another. Grays Harbor College is committed to providing mutual respect and dignity, not harm or humiliation. The Revised Code of State of Washington (RCW, Section 28B.10.900) may be known and cited as the Sam's Law Act. As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a recognized or registered student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.
 - a) Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.
 - b) Hazing activities may include, but are not limited to, the following actions and situations:
 - Acts that cause or are likely to cause bodily or physical harm, exposure to elements, kicking, paddling, pushing, shoving, striking, throwing items, and/or excessive consumption of food, alcohol, drugs, or other substances.
 - Acts that cause or likely to cause psychological or emotional harm.
 - Activities that a would be frightening, humiliating or intimidating such has blindfolding or having individuals wear scant clothing or to be nude.
 - Participation of sexual or lewd nature
 - Activities that would harm academic performance and personal lives
 - Destruction of properties
 - Acts that violate federal, state, or local laws
 - Acts that violate Grays Harbor College policies.
 - c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and NWAC athletics, or other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.

- 2) Washington state law (RCW 28B.10.901) also provides sanctions for hazing:
- a) Any person who violates this rule, in addition to other sanctions that may be imposed, forfeits any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the College.
 - b) Any recognized or registered student organization that knowingly permits hazing by its members or others subject to its direction or control must be deprived of any official recognition or approval granted by the College.
 - c) The following behaviors are examples of violations of this policy:
 - Knowingly or purposefully hazing an individual
 - Involvement in the planning of hazing
 - Implying that a person will be removed from a group or organization for not participating in the hazing activity
 - Failure to intervene or prevent a hazing activity
 - Failure to cooperate in an investigation
- 3) Designated Authority/Reporting Process:
- a) Employee or students who believe that they have been subject of hazing or witness hazing should report the incidents.
 - Employees: Notify your supervisor as soon as possible and submit an Incident Report using the College's student conduct reporting form.
 - Students: Notify a GHC staff or Campus Security.
- 4) Grays Harbor College will have a Hazing Prevention Committee. Per RCW 128B.10.905, the committee shall consist of:
- a) Fifty percent of the committee positions shall include students currently attending the higher education institution with at least one position filled by a student from a student organization, athletic team, or living group. The other fifty percent of the committee positions shall include at least one faculty or staff member and one parent or legal guardian of a student currently enrolled at the institution. Student input shall be considered for committee membership.

VIII.7. Second Reading of Operational Policy 322 – Student Absences for Holidays of Faith and Conscience

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Student Absences for Holidays of Faith and Conscience	
Policy Number	322	
Date Adopted	February 2015	
Date(s) Revised or Reviewed	Revised:	Reviewed: 11/20/2018

Policy:

As required by RCW [28B.137.010](#), Grays Harbor College students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

Students' grades may not be adversely impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

Guidelines for reasonable accommodation for religious holidays are found in RCW [28B.137.010](#)

VIII.8. Second Reading of Operational Policy 323 – Academic Credit for Military Training

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Academic Credit for Military Training	
Policy Number	323	
Date Adopted	11/17/2015	
Date(s) Revised or Reviewed	Revised:	Reviewed: 11/20/2018

Policy:

Grays Harbor College, in accordance with RCW 28B.10.057, will award academic credit for military training. The academic credit awarded for prior military training will be granted only for training that is applicable to the student's certificate or degree requirements.

Credit will be awarded for the successful completion of any military training course or program as part of the military service that is:

- Recommended for credit by a national higher education association that provides credit recommendations for military training programs;
- Included in the individual's military transcript issued by any branch of the armed services;
- Documented military training or experience that is substantially equivalent to any course or program offered by the institution of higher education.

Guidelines for implementation can be found at RCW [28B.10.057](#).

VIII.9. Second Reading of Operational Policy 410 – Standards of Progress for Financial Aid Recipients

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Standards Of Progress for Financial Aid Recipients	
Policy Number	410	
Date Adopted	7/28/1982	
Date(s) Revised or Reviewed	Revised: Jan. 94, Feb. 95, May 96;	Reviewed: 2/18/2000

Policy:

The president of Grays Harbor College will ensure that Standards of Progress for Financial Aid Recipients be developed consistent with Federal and State laws and regulations.

The college will adopt guidelines and administrative procedures to ensure that all financial aid recipients maintain satisfactory academic progress in their course of study in order to remain eligible for financial aid. These standards will be made available to financial aid recipients each year.

Revisions to the administrative procedure pertaining to this Board Policy will be made in compliance with State and Federal law and according to standard institutional practice for such revisions.

VIII.10. Second Reading of Operational Policy 416 – Athletics

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Athletics	
Policy Number	416	
Date Adopted	April 2020	
Date(s) Revised or Reviewed	Revised:	Reviewed:

Policy:

The Grays Harbor College (GHC) athletic program is an integral part of the College's comprehensive educational plan. The athletic program is designed to provide a positive influence in developing the student- athlete's mind, body, and character. GHC recognizes the Northwest Athletic Conference (NWAC) as its regulatory conference. All athletic teams in the College's athletic program, regardless of participation in the NWAC conference, will adhere to the standards outlined in the NWAC Codebook. If there are additional requirements for specific sports by other conferences, the team will be required to adhere to those requirements as well.

VIII.11. Second Reading of Operational Policy 640 – Leaves and Reporting

GHC Board of Trustees Meeting

July 8, 2025



Operational Policy

Policy Name	Leaves and Reporting	
Policy Number	640	
Date Adopted	August 2022	
Date(s) Revised or Reviewed	Revised:	Reviewed:

Sick Leave

Exempt Employees

Permanent full-time employees earn eight (8) hours of sick leave per month. Paid sick leave may be used for the following: illness, injury, or preventive health care; exposure to a contagious disease that might endanger others; disability due to pregnancy or childbirth; illness, injury, or death of relatives. Part-time employees and adjunct and associate professors earn sick leave on a prorated basis.

Whenever an employee must be absent from a scheduled activity (i.e., class, meeting, normal working hours, etc.) due to illness, the absence shall be reported and approved by the supervisor.

When an employee cannot appear for work because of illness, the employee will contact their supervisor or designee at the earliest opportunity or be in compliance with relevant labor contract language concerning sick leave notification. Absences due to illness of more than seven consecutive working days will require the employee to provide a medical statement from his or her healthcare provider (which may include any limitations concerning the performance of the employee's regular duties) regarding the expected duration of the employee's absence from work.

Sick Leave Incentive Buyback: In January of each year, full-time employees whose sick leave balance at the end of the previous year exceeds four hundred eighty (480) hours or sixty (60) days may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. This attendance incentive is calculated at a rate of one (1) full day's pay for each four (4) days of accumulated sick leave. If you qualify for the leave incentive, you will be notified by the Human Resource Office in January of your ability to participate.

Separation: Per RCW 28B.50.551(5), exempt staff leaving the College to work for another state employer will have their sick leave transferred to the gaining state office, department or institution. At the time of retirement from state service or at death, an employee or the employee's estate will receive cash for their sick leave balance on a one (1) hour for four (4) hours basis. An employee who separates from the College for any reason other than retirement or death shall not be paid for accrued sick leave. To be eligible to receive sick leave cash out, an employee must be employed by the College at the time of retirement or death.

Classified Employees

Classified employees should refer to the current WPEA Agreement for information regarding sick leave accruals, use, annual cash out and separation.

Faculty

Faculty (Full and part-time) should refer to the current Collective Bargaining Agreement for information regarding sick leave accruals, use, annual cash out and separation.

Represented Exempt Employees

Represented Exempt employees should refer to the current Collective Bargaining Agreement for information regarding sick leave.

Vacation Leave

Exempt Employees

Exempt employees will be eligible to earn a maximum of twenty-three (23) days of annual leave or a percentage thereof per year. The number of days of annual leave granted will be shown on the annual contract of those employees. An employee may not utilize vacation leave in advance of its accrual.

Exempt employees may accumulate a maximum vacation balance not to exceed 280 hours. Leave in excess of 280 hours must be used by June 30th of each year or will be lost.

Exempt employees per RCW 43.01.040 leaving Grays Harbor College (GHC) to work for another state employer are entitled to have their vacation leave transferred to the succeeding state office, institution or department. In the event the employee chooses not to transfer their vacation leave balance, GHC will cash out this vacation leave balance by the effective date of the employee's departure from the College. If the exempt employee is limited regarding how much vacation leave can be transferred to the gaining state employer, the College will cash out the difference (up to 280 hours) between this amount and the employee's accrued vacation balance. Employees transferring in vacation leave from another State agency will be limited to transferring in a maximum of 280 hours.

At retirement, resignation or termination from GHC state employment, vacation leave cash out will be limited to a maximum of 280 hours. To be eligible to receive vacation leave cash out, an employee must be employed by the College at the time of resignation, retirement, termination or death. Employee must have been continuously employed at GHC for at least 6 months in order to receive vacation payout. Vacation leave is not cashed out at any other time.

Classified Employees

Classified employees should refer to the current WPEA Bargaining Agreement for information regarding vacation leave

Represented Exempt Employees

Represented Exempt employees should refer to the current Collective Bargaining Agreement for further information regarding vacation leave.

Personal Leave Days

Exempt Employees:

Full-time exempt employees shall be granted four (4) days of paid personal leave per contract year. The purpose of the leave is to provide opportunity to conduct necessary personal business not covered under sick leave provisions. Said leave is not cumulative, and employees may not be compensated for unused

personal leave. Employees intending to take a day of leave shall consult with their supervisor as far in advance as reasonably possible. This leave shall not be charged against any other leave account.

Classified Employees

Classified employees should refer to the current WPEA Agreement for information regarding personal leave days.

Faculty

Faculty (Full and part-time) should refer to the current Collective Bargaining Agreement for information regarding personal leave days.

Represented Exempt Employees

Represented Exempt Employees should refer to the current Collective Bargaining Agreement for information regarding personal leave days.

Sabbatical Leave

Faculty and represented exempt staff should refer to the current Collective Bargaining Agreement for information on Sabbatical Leave.

The philosophy of this sabbatical leave and leave of absence policy is to allow members of exempt employees to seek leave from college duties for purposes of professional growth. The successful operation of this sabbatical leave plan depends upon the good will and cooperation of those who administer it, those who participate in it, and the availability of funds to implement it. Leave policies and procedures for Faculty are outlined in the collective bargaining agreement currently in force.

Leaves of absence without pay and sabbatical leaves with pay for educational and professional purposes may be granted for one quarter of leave for each six (6) quarters of full-time professional service to Grays Harbor College. The maximum leave is three (3) quarters (one academic year). Selection of staff members applying for less than a year's leave will depend, in part, on availability of replacement.

Pay during sabbatical leaves shall be at the rate of seventy-five percent of the regular contract pay. Compensation for leaves of less than an academic year shall not exceed a proportional amount of the annual rate, computed on a daily rate.

Full-time exempt staff with at least five years of continuous service at Grays Harbor College are eligible to apply for sabbatical leave.

A sabbatical leave will be contingent upon a signed contractual agreement between the recipient and the Board providing that the recipient shall return to the institution for a period commensurate with the amount of leave granted or return the total remuneration for the leave.

Exempt employees returning to the College after sabbatical leave shall be given the same consideration for annual contracts of employment as would have been provided had they not been on leave. If the College opts not to renew a contract of employment before an exempt employee has met the commitment to return to the College for a period commensurate with the amount of leave granted, then the exempt employee will not be obligated to return any remuneration received while on leave.

The president shall choose among applicants for sabbatical leaves based on the following criteria:

1. Work or study concerned with programs that will directly benefit the College.
2. Work or study that will result in the professional improvement of the College staff.
3. Length of service to the College.
4. Funding available.
5. Plan of coverage for administrative duties during sabbatical.

All sabbatical leaves count as equivalent service for purpose of salary adjustment and for all other seniority purposes.

Applications for sabbatical leave shall be submitted to the President by February 15 of the academic year preceding the leave unless waived by the President.

Leave of absence without pay may be permitted by mutual consent of the applicant and the president. The person receiving such a leave must sign an agreement to return to Grays Harbor College for a period commensurate with the amount of leave granted.

Employee Absences for Holidays of Faith or Conscience

Exempt and Faculty

As required by RCW 1.16.050 College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the College or the employees are necessary to maintain public safety. Undue hardship is defined by RCW 43.41.109.

Seniority will not be impacted by absences authorized under this policy. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them. Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

Classified Employees

Classified employees should refer to the current WPEA Agreement for information regarding holidays for a reason of faith or conscience.

Policy 640 – Implementation:

With this new policy change, exempt employees who have accrued more than the 280-hour maximum will have three years—until June 30, 2028—to use their vacation time and reduce their balance. Our goal is not to penalize those with high balances, but to encourage a culture that supports taking time off and maintaining a healthy work-life balance. Classified employees are already subject to a 280-hour cap on vacation accrual. This change will help create greater equity between employee groups and reduce the College’s financial liability for large vacation payouts when employees leave. Exceptions will continue to be made on an individual basis upon request, in line with the current policy.

VIII.12. Second Reading of Operational Policy 905 – Appropriate Use of the College Brand

GHC Board of Trustees Meeting
July 8, 2025



Operational Policy

Name/Subject	Appropriate Use of the College Brand
Policy Number	905
Date Adopted	
Date(s) Reviewed/ Revised (<i>specify</i>)	

Purpose (The Value of Brand Consistency):

Maintaining Grays Harbor College's brand reinforces the College identity in a manner that is instantly recognizable and strengthens the College's community presence. Consistently following the College brand guidelines supports the mission of the College and projects the professionalism and quality of our education and services.

Definitions:

A brand is all components related to the institutional image or visual identity, such as:

- Name
- Logos (including College and GHC athletics)
- Colors
- Mascot Images
- Taglines
- Seal

This policy and its related procedure(s) outline the basic requirements for appropriate usage of brand components in any print publications, web content, and promotional merchandise. This policy applies to faculty, staff, students, academic departments, administrative divisions/departments, alumni, informal groups, student organizations, and suppliers or manufacturers of commercial and non-commercial products.

Policy:

The use of the Grays Harbor College brand is restricted to official business of the College or as approved. Any person requesting to utilize any brand components for anything other than official College business must direct their request in writing to the president or designee.

All marketing and outreach materials, regardless of their department of origin, must go through the [External Media Approval](#) process to ensure compliance with brand guidelines, as outlined on the [Brand Guidelines and Design Resources](#) page on the intranet. Vendors, suppliers, and partners of the College using the Grays Harbor College brand/visual identity must get prior approval, in writing, from the president or designee and follow the Grays Harbor College Brand Guidelines on the college's external website under [Grays Harbor College Brand](#).

IX.2. – Classified Staff Report

GHC Board of Trustees Meeting
July 8, 2025



Written Report

Item Information:

Topic: Classified Staff Report

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

Attachments: Changes to the Classified Staff 2023-2025 CBA

Narrative

Collective Bargaining Update

As of the writing of this report, both parties have agreed to a Motion of Understanding (MOU) regarding the Non-Economic changes that were agreed upon in the unfunded Tentative Agreement. There are a lot of changes to various articles that will go into effect on July 1st. Attached to this report is an organized list of the changes. The parties are still discussing economic changes.

End of Year Celebration

On June 24th, Grays Harbor College celebrated the end of the Academic year. At the event, Lisa Krause was named the "Classified Staff Employee of the Year". This much deserved honor is due to Lisa's dedication to our college and staff. Congratulations Lisa!

Rollback of the Retention Bonus

The rollback of the Retention Bonus has made an impact of the Classified Staff morale. While many I talked with are able to deal with this decision; many are still confused and upset at being told that they were given something only to have it taken away. While this Retention Bonus has no precedent, it is just another setback to a staff who is already experiencing fatigue. I am confident that Classified Staff will get past this. I am not so confident that many will decide to look for other opportunities elsewhere.

With that announcement came an indication of Grays Harbor College leaving the coalition for bargaining. This would allow the college to bargain locally with WPEA for the classified contract. The move to look at leaving the coalition for bargaining is something that I believe will be beneficial to this institution. The ability to have honest conversation regarding the challenges of everyday work life will be beneficial to this College. I hope this College can understand one thing. Your workforce shares the passion and the mission of this institution. They just need and want to feel like an equal partner on this campus. Sadly, the State of Washington does not share that goal.

Changes to the Classified Staff 2023-2025 Collective Bargaining Agreement

These changes will take effect on July 1st, 2025. They will also be attached to an agreement for 2026-2027

Article 2 – Non-Discrimination

Updates section to include references to DEI and belonging.

Article 4 – Hiring and Appointments

Requires employer to offer additional work to cyclic employees before completing work through other means.

Article 7 Hours of Work

Allows overtime exempt employees to accrue exchange time when working in excess of 45 hours in a week.

During certain periods of the academic year, overtime-exempt employees will have absences with pay approved when working extraordinary or excessive hours.

Article 12 – Vacation

Updates the vacation accrual schedule for years one through four to one hundred thirty-six hours.

Article 13 – Sick

Updates definitions of family members

Clarifies when the employer can close due to health-related reasons

Clarifies RCW for when medical clearance certificates may be required

Article 17 – Suspended Operations

Allows for additional work assignments, including telework, during periods of inclement weather.

Provides language requiring employers to maintain teleworking policies and procedures

Encourages employees to coordinate with supervisors when the college is open but roads are hazardous

Article 18 – Miscellaneous Leave

Removes the four-month waiting period for use of Personal Leave Days.

Expands bereavement to include loss of pregnancy

Expands bereavement to include certain individuals who regularly reside in the employee's home

Adds new category of leave to receive vaccinations during a declared state of emergency

Adds new category of leave for employees who are displaced from their home due to wildfires

Article 20 Commute Trip Reduction and Working Remotely

Requires colleges to maintain telework policies that, at a minimum, provides a timeframe to respond, denials will be made in writing, and an appeal process will be established.

Requires employers to maintain a telework policy and procedure.

Article 21 – Safety and Health

Requires the college's Safety, Security and Emergency Management Council representative to attend Labor Management Communication Committee meetings

Article 23 – Uniforms, Tools and Equipment

Provides footwear allowance up to \$225 each biennium for specific job classifications requiring Personal Protective Equipment

Employer MOU (X) Classified Staff Meeting

Provides 1 paid Union meeting each fiscal year.

MOU XY Ad Hoc Focus Group

A focus group will be established to evaluate salaries for the Program Specialist and Fiscal Analyst series. The focus group will consist of representatives from WPEA, College Administration, and OFM.

IX.3. – Represented Exempt Staff Report

GHC Board of Trustees Meeting
July 8, 2025



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.

IX.5. – Administrative Services Report

GHC Board of Trustees Meeting
July 8, 2025



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Jason Gordon, Vice President of Administrative Services

Attachments: None

Narrative

FY2024-25 Year End

The fiscal year ends on June 30 and year-end processing will continue through the beginning of August. Since adjustments will be made through then, the budget report for FY25 will be presented in September. This period is crucial for ensuring all financial transactions are accurately recorded and any necessary adjustments are made to reflect the true financial position of the College.

FY2025-26 Budget

The budget upload for the approved FY26 budget is being completed. The College is still waiting on additional information about state and federal grants but anticipate receiving this information in early July.

Allocation Model Update

Grays Harbor College received estimated amounts from SBCTC on projected changes to the allocation model that the presidents will be voting on in July. The new model changes how funds are distributed among the colleges. This update is significant as it may impact the College's funding levels and necessitate adjustments to our financial planning. Leadership is keeping a close eye on how this will impact the College.

Audit Update

The FY24 financial statement audit is in process. Control meetings have been ongoing and will continue through July. The anticipated end date for the audit is August.

Facilities

The Facility Condition Survey work will start in July by the SBCTC. This survey informs how capital funds will be allocated in the 2027-29 biennium. The survey will assess the condition of College facilities and identify necessary repairs and upgrades. The results will guide the College's capital planning and help prioritize projects in the future.

Summary & Next Steps

Administrative Services is focused on completing the FY24 year-end processing, finalizing the FY26 budget upload, monitoring the proposed allocation model changes, concluding the FY24 financial statement audit, and preparing for the Facility Condition Survey. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

Action Requested:

None

☐ Follow-Up

None

IX.6. – Human Resource Report

GHC Board of Trustees Meeting

July 8th, 2025



Written Report

Item Information:

Topic: Human Resource Report

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

Attachments: Vacation/Leave Policy

Narrative

General updates:

- Policy 640 – Vacations and Leave being updated to 280 hours for all employees.
- Annual employee evaluations are due June 30th.
- Opioid prevention boxes and signs will be installed in all buildings.

New Employees:

- Michael Stopsen, Fiscal Tech 3 / Cashier, 6/27/25
- Virgil Mathews, Men's Basketball Coach, 6/16/25
- Jessica Madison, Softball Head Coach, 7/1/25

Changes in Employment:

- Stephanie Thornton, Entry Advisor, 7/1/25
- Hannah Tupper, Entry Advisor, 7/1/25

Searches:

- Associate Dean of Instruction at Stafford Creek, (replacing CJ Berndt), interviewing
- Associate Dean of Financial Aid and workforce funding, (replacing Crystal Bagby and Berta Gibby), posted internally
- Recruitment facilitator, (replacing Johnny Alavez), posted
- Office Assistant 3 at Stafford Creek, (replacing Kathy Powell), interviewing
- Support Specialist (Second chance/Pell) Stafford Creek, (new position), interviewing
- Bookstore Supervisor, (Replacing Caitlin Dulin), posted
- Safety & Security Coordinator, (replacing Chris Sierra), interviewing
- Library and Archives Para 1, (replacing Haley Adair), scheduling interviews
- Medical Assistant Faculty position, (new position for new cohort), final interview
- Women's Basketball Coach, (new position), posted
- Baseball Coach, (replacing Curtis Eccles), posted
- Basic Skills/ESL Instructor – (replacing William Newman) Stafford Creek Correctional facility, posted
- Program Coordinator, Instruction (replacing Crystal Wood), interviewing
- Several adjunct positions (to hire for specific courses and pools for future hires)

Action Requested:

☐ Follow-Up

- Policy 640 Vacation and Leave Policy

IX.7. – Instruction Report

GHC Board of Trustees Meeting
July 8, 2025



Written Report

Item Information:

Topic: Instruction Report

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

Attachments: None

Narrative

By the July Board meeting, the College will have had its 2025 Graduation ceremony. Congratulations graduates! The College will have also welcomed our new Vice President of Learning and Student Services, Holly Bringman! Welcome Holly!

The Office of Instruction has lots to work on over the summer including updates to policies, procedures and practices; curriculum development and tracking; catalog auditing; two-year schedule development; and Kick-Off Week planning. Some of the trainings for that week the Office is working to bring to faculty include:

- Artificial Intelligence (AI) in and out of the classroom
- Regular and Substantive Interactions (RSI) to improve our online education
- Accessibility of all online materials, both in and out of the classroom.
- Assessment of Student learning using our Desired Student Abilities (DSAs).
- Advising of students using a shared process and software.

Summer classes begin in the second week of July, and enrollments continue to show increases over last year.

Arts & Sciences/Library

THE TUTORING CENTER ANNUAL REPORT, 2024-25

Below is data on the activities at the tutoring center through June 15, 2025.

STUDENT PARTICIPATION	
Quarter	# Student participation
Spring 2024	96
Fall 2024	193
Winter 2025	205
Spring 2025	205
TOTAL	699
Average	175

CLASSROOM VISITS	# CLASSES	DISCIPLINES
Fall quarter	11	Accounting, business, biology, business tech, chemistry, communications, English, history, math psychology, transitions
Winter quarter	27	Art, astronomy, automotive, forestry, teacher education, biology, business, nursing assistant, carpentry, chemistry, computer science, diesel tech, English, engineering, environmental science, history, human services, human development, math, natural resources, philosophy, physics, political science, psychology, reading, sociology, welding
Spring quarter	16	Biology, chemistry, criminal justice, English, math

***Note: All classroom visits are determined from faculty responses for a visit.
Tutors also do a promotional visit to the classes they are enrolled in.***

TUTORING CENTER ACTIVITIES		
Date	Event	# participated
3/18/25	Overcoming Test Anxiety Workshop	5
6/18/25	Overcoming Test Anxiety Workshop	TBD
9/25/24	Library Services, TRiO services, Tutoring Center	50+
11/19/24	Fall 2024 Student Success Conference	129
4/29-30/25	Spring 2025 Student Success Conference	11
	TOTAL	195

Goals for 2025-26 year:

- Take Access class for developing database for center activity tracking
- Become efficient on the development and use of a database to track participation data
- Create monthly workshops for students on a regular schedule
- Enhance communication and collaboration with student services
- Develop and foster key faculty connections for collaboration
- Develop plan to support our athletic students
- Develop workshops delivered in Spanish for our Spanish speaking students
- Translate resources to Spanish
- Develop regular classroom visit schedules
- Review previous year Student Success Conferences to determine topics that were attended well previously
- Create Student Success Conferences: fall: “welcome to GHC” conference, winter: focuses more on enhancing study skills, Spring: graduation and next steps.

Divisional Updates

Nursing:

On June 20th, the Nursing program held its annual Pinning Ceremony in the Bishop Center. Over 30 students were celebrated for their achievements and plans for the future.

Workforce and Continuing Education:

COMMUNITY AND CONTINUING EDUCATION:

The first year of community education was a success in Aberdeen; still working to serve Raymond and Ilwaco better. Here are the highlights from the community education final report.

- Total number of courses: 24 courses
- Gross Fees collected: (course fee set to include instructor salary and supplies) \$17,223
- Expenses (Salary / supplies): \$8,708.22
- NET FEES: \$7215.58

COMMUNITY ENGAGEMENT:

Grays Harbor representatives attended the “Opportunity Begins Here!” event. An employer led and employer focused conversation to discuss unlocking funded training opportunities, talent pipelines with the skills employers are looking for and building game changing partnerships. Hosted by the Pac Mountain Workforce Development council, this conversation will bring employers together with educators to brainstorm solutions for meeting the worker shortage experienced in the manufacturing sector.

Transitions:

Transition Programs is offering a math brush-up course on campus this summer. The in-person course, titled “**Accelerated Transitional Math,**” will be taught by Paula Franke and is designed to help students refresh their math skills in preparation for the college placement test or to improve their placement afterward.

The course combines Transitions’ Math I and II topics and focuses on strengthening skills in arithmetic, algebra, and graphing. Students will review and improve their understanding of whole numbers, fractions, decimals, percentages, ratios/proportions, integers, and word problems. This course runs during GHC’s summer quarter, beginning July 7. The cost is \$25, and a fee waiver is available for eligible students.

English Language Acquisition (ELA):

Both beginning-level and advanced-level ELA writing courses will be offered via Zoom this summer.

HS+/GED:

The summer quarter will feature online asynchronous courses in math, English, science, grammar, social studies, and capstone.

Celebrating Success:

Transition Programs proudly concluded the academic year with **79 high school completion graduates!**

Accessibility Services asked students to recognize instructors, staff and/or departments who have gone above and beyond with supporting and ensuring equal access for students with disabilities throughout the 2024-25 academic year, Dr. Brittany Ferry was presented with the '**Going the Extra Mile**' award!

IX.8. – Student Services Report

GHC Board of Trustees Meeting
July 8, 2025



Written Report

Item Information:

Topic: Student Services June 2025 2025 Summary

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

Presented by: Holly Bringman, Vice President for Learning and Student Services

Attachments: Bishop Center Performances

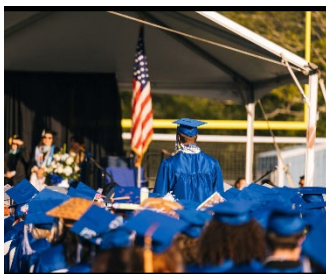
Narrative

Student Services Division:



The 2025 Outstanding Students of the Year Ceremony took place on June 4, 2025, where students were nominated by GHC faculty, staff, and administrators for their outstanding contributions to the College and community. Pictured here are Jaxon Adkison (Student Employee of the Year) and Holly Duffy, Jaxon's supervisor and nominator. Other celebrations in June included TRiO, Phi Theta Kappa Induction Ceremony, Student Life/ASGHC celebration, and the GHC Nursing Pinning Ceremony.

Commencement:



Grays Harbor College's Ninety Fourth Commencement took place on June 27, 2025, where 361 students were recognized for earning their high school diplomas, GEDs, associate degrees, or BAS degrees! Gratitude is extended to everyone who helped with this milestone event, especially Student Life, Campus Operations, Student Services, and the President's Office. Planning for this event started six (6) months ago and it is a privilege to celebrate with each graduate as they complete their educational goals.

Enrollment:

Spring Quarter Enrollment Snapshot for Tuesday, June 17th

BCC: All GHC Employees

FTE: Spring 2025	Spring 2024 06/11/2024 Day # 47	Spring 2025 06/17/2025 Day # 47	Difference	% Diff from 2024 to 2025	Spring 2024 FTE change to end of quarter	Final FTE Numbers for Spring 2024
1-Academic Transfer & Pre-College	424.0	454.2	30.1	7.1%	-0.5	423.6
2-Transition Programs	136.1	149.2	13.1	9.6%	-14.5	121.6
3-Career and Technical Ed.	281.0	318.4	37.4	13.3%	0.7	281.7
4-BAS Programs	44.7	36.5	-8.2	-18.3%	0.0	44.7
State Funded Total	885.9	958.3	72.4	8.2%	-14.3	871.6
Running Start FTE	349.2	396.8	47.6	13.6%	0.1	349.3
State + Running Start Total	1,235.1	1,355.1	120.0	9.7%	-14.2	1,220.9
Stafford Creek FTE	220.7	216.8	-3.9	-1.8%	0.5	221.2
State + RS + SCCC Total	1,455.8	1,571.9	116.1	8.0%	-13.7	1,442.1

Summer Quarter Enrollment Snapshot for Tuesday, June 17th

BCC: All GHC Employees

FTE: Summer 2025	Summer 2024 06/11/2024 Day # -20	Summer 2025 06/17/2025 Day # -20	Difference	% Diff from 2024 to 2025	Summer 2024 FTE change to end of quarter	Final FTE Numbers for Summer 2024
1-Academic Transfer & Pre-College	123.1	124.7	1.6	1.3%	-10.7	112.4
2-Transition Programs	1.3	1.5	0.1	10.1%	48.3	49.6
3-Career and Technical Ed.	49.9	74.9	25.1	50.2%	28.8	78.7
4-BAS Programs	0.0	0.3	0.3	0.0%	0.0	0.0
State Funded Total	174.3	201.4	27.1	15.6%	66.4	240.7
Running Start FTE	17.5	42.0	24.5	139.9%	36.5	54.0
State + Running Start Total	191.8	243.4	51.6	26.9%	102.9	294.7
Stafford Creek FTE	0.0	0.0	0.0	0.0%	104.3	104.3
State + RS + SCCC Total	191.8	243.4	51.6	26.9%	207.2	399.0

Fall Quarter Enrollment Snapshot for Tuesday, June 17th

BCC: All GHC Employees

FTE: Fall 2025	Fall 2024 06/18/2024 Day # -97	Fall 2025 06/17/2025 Day # -97	Difference	% Diff from 2024 to 2025	Fall 2024 FTE change to end of quarter	Final FTE Numbers for Fall 2024
1-Academic Transfer & Pre-College	235.5	253.9	18.4	7.8%	266.4	501.9
2-Transition Programs	0.0	10.7	10.7	0.0%	165.1	165.1
3-Career and Technical Ed.	133.7	176.0	42.2	31.6%	221.9	355.7
4-BAS Programs	12.1	8.3	-3.8	-31.3%	30.6	42.8
State Funded Total	381.4	448.8	67.5	17.7%	684.0	1,065.4
Running Start FTE	123.3	159.4	36.2	29.3%	290.3	413.5
State + Running Start Total	504.6	608.3	103.6	20.5%	974.3	1,478.9
Stafford Creek FTE	0.0	0.0	0.0	0.0%	155.6	155.6
State + RS + SCCC Total	504.6	608.3	103.6	20.5%	1,129.9	1,634.5

Financial Aid and Scholarships:

2024-2025:

Effective June 23, 2025, the number of 2024-25 Free Application for Federal Student Aid (FAFSA) and Washington State Financial Aid Application (WASFA): 3339 (up by 30 applications from last month).

This includes students who:

- listed Grays Harbor College on their financial aid applications
- may or may not be interested in attending GHC (could include class assignment or requirement for high school graduation)
- filed both the federal and/or state applications
- filed more than one federal or state application (in error)
- Submitted all required information to be reviewed
 - Total Ready for Review: 1297 (+5 from May)
 - Students Reviewed: 1079 (+2 from May)
 - Students not Enrolled: 215 (+5 from May)
 - Students waiting for Review: 0

2025-2026:

The Financial Aid Office received all necessary information from Washington Student Achievement Council (WSAC) and Department of Education (DOE) to begin reviewing and awarding students for the 2025-2026 academic year. Total applications received to date: 1584.

The same characteristics apply as bulleted above.

- Submitted all required information to be reviewed
 - Total Ready for Review: 729
 - Students Reviewed: 149
 - Students not Enrolled: 275
 - Students waiting for Review: 235
- Priority review:
 - Enrolled Summer
 - Enrolled Fall
 - Not enrolled, but all required documents are submitted and ready for review (Summer then Fall)

Outreach and Recruitment:

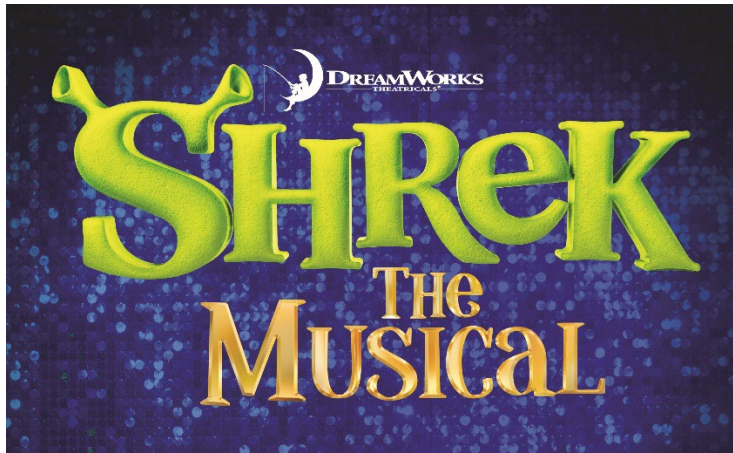
June and Summer Planned Events:

Event Name	Location	Date
Aberdeen Sunday Market	Broad Street Aberdeen	July TBA
Aberdeen Sunday Market	Broad Street Aberdeen	August TBA
GHC Enrollment Days (July)	3244 Aberdeen Campus	7/15/2025
GHC Enrollment Days (July)	3244 Aberdeen Campus	7/16/2025
Grays Harbor County Fair	GH Fair Grounds, Elma	7/30/2025
Grays Harbor County Fair	GH Fair Grounds, Elma	7/31/2025
Grays Harbor County Fair	GH Fair Grounds, Elma	8/1/2025
Grays Harbor County Fair	GH Fair Grounds, Elma	8/2/2025
GHC Enrollment Days (August)	GHC	8/19/2025
GHC Enrollment Days (August)	GHC	8/20/2025
Summerfest	Downtown Aberdeen	8/16/2025
Loggers Playday	Hoquiam	9/6/2025
GHC Enrollment Days (September)	GHC	9/8/2025
GHC Enrollment Days (September)	GHC	9/9/2025

June 2025 Events:

June has been an incredible month at the Bishop Center, filled with music, celebration, and packed audiences! The Symphony's *Spirit of Grays Harbor* performed to a full house, while the Civic Choir and Concert Band were warmly received by a large crowd. Patrons filled the seats for the Jazz Ensemble's lively performance, and both the Honors Recital and Nursing Pinning Ceremonies were powerful, well-attended events that honored excellence and tradition.

Upcoming events for the Bishop Center July 2025



This summer, step into a fairytale like no other — full of laughs, love, and larger-than-life fun! Follow the unforgettable journey of Shrek, Fiona, Donkey, and a fire-breathing dragon as they take the stage in this magical, musical adventure. Don't miss it — your swamp awaits!

Adults: \$25

Area Students \$15

GHC Students Free

Children 12 & Under Free

July 24-27th, 2025

Thursday, Friday, Saturday 7:30pm

Saturday, Sunday 2:00pm

Tickets: ghc.edu/bishop

Stay tuned — the 2025–26 season is just around the corner, and it's packed with engaging productions and unforgettable music!

IX.9. – President’s Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting
July 8, 2025



Written Report

Item Information:

Topic: President’s Monthly Report

Prepared by: Carli Schiffner, PhD

Attachments: None

Narrative

EVENTS:

Washington Roundtable, Executive Advisory Board, Planning Session and Workshop, June 3

All College Signing Day, Aberdeen High School, June 4

GHC Student Awards Ceremony, June 4

TRIO End of Year Celebration, June 5

Grays Harbor Symphony, June 8

Phi Theta Kappa Induction Ceremony, June 12

Student Life Leadership Celebration, June 12

Spring Drama, Adaptations, June 12

Legislative Visit, Senator Christian, Stafford Creek Corrections Center, June 13

Nursing Pinning Ceremony, June 20

GHC Town Hall, June 16

GHC Jazz Concert, June 18

State Funding Webinar, NCHEMS, June 18

End of Year Celebration, June 23

GGHI State of Grays Harbor, presentation, June 24

Indian Education Summer Teaching Institute, Wenatchee Valley College, Omak, invited guest, June 25-26

Graduation, June 27

Rusty Scupper Days, booth volunteer, June 28-29

MEETINGS:

WACTC Allocation Model Review Committee Meetings (and prep), June 4, 9, 11, 23

WACTC Meetings, June 11, 13, 16

Hanan Al Zabaidy, Corrections Policy Director, State Board for Community and Technical Colleges, June 4

Isaac Humiston, Student Body President, June 4

Livable Cities, University of Washington, June 4

Humanities Washington, Board of Trustees, June 6

Josh Martin, Summit-Pacific, June 9

Kristen Morgan, Department of Corrections, June 10

Office Hours, June 12

Danny Salazar, Economic Services Division, Career Connect Washington, June 12

Pac-Mountain Workforce Development Council, Board Meeting, June 12

Bishop Center Planning Session, June 13

Rebecca Chaffe, Pacific County, June 18

Washington Council on American Indian and Academic Board (WACAAB), June 20

Sandy Lloyd, GHC administrator emeritus, June 20

Georgia Miller, Grays Harbor County Commissioner, June 23

Dr. Chantal Prat, University of Washington, June 23

Daniel Pailthrop, Senator Murray's Regional Office, June 24

Student Voices Council, Stafford Creek Corrections Center, June 27

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

*Plus, ongoing monthly labor/management meetings; and DES/AAG meetings.

ACCREDITATION

Report attached.

WACTC UPDATE & the STATE BUDGET

In mid-June, the State Board for Community and Technical College's Allocation Model Review Committee (AMRC) shared the proposed allocation model formula to the college system with each college's individual allocation for FY 26. This was the first time college leadership teams saw the specific impact for every individual college. The AMRC did not note any significant patterns that led to one sector in the college system being unduly impacted. For example, small rural colleges did not all experience a net loss. While no patterns were obvious to members of the ARMC, the Research and Planning Council is convening a small group to analyze the impact of the model—and will present their findings (if any) at the July WACTC meeting.

When examining the model for Grays Harbor College, the high-level review shows that the College will take a loss of \$290,000 if there are no additional changes/at this point in time. The model is not based on an FTE target any longer but on a four-year rolling average of FTE. While slowly building back enrollment strength, Grays Harbor College remains under the historic target level—thus putting the College in a “loss” position with the new model. In August, the new fiscal year will be added to the four-year rolling average, which means that the oldest year’s FTE will drop off. Given that the oldest year’s FTE numbers were very low, this will help buoy the average and quite likely allow for a smaller amount of money the College will be reduced by with the new model.

In addition to the model itself, the presidents will also be voting on the implementation of the model at their July retreat. The AMRC has proposed to the presidents that the model be incrementally implemented over the course of the next four years (beginning with July 1, 2026), and a regular review cycle be adhered to once the model has been fully implemented. Once the presidents vote on the allocation model in July, the AMRC will present the recommendation to the State Board for Community and Technical Colleges in August.

Also worthy to note, the new Executive Director for the State Board for Community and Technical Colleges, Nate Humphrey, will begin his role on August 1. Mr. Humphrey brings with him decades of higher education experiences in Washington and North Carolina, as well as, national policy work experience as a senior director at Jobs for the Future (JFF). An invitation has been extended to the Executive Director to attend a future Board of Trustees Meeting at Grays Harbor College.

Grays Harbor College’s Capital Budget request for the further assessment and future planning of Lake Swano Dam was funded in late Spring 2025. College leadership met with the Capital Budget team at the State Board for Community and Technical Colleges earlier this month and work is underway on getting this moved forward.

GRANTS:

As mentioned in last month’s report, the College will continue to draw down federal funds, raise awareness with our elected officials about the impact of these funds/programs, and continue to stay the course with serving students in our region.

OUTREACH & CONNECTIONS

As the academic year winds down, there is so much to celebrate! Grays Harbor College has celebrated PTK Inductees, Top Scholars, TRiO Graduates, Nursing Graduates, employees of the year, retirements, student life leaders, and hundreds of graduates! The College community also celebrated the culmination of the academic year with numerous musical performances—including a steel drum concert and a jazz concert. This is a busy time of year—and our faculty and staff have ensured that these celebrations are well done—thank you!

Action Requested:

This is informational, no action requested at this time.

IX.9.a. – Accreditation Written Report

GHC Board of Trustees Meeting
July 8, 2025



Item Information:

Topic: Institutional Accreditation

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

Attachments: None

Narrative

Annual Report

Work is underway on the College's annual report to the Northwest Commission on Colleges and Universities. This report includes a review of the College's program inventory, a report on financial indicators, and other relevant information about the college.

Policies, Regulations, and Financial Review (PRFR) Report

The PRFR is in the editing stage and is expected to be complete by early August in advance of the September 1 due date. The artifacts that will be submitted with the report are largely gathered and are being reviewed and updated for accessibility.

Summary & Next Steps

The Annual Report will be submitted on or before August 1st and the PRFR will be submitted on or before September 1st.

Action Requested:

No action at this time.

IX.9.b – tulaIW Student Center Report

GHC Board of Trustees Meeting
July 8, 2025



Written Report

Item Information:

Topic: tulaIW Student Center Construction Report

Prepared by: Floyd Plemmons, Capital Project Manager

Work Remaining

- The final Punch List and warranty items are being completed. Commissioning of mechanical and electrical systems is wrapping up with only a few open items
- Fire damper certification is complete
- The Department of Commerce Energy Grant Solar Project is complete
- The Kitchen Upgrade project is complete
- The new Emergency Responder Communication Enhancement System is complete

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