

Board of Trustees Regular Meeting

May 13, 2025 at 11:00 AM

Hybrid Meeting: Columbia Education Center, Room 101 (Ilwaco Campus)

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

Join by Phone: 253-205-0468



May 13, 2025 – Regular Meeting Agenda

The Board of Trustees of Grays Harbor College will hold a regular meeting on Tuesday, May 13, 2025, at 11:00 AM. Dr. Paula Akerlund, Board Chair, will preside.

A study session featuring a Marketing & College Relations update by Holly Duffy will take place at 10:00 AM.

Item	Topic	Presenter
10:00 - 11:00am	Study Session (optional)	
I.	Call to Order/Roll Call	Dr. Paula Akerlund
II.	Safety Statement In the event of an emergency requiring evacuation (e.g., fire or building hazard), please exit Room 101 and turn left to leave the building. Once outside, gather at the designated assembly point, away from the building, to ensure your safety. If you have specific safety needs or require accommodations, please let Dr. Schiffner know.	Dr. Paula Akerlund
III.	Pledge of Allegiance	Dr. Paula Akerlund
IV.	Land Acknowledgement Grays Harbor College is located on the ancestral lands of the Chehalis, Chinook, Quinault and Shoalwater Bay Peoples. With this awareness, we honor the ancestors and pay respect to elders past and present of these nations and all Native Peoples of this land who occupy these lands since time immemorial. The College expresses its deepest respect for and gratitude towards these original and current caretakers of the region and to our native students, staff, and faculty, past and present, as well as support and respect their presence and valuable contributions into the future. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these nations and Native peoples, in support of their sovereignty and the inclusion of their voices in the teaching and learning process.	Jim Sayce
V.	Agenda Adoption	Dr. Paula Akerlund
VI.	Public Comments Please sign in and limit comments to three minutes.	
VII.	Celebrations 1. Career Fair 2. Recognition of Employees Receiving their Master's Degree	Ashley Bowie-Gallegos Shelly Hoffman, Emma Benson, Terri Bell
VIII.	Action Items 1. Approval of the April 8, 2025 Minutes 2. Student Conduct Code Revisions 3. First Reading of <i>Operational Policy 402 – Student Involvement in Governance</i> 4. Second Reading of <i>Operational Policy 306 – Ungraded Courses</i>	Dr. Paula Akerlund Laurie Franklin Laurie Franklin Dr. Aaron Coby

Regular Meeting Agenda

Grays Harbor College Board of Trustees
May 13, 2025



	5. Second Reading of <i>Operational Policy 307 – Grays Harbor College Library</i> 6. Second Reading of <i>Operational Policy 318 – Reciprocity</i> 7. Second Reading of <i>Operational Policy 319 – Credit for Prior Learning</i> 8. Second Reading of <i>Operational Policy 320 – Placement Reciprocity</i> 9. Second Reading of <i>Operational Policy 321 – Credit Hour Policy</i>	Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby Dr. Aaron Coby
IX.	Standing Reports 1. Student Government 2. Classified Staff Report 3. Represented Exempt Staff Report 4. Faculty Report 5. Administrative Services Report <ul style="list-style-type: none"> a. Quarter Three Budget Update b. Bookstore Update 6. Human Resources Report 7. Instruction Report 8. Student Services Report <ul style="list-style-type: none"> a. Enrollment 9. President's Report <ul style="list-style-type: none"> a. Accreditation b. Student Services & Instructional Building Update 10. Board Report <ul style="list-style-type: none"> a. Foundation Meeting Report b. Board Art Committee Update c. Legislative Committee Update d. Items of Interest 	Isaac Humiston Jared Stratton Shelly Hoffman Shiloh Winsor & Tom Kuester Jason Gordon Erin Tofte Dr. Aaron Coby Laurie Franklin Dr. Carli Schiffner Kristy Anderson Floyd Plemmons Astrid Aveledo Dr. Paula Akerlund & Astrid Aveledo Jim Sayce Dr. Paula Akerlund
X.	Non-Public Session Non-Public Session covered by the Open Public Meetings ACT per RCW 42.30.140	
XI.	Action Items as a Result of the Non-Public Session	
XII.	Executive Session Under RCW 4230.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.	
XIII.	Action Items as a Result of the Executive Session	
XIV.	Good of the Order	
XV.	Adjournment	

Grays Harbor College Board of Trustees Regular Meeting Minutes

Board Meeting: The Board meeting convened on April 8, 2025, at 10:07 AM.

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

Members Present on Zoom: Aliza Esty & Astrid Aveledo

Others Present: Derek Edens, Heidi Wood, Dr. Carli Schiffner, Ja'Shona Cooks, Lisa Smith, Erin Tofte, Dr. Aaron Coby, Julie Randall, Jason Gordon, Laurie Franklin, Ariel Finrock, Jonni Dawson, Penny James, Dr. William Dyer, Kari Hasbrouck, Art Oestreich, Cara Beth Stevenson, Jared Stratton, Nina Urioste, Anica Reimer, Sarah Dalrymple, Isaac Humiston, Dr. Andrew Gaines, David Workman, Janet M. Workman, Stevie Stevenson, Teresa Dubois, Kenji Seta, Floyd Plemmons

Others Present on Zoom: Annalee Atwell-Tobar, Barb Dyer, Berta Gibby, Cathy LeCompte, Cheyenna Carroll, Crystal Bagby, Hannah Tupper, Janet Parker, JEB Thornton, Karyn Olson, Lori Christmas, Matt Edwards, Matt Holder, Matthew Barber, Nancy DeVerse, Sarina Tung, Shelly Hoffman, Stephanie Gibson, Sydney Yager

A study session featuring an overview of the NCII Rural Guided Pathways Project by Dr. Carli Schiffner, Julie Randall, Lisa Smith, Heidi Wood, and Dr. Aaron Coby took place at 9:00 AM.

I. Call to Order and Roll Call

Chair Dr. Paula Akerlund called the meeting to order at 10:07 AM. Roll call was taken by Ja'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 with the addition of two action items: Faculty Excellence Awards Approval and Bishop Trust Investment Scholarship Approval. Dr. Akerlund noted that the materials for both items were already included in the packet and only the actions needed to be added. Dr. Harry Carthum moved to approve the agenda as amended, and Jim Sayce seconded the motion. The motion carried.

VI. Public Comments

There were no public comments.

VII Celebrations

The April meeting celebrated the success of the Winter Musical: *Groundhog Day*. Dr. Carli Schiffner expressed her gratitude to Dr. William Dyer, Art Oestreich, Dr. Andrew Gaines, and to all of the cast and crew for their outstanding production. She noted the many hours of preparation involved and thanked everyone for delivering an incredible event.

Dr. Andrew Gaines thanked the Board for recognizing the musical and expressed appreciation for the entire community effort that made the production possible. He shared that it was an honor to be part of the project and to help organize such an event.

Dr. William Dyer also thanked the Board for their recognition. He emphasized the importance of audience support and expressed gratitude to those who continually support the arts, including the Board. He extended thanks to the students and to colleagues in attendance—Dr. Andrew Gaines, Art Oestreich, Kari Workman, David Workman, Janet Workman, Stevie Stevenson, and Teresa Dubois—as well as to those who were unable to attend. Dr. Dyer specifically recognized Art Oestreich for bringing the production's creative vision to life through his work on the set design.

Chair Dr. Paula Akerlund highlighted the vital importance of the arts to the community and expressed sincere thanks to everyone involved. Dr. Harry Carthum shared that *Groundhog Day* was the best play he had ever seen. He gave personal acknowledgments to several individuals involved and expressed his overall appreciation.

VIII & IX. Action Items & Standing Reports

Action Items

1. Approval of March 11, 2025 Minutes
 - a. Chair Dr. Paula Akerlund called for a motion to approve the March 11, 2025 meeting minutes. Jim Sayce moved to approve the minutes, and Dr. Harry Carthum seconded the motion. The motion carried.
2. First Readings of Operational Policies:
 - a. Operational Policy 306 – Ungraded Courses
 - i. There were no major changes to this policy, only updates to the associated Revised Code of Washington (RCW). This is a stand-alone policy with no accompanying procedure.
 - b. Operational Policy 307 – Grays Harbor College Library
 - i. No changes were made to this policy. Dr. Aaron Coby clarified that students actively enrolled at the College have first access to the resources, after that, the library is a community resource.
 - c. Operational Policy 318 – Reciprocity
 - i. This policy has no accompanying procedure. Dr. Aaron Coby noted that accuracy was confirmed with the Registrar's Office, which oversees implementation, and the policy applies to institutions within the state of Washington.
 - d. Operational Policy 319 – Credit for Prior Learning
 - i. This policy includes one accompanying procedure that outlines the process.

Dr. Aaron Coby illuminated that the determination of credit to be awarded is made at the departmental level through assessment and recommendation. Students may appeal decisions and are required to present evidence for reconsideration.

Safeguards to prevent misuse include maintaining clear boundaries and ensuring collaboration with faculty in the decision-making process.

- ii. Dr. Carli Schiffner added that some frameworks—such as military crosswalks—are adopted or passed through from the State Board. Credit for Prior Learning policies vary significantly across institutions in the system. Generally, subject matter experts are responsible for determining credit.
- e. Operational Policy 320 – Placement Reciprocity
 - i. This policy includes procedures that detail how placement from other institutions is recognized. Dr. Aaron Coby noted that this policy is a reiteration of the statewide Placement Reciprocity Policy adopted in 2013 by the Student Services and Instruction Commissions at the State Board.
- f. Operational Policy 321 – Credit Hour Policy
 - i. This policy determines how many credits a given course is worth, based on guidelines from the U.S. Department of Education and the Northwest Commission on Colleges and Universities (NWCCU).
 - ii. An audience member asked whether an “hour” was defined as 50 or 60 minutes in this context. Dr. Aaron Coby clarified that one academic hour is defined as 50 minutes and noted that the policy may need to be updated to reflect that definition.
- g. Chair Dr. Paula Akerlund called for a motion to advance the first readings of Operational Policies 306, 307, 318, 319, 320, and 321 to a second reading. Jim Sayce moved to advance the listed policies, and Dr. Harry Carthum seconded the motion. The motion carried.
- 3. Second Readings of Operational Policies:
 - a. Operational Policy 303 – Approving and Discontinuing Degree Programs
 - i. No discussion.
 - b. Operational Policy 310 – Human Subjects Research
 - i. No discussion.
 - c. Operational Policy 314 – Copyright.
 - i. No discussion.
 - d. Chair Dr. Paula Akerlund called for a motion to adopt Operational Policies 303, 310, and 314. Jim Sayce moved to adopt the policies, and Dr. Harry Carthum seconded the motion. The motion carried.
- 4. Faculty Excellence Awards Approval
 - a. In October, the Board approved just over \$12,000 to support faculty development, achievement, and awards, and the full approved amount was utilized this year. Dr. Aaron Coby explained that a committee was convened to determine the distribution of these funds, and the committee’s recommendations are included in the Board packet. The allocation consisted of seven Faculty Development Awards, two Faculty Achievement Awards, and two Faculty Excellence Awards.

- b. Chair Dr. Paula Akerlund called for a motion to approve the Faculty Excellence Awards as submitted. Dr. Harry Carthum moved to approve the awards, and Jim Sayce seconded the motion. The motion carried.
- 5. Approval of 2025-2026 Fee Schedule
 - a. Jason Gordon shared that the fee schedule is reviewed annually to identify fees that are no longer needed, those requiring revisions, and any additions related to new programs. For the 2025–2026 academic year, there were 11 new or revised fees proposed. Dr. Carli Schiffner noted that further analysis is still needed for some of the other fees to ensure they do not place an undue burden on students and will be addressed in the future.
 - b. Dr. Schiffner shared that support measures are available to assist students with fees, such as the Hughes Tools Fund. Dr. Schiffner also clarified that the fee listed for Medical Assistant Year 2 applies to the full academic year.
 - c. Chair Dr. Paula Akerlund entertained a motion to approve the FY2025–2026 fee schedule as submitted. Jim Sayce moved to approve the fee schedule, and Dr. Harry Carthum seconded the motion. The motion carried.
- 6. Bishop Trust Investment Scholarship Approval
 - a. The Bishop Trust yielded an income of \$388,000. Based on the four percent distribution rule, the request is for \$225,866.10 to be allocated for scholarships for FY2026.
 - b. Chair Dr. Paula Akerlund entertained a motion to approve the Bishop Trust Scholarship allocation as presented. Jim Sayce moved to approve the scholarship allocation, and Dr. Harry Carthum seconded the motion. The motion carried.

Standing Reports

1. Student Government Report (Isaac Humiston)

Dr. Carli Schiffner congratulated Isaac Humiston on earning his Certified Nursing Assistant (CNA) credential. Mr. Humiston reported that Anica Reimer has been hired as the new Executive Vice President for the Associated Students of Grays Harbor College (ASGHC). ASGHC is currently working on developing its budget. Selena Guzman, Vice President for Diversity & Awareness, recently introduced Congresswoman Emily Randall for a Town Hall she hosted on campus. Lastly, eight students attended the Students of Color Conference at Green River College.

2. Classified Staff Report (Jared Stratton)

Jared Stratton reported that members of the Washington Public Employees Association (WPEA) have ratified the agreement. The agreement will now move to the Governor for consideration regarding funding. He noted that, if funded, the agreement would eliminate the need for an “evergreen year,” with implementation beginning in July. Additional updates will be provided as more information becomes available.

3. Represented Exempt Staff Report (Shelly Hoffman)

There were no updates beyond the written report.

4. Faculty report (Tom Kuester)

There were no updates beyond the written report.

5. Administrative Services Report (Jason Gordon)

Jason Gordon and Dr. Carli Schiffner provided an update on the Allocation Model Review Committee (AMRC). Mr. Gordon shared a supporting document with the Board outlining the proposed changes. Approximately two-thirds of the revisions were approved unanimously, while the remaining one-third—primarily concerning provisos and earmarks—was sent back for additional refinement. A follow-up survey focused on these remaining items has been distributed to the community and technical colleges.

The current proposal would increase the Minimum Operating Allocation (MOA) from \$2.85 million to \$3.5 million, with the remaining funds to be split 50/50 between Full-Time Enrollment (FTE) and performance metrics. Mr. Gordon noted that while the College tends to lose funding under the FTE category, it would see gains through the revised MOA structure. Final numbers should be available by late May or early June.

Mr. Gordon also provided a general budget update and reported that a third-quarter budget summary will be presented at the May meeting. He gave a brief update on the Budget Advisory Committee (BAC), which has met several times in recent weeks. Mr. Gordon also attended a recent meeting with community and technical college presidents to review both the capital allocation framework and the funding model.

At the state level, House and Senate budgets have been released, and while the budget totals are similar, they differ in approach. In response to a Board question regarding budget differences, Mr. Gordon explained that one version of the state budget applies the Office of Financial Management (OFM) error adjustment this year, while the other defers it to the following year.

Mr. Gordon reported that the College successfully completed its accountability audit, which confirmed compliance with state laws and regulations. A financial audit will follow later. Mr. Gordon thanked Sydne Yeager for her support throughout the audit process. He concluded by noting that the College currently has more revenue than expenses, but a clearer financial picture will emerge as March financials are finalized.

c. Phone Update (Derek Edens)

Derek Edens shared that Cabinet has decided to transition the main phone line to the Student Help Desk, which is now staffed by Phil Robinson and a work-study student. A designated back-up is also in place to assist when both primary staff are unavailable. The team is collaborating with Heidi Wood and the Transitions Office to ensure adequate support for Spanish-speaking callers and is working with Human Resources to finalize answering protocols. An FAQ document has been developed to address common questions, along with a contact list to help route inquiries to the appropriate departments. Implementation is scheduled for early May, and a follow-up update will be provided.

6. Human Resources Report (Erin Tofte)

Erin Tofte shared that the College has hired a new Director of Facilities, who will begin on May 19. Two custodial positions have also been filled, with both new hires scheduled to start soon. Lastly, the position for Director of Financial Aid and Scholarships has been re-posted.

7. Instruction Report (Dr. Aaron Coby)

Dr. Aaron Coby highlighted that more than 60% of the most recent nursing cohort is currently employed within Grays Harbor County. It is currently grant season, and Cathy LeCompte and Ariel Finrock are working on the Perkins grant application to secure continued funding. One of the division's goals is to strengthen pathways for Transitions students through the Guided Pathways framework.

In response to a question regarding the potential addition of a Bachelor of Science in Nursing (BSN) program or other health-related offerings, Dr. Coby explained that the College's capacity is largely determined by the Washington State Nursing Care Quality Assurance Commission, and while the BSN remains under consideration, it will take several years to implement.

Dr. Coby also shared that planning is underway for a new Medical Assistant (MA) program in Raymond, with a targeted start date for Fall 2025. Additionally, a new Certified Nursing Assistant (CNA) program is being developed for Pacific County this Summer Quarter. CNA lab spaces are being established in both Raymond and Ilwaco. Dr. Coby will also be reviewing data regarding potential pathways for RN-to-BSN program development.

8. Student Services Report (Laurie Franklin)

Laurie Franklin provided the Board with a printed update of the most recent enrollment data, noting that enrollment is increasing and currently ahead of budgeted targets. She also shared that three GHC students will be honored at and attend the All-Washington Academic Team recognition ceremony on April 24. A Financial Aid and Scholarship Workshop is scheduled for April 23 from 12:00–4:00 PM, an initiative led by Nancy Estegard. The event is being paired with the College's food grant program, and eligible students will receive burritos as part of the outreach effort. Student Life is hosting events throughout April in recognition of Sexual Assault Awareness Month, with programming next week coordinated by Anthony McIntosh.

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

Dr. Carli Schiffner reported that the College continues to work through varying information from the federal government regarding grant programs. The loss of staff at the U.S. Department of Education is creating a void that is impacting communication and processes. Regarding the state budget, Dr. Schiffner noted that the Governor held a press conference and he is not in favor of new taxes and is still holding firm on furlough days. The College is keeping an eye on a potential additional 1% cut to the community and technical colleges.

Dr. Schiffner also shared that the College currently receives funding from the state for the Commercial Driver's License (CDL) program, but there is a proposal to eliminate that funding. The

College is advocating to retain it. She also noted that Career Connect Washington may no longer be receiving funding or may be going away entirely. Additionally, funds for the Computer Science–Cybersecurity program are now being called back.

Dr. Schiffner gave a shoutout to the Facilities Operations crew for supporting back-to-back events two weeks ago, including the visit from Congresswoman Emily Randall and the Career Fair.

In response to a question about the Vice President of Learning and Student Success (VPLSS) position, Dr. Schiffner shared that, after a lot of consultation and in light of the College's size, the Vice President for Instruction and Vice President for Student Services positions are being combined into one role. The strength of the current deans and existing budget concerns also informed the decision. Dr. Schiffner emphasized that this structure makes the most sense for now, and the College can revisit the decision in a couple of years if needed. Concern was expressed about burnout for the person in the combined role and for Dr. Schiffner. She acknowledged that others have raised the same concern, but sees this as an opportunity to be more integrated and break down silos. There was appreciation expressed for the thoughtfulness and logic behind the decision, and ongoing evaluation was encouraged.

Dr. Schiffner closed by noting there will be a deeper dive coming on marketing and social media work. She encouraged the Board to look out for a new billboard in Central Park promoting the Computer Science program and the partnership with South Puget Sound Community College.

a. Accreditation (Kristy Anderson)

Kristy Anderson was out of the office today, but it was noted that she is doing a great job. The College has hired someone on a short-term contract to assist with preparations for accreditation.

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

Floyd Plemmons reported that we're down to our last few projects. The artwork coordinated through the State has been created, painted, crated, and is now awaiting shipment; the installation is scheduled for May. Work is currently underway to enhance emergency response communication. In May, work will also take place in the kitchen to support the Culinary Arts program. With spring break happening this week, many folx are on campus working on several projects.

Floyd also shared that there is money available for capital projects, and work will begin in the next two to three months. Most notably, this will include replacing storm, water, and sewer lines as part of a larger effort to upgrade the College's infrastructure. In response to a question about the concrete work, Floyd said that it will now be done in the summer.

Floyd also shared that an herb garden will be going in, and Nina Urioste came forward to share more information. The idea is to provide students with fresh ingredients and to keep the garden small. The project is called C.H.E.F., and it's also meant to address food waste and how to convert it into food growth. The project has strong support from Student Life, TRIO, and the Food Pantry. It will launch on April 17 at 12:30 p.m., and everyone is invited to help break ground.

10. Board Report

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

Lisa Smith shared that the Bishop Trust Investment Scholarship will open on May 1, and the Foundation helps to distribute the funds. The scholarship is not just for Grays Harbor College students, but for students across Grays Harbor County.

The economy and recent stock market fluctuations have significantly impacted the Foundation's investments. The Foundation will be watching these changes closely as it works on finalizing its budget.

b. Board Art Committee Update (Astrid Aveledo)

There were no updates at this time. Final signage still needs to be completed for one of the pieces on the first floor.

c. Legislative Committee Update (Jim Sayce)

Jim Sayce shared that his schedule currently conflicts with the meeting time. The priority moving forward will be to create a summer schedule to meet with legislators in Grays Harbor.

d. Items of Interest (Dr. Paula Akerlund)

Dr. Paula Akerlund led a discussion on upcoming Board meeting logistics. The meetings will remain on the second Tuesday of the month, but there was some discussion about possibly adjusting the timing of meetings. The decision was made to begin the Study Session at 12:00 PM, with the regular Board meeting starting at 1:00 PM. The meeting room will be open at 11:30 AM for optional social time and lunch. The November meeting date will shift to November 18, as the originally scheduled date falls on Veterans Day. Dr. Carli Schiffner, Ja'Shona Cooks, and Dr. Paula Akerlund will send potential dates to the Board to schedule a retreat in late July.

XIII. Executive Session

There was no Executive Session.

XIV. Action Items as a Result of the Executive Session

There were no action items as a result of the Executive Session.

XV. Good of the Order

Jim Sayce shared that a large cell tower in South Bend blew down. There are now four to five mobile cell towers in place, which may remain for six months to two years. He noted that he currently does not have cell service, so he will be hard to reach by phone. He also mentioned that funding previously allocated for an evacuation center has been removed, as well as funding for another local project. An appeal is underway. He added that this situation reinforces the importance of being conservative with spending.

Penny James shared her appreciation for the College's nursing program, praising the personal care she has received. She also encouraged adding a geriatric focus to the program.

Dr. Carli Schiffner thanked the team for their support and flexibility, which allowed her to truly unplug while on vacation.

XVI. Adjournment/next meeting

There being no further business, Chair Dr. Paula Akerlund adjourned the meeting at 12:01 PM. The Board of Trustees will hold its next meeting on May 13, 2025 at 10:00 AM, at Grays Harbor College at the Columbia Education Center in Ilwaco and via Zoom.

Dr. Carli Schiffner, Secretary

Dr. Paula Akerlund, Chair

VIII.2. – Student Conduct Code Revisions

GHC Board of Trustees Meeting
May 13, 2025



Item Information:

Topic: Repeal of 2024 Title IX Federal Regulations

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

Attachments: Student Conduct Code Revisions

Narrative

In April 2024, President Biden signed into law changes to the 2020 Title IX Federal Regulations. On July 29, 2024, the Grays Harbor College Board of Trustees voted to approve changes to the GHC Washington Administrative Codes (WAC) proposed that included student codes of conduct, policies, procedures, and changes of Title IX regulations to the updated 2024 policies.

In February 2025, President Trump signed into law the rescission of the 2024 Title IX Regulations back to the 2020 Title IX Regulations. GHC is providing the attached Student Conduct Code Revisions for the Board's consideration of the request to approve:

- 1) Rescission of the 2024 Title IX Federal Regulations to enact the 2020 Title IX Federal Regulations;
- 2) Deletion of "student services" and "instruction" in reference to the Vice President of these areas to reflect the upcoming reorganization of administration.

Color coded keys:

- "Yellow" reflects the statements that are to be struck from the previously approved board action of Title IX
- "Blue" reflects the statements that are to be reinstated from the previously approved board action of Title IX
- "Purple" reflects the deletion of the specific vice presidents of student services and instruction.

Action Requested:

Approval of the revised Student Conduct Code.

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-105 Authority. The Grays Harbor College board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer student disciplinary action. Administration of the disciplinary procedures is the responsibility of the student conduct officer or their designee. ~~((Unless otherwise specified))~~ Except in cases involving allegations of sex discrimination, including sex-based harassment, the student conduct officer or designee shall serve as the principal investigator and administrator for alleged violations of this code.

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-110 Student rights. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

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

(1) **Academic freedom.**

(a) Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b) (College board—Powers and duties), available space in the class, and meeting any required prerequisites.

(c) Students have the right to a learning environment, which is free from unlawful discrimination, inappropriate or disrespectful conduct, and any and all harassment, including sexual harassment.

(d) Students are protected from academic evaluation, which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(2) **Nondiscrimination.** Students have the right not to be discriminated against on the basis of age, color, creed, disability, gender, gender identity and expression, marital status, national origin or ancestry, race, religion, sexual orientation, or veteran status, or any other legally protected class.

(3) **Due process.** The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(a) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(b) A student accused of violating this code of student conduct is entitled to procedural due process as set forth in this chapter.

(4) **Right to assembly.** Students shall have the right of assembly upon college facilities that are generally available to the public provided such assemblies are in compliance with procedures established in Administrative Procedure 516.03, Rules for Use of Campus as Public Forums, and other behavioral expectations outlined in the code of conduct.

(5) **Grievances.** Students have the right to express and resolve misunderstandings, complaints and grievances according to the stated process in WAC 132B-125-500 Student complaint, grievance, and grade appeal policy and procedures.

(6) **Conduct code revision.** The associated students of Grays Harbor College has the right to participate in the formulation and review of all policies and rules pertaining to student conduct.

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-120 Prohibited student conduct. The college may impose disciplinary sanctions against a student or a college-sponsored student organization, athletic team, or living group, who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct which include, but are not limited to, the following:

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

(2) **Abuse in later life.**

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

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

(c) Does not include self-neglect.

(3) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

(a) Cheating: Includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism: Includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) **Fabrication:** Includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment, including submitting for credit without authorization academic work also submitted for credit in another course.

(d) Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each faculty member's course syllabus. Further academic consequences may follow consistent with the provisions in any program handbook. Incidents of academic dishonesty may also be referred to the student conduct officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

(e) This section shall not be construed as preventing an instructor from taking immediate disciplinary action as provided herein where the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom.

~~((2))~~ **(4) Alcohol, drug, and tobacco violations.**

(a) ~~((Alcohol. The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.~~

(b) ~~Marijuana. The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana.))~~

Alcohol. Use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.

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

(c) **Drugs.** The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, ~~((Legend drugs—Prescription drugs,))~~ or any other controlled substance under chapter 69.50 RCW, ~~((Uniform Controlled Substances Act,))~~ except as prescribed for a student's use by a licensed practitioner.

(d) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including ~~((twenty-five))~~ 25 feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" include, but are not

limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, vaporizers, and snuff.

~~((+3))~~ (5) **Assault, intimidation, harassment.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.

~~((+4))~~ (6) **Classroom conduct.** Classroom conduct that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.

(a) Faculty have the authority to take appropriate action to maintain proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(b) A faculty member may order a student removed for the single class session in which disruptive conduct occurs. The instructor will report any such removal from the class to the student conduct officer, or their designee, immediately following the class. The student conduct officer services or designee may initiate further conduct proceedings as provided in this procedure.

(c) The student is automatically permitted to return to the next class session pending the outcome of any investigation or disciplinary hearings by the student conduct officer. If the student repeats behavior in any class session that again disrupts the normal classroom procedure, the student may be ordered removed again for that class session by the instructor who shall again report the infraction to the student conduct officer in writing. In all cases involving classroom disruption, the student conduct officer will proceed with the investigation and any disciplinary actions as quickly as possible consistent with the procedural requirements established in this code.

(d) The student conduct officer or designee may set conditions for the student to meet upon return to the classroom or may enforce a continued removal from class pending an investigation. The student has the right to appeal any disciplinary action of an instructor or college employee to the student conduct officer in accordance with the procedures set forth in this code.

~~((+5))~~ (7) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, texting, electronic bulletin boards, social media sites, and other communication apps, to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus or malware, sending false messages to third parties using another's identity, nonconsensual recording of sexual activity or sexually explicit or intimate images as defined in RCW 9A.86.010, and nonconsensual distribution or disclosing of a recording of sexual activity or sexually explicit or intimate images as defined in RCW 9A.86.010.

~~((+6))~~ (8) **Disruption or obstruction.** Disruption or obstruction of instruction, research, administration, disciplinary proceeding, or

other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college premises or at a college activity, or any activity that is authorized to occur on college premises, whether or not actually conducted or sponsored by the college.

(9) Discriminatory ((conduct)) harassment. ((Conduct which harms or adversely affects any member of the college community because of their race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; sexual orientation; gender identity and expression; veteran's status; or any other legally protected classification.))

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

(i) Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;

(ii) Alter the terms of an employee's employment; or

(iii) Create an intimidating, hostile, or offensive environment for other campus community members.

(b) Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.

(c) Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.

((+7)) (10) Ethical violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

((+8)) (11) Failure to comply with directive. Failure to comply with the direction of college officer or employee acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.

((+9)) (12) Harassment or bullying.

((a) Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile or offensive environment for other campus community members.

(b) Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity and expression; veteran's status; or any other legally protected classification. See "sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal,

~~written, social media, and electronic communications~~)) Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

(a) Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media, and electronic communications not otherwise protected by law.

(b) For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.

(c) For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, context, and duration of the comments or actions.

~~((10))~~ (13) **Hazing.** ~~((Hazing includes, but is not limited to, any initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student, regardless of whether the victim has consented))~~ Hazing is any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a college-sponsored student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Consent is not a valid defense against hazing.

Examples of hazing include, but are not limited to:

(a) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;

(b) Humiliation by ritual act;

(c) Striking another person with an object or body part;

(d) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or

(e) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

~~((11) **Lewd conduct.** Conduct which is lewd or obscene that is not otherwise protected under the law.~~

~~(12))~~ (14) **Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

(15) **Misuse of electronic resources.** Theft or misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene, abusive, threatening, or harassing message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization;

(i) Use of college electronic resources to intentionally disseminate viruses, destructive, malicious or invasive programs;

(j) Failure to comply with the college's electronic use policy; or

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

~~((13))~~ (16) **Motor vehicle operation.** Operation of any motor vehicle on college property in an unsafe manner or contrary to posted signs or college procedures.

~~((14))~~ (17) **Obstructive or disruptive conduct.** Conduct, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:

(a) Instruction, research, administration, disciplinary proceeding, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(c) The person in charge of any college office, department, or facility is responsible for conduct in that office, department, or facility and is authorized to take such steps as are necessary when behavior of the student disrupts the normal operations. The person in charge may order a student removed for up to the full day in which such disruptive behavior occurs. When such behavior results in such removal from an office, department, or facility, the person in charge must report the infraction in writing to the student conduct officer at the earliest opportunity. The student is automatically permitted to return the next day pending the outcome of any investigation or disciplinary hearings by the student conduct officer. If the student repeats behavior at any time in the future that again disrupts the normal operations, the student may be ordered removed again for a single day by the person in charge who shall again report the infraction to the student conduct officer in writing. In all cases involving office, department, or facility disruption, the student conduct officer will proceed with the investigation and any disciplinary actions as quickly as possible consistent with the procedural requirements established in this code.

(d) The student has the right to appeal any disciplinary action of a college employee to the student conduct officer in accordance with the procedures set forth in this code.

~~((15))~~ (18) Other dishonesty. Any other acts of dishonesty. Such acts include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents or misuse of any college document, record or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

~~((16))~~ (19) Property violation. Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

~~((17))~~ (20) Retaliation. Harming, threatening, intimidating, coercing, or ~~((taking))~~ other adverse action ~~((of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding))~~ taken against any individual for reporting, providing information, exercising one's rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies.

~~((18))~~ (21) Safety violations. Nonaccidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms, or other emergency response systems.

~~((19))~~ **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence. Sexual harassment prohibited by Title IX is defined in WAC 132B-125-405 Prohibited conduct under Title IX.

(a) Sexual harassment. The term "sexual harassment" means unwelcome sexual or gender based conduct, including unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently severe, persistent, or pervasive as to:

(i) Deny or limit the ability of a student to participate in or benefit from the college's educational program;

(ii) Alter the terms or conditions of employment for a college employee(s); and/or

(iii) Create an intimidating, hostile, or offensive environment for other campus community members.

(b) Sexual intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.) **(22) Sex-based harassment.** "Sex-based

harassment" is a form of sex discrimination and means sexual harassment or other harassment on the basis of sex, including the following conduct:

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

(b) **Hostile environment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

(i) The degree to which the conduct affected the complainant's ability to access the college's education program or activity;

(ii) The type, frequency, and duration of the conduct;

(iii) The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

(iv) The location of the conduct and the context in which the conduct occurred; and

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

(c) **Sexual violence.** "Sexual violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, ~~((dating violence)) incest, statutory rape, and stalking ((are all types of sexual violence))~~.

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

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

(iii) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren ~~((7))~~ and adopted children under the age of ~~((eighteen))~~ 18.

(iv) Statutory rape **(rape of a child)**. ~~((Consensual))~~ Nonforcible sexual intercourse ~~((between))~~ with a person who is ~~((eighteen years of age or older, and a person who is))~~ under the statutory age of ~~((sixteen))~~ consent.

(v) Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, ~~((or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of~~

~~the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010))~~ **coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington.**

(vi) Dating violence, physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(I) The length of the relationship;

(II) The type of relationship; and

(III) The frequency of interaction between the persons involved in the relationship.

(vii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to ~~((: (A) Fear for their safety or the safety of others; or (B) Suffer substantial emotional distress.~~

~~(d) For purposes of this code, "consent" means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct))~~ **fear for the person's safety or the safety of others or to suffer substantial emotional distress.**

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

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

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

(iii) A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who

engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

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

((+20+)) (23) **Student procedure violations.** Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:

- (a) Failure to obey a subpoena;
- (b) Falsification or misrepresentation of information;
- (c) Disruption or interference with the orderly conduct of a proceeding;
- (d) Interfering with someone else's proper participation in a proceeding;
- (e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
- (f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member or other disciplinary official; or
- (g) Failure to comply with any disciplinary sanction(s), action, term, or condition imposed under this chapter.

((+21+)) (24) **Title IX retaliation** means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing under this part, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceeding involving allegations of sex discrimination.

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

((+22+)) (26) **Unauthorized use.** Unauthorized use of college equipment, facilities or supplies. Use of college equipment, facilities, supplies, or computer systems for personal gain without proper authority.

((+23+)) (27) **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting

or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) A student with ~~((a valid concealed weapons permit may store a pistol))~~ legally issued weapons permits may store their weapon in their vehicle parked on campus in accordance with RCW 9.41.050 Carrying firearms, provided the vehicle is locked and the weapon is concealed from view; or

(c) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self defense.

~~((24))~~ (28) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

~~((25))~~ (29) Intentionally encouraging, compelling, attempting, aiding, abetting, conspiring, hiring or being an accessory to commit any of the foregoing acts of misconduct.

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-125 ~~((Disciplinary sanctions.))~~ **Corrective action, disciplinary sanctions, terms and conditions.** ~~((More than one sanction may be imposed for any single violation as appropriate. The following disciplinary sanctions may be imposed upon students found to have violated))~~ (1) One or more of the following corrective actions or disciplinary sanctions may be imposed upon a student or upon collegesponsored student organizations, athletic teams, or living groups found responsible for violating the student conduct code:

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

~~((2))~~ (b) **Written reprimand.** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

~~((3))~~ (c) **Disciplinary probation.** Formal action placing conditions and restrictions upon the student's continued attendance, depending upon the seriousness of the violation, and which may include

a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction which may include, but is not limited to, a suspension or dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time, or may be for the duration of the student's attendance at the college.

~~((4))~~ (d) **Disciplinary suspension.** Dismissal from the college and from student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken. Access may be denied to all or part of college facilities.

~~((5))~~ (e) **Discretionary sanctions.** These may include, but are not limited to:

~~((a))~~ (i) Work assignments;

~~((b))~~ (ii) Service to college or community;

~~((c))~~ (iii) Class/workshop attendance; or

~~((d))~~ (iv) Other discretionary assignments, such as educational interventions intended as learning experiences.

~~((6))~~ (f) **Loss of recognition.** A student organization's recognition may be withheld permanently or for a specific period of time. Loss of recognition is defined as withholding college services or administrative approval for a student organization. Loss of recognition may include, but is not limited to, withdrawal of use of information technology resources, funding, college facility use and rental, and involvement in organizational activities.

~~((7))~~ (g) **Loss of privileges.** Loss of specific college privileges for a specified period of time. These may include, but are not limited to, student activities, athletic events, drama or music performances, or club participation.

~~((8))~~ (h) **No contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

~~((9))~~ (i) **No trespass.** A student may be prohibited from entering upon or remaining upon college facilities and premises. Refer to WAC 132B-125-205 Trespass.

~~((10))~~ (j) **Revocation of admission or degree.** Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or for other serious violations committed by a student.

~~((11))~~ (k) **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

(2) Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

~~((1))~~ (a) **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

~~((2))~~ (b) **Professional evaluation.** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

~~((3))~~ (c) **Not in good standing.** A student may be deemed "not in good standing" with the college. If so, the student shall be subject to the following restrictions:

~~((a))~~ (i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

~~((b))~~ (ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

~~((4))~~ (d) **Disqualification from athletics.** Any student found by the college to have violated this is subject to additional sanctions, including disqualification from college-sponsored athletic events.

~~((5) **Hazing sanction.** Any student found to have violated RCW 28B.10.900 related to hazing, by virtue of a criminal conviction or by final decision of the college president or designee shall, in lieu of, or in addition to, any other disciplinary action which may be imposed under this chapter, forfeit any entitlement to state-funded grants, scholarships, or awards of a period of time determined by the college.~~

~~In addition, any organization or association found to have knowingly permitted hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.))~~

NEW SECTION

WAC 132B-125-130 Hazing sanctions. (1) Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

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

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-305 Definitions. As used in this document the following words and phrases shall mean:

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

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

(3) **"Business day"** means a weekday, excluding weekends and college holidays.

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

~~((4))~~ (5) **"College community"** shall mean all employees and students of the college.

~~((5))~~ (6) **"College facilities"** shall mean and include any or all real property owned, rented, leased, controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto. College facilities extend to affiliated websites, distance learning classroom environments and agencies or institutions that have educational agreements with Grays Harbor College.

~~((6))~~ (7) **"College official"** shall mean any person employed by the college performing assigned duties.

~~((7))~~ (8) **"College premises"** shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

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

(a) A student or employee; or

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

(10) **"Conduct review officer"** is a college administrator designated by the president who is responsible for reviewing or referring appeals of student disciplinary actions as specified in this code.

(11) **"Day"** means a calendar day, except when a "business day" is specified. "Business day" means a weekday, excluding weekends and college holidays. Business day is used when a time period of less than

10 days. Calendar day is used when the time period is 10 days or more, unless otherwise specified.

~~((+8+))~~ (12) **"Disciplinary action"** is the process by which ~~((discipline is imposed against a student for a violation of the student conduct code by the student conduct officer))~~ the student conduct officer imposes discipline against a student for a violation of the student conduct code. A written or verbal warning is not disciplinary action.

~~((+9+))~~ (13) **"Disciplinary appeal"** is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer as provided in WAC 132B-125-320 Appeal from disciplinary action. The student conduct committee hears disciplinary appeals from a suspension in excess of ~~((ten))~~ 10 instructional days or a dismissal/expulsion. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

~~((+10+))~~ (14) **"Employee"** shall mean any classified, faculty, administrator, exempt, student worker or volunteer person of the college or an affiliated institution.

~~((+11+))~~ (15) **"Faculty"** shall mean any person employed on a full- or part-time basis as a teacher, instructor, counselor, coach or librarian for the college or an affiliated institution. Includes faculty of other colleges (whether or not employed by Grays Harbor College (GHC)) that provide instruction to GHC students through distance education.

~~((+12+))~~ (16) **"Filing"** is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review or a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:

(a) Hand delivery of the document to the school official or school official's assistant; or

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

~~((+13+))~~ (17) **"Pregnancy or related conditions"** means:

(a) Pregnancy, childbirth, termination of pregnancy, or lactation;

(b) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

(c) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

(18) **"President"** is the president of the college appointed by the board of trustees. The president is authorized to delegate any of their responsibilities as set forth in this chapter as ~~((they deem appropriate))~~ may be reasonably necessary and reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

(19) **"Program"** or **"programs and activities"** means all operations of the college.

~~((+14+))~~ (20) **"RCW"** shall mean the Revised Code of Washington.

~~((+15+))~~ (21) **"Relevant"** means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

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

(23) **"Respondent"** is ~~((the student against whom disciplinary action is initiated))~~ a student who is alleged to have violated the student conduct code.

~~((+16+))~~ (24) **"Service"** is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

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

~~((+17+))~~ (25) **"Student"** shall mean and include any person who is enrolled in courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

~~((+18+))~~ (26) **"Student conduct officer"** is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code. The student conduct officer is authorized to delegate any and all of their responsibilities as set forth in this chapter as may be reasonably necessary.

~~((+19+))~~ (27) **"Student employee"** means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education and whether any alleged student conduct code violation including, but not limited to, sexbased harassment, occurred while the individual was performing employment-related work.

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

(29) **"Supportive measures"** means reasonably available, individualized and appropriate, nonpunitive and nondisciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

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

(b) Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or

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

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-315 Disciplinary process. ((1)) Initiating disciplinary action (except summary suspension).

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

~~(b) The student conduct officer shall initiate disciplinary action by notifying the respondent to attend a disciplinary meeting. At the meeting, the student will be presented with the allegations, the provisions of the conduct code the respondent is alleged to have violated; and the range of possible sanctions for the alleged violation. This information will be provided in writing, either at the meeting or within three business days of the meeting. The respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.~~

~~(c) Within ten business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written disciplinary decision letter setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.~~

~~(d) The student conduct officer may take any of the following disciplinary actions:~~

~~(i) Exonerate the respondent and terminate the proceedings;~~
~~(ii) Impose a disciplinary sanction(s), as described in WAC 132B-125-125;~~

~~(iii) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate.~~

~~(e) Sexual harassment complaints or concerns may be directed to the Title IX coordinator or human resources office.~~

~~(f) A student formally charged or under investigation for a violation of this code may not excuse himself or herself from disciplinary hearings by withdrawing from the college.~~

~~(2) In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision letter is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure that prompt notice of the protective disciplinary sanctions and/or conditions.)~~ (1) Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.

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

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

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

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

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

(a) Informal dispute resolution shall not be used to resolve sexbased harassment complaints without written permission from both the complainant and the respondent.

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

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

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

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

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

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

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

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

(a) Exonerate the respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), with or without conditions, as described in WAC 132B-125-125; or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-320 Appeal from disciplinary action. ~~((1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the student conduct officer within ten calendar days of service of the student conduct officer's decision. Failure to timely~~

~~file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.~~

~~(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.~~

~~(3) The parties to an appeal shall be the respondent and the student conduct officer.~~

~~(4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.~~

~~(5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.~~

~~(6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.~~

~~(7) The student conduct committee shall hear appeals from:~~

~~(a) The imposition of disciplinary suspensions in excess of ten instructional days;~~

~~(b) Dismissals; and~~

~~(c) Discipline cases referred to the committee by the student conduct officer or the president.~~

~~(8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:~~

~~(a) Suspensions of ten instructional days or less;~~

~~(b) Disciplinary probation; and~~

~~(c) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.~~

~~(9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final and are not subject to appeal.))~~

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

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

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

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

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

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

(7) A conduct review officer shall conduct a brief adjudicative proceeding for appeals of:

- (a) Suspensions of 10 instructional days or less;
 - (b) Disciplinary probation;
 - (c) Written reprimands; and
 - (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (8) The student conduct committee shall hear appeals from: (a) Disciplinary suspensions in excess of 10 instructional days; (b) Dismissals;
- (c) Sex discrimination, including sex-based harassment cases; and
 - (d) Disciplinary cases referred to the committee by the student conduct officer, a conduct review officer, or the president.

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-330 Brief adjudicative proceedings—Review of an initial decision. (1) An initial decision is subject to review by the president, provided (~~(the respondent)~~) a party files a written request for review with the student conduct officer within (~~(ten calendar)~~) 10 business days of service of the initial decision.

(2) The president shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within (~~(ten)~~) 10 business days. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within (~~(ten)~~) 10 business days after the request is submitted.

(5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension or dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.

(6) In cases involving allegations of sexual misconduct, the president, on the same date as the final decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights.

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-335 Student conduct committee. (1) The student conduct committee shall consist of five members:

(a) Two full-time students appointed by the student government;

(b) Two faculty members appointed by the president; and

(c) One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.

(2) The ~~((administrative staff))~~ faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. ~~((The chair shall receive training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.))~~

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

(4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-340 Student conduct committee process. (1)

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

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven business days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown. The notice must include:

- (a) A copy of the student conduct code;
- (b) The basis for jurisdiction;
- (c) The alleged violation(s);
- (d) A summary of facts underlying the allegations; (e) The range of possible sanctions that may be imposed; and (f) A statement that retaliation is prohibited.

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

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

(5) The committee chair may provide to the committee members in advance of the hearing copies of:

(a) The conduct officer's notification of imposition of discipline (or referral to the committee); and

(b) The notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

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

~~(7) ((The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.~~

~~(8))~~ Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

~~((9) Each party may be accompanied at the hearing by a nonattorney assistant of their choice. A respondent may elect to be represented by an attorney at their own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer.))~~ (8) In cases heard by the committee, each party may be accompanied at the

hearing by an advisor of their choice, which may be an attorney retained at the party's expense.

(9) The committee will ordinarily be advised by an assistant attorney general. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may also be represented by a second appropriately screened assistant attorney general.

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

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

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

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

(c) Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in subsection (12)(b) of this section.

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

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

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

(a) Notice. In addition to all information required in subsection (2) of this section, the notice must also inform the parties that:

(i) The respondent is presumed not responsible for the alleged sex-based harassment;

(ii) The parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;

(iii) They may have an advisor of their choice, who may be an attorney, to assist them during the hearing;

(iv) They are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and

(v) The student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.

(b) Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the notice of hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.

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

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

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

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-345 Student conduct committee hearings—Presentations of evidence. (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

- (a) Proceed with the hearing and issuance of its decision; or (b) Serve a decision of default in accordance with RCW 34.05.440.

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

(3) The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449 Procedure at hearing. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476 Agency record, which shall

also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190 Adjudicative proceedings—Cameras—Recording devices.

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

(5) The student conduct officer (unless represented by an assistant attorney general) shall present the college's case (~~((for imposing disciplinary sanctions))~~).

(6) All testimony shall be given under oath or affirmation. Except as otherwise provided in this section, evidence shall be admitted or excluded in accordance with RCW 34.05.452 Rules of evidence—Crossexamination.

(7) In cases involving allegations of ~~((sexual misconduct, neither the complainant nor the respondent shall directly question or cross-examine one another. Attorneys or advisors for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be directed to the committee chair, who in their discretion shall pose the questions on the party's behalf.))~~ sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.

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

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

(c) The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(i) Spousal/domestic partner privilege;

(ii) Attorney-client communications and attorney work product privilege;

(iii) Clergy privileges;

(iv) Medical or mental health providers and counselor privileges;

(v) Sexual assault and domestic violence advocate privileges; and

(vi) Other legal privileges set forth in RCW 5.60.060 or federal law.

(d) The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to

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

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-350 Student conduct committee—Initial decision. (1)

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

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

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

(4) The committee chair shall cause copies of ~~((the initial))~~ its decision to be served on the parties and their ~~((legal counsel of record))~~ attorney, if any. The notice will inform all parties of their appeal rights. The committee chair shall also promptly transmit a copy

of the decision and the record of the committee's proceedings to the president.

(5) In cases involving ~~((allegations of sexual misconduct, the chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of their appeal rights))~~ sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-355 Appeal from student conduct committee's initial decision. (1) A party ~~((who is aggrieved by the findings or conclusions issued by the student conduct committee))~~, including a complainant in sex-based harassment cases, may appeal the committee's ~~((initial))~~ decision to the president by filing a notice of appeal with the president's office within ~~((twenty-one))~~ 21 calendar days of service of the committee's ~~((initial))~~ decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The ~~((notice of))~~ written appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. ~~((The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.~~

(3) The president shall provide a written decision to all parties within twenty business days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

(5) The president may, at their discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

~~(6))~~ Appeals may be based upon, but are not limited to: (a) Procedural irregularity that would change the outcome;

(b) New evidence that would change the outcome and that was not reasonably available when the initial decision was made; and

(c) The investigator, decision maker, or Title IX coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.

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

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

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

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

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

AMENDATORY SECTION (Amending WSR 21-12-008, filed 5/19/21, effective 6/19/21)

WAC 132B-125-500 Student complaint, grievance, and grade appeal policy and procedures. The purpose of these procedures is to provide guidelines, which enable a student to express and resolve misunderstandings, complaints, or grievances in a fair and equitable manner. Students have the right to receive clear information and fair application of college policies, standards, rules and requirements and are responsible for complying with them in their relationships with college personnel. This grievance procedure emphasizes an informal resolution, which promotes constructive dialogue and understanding.

(1) Complaint process.

(a) A complaint is any expression of dissatisfaction with the performance of a college employee or with the implementation of policy and procedure. The goal is to informally resolve the complaint with the employee most closely responsible for the policy, procedure or action. The college employee and student shall make a good faith effort to resolve the issue on a one-to-one basis. (If the complaint is about a grade, follow the grade appeal process below.) Both parties should openly discuss the concern, attempt to understand the other's perspective, explore alternatives and attempt to arrive at a satisfactory resolution.

(b) The college recognizes that in some cases a student will be unwilling or unable to speak directly with the employee. In such cases, the student may proceed to step one of the grievance process. In general,

a student wishing to express a complaint should do so no later than three weeks from the time the student became aware of the concern.

(c) For assistance in identifying the appropriate person a student should contact, the office of the vice president **for student services** is available to assist in that determination.

(d) The following are guidelines for determining who a student should contact with a complaint regarding:

(i) **Academic/instruction:** Faculty/dean/vice president **instruction;**

(ii) **Accommodations:** Coordinator of disability support services/dean of student access and support;

(iii) **Bookstore:** Bookstore manager/vice president administrative services;

(iv) **Problem student conduct:** Student conduct officer;

(v) **Discrimination/harassment:** Title IX coordinator/human resources;

(vi) **Facilities:** Chief of campus operations/vice president for administrative services;

(vii) **Financial aid:** (~~Assistant dean of financial aid/dean of student access and support~~) **Vice president for student services;**

(viii) **Other:** Vice president's **for student services** office for most appropriate contact.

(2) **Grievance process.**

(a) A grievance is a formal procedure instituted when a complaint is not resolved through the informal complaint process. It involves taking the concern to a person other than the employee involved such as a supervisor, dean or vice president. For assistance in identifying the specific person, a student should contact the vice president's **for student services** office. The following procedures shall be used when a student initiates the grievance process.

(b) A discussion with the dean/vice president or supervisor who shall attempt to resolve the matter promptly and fairly. The student may be asked to express the grievance in writing. Written grievances should include an explanation of what has happened, the nature of the student's concern, what the student and/or others have done about it to date and what resolution the student seeks.

(c) The supervisor will investigate and may:

(i) Render an immediate decision;

(ii) Ask the staff members for a written response;

(iii) Request a meeting of one or both parties individually or together; and/or

(iv) Request supporting materials prior to rendering a decision. In the case of a written grievance, the supervisor will provide a written decision within (~~fifteen~~) 15 instructional days of receipt of the written grievance. If an investigation requires more time, the deadline may be extended to a mutually agreed future date.

(A) If the student feels a satisfactory resolution was not achieved in step two, they may appeal to the president of the college within five instructional days of receipt of the written decision. The president may amend, modify, reverse or accept the recommendation of the vice president. The decision of the president shall be final.

(B) In general, a student wishing to express a complaint should do so no later than three weeks from the time the student became aware

of the concern. In any event, with the exception of discrimination and harassment, informal complaints and formal grievances must be filed within one academic quarter of the inciting event. Timely initiation of a complaint rests with the student.

(C) The appropriate vice president may suspend this rule under exceptional circumstances such as extended illness or leave of a party to the complaint. When either party to the complaint is no longer present at the college and does not expect to return, the vice president will give the absent party reasonable opportunity to reply to the complaint before making a decision.

(3) Grade appeal process.

(a) Before a student can file a formal or written grade appeal, they should try to resolve the issue directly with the instructor. Grade appeals should occur within one quarter of issuance of the grade. In any event, appeals will not be considered beyond one year of the grade report.

(b) If direct discussion with the faculty does not resolve the grade dispute to the student's satisfaction the student, within ~~((ten))~~ 10 instructional days after meeting with the faculty, shall take the matter to the vice president **for instruction**. The student shall express the appeal in writing. The written appeal should include the course and instructor involved, an explanation of why the student believes the grade received is unfair or unwarranted, what steps the student has taken with the faculty member to resolve the issue, and what resolution the student seeks.

(c) The vice president **for instruction** will attempt to investigate the appeal and will:

(i) Review the course syllabus;

(ii) Meet with the course instructor; and

(iii) May request and review other supporting documentation prior to rendering a decision. Within ~~((ten))~~ 10 instructional days of receiving the written appeal, the vice president **of instruction** will provide a written decision. If an investigation requires more time, the deadline may be extended to a mutually agreed future date.

(d) If the student feels satisfactory resolution was not achieved in step three, they may, within five instructional days of receipt of the written decision, notify the vice president **for instruction** to request a hearing before the academic review committee. The vice president's **for student services** designee will chair the committee.

(i) If anyone on the academic review committee perceives a conflict of interest, they will recuse themselves from the committee for the duration of the appeal. Students are to be given an opportunity to talk with the committee chairperson regarding any concerns about committee membership.

(ii) As soon as possible, the academic review committee (with a minimum attendance of six individuals) will meet with the student, instructor, the vice president **of instruction** and relevant parties to hear the points at issue in the appeal. The committee will provide its written decision to all parties within five instructional days following the hearing. The decision is final and may not be reviewed further.

(4) Grievances excluded.

(a) The student grievance procedure described in this section is not intended to cover complaints of discrimination or sexual harassment.

The college has separate specific procedures for such complaints. See the vice president **for student services** for information on those specific procedures.

(b) A student may not use the provisions of these sections as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of this student rights and responsibilities code or for resolution of specific categories of student complaints where other procedures are required.

(c) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community college education or the board of trustees of Community College District No. 2 shall not be grievable matters.

(5) **Records.** The appropriate supervisor shall keep all written statements or transcripts as follows:

(a) Complaints for one year from the initial complaint;

(b) Grievances for six years from the initial complaint;

(c) Grade appeals for five years following the last quarter at-tended by the student. At that time, the files shall be destroyed.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132B-125-400	Order of precedence
WAC 132B-125-420	Prehearing procedure
WAC 132B-125-425	Rights of parties.
WAC 132B-125-430	Evidence.
WAC 132B-125-435	Initial order.

NO LONGER REPEAL

WAC 132B-125-440	Title IX appeals.
------------------	-------------------

WAC 132B-125-405	Prohibited conduct under Title IX.
------------------	------------------------------------

WAC 132B-125-410	Title IX jurisdiction.
------------------	------------------------

VIII.3. First Reading of Operational Policy 402 – Student Involvement in Governance

GHC Board of Trustees Meeting

May 13, 2025



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.

VIII.4. Second Reading of Operational Policy 306 – Ungraded Courses

GHC Board of Trustees Meeting

May 13, 2025



Operational Policy

Policy Name	Ungraded Courses	
Policy Number	306	
Date Adopted	3/17/80	
Date(s) Revised or Reviewed	Revised: 3/20/01	Reviewed: 4/16/19

Policy:

It is the policy of the Board of Trustees of Grays Harbor College that certain courses of study may be designated as ungraded courses, and offered at tuition and fee rates that differ from the standard rates set by [RCW 28B.15.069](#) and [WAC 131.28.025](#).

It shall be the duty of the president of the College to assess the need for reduced charges for courses, secure state system authorization for the reduction and to publicize the rate.

VIII.5. Second Reading of Operational Policy 307 – Grays Harbor College Library

GHC Board of Trustees Meeting

May 13, 2025



Operational Policy

Policy Name	Grays Harbor College Library
Policy Number	307
Date Adopted	4/16/19
Date(s) Revised or Reviewed	Reviewed: 12/5/2023

Policy:

Grays Harbor College has established the John Spellman Library to meet the learning, teaching, and research needs of GHC's students, faculty, and staff, and to enhance the cultural and intellectual environments of Grays Harbor and Pacific counties. The library's collections and services shall be available, as allowed by contracts with resource providers, and by law, to residents of Grays Harbor and Pacific counties, (with priority being given to students, faculty, and staff of Grays Harbor College), to students from other Washington community and technical colleges, and to other libraries.

VIII.6. Second Reading of Operational Policy 318 – Reciprocity

GHC Board of Trustees Meeting

May 13, 2025



Operational Policy

Policy Name	Reciprocity	
Policy Number	318	
Date Adopted	3/15/11	
Date(s) Revised or Reviewed	Revised: 8/21/12;	Reviewed: 11/20/18

Policy:

Grays Harbor College will ensure that students moving between colleges are not penalized by the healthy differences in the specific general education requirements imposed by individual campuses within the general guidelines of the Transfer degrees (DTA and AS-T) by adhering to the Intercollege Reciprocity Policy approved by the CTC Instruction Commission in 2012 which states: **Reciprocity of Individual Courses:**

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

If a student transfers an individual course that meets a Diversity Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

Reciprocity of Distribution Areas/Specific Requirements:

The receiving institution will accept an entire Distribution, Communication Skills, Quantitative Skills, or other requirement for a transfer degree as met if that student:

- A. Has met the sending institution's residency credit *and meets the receiving institution's policy on continuous enrollment (enrollment pattern needed to complete under the catalog at entrance1)*
- B. Has met the entire Communication Skills, Quantitative Skills or Distribution Requirement of a transfer degree, according to the sending institution's degree criteria* *Note: Example criteria include number of disciplines, allowable disciplines, credits, sequence requirements (or lack thereof). In all these instances, the sending institution's requirements govern for that particular Communication Skills, Quantitative Skills or Distribution Requirement component.
- C. Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

The receiving institution agrees to consider the requirement area met if these conditions, upon review, are met. (There is no limit to the number of requirement areas to be considered.)

In view of staff limitations for transcript review, the receiving institution cannot be expected to search every transfer-in transcript to see if the reciprocity provisions apply. It is, therefore, the student's responsibility to initiate the reciprocity process and to gather appropriate documentation as needed. However, all institutions agree to make transfer-in students aware of these provisions, to publish them in college catalogs and other transfer-related resources, and to provide transfer-in students with a clear contact point and process for pursuing reciprocity.

The receiving college retains the right to impose unique, local prerequisite and graduation requirements. Such requirements might include learning communities/coordinated studies requirements, writing-intensive course requirements, diversity requirements, and physical education/health requirements.

Transcript Notation:

Transcripts will include notation of requirements met by reciprocity. Notations will include the name of the sending institution.

VIII.7. Second Reading of Operational Policy 319 – Credit for Prior Learning

GHC Board of Trustees Meeting

May 13, 2025



Operational Policy

Policy Name	Credit For Prior Learning
Policy Number	319
Date Adopted	April 2012
Date(s) Revised or Reviewed	Reviewed: 11/20/18

Policy:

Prior Learning is the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training at in-state and out-of-state institutions including foreign institutions. Prior Learning Assessment (PLA) enables individuals to earn credit and recognition for these skills and knowledge. Grays Harbor College may award credit for Prior Learning through examination, evaluation of certification/training, or submission of portfolio or other forms of assessment.

VIII.8. Second Reading of Operational Policy 320 – Placement Reciprocity

GHC Board of Trustees Meeting

May 13, 2025



Operational Policy

Policy Name	Placement Reciprocity
Policy Number	320
Date Adopted	11/19/13
Date(s) Revised or Reviewed	Reviewed: 11/20/18; 02/20/2025

Policy:

Grays Harbor College adheres to the system Placement Reciprocity policy (approved by Student Services Commission and the Instruction Commission Spring 2013) for all entering students:

1. A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents.
2. A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
3. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

VIII.9. Second Reading of Operational Policy 321 – Credit Hour Policy

GHC Board of Trustees Meeting
May 13, 2025



Operational Policy

Policy Name	Credit Hour Policy
Policy Number	321
Date Adopted	11/19/13
Date(s) Revised or Reviewed	Revised: 1/17/17, 11/20/18, 4/16/19;

Policy:

Grays Harbor College determines credit hour based on the following policy definitions established by the State Board for Community and Technical Colleges (SBCTC) to guide instructional practice, with each definition equating to a minimum of three weekly hours of student effort per credit. These are based on U.S. Department of Education credit hour definitions and referenced by the Northwest Commission on Colleges and Universities.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter of credit, or the equivalent amount of work over a different amount of time; or
- b. At least an equivalent amount of work as required in the above paragraph for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

The following definitions have been established to guide instructional practice, with each definition equating to a minimum of three weekly hours of students effort per credit.

Theory: Students are engaged with faculty and class members in learning theoretical material and/or engaging in activities to apply the theory leading to mastery of course outcomes. Modes of instructional delivery could include but are not limited to: lecture, small group discussion, guided conversation, demonstration, case studies, role playing, problem based inquiry, and collaborative activities. Instruction may be a mix of presentation, facilitation, and guided activities evidenced by frequent ongoing communication between instructor and students. Such activities could take place in a variety of instructional modalities. One credit is generated by one weekly contact hour of instruction, or the equivalent amount of work distributed over a different amount of time. Generally requires out-of-class student effort, typically two hours per class hour.

Guided Practice: Students are actively engaged in practicing and mastering skills under the supervision of the instructor. This category of instruction could include but are not limited to labs, studios, shops, clinical experiences, computer-mediated learning, hands-on projects, or other skill building activities. Instruction may be individualized or group-focused and include skills assessment. Such activities could take place in a variety of instructional modalities. One credit is generated by two weekly contact hours of instruction, or the equivalent amount of work distributed over a different amount of time. May also include out-of-class student effort, typically one hour per two class hours.

Field-based experience: Students are engaged in autonomous study or related work activity under the intermittent supervision of the instructor. This mode includes working with or under the direction of professional practitioners and may include preceptorships, co-ops, internships, or service learning activities. Verification of learning outcomes is documented by College faculty in collaboration with professional practitioners. One credit is generated by a minimum of three weekly contact hours of supervised learning experience, or the equivalent amount of work distributed over a different amount of time. Programs may determine that additional hours are needed for the student learning needs. However, only one credit will be generated for enrollment counting purposes.

To ensure consistency and accuracy, Grays Harbor College requires that any change in credit hour determination be reviewed by Division Chairs and Academic Council prior to implementation. Reference: [SBCTC Policy Manual Chapter 5, 5.40.10](#)

To: Grays Harbor College Board of Trustees

From: Isaac Humiston – ASGHC President

Cc: President Carli Schiffner, Interim VPSS Laurie Franklin

Date: April 28, 2025

Re: May 13th Report to Board of Trustees

ASGHC has had a busy and productive spring term. We remain committed to enhancing student engagement and fostering a supportive campus environment.

Hiring Committee

The hiring committee has begun its work. We are actively working to fill all ASGHC positions for the upcoming term.

Student Event

On April 25th, 33 students attended the Mariners game. This event was a great success and contributed to building a strong sense of community among students.

S&A and Technology Fee Budget

We are still working on the S&A and Technology fee budget and will submit it when it is ready.

IX.2. – Classified Staff Report

GHC Board of Trustees Meeting
May 13th, 2025



Written Report

Item Information:

Topic: Classified Staff Report

Prepared by: Jared Stratton

Attachments: None

Narrative

Staff Development and Training Committee (SDTC) Winter Potluck

On April 9th, SDTC hosted a Potluck to celebrate the completion of Winter Quarter. Classified Staff attended and were provided an update regarding the Collective Bargaining Agreement. The Winter Outstanding Classified Staff Award was awarded to Jared Stratton.

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

The Annual Conference for STTACC will be held virtually August 4-7, 2025. Classified Staff are encouraged to put together watch parties to attend the event. I (Jared Stratton) have not received any updates regarding if one is planned for Grays Harbor College.

Collective Bargaining Agreement 2025-2027

News came that the latest State Budget Proposal did not fund WPEA Higher Ed, General Government, or Highline College. It also rejected the furloughs by Governor Ferguson. WPEA is asking the Governor to not sign the budget as it is and force the legislature back in to special session. On May 7th, a letter will be delivered to Governor Ferguson in Olympia. This letter includes several signatures from members, those who work with members, and community members. At the time of this written report, I have no further information on collective action but will update the board.

This decision by the legislature puts all of the Classified Staff further behind in pay. It creates a further inequity in our workforce.

Summary & Next Steps

There is a lot of information going around regarding this situation. I will try and provide updates in the next presentation but can be reached for any further clarification.

Email: jared.stratton@ghc.edu

IX.3. – Represented Exempt Staff Report

GHC Board of Trustees Meeting

May 13th, 2025



Written Report

Item Information:

Topic: Professional Exempt Representation

Prepared by: Shelly Hoffman, TRIO Student Support Specialist

Attachments: None

Narrative

No Report at this time.

Summary & Next Steps

Not applicable.

Action Requested:

Not applicable.

IX.4. – Faculty Report

GHC Board of Trustees Meeting
May 13, 2025



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 5 for Spring Quarter. Faculty and students are currently hitting the mid-quarter, so there are a lot of papers, a lot of exams, and a lot of all-nighters.
- The GHC Federation of Teachers and administration continue to have a good working relationship in the contract maintenance meetings we have been engaging in throughout this year, and we look forward to year-end discussions on salaries, etc.
- The GHCFT is pleased that as of the time of this report's production, it appears that the legislature has decided not to introduce furloughs to balance the state budget. While we understand that the state has budget challenges, we applaud the state for not disproportionately placing those challenges on its employees.

Summary & Next Steps

None

Action Requested:

None

☐ Follow-Up

None

IX.5. – Administrative Services Report

GHC Board of Trustees Meeting
May 13, 2025



Written Report

Item Information:

Topic: Administrative Services Report

Prepared by: Jason Gordon, Vice President of Administrative Services

Attachment: FY25 Third Quarterly Budget Report

Narrative

FY2024-25 Budget Status

The FY2025 third quarterly budget report covers the period from July 1, 2024, through March 31, 2025. As part of the ongoing budget process, quarterly reviews are conducted to assess enrollment FTE targets, revenue projections, and expenditure estimates to allow for mid-course adjustments.

This report provides an overview of the College's budget performance at the close of the third quarter, focusing on how actual enrollment, revenues, and expenditures are tracking against initial projections.

The College is currently in a strong financial position, primarily due to higher-than-anticipated enrollment. Tuition-bearing FTE enrollment exceeded projections by 5.2% overall, with both Winter and Spring terms surpassing projections by more than 10%. Additionally, Running Start enrollment is 21.3% above budget, contributing significantly to increased revenue. While Summer and Fall terms fell slightly below expectations, the year-to-date enrollment trend remains positive.

Tuition revenue has reached nearly 110% of the annual budget, and Running Start revenue stands at 74.5% of budget. On the expenditure side, both personnel and non-personnel costs are tracking below last year's levels. This is largely due to salary savings from vacant positions and a reduction in discretionary spending.

FY2025-26 Budget Development

- Local revenue projections have been completed.
- Budget requests have been distributed to budget managers, with submissions due by May 9.
- The state budget has been passed; final allocation is pending.
- Budget development will continue throughout the month of May.

BAC Meeting Update

- A presentation on the Compensation Impact Model (CIM) was delivered at the April 23 meeting.
- The next BAC meeting is scheduled for June 5-6.

Summary & Next Steps

The FY2025 budget performance, FY2026 budget development, and ongoing BAC activities continue to be key focus areas for Administrative Services. Updates will be provided to the Board of Trustees as new information becomes available.

Action Requested:

None

☐ **Follow-Up**

Board of Trustees Meeting

FY2025 Third Quarterly Report

Jason Gordon
Vice President for Administrative Services

MAY 13, 2025



Overview

- How Are We Doing?
- Enrollment FTE Budget Analysis
- Q3 Revenue Tracking
- Q3 Expenses Tracking
- Change in State Allocation
- Q3 Revised Budget
- Feedback



How Are We Doing at Q3 – July 1 to March 31, 2025?

3

Enrollment Overview (Tuition Bearing FTE, Excludes Transition Programs) to Date – 4/27/25

- Spring tuition bearing FTE after census (4/23) is 810, about 11.9% over budget estimate of 724
- Winter tuition bearing FTE was 870, about 10.3% over budget estimate of 789
- Fall tuition bearing FTE was 900, about -0.2% under budget estimate of 902
- Summer tuition bearing FTE was 191, about -12.8% under budget estimate of 219
- Actual tuition bearing FTE to date (summer, fall, winter, spring) is 5.2% or 137 FTE over budget
- Actual Running Start FTE to date (fall, winter, spring) is 21.3% or 224 FTE over budget

Revenue

- State allocation is flat, \$750 increase
- Tuition/fee revenue estimate is unchanged
- Running Start revenue estimate increased by \$546,857, due to improved actual FTE over budget

Expenses

- Total personnel expenses for Q3 is 67.8% of annual budget. Last year Q3 was 69.6% of annual budget
- Total non-personnel expenses for Q3 is 66.8% of annual budget. Last year Q3 was 79.2% of annual budget
- Total expenses (personnel and non-personnel) for Q3 is 67.6% of annual budget. Last year Q3 was 71.4% of annual budget

Budget Status

- Total revenue on target, trending over budget due enrollment increases
- Total expenses on target, trending under budget mostly due to savings from unfilled positions
- Actual tuition bearing FTE for local revenue is over budget



Enrollment FTE Budget Analysis					
Tuition Bearing FTE	Summer	Fall	Winter	Spring	Total
Budget	219	902	789	724	2634
Actual	191	900	870	810	2771
Variance - Over(Under)	-28	-2	81	86	137
% Variance	-12.8%	-0.2%	10.3%	11.9%	5.2%
Running Start	Summer	Fall	Winter	Spring	Total
Budget	7	360	359	324	1050
Actual	54	414	410	396	1274
Variance - Over(Under)	47	54	51	72	224
% Variance	671.4%	15.0%	14.2%	22.2%	21.3%
District Enrollment Allocation Base (DEAB)					
GHC	2024-25	2021-22	2022-23	2023-24	3-Year AVG
State Allocation Target	1470				
Actual		847	901	901	883
Variance - Over(Under)		(623)	(569)	(569)	(587)
% Variance		-42.4%	-38.7%	-38.7%	-39.9%
SBCTC System Target	130,981				
Actual		88,314	89,332	94,836	90,827
Variance - Over(Under)		(42667)	(41649)	(36145)	(40154)
% Variance		-32.6%	-31.8%	-27.6%	-30.7%

Q3 - Actual Revenue Tracking

Description	FY25 Budget	FY25 Actuals	FY25 % Budget
State Allocation	\$17,377,808	\$11,243,976	65%
Tuition	\$2,957,853	\$3,246,857	109.8%
Fees/Miscellaneous	\$305,376	\$403,927	132.3%
Running Start (RS)*	\$3,041,775	\$2,621,381	86.2%
Total	\$21,782,273	\$16,964,785	74%
Local Revenue	\$6,305,004	\$6,272,165	99.5%
*RS is for fall and winter.			

Q3 - Revenue Tracking Compared to Last Year

Description	FY25 Budget	FY25 Actuals	FY25 % Budget	FY24 Budget	FY24 Actuals	FY24 % Budget
Allocation	\$17,377,808	\$11,243,976	65%	\$15,706,759	\$11,620,140	74%
Tuition	\$2,957,853	\$3,246,857	109.8%	\$2,836,206	\$2,868,685	101.1%
Fees/Misc.	\$305,376	\$403,927	132.3%	\$325,260	\$305,376	93.6%
RS*	\$3,041,775	\$2,621,381	86.2%	\$2,914,048	\$2,170,584	74.5%
Total	\$23,682,812	\$17,516,141	74%	\$21,782,273	\$16,964,785	77.9%
Local Rev.	\$6,305,004	\$6,272,165	99.5%	\$6,075,514	\$5,344,645	88%

*RS – Actual is fall and winter only. Spring billing pending.

Q3 - Actual Expenses Tracking

Description	FY25 Budget	FY25 Actuals	FY25 % Budget
Salaries/Wages	\$14,532,767	\$9,944,612	68.4%
Benefits	\$4,778,945	\$3,148,338	65.9%
Total Personnel	\$19,311,712	\$13,092,950	67.8%
Goods/Services	\$2,848,548	\$2,238,270	78.6%
Travel	\$147,000	\$35,320	24%
Equipment	\$124,000	\$87,741	70.8%
Grants/Subsidies	\$1,631,746	\$810,174	49.7%
Total	\$24,063,006	\$16,264,455	67.6%

Q3 - Expenses Tracking Compared to Last Year

Description	FY25 Budget	FY25 Actuals	FY25 % Budget	FY24 Budget	FY24 Actuals	FY24 % Budget
Salary	\$14,532,767	\$9,944,612	68.4%	\$13,224,544	\$9,106,783	68.9%
Benefits	\$4,778,945	\$3,148,338	65.9%	\$4,298,121	\$3,080,950	71.7%
Total Personnel	\$19,311,712	\$13,092,950	67.8%	\$17,522,665	\$12,187,733	69.6%
Goods/Services	\$2,848,548	\$2,238,270	78.6%	\$2,726,976	\$2,173,004	79.7%
Travel	\$147,000	\$35,320	24%	\$139,889	\$73,720	52.7%
Equipment	\$124,000	\$87,741	70.8%	\$153,000	\$46,690	30.5%
Grants/Subsidies	\$1,631,746	\$810,174	49.7%	\$1,175,233	\$1,030,751	87.7%
Total	\$24,063,006	\$16,264,455	67.6%	\$21,717,763	\$15,511,898	71.4%

Q3 - Change in State Allocation

Description	Amount
Q3 Allocation	\$ 17,377,808
Q2 Allocation	\$ 17,377,058
Change	\$ 750
How State Allocation Changed in Q3	
Guided Pathways Earmark (WEIA)	\$ 750

Q3 Revised Budget

	<u>Proposed</u>	<u>Revision</u>	<u>Revised</u>
Revenue			
State Allocation	\$ 17,377,058	\$ 750	\$ 17,377,808
Tuition	\$ 2,957,853		\$ 2,957,853
Fees/Misc.	\$ 305,376		\$ 305,376
Running Start	\$ 3,041,775		\$ 3,041,775
GAP	\$ 380,481		\$ 380,481
Total Revenue	\$ 21,715,462	\$ 750	\$ 24,063,293
Expenditures			
Salaries and Wages	14,532,767		\$ 14,532,767
Benefits	4,778,945		\$ 4,778,945
Goods and Services	2,848,548		\$ 2,848,548
Travel	147,287		\$ 147,287
Equipment/Technology	124,000		\$ 124,000
Grants/Subsidies	1,630,996	\$ 750	\$ 1,631,746
Total Expenditures	\$ 21,715,462	\$ 750	\$ 24,063,293



Feedback

- Send ideas to budget@ghc.edu
- How to increase revenue at the college
- How to decrease expenditures in your area or other areas of the college
- Best ways to increase enrollment at the college

IX.6 – Human Resource Report

GHC Board of Trustees Meeting

May 13, 2025



Written Report

Item Information:

Topic: Human Resource Report

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

Attachments: NA

Narrative

General updates:

- The inclusive practices trainings for employees was held April 23rd had a great turnout and good feedback. 60 participants learned about gender pronouns and identity.
- Supervisors training scheduled for May 7th.
- Narcan training for employees is planned for May/June.
- Employee yearly evaluations will be completed at the end of June.
- Hoping to move forward with posting more vacant positions now that we have the State budget for next year.

New Employees:

- Donald Hennige, Custodian 2, started 4/7/2025
- Carrie Warren, SCC Office Assistant 3, started 4/7/2025
- Ava Garcia, Director of Enrollment Services, started 4/21/2025
- John Jane, Custodian 2, started 4/21/2025
- Shana Scudder, Corrections Education Navigator, started 4/28/2025
- Bryan Mahoney, Director of Facilities & Operations, starting 5/19/2025
- Bryn Cavin, Program Manager A (Foundation) starting 5/19/2025
- Geoffrey Fogleman, Basic Skills Non-Tenure Faculty at SCCC, starting 5/21/2025

Changes in Employment:

- Nancy Deverse, no longer Interim Director of Enrollment, but will be helping part time until June.

Searches:

- Vice President for Learning & Student Success, (replaces interim VPI & VPSS), interviewing candidates.
- Director of Advising & Rural Projects, (replaces Paula Grow), reviewing applicants
- Director of Financial Aid & Scholarships (replace Crystal Bagby), accepting applications
- Several adjunct positions (to hire for specific courses and pools for future hires)

Action Requested:

☐ **Follow-Up**

None

IX.7. – Instruction Report

GHC Board of Trustees Meeting
May 13, 2025



Written Report

Item Information:

Topic: Instruction Report

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

Attachments: None

Narrative

A celebration from the Math Division:

Terri Bell, has officially completed her Masters of Science in Computer Science and Systems from the University of Washington, Tacoma! Terri started in the Summer of 2023 taking TCSS 578 Virtual Reality and created an app for her iPhone that when viewed through a google virtual reality cardboard headset makes a fun, 3D environment. She ambitiously took 1 or 2 classes each quarter and completed the degree in Winter 2025 by participating in research relating to privacy preserving machine learning and synthetic data. Other interesting courses beyond the standards (algorithms, applied distributed computing, and theory) were Cryptology (Summer 2024), Spatial Data Geographic Information Systems (Fall 2024) and Machine Learning (Fall 2024). She is finishing with a 4.0. Congratulations, Terri!!

Divisional Updates

Nursing:

For the first time in a number of years—the Nursing program will have a full cohort of 6th quarter nursing students and we hope to graduate 35 RN students this June. These students are entering their 165 hour preceptorships in the community in the coming days as the capstone to their pre licensure education. They should be licensed and ready to work in July.

Grays Harbor hoping to offer a clinical group in Pacific County in the summer. It will depend on the numbers of students interested and the Pacific County response. Students will be asked when they sign up if they are interested in their clinicals in Raymond.

Workforce and Continuing Education

COMMUNITY AND CONTINUING EDUCATION:

The Spring schedule for Grays Harbor and Pacific County community education courses is on the web. Still challenged with getting instructors and enrollments in the Pacific County offerings. The College continues to reach out and schedule as commitments from the community are secured. Please reach out to Candi Bachtell candi.bachtell@ghc.edu with suggested topics and instructors.

PRESENTATION TO GHC FOUNDATION BOARD:

The Workforce Dean, Cathy LeCompte, made a presentation to the GHC Foundation Board on the topic of Career Connection, Preparing Students for the Workforce. Highlights of the presentation included featuring workforce education programs that are currently aligned with a Career Pathways model and introduction to a stackable credential model for workforce education.

COMMUNITY OUTREACH:

Recently, Cathy LeCompte met with the Executive Director and Workforce Development staff at the Moore Wright Group., a nonprofit organization whose mission is to help communities thrive by providing hope. They offer a variety of wrap around services, including some workforce development training. It will be a good partnership for serving underrepresented and underserved populations.

WORKFORCE DEVELOPMENT CONTRACT PRESENTATION:

Grays Harbor College has applied and made a presentation to the Employment Security Department for Career Connect Washington Program Launch funding of \$243,000. The College proposed to be the program coordinator and fiscal agent for developing a training consortium called Westport Futures. If funded, the project would include a convening of industry and community members to create a plan of action for maritime training access to community members in the South Beach region and support of a community agency as the backbone organization to oversee the action plan implementation and evaluation.

Transitions:

ENGLISH LANGUAGE ACQUISITION (ELA):

For Spring Quarter, the Transition Program has expanded its beginning-level ELA offerings to three sections. One course is held fully in-person on the main campus, while the remaining two are delivered via Zoom. Enrollment in beginning-level ELA courses continues to be strong, with all three sections consistently at full capacity for over a year. In contrast, enrollment in advanced-level ELA has declined, and as a result, only one advanced course is being offered this quarter via Zoom.

High School+/GED:

The HS+ program celebrated 19 student graduations during Winter Quarter, bringing the total number of high school diploma completions for the year to over 40. Due to increasing enrollment, the Transition Program has opened additional HS+ sections to meet growing student demand.

COLLEGE BRUSH-UP:

Historically, only 5–7 students annually enrolled in Transition classes to brush up on skills in preparation for credit-bearing developmental courses (READ 90, ENGL 60, and MATH 60). The majority of Transition students typically pursue a GED, High School+ diploma, or participate in ELA. However, the number of brush-up students has risen significantly—25 students in Fall 2023 and 37 in Fall 2024. In response, the Associate Dean and Transition Program staff have been collaborating with entry advisors to develop a comprehensive advising guide to better support this growing student population.

COMMUNITY EDUCATION – CONVERSATIONAL ENGLISH COURSES:

- Ocosta Jr/Sr High School: In-person Conversational English classes will continue on Tuesday evenings from 4:00–6:00 PM.
- Riverview Education Center: In-person classes will continue on Wednesday and Friday evenings from 5:00–7:00 PM.

IX.8. – Student Services

GHC Board of Trustees Meeting
May 13, 2025



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 own TRIO Specialist, Ginelle Hanaway, had the opportunity to chair the 2025 Civic Leadership Conference with the Washington State TRIO Association, April 11-12. The conference hosted 190 attendees with 16 Washington State institutions represented at this year's event at the Stampfer Retreat Center. Grays Harbor College alone brought 33 students and staff to this conference.

Through a variety of workshops and keynote speakers, the Civic Leadership Conference strengthened students' leadership styles, and they learned how to become an advocate for important issues that TRIO students face. The conference was joined by many organizations, such as: The WA Secretary of State's Office, The College Success Foundation, The WA State Opportunity Scholarship, The WA State Department of Health, ACLU, The Washington Bus, and Washington Student Engagement Networks. Pictured here are Congresswoman Emily Randall and WA State Senator Jessica Bateman (a TRIO alumna!) on the Capitol steps in Olympia during the TRIO rally. There, they gave supportive words of encouragement and solidarity to students and staff. Students also shared their TRIO testimonies. It was an amazing display of community and togetherness.



Ten (10) Grays Harbor College students and two (2) staff/advisors attended the annual State of Washington Students of Color Conference hosted on Green River College's campus for three (3) amazing days of personal and professional development sessions. Celebrating 35 years, this year's theme: In La'Kech Ala K'in: You Are My Other Me, Tu Eres Mi Otro Yo allowed students to explore the conference's five pillars: Identity Development, Awareness of Others, Skills Development, Social Justice and Social Activism, and Personal Development.

Enrollment:

Spring Quarter Enrollment Snapshot for Tuesday, April 29th

BCC: All GHC Employees

FTE: Spring 2025	Spring 2024 04/23/2024 Day # 12	Spring 2025 04/29/2025 Day # 12	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	426.1	453.9	27.8	6.5%	-2.5	423.6
2-Transition Programs	125.5	145.8	20.3	16.2%	-3.8	121.6
3-Career and Technical Ed.	275.3	318.0	42.7	15.5%	6.4	281.7
4-BAS Programs	44.7	36.5	-8.2	-18.3%	0.0	44.7
State Funded Total	871.5	954.1	82.6	9.5%	0.0	871.6
Running Start FTE	349.7	396.7	47.0	13.4%	-0.3	349.3
State + Running Start Total	1,221.2	1,350.8	129.6	10.6%	-0.3	1,220.9
Stafford Creek FTE	0.0	112.7	112.7	0.0%	221.2	221.2
State + RS + SCCC Total	1,221.2	1,463.6	242.4	19.8%	220.9	1,442.1

Financial Aid and Scholarships:

Effective April 15, 2025, the number of 2024-25 Free Application for Federal Student Aid (FAFSA) and Washington State Financial Aid Application (WASFA): 3190 (up by 87 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: 1267 (+43 from March)
 - Students Reviewed: 1028 (+33 from March)
 - Students not Enrolled: 217 (-6 from March)
 - Students waiting for Review: 2 new applications

The Scholarship and Financial Aid Application Workshop was held on April 23, 2025, for currently enrolled and prospective students. Forty students attended to learn how to submit successful applications and were offered burritos once they attended a session. It was an incredible turnout and students shared their gratitude through the process. Shout out to the hard working professionals in student services for putting on this quality event!

Outreach and Recruitment:

In March, an aggressive calling, social media, and texting campaign was launched to contact students who were enrolled for Winter Quarter 2025 who had not yet enrolled for Spring Quarter 2025. Here is the data analysis:

- 825 students were not enrolled during the peak spring enrollment dates
- Of the 825 students contacted, 535 enrolled for Spring Quarter 2025
- 65% enrollment rate due to direct student contact
 - Some reasons shared by those who did not re-enroll:
 - Completed their degree (assistance provided to apply for graduation)
 - Family obligations
 - Work obligations
 - Financial aid suspension
 - Health issues
 - Mental health (needing a break, but plan to return)

May and Summer Planned Events:

Event Name	Location	Date
College Info Night (Aberdeen High School)	Aberdeen High School	4/30/2025
Transition Fair	GHC	5/1/2025
College Info Night (Hoquiam High School)	Hoquiam High School	5/6/2025
College Info Night (Elma High School)	Elma High School	5/8/2025
College Info Night (South Bend High School)	South Bend High School	5/13/2025
Current Student Summer/Fall Enrollment Lab	GHC	5/19/2025
College Info Night (Ocosta Jr-Sr High School)	Ocosta Jr-Sr High School	5/20/2025
Current Student Summer/Fall Enrollment Lab	GHC	5/20/2025
College Info Night (Virtual Night)	Online	5/22/2025
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
Norht 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	6/21/2025
Pacific County Pride (Long Beach)	Veterans Field, Long Beach	6/22/2025
GHC Enrollment Days (June)	3244 Aberdeen	2-Jun
GHC Enrollment Days (June)	3244 Aberdeen	3-Jun

Rusty Scuppers Pirate Days	Westport	27-Jun
Rusty Scuppers Pirate Days	Westport	28-Jun
Rusty Scuppers Pirate Days	Westport	29-Jun
Aberdeen Founders Day	Downtown Aberdeen	TBA
Aberdeen Sunday Market	Broad Street	July Date TBA
Aberdeen Sunday Market	Broad Street	August Date TBA
GHC Enrollment Days (July)	3244 Aberdeen	7/15/2025
GHC Enrollment Days (July)	3244 Aberdeen	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)	3244 Aberdeen	8/19/2025
GHC Enrollment Days (August)	3245 Aberdeen	8/20/2025
Summerfest	Downtown Aberdeen	8/16/2025
Loggers Playday	Hoquiam	9/6/2025
GHC Enrollment Days (September)	3244 Aberdeen	9/8/2025
GHC Enrollment Days (September)	3244 Aberdeen	9/9/2025

Running Start/K-12 will celebrate current high school seniors and provide them with honor cords to be worn during commencement.

Running Start Celebration!	Raymond Center	5/14/2025
Running Start Celebration!	tulalW	5/15/2025



GRAYS HARBOR COLLEGE



BISHOP CENTER

FOR THE PERFORMING ARTS • GRAYS HARBOR COLLEGE

April was a quiet month for the Bishop Center for the Performing Arts. The month of June will be full of fun and exciting events. Please join us for the following performances.

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

Please note that the Spring Drama will take place on June 12th on the 3rd 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
May 13, 2025



Written Report

Item Information:

Topic: President’s Monthly Report

Prepared by: Carli Schiffner, PhD

Attachments: None

Narrative

EVENTS:

Business View, Interview, April 9

State Board for Community and Technical Colleges, Board Meeting, Presentation, April 9

Rural Guided Pathways Presentation, Grays Harbor College Foundation, April 10

PESB Virtual Site Visit, April 14

Grays Harbor Healthy Food Alliance, Lunch and Welcome, April 18

PEO, Presentation and Tour, April 21

Office Hours, April 22

Allocation Model Review Committee, Workshop, April 23

Pro-Noun Training for Employees, April 23

All Washington Academic Team, Luncheon and Ceremony, April 24

New York Times, Interview, April 28

GHC Town Hall, April 28

Passing of the Laurel, State Poet Laureate Ceremony, April 30

High School Art Show, Spellman Library, May 2

MEETINGS:

WACTC Allocation Model Review Committee Meetings (and prep), March 26, April 22

WACTC Corrections Committee, April 24

WACTC Operating Committee, April 24

WACTC Meetings (General), April 24-25

WACTC Legislative Updates, April 11, 18, 28, and May 2

Kristen Morgan, Senior Policy Director, Department of Corrections, March 26, April 30

Hanan Al-Zabaidy, Associate Director, Corrections, SBCTC, March 7, April 18

Cheryl Heywood, Executive Director, Timberland Regional Library, April 8

Guided Pathways Coaches, April 9

Isaac Humiston, Student Body President, April 9

Ruth Clemmons, Aberdeen City Administrator, April 9

Greater Grays Harbor, Inc., Executive Board, April 10

Greater Grays Harbor, Inc., Legislative Updates, April 11, 18

Tom Jensen, CEO, Harbor Regional Health, April 11

Joe Malik, Former President, Grays Harbor College, April 11

Pacific County Planning Meeting, April 11

Dr. Bob Mohrbacher, President of Centralia College, April 14

Greater Grays Harbor, Inc., Recompete Update Meeting, April 14

Lynn Green, Superintendent, Aberdeen School District, April 15

Pacific County Economic Development Meeting, April 15

Timberland Library Outreach, Meeting, April 15

Vickie Raines, County Commissioner, April 17

Dr. Michael Meotti, Executive Director, Washington Student Achievement Council, April 21

Rural College, Discussion with Presidents, April 21

Monica Wilson, Director of the Student Success Center, State Board for Community and Technical Colleges, April 23

Dr. Jenni Martin, President, Spokane Community College, April 24

Higher Education Funding State Taskforce, Kinetic West, April 28

Josh Martin, CEO, Summit Pacific, April 29

Bishop Center, Season Preview, May 1

Kim Tanaka, Director of Trustee Relations, State Board for Community and Technical Colleges, May 2

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

*Plus, ongoing monthly labor/management meetings.

ACCREDITATION

Report attached.

WACTC UPDATE & the STATE BUDGET

On March 26, the budget for the State of Washington was released. The Governor has twenty days to approve the budget. He has the right to veto pieces of the proposed budget—if items are vetoed, and it results in an “unbalanced budget”, then a special session of the Legislature will be called. This special session would begin in mid-May. All that aside, the budget as proposed has the following impact on the college system and Grays Harbor College:

- *The reduction of the base budget due to the Office of Financial Management error will not be taken before June 30, 2025, but will be reduced from the College’s base allocation starting July 1, 2025.

- *The \$1 million for the Lake Swano Dam Project remains in the Capital Budget. A huge win!

- *The Commercial Driver’s License (CDL) program funding was eliminated at the state level, resulting in Grays Harbor College not receiving their portion of \$250,000. Staff is working on other sources of funding to keep this program operational for next year.

- *No furloughs for state workers.

- *No funding for WPEA’s new contract, recently approved.

GRANTS: Federal and Philanthropic

With the loss of over half of the employees at the Department of Education in mid-March, a lot of uncertainty remains with federal grants and programs. While many grant programs have funding through a future date, it is still uncertain if that funding is stable beyond a few months. This uncertainty is echoed by our Basic Education for Adults leadership at the State Board—noting limited guidance and oversight by the federal program managers. We 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

The Direct Admissions Initiative sent out acceptance letters to all graduating high school seniors in Grays Harbor and Pacific Counties in April. “Signing days” are scheduled throughout the College’s service district to highlight students’ acceptance to the College. A social media campaign is underway. This initiative is a result of a lot of hard work from the College—way to go!

The Summer 2025 Outreach schedule is under development and should be ready in the very near future—it does include pirates. 🏴‍☠️

PERSONNEL

The search for the Vice President of Learning and Student Success is in its final stage—three finalists will be invited to campus March 14-16. It was a very strong pool—with over 40 qualified applicants. This position will have oversight over both Instruction and Student Services. This model is based on practices

held at other smaller institutions and will serve to bring both “sides of the house” together—breaking down silos that currently exist between the two divisions.

Action Requested:

This is informational, no action requested at this time.

IX.9.a. – Accreditation

GHC Board of Trustees Meeting
May 13, 2025



Written Report

Item Information:

Topic: Institutional Accreditation

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

Attachments: None

Narrative

Executive Order

On April 23, 2025, President Trump signed an executive order titled “Reforming Accreditation to Strengthen Higher Education”. The order aims to overhaul the accreditation system for colleges and universities. [[Executive Order](#) and [Fact sheet](#) released by the White House.]

In a letter to member colleges, Jeff Fox, Interim President of the Northwest Commission on Colleges and Universities (NWCCU), GHC’s accreditor, send out an email on April 24th stating, “Accreditation ensures institutions remain accountable to their missions and the students they serve. NWCCU strongly supports thoughtful reform in higher education that expands access, improves outcomes, and supports all students. At the same time, such reforms must preserve the foundational safeguards of accreditation, which are critical for upholding academic quality, institutional integrity, and the responsible use of public resources.” Mr. Fox also outlined what he sees as some important considerations in the Executive Order:

- **Recognizing New Institutions**

Accrediting new institutions is a comprehensive process that safeguards taxpayers and students. Under federal regulations, the timeline for achieving accreditation ranges between one and five years from the candidacy stage. This timeline ensures that institutions have ample time to meet the high standards set by accreditors.

- **Changing Accreditors**

NWCCU and the Council of Regional Accrediting Commissions (C-RAC) advocate for a streamlined and transparent process for institutions in good standing wishing to change accreditors providing that reforms preserve safeguards to maintain institutional quality and accountability.

- **Diversity, Equity, and Inclusion**

NWCCU does not require diversity, equity, and inclusion as an Eligibility Requirement, Standard for Accreditation, or policy to be recognized for and maintain accreditation. NWCCU does require institutions to disaggregate their institutional data to identify achievement gaps, which enables them to support students and continuously improve. This required disaggregation of institution-level data ensures that

institutions are supporting student success from admissions to graduation for all students, and to identify where additional support services are necessary to ensure student success.

- **Institutional Accountability and Student Success**

Accreditors ensure institutional improvement through ongoing monitoring, non-compliance actions, and, when necessary, removal of accreditation. These actions are publicly reported for transparency. NWCCU also monitors key financial indicators to ensure institutions can serve students effectively over time.

[Related Links: [Northwest Commission on Colleges and Universities](#) (scroll down to download letter); [Council of Regional Accrediting Commissions \(C-RAC\) statement.](#)]

Summary & Next Steps

At this point, it is unclear what the implications of the executive order may be for Grays Harbor College. GHC will continue to monitor the information that comes out and update the Board if there are any changes impacting its accreditation.

Action Requested:

No action at this time.

IX.9.b – tulaIW Student Center Report

GHC Board of Trustees Meeting
May 13, 2025



Written Report

Item Information:

Topic: tulaIW Student Center Construction Report

Prepared by: Floyd Plemmons, Capital Project Manager

Attachments: None

Narrative

The College has completed its one-year warranty period and is wrapping up some open warranty issues.

Work Remaining

- Warranty items are being completed. Commissioning of mechanical and electrical systems is wrapping up with only a few open items.
- Installation of the Washington State Art project on the exterior entry columns is scheduled to take place in May.
- Department of Commerce Energy Grant Solar Panels will be installed the week of May 19.
- A small Kitchen Upgrade project will occur in May and June.
- The College will be installing a new Emergency Responder Communication Enhancement System in May, as required by the Aberdeen Fire Marshall. This project will provide good emergency radio communication at all locations inside the building.

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