

# Board of Trustees Regular Meeting

June 10, 2025 at 10:00 AM

Hybrid Meeting: tulalW Student Center Boardroom (Aberdeen Campus)

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

Join by Phone: 253-205-0468



## June 10, 2025 – Regular Meeting Agenda

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

A study session featuring a review of the FY26 Budget by Jason Gordon will take place at 9:00 AM.

Item	Topic	Presenter
9:00 - 10:00am	<b>Study Session (optional)</b>	Jason Gordon
I.	<b>Call to Order/Roll Call</b>	Dr. Paula Akerlund
II.	<b>Safety Statement</b> In the event of an emergency requiring evacuation (e.g., fire or building hazard), please exit Boardroom 3320/3322 promptly. Proceed to the first door on the opposite side of the hallway and use the stairs to reach the first floor. Once on the first floor, turn left behind the stairs to exit through the doors leading outside. Avoid the door directly in front of you, as it leads to the first-floor hallway. An Evac+Chair evacuation chair is located directly at the top of the stairs for those who may need assistance. Once outside, gather at the designated assembly point, away from the building, to ensure your safety. If you have specific safety needs or require accommodations, please let Dr. Schiffner know.	Dr. Paula Akerlund
III.	<b>Pledge of Allegiance</b>	Dr. Paula Akerlund
IV.	<b>Land Acknowledgement</b> Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinault and Shoalwater Bay Peoples. With this awareness, we honor the ancestors and pay respect to elders past and present of these nations and all Native Peoples of this land who occupy these lands since time immemorial. The College expresses its deepest respect for and gratitude towards these original and current caretakers of the region and to our native students, staff, and faculty, past and present, as well as support and respect their presence and valuable contributions into the future. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.	Jim Sayce
V.	<b>Agenda Adoption</b>	Dr. Paula Akerlund
VI.	<b>Public Comments</b> Please sign in and limit comments to three minutes.	
VII.	<b>Celebrations</b> 1. Running Start Seniors 2. Bruce Bailey Retirement	Lori Christmas Dr. Aaron Coby, Kent Smaczarz

## Regular Meeting Agenda

Grays Harbor College Board of Trustees  
June 10, 2025



VIII.	<b>Action Items</b> <ol style="list-style-type: none"> <li>1. Approval of the May 13, 2025 Minutes</li> <li>2. Approval of the <i>Memorandum of Understanding Between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)</i></li> <li>3. First Reading of <i>Operational Policy 322 – Student Absences for Holidays of Faith and Conscience</i></li> <li>4. First Reading of <i>Operational Policy 323 – Academic Credit for Military Training</i></li> <li>5. First Reading of <i>Operational Policy 410 – Standards of Progress for Financial Aid Recipients</i></li> <li>6. First Reading of <i>Operational Policy 416 – Athletics</i></li> <li>7. First Reading of <i>Operational Policy 640 – Leaves and Reporting</i></li> <li>8. First Reading of <i>Operational Policy 905 – Appropriate Use of the College Brand</i></li> <li>9. Second Reading of <i>Operational Policy 402 – Student Involvement in Governance</i></li> <li>10. Approval of the FY2026 Service and Activities (S&amp;A) Budget</li> <li>11. Approval of the FY2026 Operating College Budget</li> <li>12. Faculty Rehire and Tenure Decisions – as a result of Executive Session</li> <li>13. Contract Review and Approval for Dr. Carli Schiffner – as a result of Executive Session</li> </ol>	<p>Dr. Paula Akerlund Erin Tofte</p> <p>Dr. Aaron Coby</p> <p>Dr. Aaron Coby</p> <p>Laurie Franklin</p> <p>Laurie Franklin Erin Tofte Kristy Anderson</p> <p>Laurie Franklin</p> <p>Jason Gordon Jason Gordon Dr. Aaron Coby</p> <p>Dr. Paula Akerlund</p>
IX.	<b>Standing Reports</b> <ol style="list-style-type: none"> <li>1. Student Government</li> <li>2. Classified Staff Report</li> <li>3. Represented Exempt Staff Report</li> <li>4. Faculty Report</li> <li>5. Administrative Services Report               <ol style="list-style-type: none"> <li>a. Bookstore Update</li> </ol> </li> <li>6. Human Resources Report</li> <li>7. Instruction Report</li> <li>8. Student Services Report               <ol style="list-style-type: none"> <li>a. Enrollment</li> </ol> </li> <li>9. President's Report               <ol style="list-style-type: none"> <li>a. Accreditation</li> <li>b. Student Services &amp; Instructional Building Update</li> </ol> </li> <li>10. Board Report               <ol style="list-style-type: none"> <li>a. Election of Officers</li> <li>b. Foundation Meeting Report</li> <li>c. Board Art Committee Update</li> <li>d. Legislative Committee Update</li> <li>e. Items of Interest</li> </ol> </li> </ol>	<p>Isaac Humiston Jared Stratton Shelly Hoffman Shiloh Winsor &amp; Tom Kuester Jason Gordon</p> <p>Erin Tofte Dr. Aaron Coby Laurie Franklin</p> <p>Dr. Carli Schiffner Kristy Anderson Floyd Plemmons</p> <p>Dr. Paula Akerlund Astrid Aveledo Dr. Paula Akerlund &amp; Astrid Aveledo Jim Sayce Dr. Paula Akerlund</p>
X.	<b>Non-Public Session</b> Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XI.	<b>Action Items as a Result of the Non-Public Session</b>	

## Regular Meeting Agenda

Grays Harbor College Board of Trustees  
June 10, 2025



# GRAYS HARBOR COLLEGE

XII.	<b>Executive Session</b> Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.	
XIII.	<b>Action Items as a Result of the Executive Session</b>	
XIV.	<b>Good of the Order</b>	
XV.	<b>Adjournment</b>	



*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.*

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## Grays Harbor College Board of Trustees Regular Meeting

**Board Meeting:** The Board meeting was convened on May 13, 2025, at 11:25 AM.

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

**Others Present:** Derek Edens, Kristy Anderson, Dr. Carli Schiffner, Ja'Shona Cooks, Dr. Aaron Coby, Erin Tofte, Julie Randall, Laurie Franklin, Cathy LeCompte, Candi Bachtell, Holly Duffy, Sarah Dalrymple, Emma Benson, Lynn Westfall

**Others Present on Zoom:** Anica Reimer, Ashley Bowie-Gallegos, Ava Garcia, Berta Gibby, Camryn Scheuber, Cassandra Smith, Cheyenna Carroll, David Zagorodney, Floyd Plemmons, Heidi Wood, Jackie Blumberg, Jared Stratton, JEB Thornton, Jody Pope, Jonni Dowson, Jozette James, Justin Kjolseth, Karyn Olson, Kenji Seta, Lisa Smith, Lori Christmas, Matt Edwards, Matt Holder, Molly Zinkle, Penny James, Sarina Tung, Shelly Hoffman, Stephanie Gibson, Sydny Yager, Terri Bell

A study session was provided at 10:00 AM featuring a Marketing & College Relations update by Holly Duffy.

### I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 11:25 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

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

### V. Agenda Adoption

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

### VI. Public Comments

There were no public comments.

### VII. Celebration

Dr. Carli Schiffner recognized the successful Career Fair held on March 18 and welcomed Ashley Bowie-Gallegos to share details about the event. The fair hosted 43 vendors, and 62 vendors are already confirmed for next year. Ashley expressed appreciation to the Marketing and College Relations team for

their efforts in social media outreach and radio advertisement support. Around 150 students and community members attended the Career Fair, with many securing internships or jobs, and many more making valuable professional connections. Ashley extended thanks to the planning committee, including Sarina Tung, Student Life, Jonni Dawson, Laurie Franklin, TRIO EOC, TRIO SSS, and the Advising team, particularly Ariel Finrock. Appreciation was also expressed to the IT department and Campus Operations for their support with signage and event logistics. Holly Edwards was recognized for her help with accommodations.

Dr. Schiffner thanked Ashley for her leadership in making the event successful. She also gave a shout-out to the IT department and Campus Operations for supporting two major events in one day, the other being Congresswoman Emily Randall's Town Hall.

Dr. Schiffner also recognized three employees who recently earned master's degrees:

- Emma Benson received a Master of Science in Organizational Leadership from Eastern Washington University, with a focus on ethics, team building, and leadership. She spoke briefly about her path to completion.
- Shelly Hoffman earned a Master of Science in Organizational Leadership from Eastern Washington University and is finishing up a certificate in Change Leadership. She shared her excitement about the opportunity to grow at Grays Harbor College and her enthusiasm about being near full completion; she has one class remaining to complete the certificate.
- Terri Bell received a Master of Science in Computer Science and Systems from the University of Washington in Tacoma, WA.

Dr. Schiffner emphasized the collective achievement of all three individuals and celebrated their academic accomplishments.

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

### **Action Items**

1. Approval of April 8, 2025 Minutes
  - a. Chair Dr. Paula Akerlund called for a motion to approve the April 8, 2025 meeting minutes. Jim Sayce moved to approve the minutes, and Aliza Esty seconded the motion. The motion carried.
2. Student Conduct Code Revisions
  - a. Title IX was revised by the federal government in 2020, again in April 2024, and most recently in February 2025. In the 2025 update, the federal government rolled back the April 2024 changes, so Title IX now reflects the 2020 regulations. The version of the Student Conduct Code presented to the Board reflects the latest 2025 changes. If approved, the revisions will be used to update the Washington Administrative Code (WACs).
  - b. The changes were color-coded as follows:
    - Yellow: Changes made in 2024 that now need to be removed
    - Teal: Language struck in 2024 that now needs to be reinstated
    - Purple: Language updated to reflect organizational restructuring, replacing references to "Vice President of Instruction" and "Vice President of Student Services" with "Vice President"
    - The final page also reinstates the previously repealed Title IX language.

- c. Chair Dr. Paula Akerlund called for a motion to approve the Student Conduct Code revisions as presented. Dr. Harry Carthum moved to approve the revisions, and Aliza Esty seconded the motion. The motion carried.
- 3. First Reading of Operational Policy 402 – Student Involvement in Governance
  - a. This year, the 400 series is up for review. While no changes are proposed for this policy, it is presented for approval as part of the review process.
  - b. Jim Sayce moved to approve the first reading of Operational Policy 402, Student Involvement in Governance. Aliza Esty seconded the motion. The motion carried.
- 4. Second Readings of Operational Policies:
  - a. Operational Policy 306 – Ungraded Courses
    - No discussion.
  - b. Operational Policy 307 – Grays Harbor College Library
    - No discussion.
  - c. Operational Policy 318 – Reciprocity
    - It was suggested to strike the word "healthy," which appears as the first word on the second line of the policy. The revision was accepted.
  - d. Operational Policy 319 – Credit for Prior Learning
    - No discussion.
  - e. Operational Policy 320 – Placement Reciprocity
    - No discussion.
  - f. Operational Policy 321 – Credit Hour Policy
    - No discussion.
  - g. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policies 306, 307, 318 (as amended), 319, 320, and 321. Dr. Harry Carthum moved to adopt the policies, and Aliza Esty seconded the motion. The motion carried.

### ***Standing Reports***

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

Anica Reimer, Executive Vice President, shared the update on behalf of Isaac. The hiring committee has started working to fill open positions, with applications closing on May 9. On April 25, 33 students attended the Mariners game, which was a great community-building event. They also held their first Budget Council meeting and are working on the Technology and Services & Activities (S&A) budgets.

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

Jared Stratton shared that he received the Classified Staff Award for Winter Quarter. The Staff Training for Technical and Community Colleges (STACC) Conference is set for August 4–7. He noted that the current state budget proposal does not include funding for the WPEA contract, which has created a lot of confusion. WPEA delivered a letter to Governor Ferguson asking him to veto the budget. Jared has a steward meeting this evening to talk through possible next steps. The Governor has until the end of the week to respond. If the funding isn't approved, they may need to move forward with an "evergreen" year, meaning COLAs and position changes would be delayed until next year.

#### **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 presented the Quarter Three budget update, which covers July 1 through March 31. Overall, enrollment has been strong. Fall exceeded budgeted FTE by 12%, Winter by over 10%, and Summer came in slightly under. Running Start had a large budget excess, with enrollment up by about 21.3%. The financial outlook remains stable, and overall revenue is on target. Spring Running Start billing has not gone out yet, so that category currently looks a little low. Expenses are trending below budget, mainly due to unfilled positions. Travel expenses are also low, which is similar to last year. Jason noted that while the year started with a \$380,000 gap, the College is now on track to end with a surplus.

When asked whether Running Start is in an upswing, Jason shared that it is likely at its peak. The College has been budgeting conservatively for Running Start due to its unpredictability. Jason also explained why grants and subsidies appear lower this year and shared information about indirect billing; our rate varies by grant and is charged to the max when possible. Jason will provide the Board a breakdown of actual indirect costs and will also show revenue received versus expenses for grants. Equipment costs have increased, and Jason will look into whether that it is related to the new building. He was also thanked for the audit summary report.

Looking ahead to next year's budget, Jason shared that the process started late, so an abbreviated budget request was sent out. The deadline was last Friday, and the Cabinet team will be reviewing submissions over the next few weeks. The full FY2026 budget will be brought forward at the June Board meeting. Dr. Schiffner added that Jason is working hard to avoid presenting a deficit budget and plans to bring forward a comprehensive budget, which will include areas like the Bishop Center.

Jason also noted that there is not a bookstore update yet, but one will be shared in June. The team is currently working through some personnel issues.

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

Erin Tofte shared that Human Resources was able to post a few positions, including a Medical Assistant Instructor, a Fiscal Technician/Cashier, and an Advising position. Due to changes at the Stafford Creek Correctional Center (SCCC), they also posted an Assistant Dean, an Office Assistant 3, and a Support Specialist position. Some positions were posted but are being pulled down and rethought, including the Director of Advising and Financial Aid, as some of these were grant funded.

There are four candidates interviewing this week for the Vice President for Student Services and Success (VPLSSS) position. Erin also shared there's a new process for posting positions, starting with giving internal applicants priority before opening the search externally. Erin shared new employees will be invited to the June Board meeting. Also, a well-received supervisor training was held recently, with about 40 people attending and covered topics like timesheets and evaluations.

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

Dr. Aaron Coby shared that a committee on campus is looking into developing an AI policy, which would help guide how AI is used in classrooms, including teaching and discipline. The plan is to bring it to the Instruction Council soon, with the hope of implementing it early next academic year.



At the last State Board Instruction Council meeting, there was lot of discussion about Regular and Substantive Interaction, and the Direct Transfer Agreement (DTA) will be discussed at the upcoming meeting this week. Topics include a required DEI course, limiting local requirements to 5 credits, and reducing distribution area requirements from 15 credits to 10 credits to add more flexibility. Dr. Coby also shared that Terri Bell will be using her recent degree, alongside Jaime Reino, to help build the new Computer Science program.

Cathy LeCompte and Candi Bachtell provided an update on programming in Ilwaco. There are several health-focused activities underway. The Nurse Aide program is transitioning from a CNA (Certified Nursing Assistant) to a NAC (Nursing Assistant Certified), with clinicals happening this summer at the Willapa Care Center. Eight students have already expressed interest. Medical Assisting is in the process of hiring a second faculty member, which would allow a second-year cohort to launch and expand services to Raymond. The team is also working with the Twin Harbors consortium to offer Medical Assisting to local high school students, while the second year will remain in Aberdeen. They are also working to create an allied health room in partnership with the GHC Foundation in Raymond. In the future, this space could allow for classes to be offered there. Community members are also being engaged to help reinvigorate community education courses at the Columbia Education Center in Ilwaco, when the team returns at the end of May (May 28) for an open house and conversations.

In conclusion, it was requested to provide more context on High School Plus data. There was also a question about where students who received their GED 10+ years ago can get a copy. Heidi Wood shared that Students will likely need to go through Pearson VUE or GED.com, the companies that hold the records.

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

Laurie Franklin provided the Board with a printed update of the May 6 enrollment data. One difference is that enrollment at SCCC increased from 113 to 170 for this week. She also shared the team is working to improve the enrollment timeline at SCCC. Enrollment for Summer and Fall starts this week. Laurie also reported that the state legislature passed a new transparency law requiring colleges to notify students that they are responsible for paying their tuition. Grays Harbor College is part of the first cohort, and this will affect Fall enrollment. Students will have to acknowledge this once a year by checking a box when registering for classes. The requirement does not apply to students under 18 or those at SCCC, but it does apply to transition students.

Laurie invited the Board to the Student Awards Ceremony on June 4 from 4–6 PM. She also shared that Johnny Alavez's last day was last week, and Berta Gibby will be moving on to a new role. She thanked them both for their service. Lastly, Charlie Choker will be getting a new outfit, which will include brown eyes, and will hopefully debut at graduation.

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

Dr. Carli Schiffner shared that it has been a busy start to the quarter and thanked everyone for their hard work. She noted there is still uncertainty at the federal level and the College is working to provide options for employees who may be affected by grants. Last week, the College lost the NOAA grant and continues to monitor others. Dr. Schiffner noted there is no real warning or way



to predict grant outcomes, and Cabinet will continue to be transparent with what they know.

On the state budget side, the College is still waiting for the Governor to sign. Some challenges include the OFM clawback and the removal of CDL funding. However, Dr. Schiffner shared that the situation did not become as extreme as it could have, and there is relief that furloughs were not included. The College did receive funding for the Lake Swano Dam study but did not receive funding for WPEA COLAs.

Regarding the Allocation Model Review, Dr. Schiffner shared that the process is about a year and a half in. A survey went out to the colleges and will be reviewed next week by the presidents. In June, colleges will receive their financial outlooks based on the new model. The WACTC retreat will take place in mid-July, where a vote will happen to determine if the review moves forward.

a. **Accreditation** (Kristy Anderson)

Kristy Anderson shared that the College's Year 6 Report will be submitted this summer and is currently under internal review. The Board is welcome to provide feedback. The College is also waiting to learn more about the impact of the federal memo regarding accreditation.

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

Floyd Plemmons shared that the College is getting closer to wrapping up the SSIB project. The art for the outside of the building has arrived and will be installed during the last week of May. The solar panel project is progressing, with installation scheduled for June 9, and it remains on track to meet the June 30 completion date. The kitchen project starts this Thursday, which will support classes this Fall. The emergency responder panel should be completed by the end of the month. Lastly, Floyd mentioned that about 25 minor works projects are also underway across campus and are expected to be completed by June 30.

**10. Board Report**

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

Lisa Smith shared two updates. The Foundation has recruited a new Program Manager, Bryn Cavin, a GHC alumnae. Bryn comes from the Museum of Glass and brings experience in nonprofit work, donor development, and fundraising. An update on her role and responsibilities will be shared with the College soon. Lisa also informed the Board that the Scholarship Social is next Wednesday, May 21 and she has emailed the trustees the names of the student who received their scholarship.

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

Astrid Aveledo shared that the committee is still working through a few items. All of the art has been delivered, and they are finalizing the signage and the ideation process for how to highlight the art on campus. She noted that they are hoping to wrap things up soon.

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

Jim Sayce shared that Senator Wilson has expressed interest in visiting Pacific County. He also noted that the Board retreat will be a good opportunity to start laying the groundwork on a legislative strategy.

d. Items of Interest (Dr. Paula Akerlund)

Astrid Aveledo shared that she recently participated in a work session with author Chantal Pratt. The session focused on neurodiversity and the idea that all brains are as unique as fingerprints. She is taking it as an opportunity to explore what makes her brain work best, with the goal of providing better services to her clients.

Jim Sayce shared that he recently ran the 42nd vessel for the calendar year, and his prediction was a total of 45 vessels by the end of the year.

The meeting recessed at 12:54 PM and reconvened at 1:01 PM.

**XIII. Executive Session**

The Board entered a closed executive session at 1:01 PM. under RCW 42.30.110 to consult with legal counsel regarding ongoing litigation and to review the performance of a public employee. The session was scheduled to last approximately 20 minutes. The Board reconvened in open session at 1:27 PM.

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

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

**XV. Good of the Order**

Chair Dr. Paula Akerlund asked if there were any items for the good of the order. Jim Sayce shared a personal story about recently losing his Pomeranian, which through a funny ending has led to him now having three Maltese-Pomeranians.

**XVI. Adjournment/next meeting**

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 1:30 PM. The Board of Trustees will hold its next meeting on June 10, 2025 at 10:00 AM, at Grays Harbor College in Aberdeen and via Zoom.

\_\_\_\_\_  
Dr. Carli Schiffner, Secretary

\_\_\_\_\_  
Dr. Paula Akerlund, Chair

## VIII.2. Approval of the Memorandum of Understanding Between Grays Harbor College and the Grays Harbor College Federation of Teachers (Local 4984)

GHC Board of Trustees Meeting  
May 13, 2025

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### MEMORANDUM OF UNDERSTANDING BETWEEN GRAYS HARBOR COLLEGE AND THE GRAYS HARBOR COLLEGE FEDERATION OF TEACHERS (LOCAL 4984)

This Memorandum of Understanding records agreements made between Grays Harbor College and the Grays Harbor College Federation of Teachers, AFT Local 4984, regarding changes to salary, the list of programs by divisions as stated in the faculty contract, and the temporary suspension of the six-quarter limit on replacement hires:

#### ***SALARY CHANGES***

It is agreed that faculty salary movement and salary schedules shall be adjusted as follows:

- All full-time faculty will move to their earned step on the salary schedule.
- All earned PIU increment steps will be brought up to date.
- All earned PIU stipends will be paid.
- Full-Time Cost of Living Adjustment - The full-time 174-day and 214-day salary schedules will be adjusted up by 3% across the board. Full-time nursing faculty will continue to be first placed at their regular spot on the salary schedule and then receive an additional \$21,000 subject to funding by the legislature. Full-time “high demand” faculty (Biology, Chemistry, Physics, Engineering, Mathematics, Criminal Justice, Diesel Technology, Welding Technology, Carpentry Technology, Auto Technology, Computer Science/Programming, and Medical Assisting) will continue to first be placed at their regular spot on the salary schedule and then receive an additional \$7,500 subject to funding by the legislature.
- Ancillary and Part-Time Cost of Living Adjustment – Part-time and ancillary compensation rates listed in the ancillary salary schedule shall all be adjusted up by 3%. Nursing courses will be paid the new part-time rate plus \$100 per quarter load hour subject to funding by the legislature.
- Any unspent allocations from the legislature earmarked for “nursing educators” will be distributed equally among all full-time Nursing faculty.

#### ***REVISION OF ACADEMIC PROGRAM LANGUAGE***

For academic programs by division, it is agreed that the language of the contract shall reflect the additions and corrections below:

Article XI. Section 4.A.2

Grays Harbor College DIVISIONS (i.e., Business, Transitions Programs, etc.), for purposes of this document, shall include:

ALLIED HEALTH

Medical Assisting  
Nursing

## BUSINESS

- Accounting
- Business
- Business Management
- Business Technology
- Organizational Management, Bachelor of Applied Science

## HUMANITIES AND COMMUNICATION

- Art
- Communications
- English
- Film
- Music
- Philosophy
- Theater
- World Languages

## INDUSTRIAL TECHNOLOGIES

- Automotive Technology
- Carpentry Technology
- Commercial Driver's License
- Culinary Arts
- Diesel Technology
- Welding Technology

## LIBRARY

- Library

## MATH AND SCIENCE

- Math
- Engineering/Computer Science
- Biology
- Chemistry
- Earth Sciences
- Forestry, Bachelor of Applied Science
- Natural Resources/Fisheries/GIS/Forestry Management
- Physics

## SOCIAL SCIENCE AND EDUCATION

- Anthropology
- Criminal Justice
- Early Childhood Education
- History
- Human Services
- Political Science
- Physical Education/Health
- Psychology
- Sociology
- Teacher Education, Bachelor of Applied Science

STAFFORD CREEK CORRECTIONS CENTER

STUDENT SERVICES

Counseling/Human Development

TRANSITIONS PROGRAMS

Basic Education for Adult Learners and HS+

College Success

English

English Language Acquisition

Reading

**TEMPORARY SUSPENSION OF THE 6-QUARTER LIMIT ON NON-TENURE TRACK FT FACULTY REPLACEMENTS**

For the 2025-2026 academic year only, it is agreed that the following contract language will be adjusted:

- In Article I.Section1.A.1.c, the following stipulation will not be enforced “(not to exceed six consecutive quarters excluding summer).”

Agreed to by the parties on the date signed below:

\_\_\_\_\_  
Paula Akerlund, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Kuester, Faculty Union President

\_\_\_\_\_  
Date

### VIII.3. First Reading of Operational Policy 322 – Student Absences for Holidays of Faith and Conscience

GHC Board of Trustees Meeting

June 10, 2025

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#### 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.4. First Reading of Operational Policy 323 – Academic Credit for Military Training

GHC Board of Trustees Meeting

June 10, 2025

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### 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.5. First Reading of Operational Policy 410 – Standards Of Progress for Financial Aid Recipients

GHC Board of Trustees Meeting

June 10, 2025

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### 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.6. First Reading of Operational Policy 416 – Athletics

GHC Board of Trustees Meeting

June 10, 2025

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### 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.7. First Reading of Operational Policy 640 – Leaves and Reporting

GHC Board of Trustees Meeting

June 10, 2025

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### 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.

## VIII.7. First Reading of Operational Policy 640 – Leaves and Reporting

GHC Board of Trustees Meeting

June 10, 2025

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### **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

## **VIII.7. First Reading of Operational Policy 640 – Leaves and Reporting**

GHC Board of Trustees Meeting

June 10, 2025

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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.



## VIII.7. First Reading of Operational Policy 640 – Leaves and Reporting

GHC Board of Trustees Meeting

June 10, 2025

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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.8. First Reading of Operational Policy 905 – Appropriate Use of the College Brand

GHC Board of Trustees Meeting  
June 10, 2025

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### 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.

## VIII.9. Second Reading of Operational Policy 402 – Student Involvement in Governance

GHC Board of Trustees Meeting

June 10, 2025

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### Operational Policy

Policy Name	Student Involvement In Governance	
Policy Number	402	
Date Adopted	8/1/1975	
Date(s) Revised or Reviewed	Revised: 4/18/2000; 4/18/2006	Reviewed: 2/18/2020

### Policy:

The College values student ideas and is committed to actively seeking and incorporating student input whenever possible. Students shall be encouraged and empowered to participate in policy development and to share feedback on college issues. This will be achieved through meaningful involvement in student government, as well as service on appropriate college committees and task forces. By amplifying student voices, the College fosters a collaborative environment where students are integral to shaping their educational experience.

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

**From:** GHC Associated Student Government

**cc:** President Carli Schiffner

**Date:** May 22, 2025

**Re:** Approved S&A Budget

The Associated Student Government is pleased to report that the Student Budget Committee has completed the budget allocation process and unanimously approved full funding for all submitted budget requests for the 2025–2026 academic year. The committee also voted unanimously to increase the Services & Activities (S&A) fee to the maximum allowable amount as determined by the State Board for Community and Technical Colleges.

Highlights of the approved allocations include:

**- Athletics total: \$214,000 (down from \$275,461 in 2024–25)**

- Athletics Admin – \$37,500
- Men's Basketball – \$34,000
- Softball – \$45,000
- Baseball – \$65,000
- Athletic Trainer – \$70,000

**- Student Life total: \$418,100 (down from \$551,650 in 2024–25)**

- Professional Staff Salaries/Benefits – \$188,000
- Hourly Student Wages – \$110,000
- Harbor Landing Food Pantry – \$15,000
- Diversity & Equity Center – \$8,000
- Student Government & GHAB – \$51,000
- Clubs & Organizations – \$28,600
- Other Goods, Travel, and Contingencies – \$17,500

These budgetary outcomes were made possible thanks to the support of Dr. Schiffner and her cabinet, particularly through the assumption of the Student Life Director's salary. This significantly expanded our ability to fully fund vital services and initiatives.

We also wish to express our gratitude to the non-voting advisors who supported this process:

- Brian Shook, Sydni Yager, Sarah Dalrymple, Derek Edens, Jason Gordon, and Laurie Franklin

**Action Items:**

1. We are asking that the board approve the attached 25/26 S&A and Tech Fee budgets.
2. We are asking that the board approve the annual S&A fee increase provided by the State Board of Community and Technical Colleges (\$11.66 per 15 credit hour).

Respectfully,  
GHC Associated Student Government

ASGHC Approved Student Life Budget 25/26		24/25 Allocation
Bishop Center/7th Street	\$ 1,000	\$ 1,000.00
Contingency/Encumbered	\$ 10,000	\$ -
<b>Subtotal</b>	<b>\$ 11,000</b>	<b>\$ 1,000.00</b>
<b>Student Funded Program Centers</b>		<b>\$ -</b>
Diversity & Equity Center	\$ 8,000	\$ 20,000.00
eSports	\$ -	\$ 12,000.00
Harbor Landing Food Pantry	\$ 15,000	\$ 10,000.00
<b>Subtotal</b>	<b>\$ 23,000</b>	<b>\$ 42,000.00</b>
<b>Associated Students of Grays Harbor College</b>		<b>\$ -</b>
Student Government	\$ 1,000	\$ 6,000.00
GHAB	\$ 50,000	\$ 15,000.00
<b>Subtotal</b>	<b>\$ 51,000</b>	<b>\$ 21,000.00</b>
<b>Clubs &amp; Organizations</b>		<b>\$ -</b>
New Student Orientation	\$ 500	\$ 2,250.00
Graduation	\$ 3,000	
Tribal Pathways	\$ 14,600	
Tutoring Center Snacks	\$ 1,800	
PTK	\$ 500	\$ 1,000.00
TRiO UB (800 Snacks)	\$ 1,800	
Hope Squad	\$ 500	
TRiO SSS	\$ 5,900	\$ 2,400.00
<b>Subtotal</b>	<b>\$ 28,600</b>	<b>\$ 5,650.00</b>
<b>Student Wages</b>		<b>\$ -</b>
Hourly Wages *	\$ 110,000	\$ 20,000.00
	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 110,000</b>	<b>\$ 20,000.00</b>
<b>Student Life</b>		<b>\$ -</b>
Goods & Materials	\$ 500	\$ 2,000.00
Travel	\$ 6,000	\$ -
Professional Staff Salaries/Benefits	\$ 188,000.00	\$ 460,000.00
<b>Subtotal</b>	<b>\$ 194,500.00</b>	<b>\$ 462,000.00</b>
<b>TOTAL</b>	<b>\$ 418,100.00</b>	<b>\$ 551,650.00</b>
* Includes Student Life & Student IT Help Desk Positions		

### **Athletics 25/26 Approved Request**

<b>Account</b>	<b>24-25 Allocation</b>	<b>25-26 Approved Request</b>
Athletics Admin	\$ 43,834.00	\$37, 500.00
Men's Basketball	\$ 39,094.00	\$ 34,000.00
Softball	\$ 49,240.00	\$ 45,000.00
Baseball	\$ 69,293.00	\$ 65,000.00
Athletic Trainer	\$ 74,000.00	\$ 70,000.00
<b>Total</b>	<b>\$ 275,461.00</b>	<b>\$ 214,000.00</b>

### **Tech Fee 25/25 Approved Request**

Student Help Desk Salary 50% - \$36,000  
Technology Purchases (charging stations/laptops) - \$30,000  
Reserves - \$24,000





# GRAYS HARBOR COLLEGE

TO: Services & Activities (S&A) Fee Budget Committee Student Government

FROM: Laurie Franklin, Interim Vice President of Student Services

RE: S&A Budget Recommendations for 2025-2026

DATE: April 30, 2025

## **ASSUMPTIONS & EXPECTATIONS**

- Tuition rate was considered and approved by the SBCTC. For FY 2025-26, the maximum for S&A is \$11.66 per 15 credit hour.
- For FY 2025-26, enrollment is estimated to grow 2.5%.
- Outside programs, workforce training and contracts are not charged S&A fees (i.e. non-college, certificate/contracts and Stafford Creek Correctional Facility).
- Three statutorily mandated waivers waive all tuition and fees:
  - o Children/Spouses of Deceased or Disabled Law Enforcement or Firefighters
  - o Children/Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members
  - o Wrongfully convicted person
- SBCTC has two mandatory waivers: ABE/ESL/GED and Apprenticeship.
- Optional Waivers Granted by Grays Harbor College:
  - o SHB 1706 authorizes waivers of building fees and services and activities fees for military service members eligible to participate in the United States department of defense tuition assistance program.
  - o High School Completion
- For 2025-2026 academic year, Running Start is projected to generate about \$85,000 in allocated funds to S&A revenue.
- For 2025-2026 academic year, the operations fee (implemented in FY22) is projected to generate about \$123,000 in revenue.
- \$425,625 was generated in S&A in revenue (including running start) to date (FY) as of April 30, 2025.
- The estimated balance of ASGHC Fund Balance/Reserves is \$661,454 effective June 30, 2025. This is net of negative cash reserve balance of -\$159,522 and a Certificate of Deposit Reserve balance of \$820,976.





# GRAYS HARBOR COLLEGE

- If enrollment estimates change in the coming months or next fiscal year, this recommendation may change and necessitate the reconvening of the student-led budget committee.

Based on these expectations, ***I am recommending an operating budget for 2025-2026 of \$633,000.*** This recommendation is made with the expectation that enrollment estimates underlying the S & A revenue estimate for FY2025-2026 will remain the same next year.

Sincerely,

Laurie Franklin  
Interim Vice President for Student Services

cc: Jason Gordon, Vice President of Administrative Services



## VIII.11. – FY26 Operating Budget

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** FY26 Operating Budget

**Prepared by:**

**Attachments:** FY26 Budget Fact Sheet, FY26 Budget Summary, FY26 Revenue Estimates, & FY26 Expenditure Estimates

## Narrative

The FY26 Operating Budget reinforces recent improvements in tracking actual revenues and expenditures, as well as forecasting future financials. This progress enables Grays Harbor College to strategically allocate resources in alignment with institutional goals and its mission.

The FY26 Budget allocates funds to departments through the ctcLink PeopleSoft accounting system, utilizing built-in workflow approvals and budget-checking processes to enhance financial monitoring and accountability.

The FY26 Operating Budget draws from two primary revenue streams:

1. State Allocation – Operational funds allocated by the state, excluding restricted federal or state grant funds designated for specific programs.
2. Local Revenue – Income generated through tuition, fees, and Running Start reimbursements.

The College received an initial draft state allocation of \$16,448,628 for FY26, which is a 1% increase compared to FY25. This increase primarily reflects an additional \$240,696 for employee salary adjustments. Notably, the base allocation was reduced by \$323,000 in FY26.

The budget includes:

- 3% salary increases for faculty and exempt staff.
- No funded increases for classified staff salaries.
- A \$91,500 retention payment for classified staff will be covered by college reserve funds.

Estimated local revenue for FY26 is \$7,374,154, a 3.3% increase from FY25. This increase is driven by projected enrollment:

- 923 tuition-bearing FTEs (Fall 2025)
- 374 Running Start FTEs (Fall 2025)

Combined revenue from state allocation and local sources is estimated at \$23,822,783. This matches projected expenditures, resulting in a balanced budget.

**Budget Priorities**

The FY26 Operating Budget priorities include (1) aligning college resources with college priorities, (2) creating or supporting student FTE and (3) fulfilling critical college needs.

**Revenue Risks**

The state revenue outlook is stable but sensitive to broader economic conditions. Local revenue outlook is volatile due to potential fluctuations in enrollment.

**Expenditure Constraints**

The expenditures of the College are mostly structured due to employee commitments and unavoidable operational costs that are subject to inflationary increases. As aforementioned, total expenditure estimate for the FY26 Operating Budget equals total estimated revenue, resulting in a balanced budget.

**Budget Management and Adjustments**

The College conducts quarterly reviews of enrollment, revenue, and expenditures to adjust as needed. As such, while the FY26 budget is submitted for approval effective July 1, 2025, it is understood that adjustments may be required throughout the year.

## **Proposed FY26 Operating Budget**

The FY26 Operating Budget and related schedules are documented in the separate Budget Binder provided to the Board and contains the following:

- A. Introduction Budget Letter by the President
- B. Mission, Vision, College Plan
- C. Organizational Charts
- D. Budget Fact Sheet
- E. Budget Summary
- F. Revenue Estimates
- G. Expenditure Estimates
- H. Budget Detail Lines
- I. Non Operating Budget Summary
- J. Tuition Upper and Lower
- K. Fee Schedule
- L. Exempt Admin Salary Schedule
- M. Exempt Professional Salary Schedule
- N. Non Permanent Hourly (1050) Salary Schedule
- O. Salary Rates for Ancillary and Other Duties

## **FY26 Operating Budget Analysis**

**State Allocation**

State revenue is allocated initially as draft before finalizing and subsequently amending throughout the year in allocation amendments. For FY26, the draft allocation distribution on April 29, 2025, is used.

Comparing FY26 draft state allocation to the initial FY25 state allocation, as shown in the attached FY26 Operating Budget Summary and Revenue Estimates, state allocation increased 1% or \$170,183. The increase resulted from about \$240,696 allocation for salary increases. The College expects to receive additional allocation to support the implementation of new and ongoing legislative initiatives.

### **Local Revenue**

Based on enrollment projections, tuition revenue is expected to grow by 3.3%, while Running Start Revenue is projected to remain flat.

### **Expenditures**

Expenditures include salaries and wages, benefits, goods and services, travel, capital equipment, grants and subsidies to students. The expenditure estimates for the FY26 Operating Budget are largely actual expenses for FY25 with additional estimated expenditures for salary and inflationary increases.

Comparing FY26 estimated expenditures to FY25 expenses, as shown in the attached FY26 Operating Budget Summary and Expenditure Estimates, personnel costs are projected to increase by \$303,411.

Overall, total expenditures for FY26 are estimated to increase \$917,322 or 4%.

## **FY26 Tuition and Fees Schedule**

**Tuition** – The FY26 Tuition Schedule includes a 3.3% legislatively approved increase.

**Fees** – The FY26 Fees Schedule was approved by the Board at the April 8, 2025 meeting.

## **FY26 Salary and Wages Schedule**

The FY26 Salary and Wages Schedule includes the governor's approved salary increases of 3% for faculty employees, and 3% for exempt employees.

## **Summary & Next Steps**

The FY26 Operating Budget is balanced and presented for Board approval to ensure compliance by July 1, 2025. Quarterly reviews will inform necessary adjustments based on actual enrollment, revenue, and expenditures.

### **Action Requested:**

The Board is requested to approve the FY2025-26 Operating Budget and Related Schedules (Separate Attachments).

### ☐ **Follow-Up**

None



**FY26 OPERATING BUDGET FACT SHEET**  
Consolidating Revenues and Expenses for Sustained Fiscal Health

**FY2025-26 Budget Priorities**

- Alignment with College Priorities
- Create or Support Student FTE
- Fulfill Critical College Needs

**Revenue Challenges**

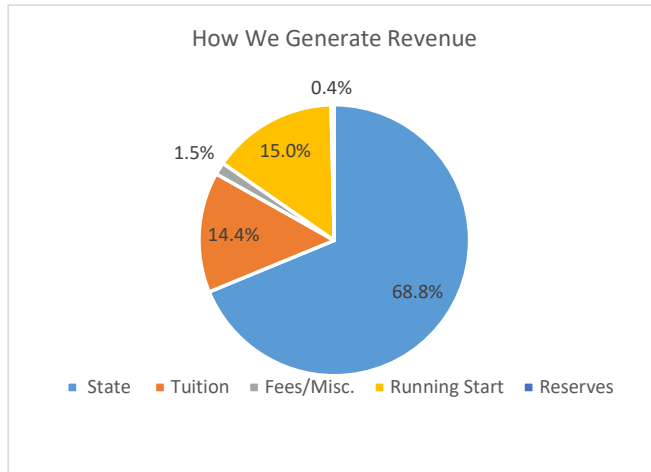
- Minimal Growth in State Allocation
- Enrollment Dependency
- Economic Volatility Risk

**Expenditure Challenges**

- Personnel Cost Increase
- Inflationary Operational Costs

**Revenue**

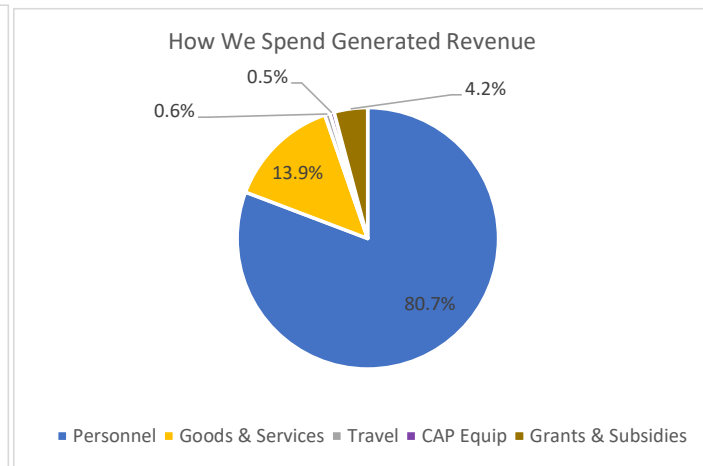
\$23,914,282



68.8% State Allocation  
14.4% Tuition  
1.5% Fees & Miscellaneous  
15% Running Start  
0.4% Reserves

**Expenditures**

\$23,914,283



81.8 % Personnel  
13.2% Utilities, Goods & Services  
0.6% Travel  
0.5% Capital Equipment  
3.9% Grants & Subsidies



**Grays Harbor College**  
**FY26 Operating Budget Summary**

	<b><u>2025-26</u></b> <b><u>Proposed</u></b>	<b><u>2024-25</u></b> <b><u>Amended</u></b>	<b><u>NET CHG</u></b>
Revenue			
State Allocation	16,448,628	16,278,445	170,183
Tuition	3,437,853	2,957,853	480,000
Fees/Misc.	350,826	305,376	45,450
Running Start	3,585,475	3,041,775	543,700
Reserves	91,500	-	91,500
Total Revenue	<u>23,914,283</u>	<u>22,583,449</u>	<u>1,330,833</u>
	(0.00)	(380,481)	
Expenditures			
Salaries and Wages	14,459,745	14,193,213	266,532
Benefits	4,848,855	4,778,945	69,910
Goods and Services	3,333,588	2,848,548	485,040
Travel	151,787	147,287	4,500
Equipment/Technology	124,000	124,000	-
Grants/Subsidies/Reimbursements	996,308	871,937	124,371
Total Expenditures	<u>23,914,283</u>	<u>22,963,930</u>	<u>950,353</u>

**Grays Harbor College**  
**2025-26 Operating Budget - Revenue Estimates**

<b>State Allocation</b>	<b>Operating Revenue - Proposed</b> 2025-26	<b>Enrollment % Share</b>	<b>Operating Revenue - Proposed</b> 2024-25	<b>Enrollment % Share</b>	<b>Difference</b>	<b>% Change</b>
<b>Operating Base - Modeled Components</b>						
1 District Enrollment Allocation Base - DEAB	\$ 6,607,848	1,470	\$ 5,346,209	1,470	\$ 1,261,639	24%
2 Priority Enrollment - Extra 30% (Weighted)	\$ 723,717	161	\$ 574,627	154	\$ 149,090	25.9%
3 Performance Funding (SAI)	\$ 1,160,215	2.0%	\$ 1,221,444	2.0%	\$ (61,229)	-5.0%
4 Minimum Operating Allocation(Excluding Capital)	\$ 2,675,900		\$ 2,675,900		\$ -	
Total Model Allocation	\$ 11,167,680		\$ 9,818,180		\$ 1,349,500	13.7%
<b>Proviso, Earmark &amp; Safe Harbor</b>	\$ 5,280,948		\$ 6,629,790		\$ -1,348,842	-20.3%
<b>State Allocation - Total</b>	<b>\$ 16,448,628</b>	<b>1,653</b>	<b>\$ 16,447,970</b>	<b>1,662</b>	<b>\$ 658</b>	<b>0.0%</b>
<b>Proviso, Earmark &amp; Safe Harbor Line Items</b>						
Worker Retraining	\$ 963,406	183	\$ 1,028,323	192	\$ (64,917)	-6%
Goldstar Families	\$ 3,025		\$ 3,025		\$ -	
Students Exp. Homelessness HB1166	\$ 115,000		\$ 30,000		\$ -	
Nurse Educator Salaries	\$ -		\$ 330,686		\$ (330,686)	-100.0%
Guided Pathways	\$ -		\$ 493,001		\$ (493,001)	-100.0%
Outreach Specialists HB 1835	\$ 170,000		\$ -		\$ -	
High Demand Program Faculty	\$ -		\$ 195,281		\$ (195,281)	-100.0%
Student Emergency Assistance	\$ 172,000		\$ 178,235		\$ (6,235)	-3.5%
Wage Increase	\$ 240,696		\$ 444,519		\$ (203,823)	-45.9%
Disability Accommodations	\$ 17,226		\$ 17,226		\$ -	0.0%
Students of Color	\$ 7,910		\$ 7,910		\$ -	0.0%
I-BEST	\$ 117,188		\$ 117,188		\$ -	0.0%
Opportunity Grants	\$ 326,548		\$ 299,412		\$ 27,136	9.1%
Equity/Access Bill 5194	\$ 177,886		\$ 177,886		\$ -	0.0%
Equity & Access SB 5194 Mental Health Pilot	\$ 125,000		\$ 125,000		\$ -	0.0%
Simulation Lab Equipment	\$ 77,000		\$ 77,000		\$ -	0.0%
Incarcerated Students SB5953	\$ 136,500		\$ 136,500		\$ -	0.0%
Student Needs SHB 1559	\$ 305,033		\$ 65,029		\$ 240,004	369.1%
M & O - SSIB	\$ -		\$ 202,668		\$ (202,668)	-100.0%
Diversity, Equity, Inclusion Support	\$ -		\$ 59,963		\$ (59,963)	-100.0%
Diversity SB 5227	\$ 50,351		\$ 65,675		\$ (15,324)	-23.3%
Refugee and Immigrant Education	\$ -		\$ 64,000		\$ (64,000)	-100.0%
Apprenticeship & Higher Educ ESSB 5764	\$ -		\$ -		\$ -	#DIV/0!
Financial Aid Outreach w/CBOs	\$ -		\$ 80,000		\$ (80,000)	-100.0%
Truck/School Bus Driver Training	\$ -		\$ 196,350		\$ (196,350)	-100.0%
Other Allocations	\$ 2,276,179		\$ 2,234,913		\$ 41,266	1.8%
<b>Proviso, Earmark &amp; Safe Harbor - Total</b>	<b>\$ 5,280,948</b>		<b>\$ 6,629,790</b>		<b>\$ (1,348,842)</b>	<b>-20.3%</b>
<b>Local Revenue</b>		<b>Fall FTE</b>		<b>Fall FTE</b>		
Tuition	\$ 3,437,853	923	\$ 2,957,853	902	\$ 480,000	16.2%
Running Start	\$ 3,585,475	374	\$ 3,041,775	360	\$ 543,700	17.9%
Fees/Miscellaneous	\$ 350,826		\$ 305,376		\$ 45,450	14.9%
<b>Local Revenue - Total</b>	<b>\$ 7,374,154</b>		<b>\$ 6,305,004</b>		<b>\$ 1,069,150</b>	<b>17.0%</b>
					\$ -	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 23,822,782</b>		<b>\$ 22,752,974</b>		<b>\$ 1,069,808</b>	<b>4.7%</b>

**Grays Harbor College**  
**FY26 Operating Budget - Expenditure Estimates**

	<b><u>2025-26</u></b> <b><u>Proposed</u></b>	<b><u>2024-25</u></b> <b><u>Proposed</u></b>	<b><u>NET CHG</u></b>
Salaries			
Full-time Faculty	5,207,681	4,948,814	258,867
Part-time Faculty	1,642,330	1,594,495	47,835
Exempt Professional	899,246	1,263,870	(364,624)
Exempt Administrative	3,186,402	3,205,696	(19,294)
Classified Staff	3,015,812	2,685,160	330,652
Classified Part-Time	251,213	240,757	10,456
Exempt Temporary	257,061	254,421	2,640
Total Salaries	14,459,745	14,193,213	266,532
Benefits	<u>4,848,855</u>	<u>4,811,976</u>	<u>36,879</u>
Total Personnel	<u>19,308,600</u>	<u>19,005,189</u>	<u>303,411</u>
Goods and Services	3,333,588	2,848,548	485,040
Travel	151,787	147,287	4,500
CAP Equipment	124,000	124,000	-
Grants/Subsidies/Reimbursements	<u>996,308</u>	<u>871,937</u>	<u>124,371</u>
Total Operating Expenditures	<u>4,605,683</u>	<u>3,991,772</u>	<u>613,911</u>
Grand Total - Projected Expenditures	<u><u>23,914,283</u></u>	<u><u>22,996,961</u></u>	<u><u>917,322</u></u>

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

**From:** Isaac Humiston – ASGHC President

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

**Date:** May 22, 2025

**Re:** End of Year Report to Board of Trustees

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**-Student Life Services & Impact: 2024–2025** It is an honor to serve as Student Body President and I'm very proud of everyone in Student Government and the Office of Student Life for representing the voices, hopes, and concerns of my fellow students this year.

-Throughout the 2024–2025 academic year, our Office of Student Life at Grays Harbor College engaged and supported over 1300 students through a wide range of programs and services, including:

- Harbor Landing Food Pantry: Provided consistent access to free groceries and fresh food, serving hundreds of students and their families in response to ongoing food insecurity.
- Campus Activities and Events: Hosted dozens of events, ranging from intramural sports and guest speakers to cultural celebrations and leadership workshops. Most recently, MAYhem, which went incredibly well.
- Wellness Vending Machine: Supplied free wellness and hygiene products to students, reducing stigma and financial barriers to essential health supplies.
- Diaper Bank: Supported parenting students by distributing diapers and baby wipes, helping to reduce out-of-pocket expenses for student parents and caregivers.
- Student ID Services: Issued and reissued student ID cards, helping students access vital campus resources, facilities, and discounts.
- Charlie the Choker Mascot: Student Life facilitated Charlie's appearance at over 50 campus and community events, contributing to school spirit and student engagement.

-Associated Student Government (ASGHC) Highlights

- Washington, D.C. Advocacy Trip (Fall Term): ASG student leaders traveled to the nation's capital to participate in national student advocacy and leadership training.
- Capitol Hill Climb (Winter Term): Students participated in the Washington State Legislative Advocacy Day, meeting with legislators to advocate for community college student priorities.
- Annual Budget Process (Spring Term): ASGHC successfully oversaw the review and allocation of Services & Activities (S&A) Fees, completing the 2025–2026 student budget and forwarding it to the Board of Trustees for final approval.

It has been a great year and I want to express my deep gratitude to this Board for your ongoing support of student success.

## **IX.2. - Classified Staff Report**

GHC Board of Trustees Meeting  
June 10, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Classified Staff Report

**Prepared by:** Jared Stratton

**Attachments:** None

## **Narrative**

### **Continued Bargaining for the Classified Staff Contract**

On June 3<sup>rd</sup>, OFM and WPEA came together to bargain for a one-year contract for the Classified Staff. I (Jared Stratton) will be back bargaining on behalf of the Classified Staff of Grays Harbor College. The hope and goal for this session, from the Union's perspective, is to mitigate harm to our membership. This situation is devastating to our workforce here at the College and throughout the State. I will provide updates when we next meet.

### **Appreciation of Management for Retention Bonus**

I, as a representative of Classified Staff, would like to thank the Board of Trustees and Management for their consideration for giving our Classified Staff a Retention Bonus. The balancing of the budget is a difficult task and where to spend the few dollars this college has matters. This act shows a great amount of appreciation for our lowest paid employees on campus. I know this was not an easy decision to make, but I appreciate the colleges priority to lift everyone up. Thank you.

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

GHC Board of Trustees Meeting

June 10, 2025

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# **Written Report**

## **Item Information:**

**Topic:** Professional Exempt Representation

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

**Attachments:** None

## **Narrative**

No report at this time.

## **Summary & Next Steps**

Not applicable.

## **Action Requested:**

Not applicable.

## IX.4. – Faculty Report

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** Faculty Report

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

**Attachments:** N/A

## Narrative

- This meeting falls at the start of week 9 for spring quarter. Faculty and students are currently hitting the final portion of the quarter. Students are gaining final content in their courses and are beginning to prepare final assignments and prepare for final exams.
- The Grays Harbor College Federation of Teachers (GHCFT) welcomes the new hire of Holly Bringman in the newly configured role of Vice President of Learning & Student Services and are thankful to Laurie Franklin and Aaron Coby for their service as interim Vice President of Student Services and Vice President of Instruction. GHCFT had good working relationships with Laurie and Aaron and look forward to continuing that trend with Holly.
- The GHCFT commends the administration for developing the creative solution of providing classified staff with retention incentives to help soften the blow of the state budget not including funding for classified COLAs.
- Faculty and staff are excited to see students preparing to graduate at the end of this month.

## Summary & Next Steps

None

## Action Requested:

None

## ☐ Follow-Up

None

## IX.5. – Administrative Services Report

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** Administrative Services Report

**Prepared by:** Jason Gordon, Vice President of Administrative Services

**Attachments:** Indirect Analysis, Equipment Purchase History

## Narrative

### FY2024-25 Budget Status

At the May meeting, the Board requested additional information on indirect costs and trends in equipment expenditures over recent years.

The attached Indirect Cost Analysis includes the most recent rate calculation for FY23. In FY23, total indirect costs amounted to \$10,564,332, comprising \$3,325,292 in salaries and wages and \$7,239,041 in other indirect expenses. This resulted in an indirect cost rate of 52.39%. Direct costs included \$9,383,224 in salaries and wages and \$10,782,720 in other expenses, for a total Modified Total Direct Cost (MTDC) of \$20,165,944. Also included is a summary of indirect charges to grants from 2022 to 2025. Charges increased from \$175,316 in 2022 to \$344,232 in 2024. As of the third quarter of 2025, \$290,447 has been charged.

The attached Equipment Purchase History outlines capital investments in furnishings, IT equipment, library books, and related resources. Notably, in FY23, spending on Capitalized Furnishings and Equipment totaled \$517,510, primarily driven by the purchase of instructional equipment.

### FY2025-26 Budget Development

DRAFT FY26 Budget information is presented in a separate packet

### Business Affairs Commission Meetings Update

- Next BAC meeting is June 4-5.

### Audit Update

- State Auditor's Office FY24 financial statement audit has started.
- Fieldwork will take place during the month of June.
- Audit report is scheduled to be completed in August.



## Summary & Next Steps

FY25 budget status, FY26 budget development and Business Affairs Commission meetings are ongoing administrative services activities. Further updates will be provided to the Board of Trustees in subsequent meetings as new information becomes available.

### Action Requested:

None

### ☒ Follow-Up

Indirect Analysis and Equipment Purchase History were completed and presented in this report.

# Indirect Cost Analysis

Description	FY22	FY23	FY24	FY25
Indirect Charges	\$175,316	\$314,517	\$344,232	\$290,447

Indirect Rate Cost Computation - FY23									
Indirect Costs:									
Salaries & Wages		\$3,325,292		Indirect Cost Rate:			\$10,564,332		
Other		\$7,239,041					\$20,165,944		
Total Indirect Costs		<u>\$10,564,332</u>							
							<u>52.39%</u>		
Direct Salaries & Wages		\$9,383,224							
Other		\$10,782,720							
MTDC		<u>\$20,165,944</u>							

# Equipment Purchase History

Description	FY22	FY23	FY24	FY25
Capitalized Furnishings Equipment	\$38,115	\$517,510	\$32,052	\$30,159
Capitalized IT Equipment	\$9,432	\$41,068	\$14,382	\$0
Capitalized Software	\$0	\$0	\$0	\$42,141
Library Books	\$3,823	\$4,779	\$11,185	\$17,442
Library Resources	\$47,541	\$24,289	\$11,964	\$0
<b>Total</b>	<b>\$98,911</b>	<b>\$587,646</b>	<b>\$69,583</b>	<b>\$89,742</b>

## IX.5.a. – Bookstore Update Report

GHC Board of Trustees Meeting  
June 10, 2025



# Written Report

## Item Information:

**Topic:** Bookstore Update Report

**Prepared by:** Jason Gordon, Vice President of Administrative Services

**Attachments:** None

## Narrative

In January 2025, the Board of Trustees reviewed the bookstore's sales performance and discussed potential strategies for sustaining operations. As part of the discussion, Dr. Carli Schiffner recommended a detailed cost analysis and exploration of alternative management models for the bookstore. A potential option involves a shared services model in partnership with Centralia College to provide bookstore management and operational support.

Over the past year, Centralia College has assisted in managing the bookstore due to limited staffing. Despite this support, the absence of a full-time, on-site staff member has presented ongoing operational challenges. Hiring a full-time Bookstore Supervisor would provide much needed stability to the bookstore operations.

## FY2025 Bookstore Budget

FY25 Q3 Bookstore Budget Status (03/31/2025)			
Budget	Bookstore	Actuals	Bookstore
<b>Revenue</b>		<b>Revenue</b>	
Sales/Charges	\$ 341,756.12	Sales/Charges	\$ 273,638.92
Advertising		Advertising	\$ -
Donations	\$ -	Donations	
	\$ 341,756.12		\$ 273,638.92
<b>Expenses</b>		<b>Expenses</b>	
Salary	\$ 142,483	Salary	\$ 107,446
Benefits	\$ 52,791	Benefits	\$ 37,213
Cost of Goods Sold	\$ 232,394	Cost of Goods Sold	\$ 236,729
Goods/Services	\$ 30,000	Goods/Services	\$ 22,999
Contracts	\$ 40,000	Contracts	\$ 13,073
Travel		Travel	\$ -
	\$ 497,668		\$ 417,460
Surplus (Deficit)	\$ (155,911.88)	Surplus (Deficit)	\$ (143,821.57)

## Proposed Option Cost Estimates

While bookstore sales are essential in supporting students' academic needs, the current operational model is financially unsustainable. The college is actively exploring cost-effective strategies to maintain essential services while reducing overhead. The bookstore has continued to:

1. Implement digital and online enhancements, such as;
2. Online book adoption system (Initial stages, working with campus and vendor)
3. Digital textbook purchase options (initial stages, working with vendor)
4. Textbook rental program (already doing this, increased offers for winter quarter)
5. Open Educational Resources (OER) (already doing this, based on faculty demand)
6. Integration of ctclink course schedule and student information into bookstore point-of-sale system (IT working on implementing this enhancement)
7. Website upgrade (initial stages, more work to come)
8. Marketing and social media (in initial stages, more work to come)

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

### Shared Services with Centralia College

As a sustainable alternative, the college is proposing a shared services agreement with Centralia College. Under this model:

1. Bookstore staffing will be realigned.
2. An articulation agreement with Centralia College will be negotiated.
3. Store hours and staffing levels will be adjusted for efficiency.

The cost associated with this model is estimated below:

Current Staffing Model				
Position	FTE	Salary	Benefits	Total
Bookstore Manager	1	\$78,468	\$27,468	\$105,936
Retail Clerk	1	\$49,116	\$22,860	\$71,976
Retail Clerk (Part-time)	0.4	\$18,000	\$4,982	\$22,982
<b>Total</b>	<b>2.4</b>	<b>\$145,584</b>	<b>\$55,310</b>	<b>\$200,894</b>

Recommended Shared Services Agreement with Centralia College				
Position	FTE	Salary	Benefits	Total
Shared Services				\$36,000
Bookstore Supervisor	1	\$54,204	\$25,228	\$79,432
Retail Clerk (Part-time)	0.4	\$18,000	\$4,982	\$22,982
<b>Total</b>	<b>1.4</b>	<b>\$72,204</b>	<b>\$30,210</b>	<b>\$138,414</b>

<b>Estimated Savings</b>	<b>\$62,480</b>
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Centralia College's support team includes two full-time bookstore employees, a full-time Auxiliary Services Director, and a part-time Program Coordinator. Under the proposed agreement, one full-time employee will be designated to support course materials for both institutions, ensuring consistent service and operational efficiency.

## Summary & Next Steps

In June 2025, the college will move forward with posting a full-time Bookstore Supervisor position and initiate a Shared Services Agreement with Centralia College. This model is expected to enhance student support services while achieving cost savings in bookstore operations.

### Action Requested:

None

### ☐ Follow-Up

None

## IX.6. – Human Resource Report

GHC Board of Trustees Meeting

June 10, 2025

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# Written Report

## Item Information:

**Topic:** Human Resource Report

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

**Attachments:** MOU & Vacation/Leave Policy

## Narrative

### General updates:

- The Human Resources Department received positive feedback on the Narcan training for employees held May 21<sup>st</sup>. Future trainings are planned and boxes will be installed in each building.
- Employee yearly evaluations will be completed at the end of June.
- Memorandum Of Understanding with the faculty union – Adding new academic programs to faculty collective bargaining agreement.
- Policy 640 – Vacations and Leave being updated to 280 hours for all employees.

### New Employees:

- Holly Bringman, Vice President for Learning & Student Success, starting June 23<sup>rd</sup>

### Changes in Employment:

- Victoria Jenkins is retiring as Bookstore Manager.
- David Zagorodney will be transitioning out of Student Services on June 12<sup>th</sup>.
- Aaron Coby will be returning to Dean of Arts and Sciences as of July 1<sup>st</sup>.
- Laurie Franklin will be wrapping up her contract as Vice President of Student Services on June 30<sup>th</sup>.
- Derek Edens will be transitioning out of helping with Campus Ops on June 16<sup>th</sup>.

### Searches:

- Associate Dean of Instruction at Stafford Creek, (replacing CJ Berndt), reviewing applicants
- Office Assistant 3 at Stafford Creek, (replacing Kathy Powell), reviewing applicants
- Support Specialist (Second chance/Pell) Stafford Creek, (new position within contract budget), reviewing applicants
- Fiscal Tech 3 / Cashier (replacement for Angela Drake), interviewing
- Safety & Security Coordinator, (replacing Chris Sierra), posted
- Library and Archives Para 1, (replacing Haley Adair), posted
- Medical Assistant Faculty position, (new position for new cohort), interviewing
- Entry Advisor (2 positions, replacement for Blake Cleveringa and Director of Advising), interviewing
- Women's Basketball Coach, (new position), posted
- Softball Coach, (replacing Jacob White), posted

- Men's Basketball Coach, (replacing Blake Cleveringa.), interviewing
- Baseball Coach, (replacing Curtis Eccles), interviewing
- Several adjunct positions (to hire for specific courses and pools for future hires)

### **Action Requested:**

- Approve, Memorandum of Understanding, Faculty Union
- Review Policy 640: Vacations and Leave, first reading



## IX.7. – Instruction Report

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** Instruction Report

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

**Attachments:** Ocosta English Classes (PDF); Pacific County English Classes (PDF); Climate Solutions project summary update (PDF)

## Narrative

The State Board and colleges are proposing changes to the AA-DTA (Direct Transfer Associates Degree). The changes would include a reduction in the required number of courses in each distribution area (15 credits to 10 credits), a required Equity/Diversity course, and a limit of 10 local to the college credits. The proposal still has several steps to go before being accepted. If approved Grays Harbor would have two years to evaluate and implement the changes. The College does not anticipate this transition will be too difficult and the result would be greater flexibility in the AA-DTA for students wishing to transfer to programs at four-year institutions.

The Instruction Office and Deans have restarted the system of Post-Tenure Review. These reviews occur on a rotating basis and provide an opportunity for faculty to reflect on their teaching with a mindset of continuous learning and improvement after earning tenure

For the first time in many years, the Instruction Office has developed (with the participation of division chairs and faculty) a full year annual schedule. This schedule provides course information for Summer, Fall, Winter, and Spring quarters, which can be accessed by students and advisors so planning can be done for a year at a time

Based on course and student need, the Instruction Office has initiated a search for a Full time, tenure track English/Humanities position. This position will reside at the Riverside Education Center in Raymond and will provide both instructional and advising support for the community.

## Arts & Sciences

Work on the Climate Solutions grant is in full swing with Lake Swano curriculum development being designed in both an online (GHC website) environment and in multiple courses including Biology, Forestry, Business, Human Services, Education, and Culinary. Improvements to the trail signage, an interactive online map, improved accessibility, and updates to the ecological history are all parts of the project. A summary of the work was presented to participants across the state community college system on May 28<sup>th</sup>. Attached is a PDF of that summary.

## Divisional Updates

### Nursing:

The Nursing Program is excited to share that the program may be offering a Nursing Assistant Certified (NAC) clinical group in Pacific County this summer. While students will still need to travel to the main campus for some components of the course, this represents an important step forward for meeting the needs of the College's service district. With strong interest and enrollment from Pacific County students, this initiative reflects the College's ongoing commitment to helping local residents train and build careers within their own community. In addition, the Nursing Program is working to establish a healthcare practice lab at the Riverview Training Center, alongside the Medical Assisting Program, with significant progress expected over the summer.

This year's Nursing Pinning Ceremony will take place on Friday, June 20th at the Bishop Center. This special tradition is a symbolic milestone, celebrating the completion of our nursing students' academic journey. The Nursing Program is also thrilled to announce that we are on track to graduate a full cohort of 35 nursing students this year—a significant achievement that reflects the hard work and dedication of our students and the faculty alike.

Thanks to the support of our incredible Nursing team and community partners-Harbors Regional Health and Local UFCW3000, the Nursing Program has been awarded a SBCTC HEET (Hospital Employee Education and Training) grant for the 2025–2026 academic year. This generous grant will allow the College to bring on a nursing recruiter, a student tutor, and a simulation support specialist—three roles in one that will make a meaningful difference in the lives of students and the future of healthcare in the region.

## Workforce and Continuing Education

### Community and Continuing Education:

A final report will be available for review at the conclusion of the contract with consultant Candi Bachtell that will provide information on work accomplished, lessons learned, and recommendations for moving forward. Efforts continue to re-engage the communities of Raymond and Ilwaco/Long Beach in revitalization of the community and continuing education program. An Open House will be held on May 28 from 10am – 2pm at the Columbia Center to meet and greet community members and gather information about the needs of the community for educational services. Classes for Fall that are currently under consideration and development include:

- First Aid/CPR
- Flagger Class
- Watercolor
- Calligraphy
- Block Print Making
- Clothing Construction
- Photography II

- Home Repairs
- Welding Art
- Italian Cooking
- Sourdough
- Pies & Tarts
- Knife Skills
- Mexican Cuisine
- Coffee Class
- Cake Decorating
- Your Financial Future
- Leadership Training
- Senior Years
- Entrepreneurial Class
- Au Pair Class
- Childbirth Education

#### Program Updates:

GHC was notified two weeks ago that the Hospitality Program from Peninsula College is closing due to lack of enrollments. For year, GHC partnered with Peninsula College on this program. This closure complicated the Culinary Arts AAS program development. The Culinary Arts Program is pivoting to a stand-alone program, not one in partnership on another college.

#### Westport Maritime Futures:

Grays Harbor College was successful in receiving a \$243,000 contract from the Employment Security Department to launch a maritime training initiative in Westport. Funding will be available after July 1 and will support the convening of industry and community members to create a plan of action for maritime training access, create career exploration and training opportunities in ashore and afloat careers, and subcontract with a community agency as the backbone organization to oversee the action plan implementation and evaluation; this pilot project can be scaled and focused on other industries in the Grays Harbor and Pacific County area.

## **Transitions:**

#### English Language Acquisition (ELA)

This spring, the Transition Program continues to offer three sections of beginning-level ELA, all of which are consistently at capacity. One section is delivered fully in-person on the main campus, while the other two are offered via Zoom. Enrollment in the beginning-level ELA continues to show strong growth. Conversely, enrollment in advanced-level ELA remains low, with only one advanced section offered this quarter via Zoom. In response to evolving student needs, the program is exploring a shift to in-person or hybrid instructional models for the next academic year for the advanced levels of ELA.

### High School+/GED:

Currently, 77 students are expected to participate in the upcoming graduation ceremony through the HS+ program. Additionally, up to 33 GRAVITY (a re-engagement program for students who have left school before graduation) students who have recently completed their GEDs may choose to join the celebration, marking a significant milestone in their academic journey.

### Community Education – Conversational English Courses:

The following community education courses are currently being offered through the Refugee and Immigrant Education grant.

**Ocosta Jr/Sr High School:** In-person Conversational English on Tuesday evenings from 5:00-7:00 PM.

**Riverview Education Center:** In-person Conversational English class on both Wednesday and Friday evenings from 5:00–7:00 PM.

## **Stafford Creek Corrections Center:**

Work is underway to finalize a partnership with the Washington Department of Children, Youth & Families (DCYF), which is establishing a youth corrections program at the Stafford Creek Corrections Center. The program will focus on providing the students an opportunity to complete their High School degree or GED.

The College has started the search for an Associate Dean for Education at Stafford Creek. The hope is for this person to be onboarded over the summer months and be ready for Fall programming.

# Conversational English Class

**FREE Event - Families Welcome!**



## Would you like to learn or improve your English?

Grays Harbor College is offering a FREE course for non-native speakers who want to improve their listening, speaking, reading, and writing skills. English Conversation Classes provide a welcoming and relaxed opportunity for adults to practice listening and speaking in English. Participants can ask questions and find out how to connect in their local community.



**Tuesday**

5:00 pm to 7:00 pm



**Ocosta Jr/Sr High School**

2580 S. Montesano Street, Westport 98595



## Questions?

Contact Roberta Amador by email at [ramador@ocosta.org](mailto:ramador@ocosta.org) or call the school at 360-268-9125 extension 3060.



# Clases de conversación en inglés

Evento GRATUITO - ¡Las familias son bienvenidas!



## ¿Le gustaría aprender o mejorar su inglés?

Grays Harbor College ofrece un curso GRATUITO para hablantes no nativos que deseen mejorar sus habilidades de comprensión auditiva, expresión oral, lectura y escritura. Las clases de conversación en inglés ofrecen una oportunidad acogedora y relajada para que los adultos practiquen la comprensión auditiva y la expresión oral en inglés. Los participantes pueden hacer preguntas y averiguar cómo relacionarse en su comunidad local.



**Martes**

5:00 pm to 7:00 pm



**Ocosta Jr/Sr High School**

2580 S. Montesano Street, Westport 98595



## ¿Tienes preguntas?

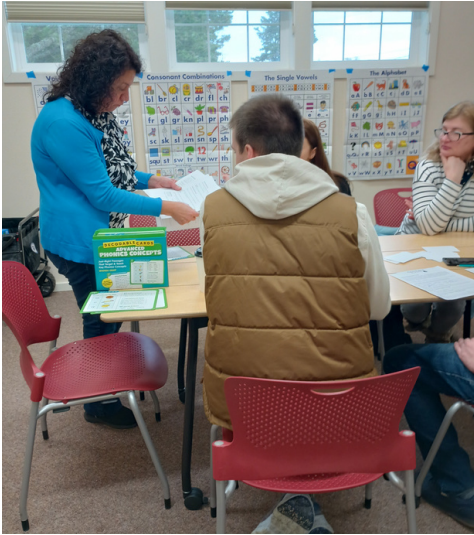
Roberta Amador: Enviarme un correo electrónico a [ramador@ocosta.org](mailto:ramador@ocosta.org) o llamar a la escuela al 360-268-9125 extensión 3060.

El Grays Harbor College es una institución de oportunidades. Para obtener más información, consulte [ghc.edu/nondiscrimination](http://ghc.edu/nondiscrimination).

June 2025 Board Packet, Page 54

# Conversational English Class

**FREE Event - Families Welcome!**



## Would you like to learn or improve your English?

Grays Harbor College is offering a FREE course for non-native speakers who want to improve their listening, speaking, reading, and writing skills. English Conversation Classes provide a welcoming and relaxed opportunity for adults to practice listening and speaking in English. Participants can ask questions and find out how to connect in their local community.



**Wednesday & Friday**

**5:00 pm to 7:00 pm**



**Riverview Education Center**

**600 Washington Ave, Raymond 98577**



Grays Harbor College is an equal opportunity institution. For more info, see [ghc.edu/non-discrimination](http://ghc.edu/non-discrimination).

**Questions?**

**Heidi: 360-538-4031**

**Kent: 360-538-4023**

**Annalee: 360-538-4167**



# Clases de conversación en inglés

Evento GRATUITO - ¡Las familias son bienvenidas!



## ¿Le gustaría aprender o mejorar su inglés?

Grays Harbor College ofrece un curso GRATUITO para hablantes no nativos que deseen mejorar sus habilidades de comprensión auditiva, expresión oral, lectura y escritura. Las clases de conversación en inglés ofrecen una oportunidad acogedora y relajada para que los adultos practiquen la comprensión auditiva y la expresión oral en inglés. Los participantes pueden hacer preguntas y averiguar cómo relacionarse en su comunidad local.



**Miércoles y Viernes**

5:00 pm to 7:00 pm



**Riverview Education Center**

600 Washington Ave, Raymond 98577



El Grays Harbor College es una institución de oportunidades. Para obtener más información, consulte [ghc.edu/nondiscrimination](http://ghc.edu/nondiscrimination).

¿Tienes preguntas?  
Heidi: 360-538-4031  
Kent: 360-538-4023  
Annalee: 360-538-4167



# Lake Swano Climate Solutions Curriculum Initiative

WEBSITE ENHANCEMENT WITH PUBLICLY AVAILABLE CURRICULUM CONTENT.

SIGNAGE IMPROVEMENTS WITH TRAIL INTRODUCTION AND LINKS TO ONLINE CURRICULUM.

COURSE CURRICULUM DEVELOPMENT IN THE FOLLOWING COURSES:

- BIO213 (Biology III – Majors Plan w/ Lab)
- ECED&170 (Environments for Young Children)
- BA 174 (Small Business Management)
- BASF485 (Indigenous Uses of Forest Resources)
- BUS&101 (Introduction to Business)
- HS 202 (Counseling Diverse Populations)
- Culinary Course (in development) – Pacific Northwest Cuisine



## IX.8. – Student Services Report

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** Student Services May 2025 Summary

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

**Attachments:** Bishop Center Performances

## Narrative

### Student Services Division:



Grays Harbor College's Direct Admissions Initiative (DAI) team has been actively engaging local high schools this spring! Aberdeen, Hoquiam, Elma, South Bend, Ocosta, and North Beach high schools, along with open virtual sessions were held to welcome students to GHC! College employees from Advising, Workforce Funding, K-12 Partnerships, Outreach, Financial Aid, Student Services Administration, President Schiffner, and Charlie Choker all volunteered their time to assist with these eight events! (Picture of Charlie Choker at the SBHS soccer game!)

TRIO Upward Bound is gearing up for its third summer program! The goal was to recruit 40 students, but thanks to the dedication of students, Hoquiam TRIO Advisor Molly Zinkle, and Program Coordinator Michael Lick, the summer program thrilled to be serving 73 students this summer. The six-week program helps high school student prepare for the upcoming school year while exploring new interests and meeting new friends. Incoming seniors will complete college and financial aid materials so they are ready to apply for colleges in the fall. Graduating seniors will take a free class at GHC (thank you, GHC Foundation!) and continue in the fall. The summer will kick-off at St. Martin's University for an upperclassmen college boot camp, followed by academic workshops at GHC, the Riverview Education Center, and the Ilwaco campus. GHC's Upward Bound Program is also partnering with Centralia College's TRIO UB, and will be visiting UW Seattle, UW Tacoma, CWU, and WWU. The team is excited to welcome 8<sup>th</sup>-12<sup>th</sup> graders from Raymond, Hoquiam, and Ocosta on the GHC Aberdeen campus this summer!



On May 15, GHC's Coast Trio and String Ensemble hosted nearly 400 4<sup>th</sup> and 5<sup>th</sup> graders from Ocosta, Oakville, Hoquiam, and Aberdeen elementary schools to attend the string music outreach in the Bishop Center. Thank you to Dr. Bill Dyer, the GHC Foundation, and the Grays Harbor Community Foundation for supporting this incredible event!

## Enrollment:

### Spring Quarter Enrollment Snapshot for Tuesday, May 20th

BCC: All GHC Employees

FTE: Spring 2025	Spring 2024 05/14/2024 Day # 27	Spring 2025 05/20/2025 Day # 27	Difference	% Diff from 2024 to 2025	Spring 2024 FTE change to end of quarter	Final FTE Numbers for Spring 2024
1-Academic Transfer & Pre-College	424.4	454.4	29.9	7.1%	-0.9	423.6
2-Transition Programs	132.7	148.5	15.8	11.9%	-11.0	121.6
3-Career and Technical Ed.	279.9	318.4	38.5	13.8%	1.8	281.7
4-BAS Programs	44.7	36.5	-8.2	-18.3%	0.0	44.7
<b>State Funded Total</b>	<b>881.7</b>	<b>957.7</b>	<b>76.1</b>	<b>8.6%</b>	<b>-10.1</b>	<b>871.6</b>
Running Start FTE	349.5	396.7	47.2	13.5%	-0.2	349.3
<b>State + Running Start Total</b>	<b>1,231.2</b>	<b>1,354.4</b>	<b>123.2</b>	<b>10.0%</b>	<b>-10.3</b>	<b>1,220.9</b>
Stafford Creek FTE	0.0	171.4	171.4	0.0%	221.2	221.2
<b>State + RS + SCCC Total</b>	<b>1,231.2</b>	<b>1,525.8</b>	<b>294.6</b>	<b>23.9%</b>	<b>210.9</b>	<b>1,442.1</b>

## Student Life:

On May 22, Student Life hosted the annual “Mayhem” event, filled with sugar in the form of ice cream from Buddy Moos, hand spun cotton candy, shaved ice, popcorn, a bouncy house, face painting tie-dye shirts, a dunk tank, tacos by Mr. Taco, and a petting zoo on a gorgeous day! Thank you to ASGHC and the GHC Foundation for bringing this fun event to students and staff alike!

## Financial Aid and Scholarships:

Effective May 21, 2025, the number of 2024-25 Free Application for Federal Student Aid (FAFSA) and Washington State Financial Aid Application (WASFA): 3309 (up by 119 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: 1292 (+25 from April)
    - Students Reviewed: 1077 (+49 from April)
    - Students not Enrolled: 210 (-7 from April)
    - Students waiting for Review: 6 new applications

## Outreach and Recruitment:

### June and Summer Planned Events:

Event Name	Location	Date
GHC Enrollment Days for Summer	GHC	6/2/2025
GHC Enrollment Days for Summer	GHC	6/3/2025
Aberdeen High School Signing Day	Aberdeen High School	6/4/2025
North Beach High School Signing Day	North Beach High School	6/6/2025
Oakville Signing Day	Oakville High School	6/6/2025
Pacific County Pride (Raymond)	River Front Park, Raymond	6/21/2025
Pacific County Pride (Long Beach)	Veterans Field, Long Beach	6/22/2025
Rusty Scuppers Pirate Days	Westport	6/27/2025
Rusty Scuppers Pirate Days	Westport	6/28/2025
Rusty Scuppers Pirate Days	Westport	6/29/2025
Aberdeen Founders Day	Downtown Aberdeen	TBA
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



GRAYS HARBOR COLLEGE



BISHOP CENTER  
FOR THE PERFORMING ARTS • GRAYS HARBOR COLLEGE

**June 2025 is a busy month for events at the Bishop Center for Performing Arts!**

Grays Harbor Symphony: June 8, 7:00pm

GHC Honors Recital: June 11, 7:00pm

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

GHC Jazz Concert: June 17, 7:00pm

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

Tickets: [ghc.edu/bishop](https://ghc.edu/bishop)

**Please note that the Spring Drama will take place on June 12<sup>th</sup> on the 3<sup>rd</sup> floor of TulalW. This performance will be free of charge for all audience members!**

## IX.9. – President’s Report

GRAYS HARBOR COLLEGE Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** President’s Monthly Report

**Prepared by:** Carli Schiffner, PhD

**Attachments:** None

## Narrative

### EVENTS:

GHC Baseball Game, Olympic Stadium, May 4

Missing and Murdered Indigenous Women Event, tulalW Student Center, May 5

GHC Culinary and Hospitality Professionals Advisory Committee, virtual, May 5

GHC College Information Night, Hoquiam High School, May 6

Office Hours, May 8

Department of Commerce, Listening Session, Aberdeen, May 8

GHC College Information Night, Elma High School, May 8

Stafford Creek Corrections Center, visit, May 15

Running Start Senior Celebration, tulalW Student Center, May 15

GHC Foundation Scholarship Social, May 21

GHC Town Hall, May 22

GHC Student Art Show, Spellman Library, May 22

Allocation Model Review Committee, Workshop, May 28

GGHI Leaders Banquet, Table Sponsor, May 30

### MEETINGS:

WACTC Allocation Model Review Committee Meetings (and prep), May 7, 14, 27

WACTC Corrections Committee, May 29

WACTC Operating Committee (and prep), May 9, 27, 29

WACTC Meetings (General), May 29-30

Kim Tanaka, Director for Trustees, State Board for Community and Technical Colleges, May 6

Dr. Irene Shaver, Director for NOAA and Undergraduate Research, State Board for Community and Technical Colleges, May 6.

Isaac Humiston, Student Body President, May 7

Leonard Barnes and Alissa Shay, Port of Grays Harbor, May 7

Greater Grays Harbor, Inc., Executive Board, May 8

Stacie Barnum, City of Aberdeen, May 9

Michael Snodgrass, Senator Cantwell's Regional Office, May 9

Daniel Pailthrop, Senator Murray's Regional Office, May 9

Dr. Suzy Ames, President, Spokane Community College, May 14

Gray Pac Superintendents Meeting, May 16

Twin Harbors CTE Stakeholders Meeting, May 20

DES/AAG Meetings, May 22

Darrel Jennings, State Board for Community and Technical Colleges, Prep Meeting for Lake Swano Dam Capital Funding, May 22.

Kristen Morgan, Department of Corrections, May 27

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

\*Plus, ongoing monthly labor/management meetings.

## ACCREDITATION

Report attached.

## WACTC UPDATE & the STATE BUDGET

Governor Ferguson signed the operational budget bill in late May, resulting in minimal impact to the State Board for Community and Technical College system. The new budget goes into effect July 1, 2025, and Grays Harbor College will have a reduction of \$325,000 to its base allocation due to the error related to the Office of Financial Management, and a reduction of \$225,000 due to the statewide elimination of the Commercial Driver's License (CDL) program. Grays Harbor College's request to continue the work to mitigate Lake Swano Dam remained in the Capital Budget and the College will receive \$1m to do this work starting July 1, 2025.

Unfortunately, funding was not provided for the COLAs related to the WPEA's recently approved new contract. After researching options and consulting with labor and the Attorney General's Office, Grays Harbor College will be giving retention incentives to our classified employees for this coming year. The incentives will be \$1,500 for full-time classified employees and \$750 for part-time classified employees (pre-tax). Due to our fiscal conservatism this year, the College will be closing in the black, clearing



\$100,000. This \$100,000 will be put into reserves and will be the source of funding for our classified retention incentives. This retention incentive is a one-time payment designed to recognize and support continuity during exceptional circumstances.

### GRANTS: Federal and Philanthropic

Uncertainty about the future of federal grant programs, like TRiO, continues to hang over the College. In early May, the National Oceanic and Atmospheric Association (NOAA) Grant was rescinded by the federal government, leaving Grays Harbor College without its funding for the work underway with the Quinault Nation and the Natural Resources Program. The College is still waiting for official direction about closing out the grant. 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

For the past 30 years, the dual credit program, Running Start, has been available throughout the State of Washington for eligible high school students to earn college credit while in high school. The growth and success of this program at Grays Harbor College reflects strong program leadership and great partnerships with the K-12 institutions in the College's two-county district. The Running Start program enrollment continues to be solid, and students who earn an associate of arts degree while in the program is growing. For many Running Start students, earning a two-year degree as they graduate high school gives them a jumpstart on their post-high school journey.

The Summer 2025 Outreach schedule is included in the Board packet and commences with Rusty Scupper Days in Westport, June 27-29.

### PERSONNEL

Holly Bringman will begin her tenure with Grays Harbor College as the Vice President of Learning and Student Success on June 23, 2025. Ms. Bringman serves currently as the Director of the Apple STEM Network for North Central Washington, and is part of the statewide directors team for career connected learning. Prior to her current role, Ms. Bringman served in progressive leadership positions at Wenatchee Valley College in Student Services and Instruction. We are thrilled to welcome Holly to Grays Harbor College!

A huge thank you to Laurie Franklin for serving as the interim Vice President of Student Services for the past 18 months. Laurie brought stability and years of knowledge in Student Services to the College at a very critical time. Her upbeat personality and thoughtfulness will be dearly missed!

Another huge thank you to Dr. Aaron Coby for serving as the interim Vice President of Instruction for the past six months. Aaron successfully championed the Instruction Division infrastructure needs of the annual schedule, the Academic Council, Stafford Creek, and a sundry of other items. He did this while maintaining his calm demeanor and sense of humor! Thank you!

### Action Requested:

This is informational, no action requested at this time.



## IX.9.a. – Accreditation Report

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** Institutional Accreditation

**Prepared by:** Kristy Anderson

**Attachments:** None

## Narrative

### Update on the Policies, Regulations, and Financial Review Report

A draft of the Policies, Regulations, and Financial Review (PRFR) report was distributed to employees for review and feedback on May 5, 2025. This report is a required component of year six in GHC's institutional accreditation cycle. Employees provided valuable insights and examples that will enhance the quality and depth of the report. The Accreditation Steering Committee is currently incorporating the feedback, adding additional data, and including self-reflection to strengthen the content. The next steps involve a final edit of the report, compilation of appendices, a review for accessibility, and formatting. The final report is due on September 1, 2025, ahead of GHC's fall Kick-Off.

### GHC Website Frozen from July 15<sup>th</sup> – November 15<sup>th</sup>

To ensure that all resources and documents linked in the PRFR report remain intact for a smooth and accurate review process, the College's website will undergo a temporary freeze from July 15 to November 15. During this period, routine updates to the website will be restricted to prevent broken links in the accreditation report. Visitors will still have access to existing content, but no new content will be added. Only select areas on the front page will remain active for updates, as they are critical for communication and do not affect the accreditation report (e.g. news, events, and the carousel).

The College's intranet (internal site) and Web Forms system (forms.ghc.edu) will not be part of the freeze and will continue to receive updates as usual.

An email was sent on May 23<sup>rd</sup> to all GHC employees regarding the freeze, with follow-up communications planned over the next month to encourage employees, especially web content managers, to submit fall updates before July 15<sup>th</sup>.

## Summary & Next Steps

This summer, GHC will submit its Annual Report to NWCCU by August 1. The report includes a review of the program inventory, financial data collection, and other relevant information about the college.

Additionally, once the PRFR is substantially completed, the Accreditation Steering Committee will begin focusing on the Year-Seven Evaluation of Institutional Effectiveness report. This report, due on September

1, 2026, will include a site visit in the fall of 2026, during which several peer evaluators will conduct an on-site review. The Year-Seven Evaluation of Institutional Effectiveness report is focused on student learning and student success.

**Action Requested:**

No action at this time.

## IX.9.b – tulaIW Student Center Report

GHC Board of Trustees Meeting  
June 10, 2025

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# Written Report

## Item Information:

**Topic:** tulaIW Student Center Construction Report

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

## Narrative

### 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.
- Installation of the Washington State Art project on the exterior entry columns is complete.
- Department of Commerce Energy Grant Solar Panels will be installed the week of June 9.
- A small kitchen upgrade project is in progress and will complete by June 30.
- The new Emergency Responder Communication Enhancement System is 90% complete but a crucial component for operation of the system is not scheduled to ship until July.

## 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