



Hello Trustees,

I hope you had a restful Thanksgiving holiday. I was able to get a little R&R to get rid of the lingering jet lag after my Asia travels. It was a great trip!

Here are some highlights for your upcoming meeting:

Presentations:

- Dr. Luke Robins will be in attendance to be presented with the Robins Green Resolution.

Standing Reports:

- Associated Student Council
- Lara Starcevich, Faculty Senate First Speaker
- Tim Williams, Peninsula College Faculty Association
- Terye Senderhauf, Manager of Institutional Effectiveness, will provide data on the Core Theme: *Strengthening Communities*

President's Report:

- I promise my report will be shorter this month. I will brief you on:
 - Three published faculty authors
 - Update on Asia recruiting trip
 - We'll be looking for confirmation attendance at two upcoming events:
 - ACT in Olympia January 23-24
 - ACCT in Washington, D.C. February 5-8
 - A few more positive, developing items

Board Chair/Trustee Activities Update

- You may or may not have anything to add to this agenda item based on interactions you've had in the community that are connected to the college.

Items for Board Study

- Two Board Members will not be able to attend this month's meeting so we will postpone our discussion of the evaluations until February.

Items for Board Action

- The condensed Strategic Plan is enclosed in your packet based on feedback from the college community. It is ready for your consideration for approval. I am pleased with the top priorities that emerged.



- I will ask for your vote to grant me signing authority on union-related MOUs. In the past, sometimes MOUs were signed by the President or the Board Chair. Our AG's recommendation is that they be signed by the President. Of course, I will keep you informed if any MOUs are significant changes to operations. PCFA President Tim Williams is in support of this recommendation.
- I will be requesting your approval for a loan to the Associated Student Council to refurbish the field turf. The turf is in serious need of repair and the contractor is available this winter. Delaying a vote until your February meeting will miss the installation window. Carie Edmiston and Rick Ross will be available to answer any questions you may have.



**Meeting of the Board of Trustees
December 13, 2022
Port Angeles, WA
2:00 p.m.
Room A-12, Cornaby Center**

Trustees:

*Dwayne Johnson, Chair
Mike Maxwell, Vice Chair
Mike Glenn
Joe Floyd
Claire Roney*

ROLL CALL and DETERMINATION OF QUORUM

MODIFICATION TO THE AGENDA

APPROVAL OF MINUTES

Nov. 8, 2022

INTRODUCTIONS

PUBLIC FORUM/CORRESPONDENCE

PRESENTATIONS

-Dr. Luke Robins- Robins Green Resolution

STANDING REPORTS:

- ASC – Laken Folsom
- Senate – Lara Starcevich, Faculty Senate First Speaker
- PCFA – Tim Williams
- Institutional/Enrollment Report –Terye Senderhauf- Core Theme: Strengthening Communities

PRESIDENT'S REPORT

-Updates
-Community Connections

BOARD CHAIR UPDATE

TRUSTEE ACTIVITIES UPDATE

ITEMS FOR BOARD STUDY

ITEMS FOR BOARD ACTION

Strategic Plan
Presidential approval of union MOUs
ASC to Refurbish Field Turf

EXECUTIVE SESSION - none

**Meeting of the Board of Trustees
November 8, 2022
Port Angeles, WA
2:00 p.m.
Room A-12, Cornaby Center**

Trustees:

*Dwayne Johnson, Chair
Mike Maxwell, Vice Chair
Mike Glenn
Joe Floyd
Claire Roney*

Minutes

ROLL CALL and DETERMINATION OF QUORUM- called to order by Dwayne Johnson
2:02 all Board Members in attendance

MODIFICATION TO THE AGENDA- none

APPROVAL OF MINUTES

Oct. 11, 2022

Motion made by Mike Maxwell 2nd by Mike Glenn- all approved

INTRODUCTIONS

Student Services- Krista Francis introduced:

Eric Dieterle- Probational Faculty Counselor tenure track

Sandi MacIntosh- Probational Faculty Counselor tenure track

Instruction-Mia Boster introduced:

Sandra Kint- Correction Education Navigator

Dr. Tanya Knight- Associate Dean of Baccalaureate Programs

Strategy- Camilla Rico and Suzy Ames introduced:

Christina Wonsey- Bookstore Assistant Manager

Jessica Irvine- Grants Manager

PUBLIC FORUM/CORRESPONDENCE- none

PRESENTATIONS

Transitional Studies –

Sean Gomez- ELA (English Language Acquisition) Professor - The Transitional studies program was greatly impacted by the immigration legislation and Covid. Before Covid, the majority of the students were in the restaurant business, now it is shifting. They are now teaching hyflex so people can attend in person or zoom. It allows more people to attend. Dr. Gene Turner and other community members volunteer and it has enabled students to increase their class time. Zoom also makes it to be easier to bring in guest speakers.

7 refugees from Ukraine are enrolled.

Sean shared some success stories. One of his former students is now in our nursing program and recently came to his class to share her experience.

The Forks and Sequim classes went away during the budget cuts. The issue in Forks is childcare and the issue in Sequim is needing a location. They are working on resolving both.

We are third in the state for measurable skill gains in our transitional studies program!

Tulsi Marshall- Current Math Center and Tutoring Coordinator at Peninsula College. Tulsi had a lot of struggles as a teen and young adult. She went through the PC transitional studies program to get her GED, the caring people here gave her the courage to continue on with her education. She now has a Bachelors in Math and would like to continue on to her masters. Her daughters were teens when she when back to school. Now her two oldest daughters are grads of Dartmouth and UW.

STANDING REPORTS:

- ASC – Isaiah Penniston-John- The ASC hosted a comedy show, Halloween dance and pumpkin carving contest. The ASC also chartered two clubs- the welding club and clay club. Events coming up include: the ASC ice skating take-over, a food drive and some faculty will get pie in the face to raise money for the food bank. Community clean up in May. In the works- the ASC would like to find more ways to help financially struggling students. Isaiah and other student leaders are working with Tim Williams to set up recurring events in the library. They are also working on a de-stress event for finals week, a holiday event with the Boys and Girls club, and black light dodge ball.
- Senate – Lara Starcevich- The College Council talked about bird strikes on campus and Barbara Blackie came to the last meeting to discuss. Bruce Hattendorf introduced the idea of office hours vs. a different name, they decided to leave it as is. They also discussed having the VPI attending faculty Senate. Faculty expressed interest in hands on training with the new SharePoint site, they are working with Emma Janssen for more training.
- PCFA – Tim Williams- The academic calendars are done for the next 3 years. The PCFA has been involved in negotiations regarding full time advisors and coaches. The discussions have been collaborative and creative, and are they are getting close. The PCFA is discussing how to move forward with having the faculty of record for indigenous Language courses at Peninsula College being anyone certified by the Washington state first peoples' language, culture, and oral tribal traditions teacher certification program.
- Institutional/Enrollment Report –Ethan VanZant- Report in packet

PRESIDENT'S REPORT

- 1st Qtr. Financials- in packet
- Transforming Lives Nominee- Tim Atkisson – The dinner is back in person in Olympia on Jan 23rd. Suzy Ames will be attending, and the Board is also invited. Claire Roney and Joe Floyd are interested, and Mike Maxwell may be as well.
- Recap of ACCT – Suzy asked the Board to review pages 11-14 of the report on recruiting and retaining men of color.

- ACCT Community College National Legislative Summit, Feb. 5-8 in Washington, DC, Claire Roney and Suzy Ames will be attending.
- The State Board would like each college to spend at least 2 days in Olympia, Mike Glenn and Claire Roney are interested in going to Olympia with the PC college team.
- On the legislative front- Last year a bill was passed requiring all electricians to get 8,000 hours of certification through a union, and the closest is in Puyallup. Colleen McAleer is working on the issue. Sen. Van De Wege agreed to sponsor a bill to allow PC to do the training. This is controversial in Olympia, State Board staff is helping. Likely there will be an opportunity to testify during the session about an opportunity for Peninsula College to solve a local problem unintentionally created by the legislature.
- Suzy Ames attended ACCT in NYC in October, unfortunately Dwayne Johnson was not able to attend because of a death in the family.
- Prof/Tech Running Start will be a new avenue, more wrap around services for Running Start to come.
- Peninsula College hosted a very successful cultural event in Forks on Oct. 15th “Dia de Culturas: Celebrating Latin American Diversity” hundreds attended.
- State Board CTC Presidents and Trustees came together to express disappointment in the DACA court ruling, Suzy Ames shared a message with campus and students.
- West Sound STEM- Peninsula College has now become a partner, we are looking at helping with a space in Port Townsend.
- Peninsula College is having preliminary conversations about the possibility of a program for students with intellectual disabilities.
- Suzy Ames has joined the EDC board, she will be the Secretary starting in January.
- Peninsula College is in the process of getting more training for Clery Act compliance.
- We held a table-top exercise on Cyber Security emergencies, there will be a follow up meeting in a couple of weeks.
- The College is finishing up a civil rights audit.
- We are holding off on pursuing a land acquisitions.
- New programs- Teacher Education K-8 Bachelors degree (most likely fall 23), Bachelors in Behavioral Health- aiming for fall 23. We are also working on concentrations for our current BAS.
- Dental Hygiene program to begin fall 24, we will be doing fundraising for equipment.
- Conversations with the President of WWU went well, the legislative proposal is being rewritten and will focus on 2+2 programs.
- Guided Pathways Coaches were here last week, the focus was to celebrate what we have done and help us focus our work moving forward. Steven Thomas and Krista Francis will lead the Guided Pathways effort.
- A survey is going out to about the performance of the Interim VPSS, Krista Francis.
- June Claypool will be leaving Peninsula College, we will not be hiring a new VP of Strategy. There is a plan in place for re-organizing the work and employees. Getta Workman will be staying on for a while longer.
- Both soccer teams lost in the first round of playoffs but both teams one league championships, we congratulate them on an excellent season.
- College holiday dessert potluck Dec. 5 3-5pm, board members are welcome to join.

- Suzy Ames and Sophia Iliakis-Doherty are leaving for Asia Nov. 9th (Korea and Japan), for a recruitment trip. It is important to recruit international students because it benefits our community and local students.

BOARD CHAIR UPDATE

Looking to host a government to government summit in January. We will look at ways to serve indigenous communities and how the college can be more effective partners.

TRUSTEE ACTIVITIES UPDATE

Claire Roney and Trisha Haggerty will be attending the ACT conference Nov 17-18 in Seattle.

ITEMS FOR BOARD STUDY

- Strategic Plan- the feedback from employees is in the packet, the board suggests that Suzy come back with a Strategic Plan revision for the board to vote on.
- Board Self-Evaluation- in packet, will discuss in December
- President Evaluation- in packet, will discuss in December

ITEMS FOR BOARD ACTION-

Emeritus Status Awards for Luke Robins and Vicki Sievert

Meritorious Status Awards for Jan Isett, Nicole Casares and Larry White

Motion to approve made by Mike Maxwell, 2nd by Mike Glenn- all approved

EXECUTIVE SESSION – none

ADJOURNMENT- 4:00 Mike Glenn made a motion and Claire Roney 2nd. All approved. Meeting adjourned.

_____ Date
Dwayne Johnson, Board Chair

_____ Date
Suzy Ames, President

Institutional Effectiveness Report

Board of Trustees Meeting
December 2022

Core Theme: Strengthening Communities

Strategic Goal 4: Strengthen fiscal stability by cultivating innovative responses to rapid disruptive changes in technology, economics, and higher education.

2021-22 New Grants

▶ Covid Relief

▶ HEERF - Institutional - 3 Years \$4.2M

▶ HEERF - Student - 3 Years \$3.3M

▶ HEERF - SIP - 3 Years \$287k

▶ SAIHE - 2 Years \$574k

Total \$8.3M

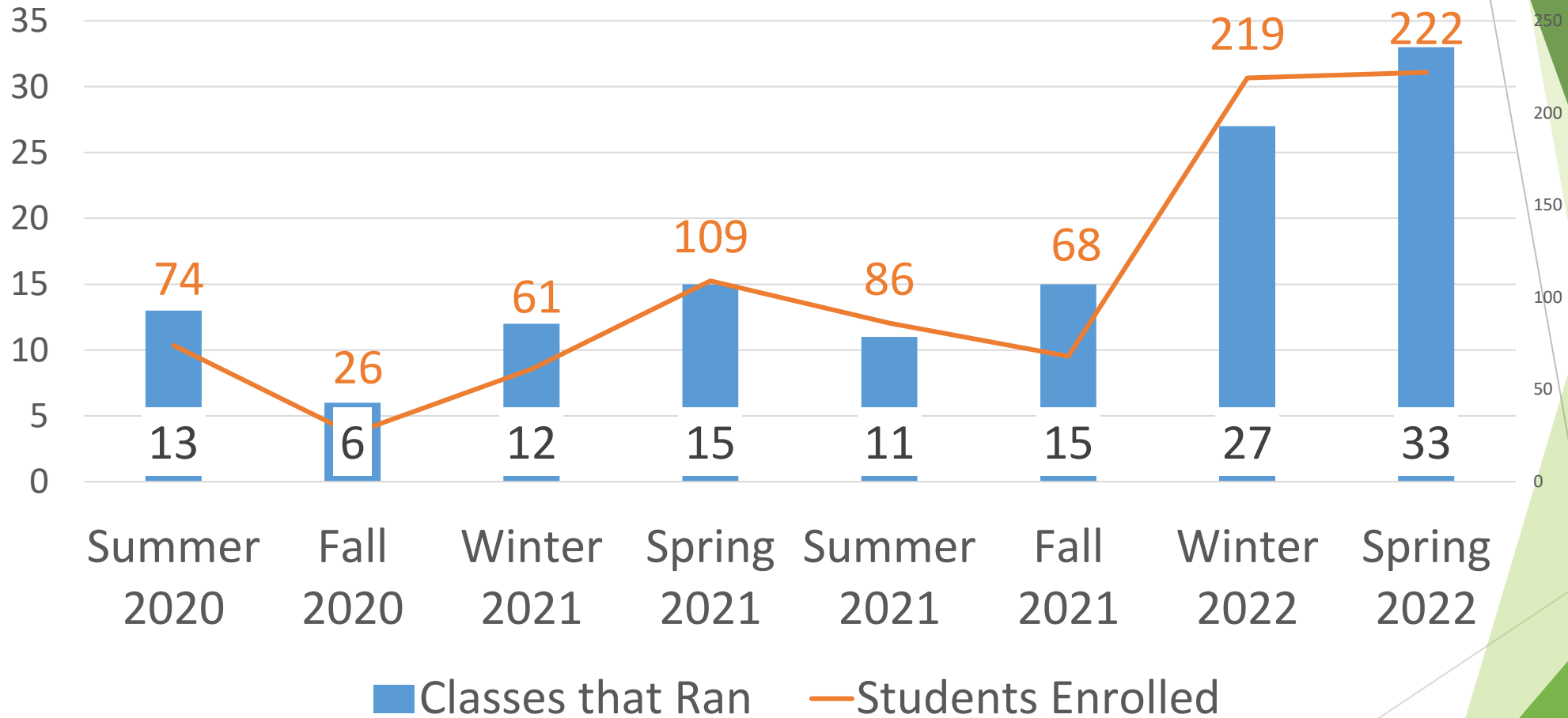
2021-22 New Grants

▶ Performance Grants

- ▶ IREPO - 2 Years \$1.3M
- ▶ NEH ARP - 1 Year \$394k
- ▶ BFET - 1 Year \$240k
- ▶ Perkins - 1 Year \$188k

Total \$2.2M

Community Education



Peninsula College Economic Impact in Clallam and Jefferson Counties

Direct Impact

- ▶ Operating Expenses
- ▶ Employee Salary and Wages
- ▶ Student spending

Indirect Impact

- ▶ Increased earning potential

2021-22 Operating Expenses

\$5,616,458*

65% spent in district

purchased services

supplies and materials

utilities

furniture and equipment

Other operating expense

**~ \$3.65 million
spent in district**

*audit not complete

2021-22 Personnel

275 employees

54 FT faculty

84 PT faculty

64 exempt

73 classified

One of the
largest
employers in
Clallam County

2021-22 Salaries and Wages

\$14,562,298*

90% living in district

rental expense

non-housing expenditures

*audit not complete

~ \$4.2 million
spent in district

2021-22 Students

2,504[^] students

84% living in-district

books

transportation

room and board

misc. expenses

~ \$6.9 million
spent in district

[^]excludes running start students and incarcerated students

Direct Economic Benefit

Operating exp ~ \$3.7 million

Employee ~ \$4.2 million

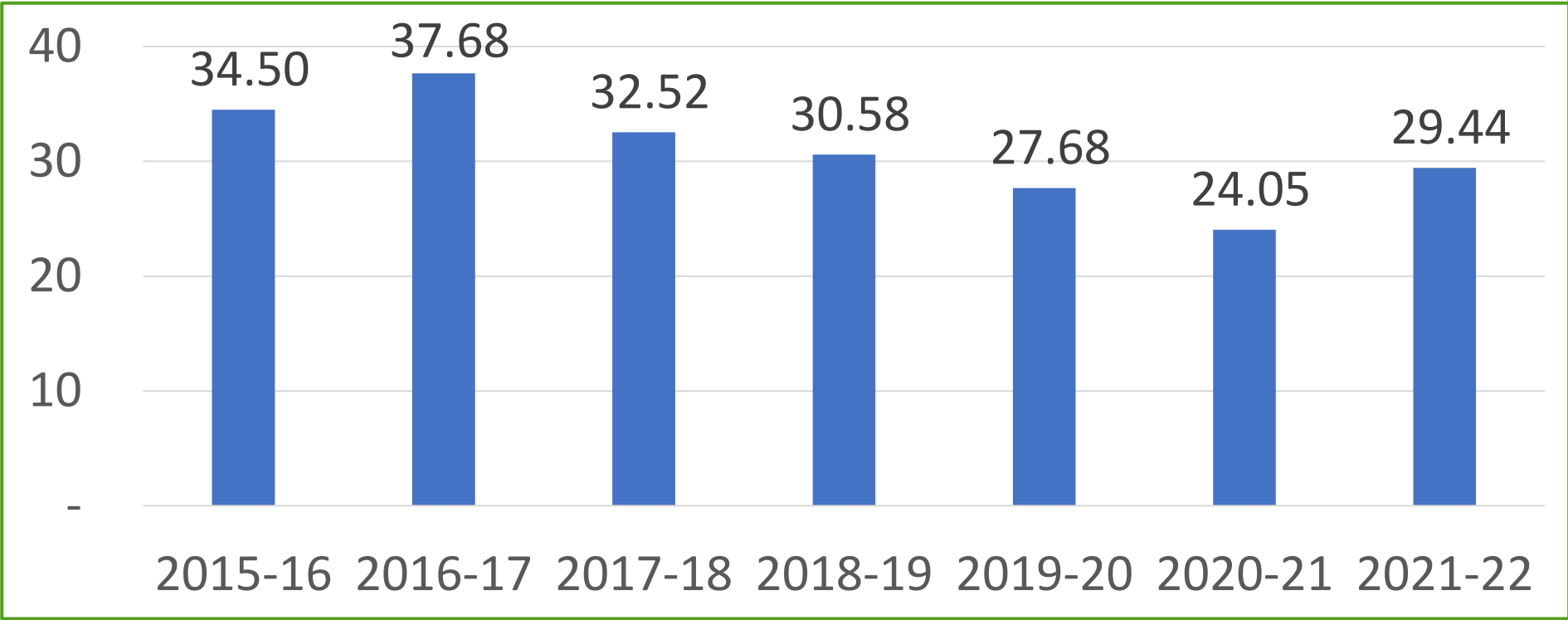
Student ~ \$6.9 Million

Total ~ \$14.7 million

* Multiplier effect (2)

In-district spending ~\$29.4 million

Direct Economic Benefit



Indirect Economic Benefit

- ❑ 15 - Bachelor of Applied Science (BAS) degrees
- ❑ 355 - Associate degrees
- ❑ 72 - HS/GED certificates
- ❑ 1,825 - some college credits

~ \$10.2 million
increased earning potential

Questions?



FALL 2022

Enrollment Highlights

as of December 5, 2022

Fall 2022 Enrollment Highlights

State FTEs at 1054.8 are down -15.8 FTES or -1.5% from Fall 2021.

- Certified Medical Assistant Apprenticeship (CMAA) did not run CMAA 102 this fall for a net negative (-28) FTES YTD

Contract FTEs at 294.9 are down -80.8 FTES or -21.5% from Fall 2021.

- Corrections are down -57 FTE from fall 2021

Annualized FTE Enrollment Highlights

Fall and Summer 2022 compared to Fall and Summer 2021

- State FTEs are up 3.1% from YTD Fall 2021.
- Contract FTEs are down -29.7% from YTD Fall 2021.
- Self Support FTES have quadrupled (from 10 to 40 FTES)

- Transfer FTEs - 1144.77 FTES - increased 72.9%
- Prof/Tech -949.8 FTES - increased by 43.0%.
- Transitional Studies -307.32 FTES - increased by 30.8%.

Winter 2022

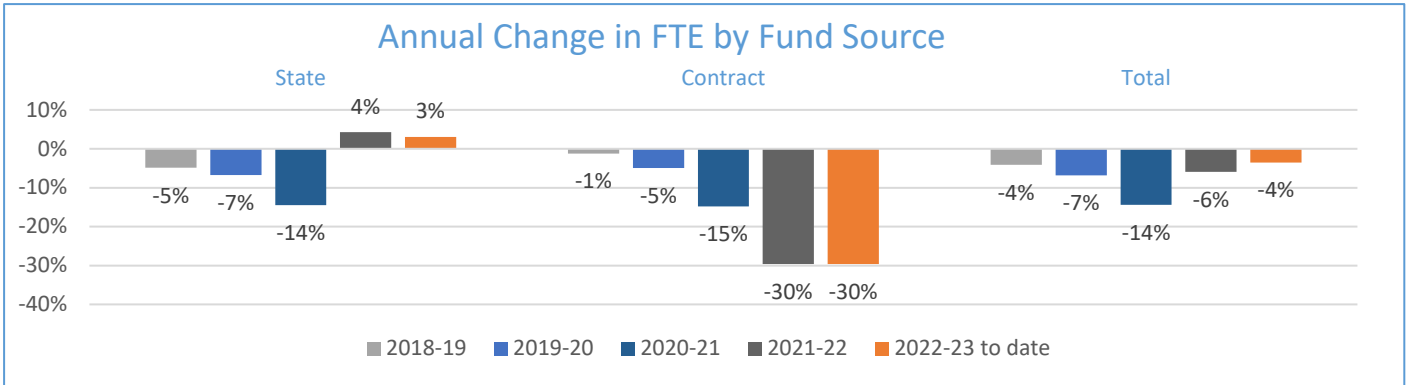
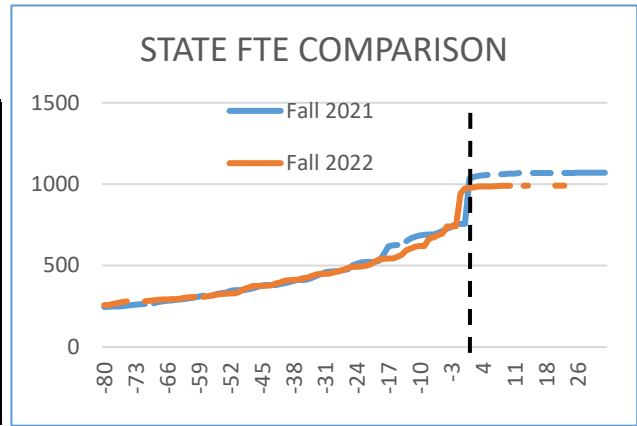
State FTEs at 531 are almost double the recorded FTEs at this time last year.



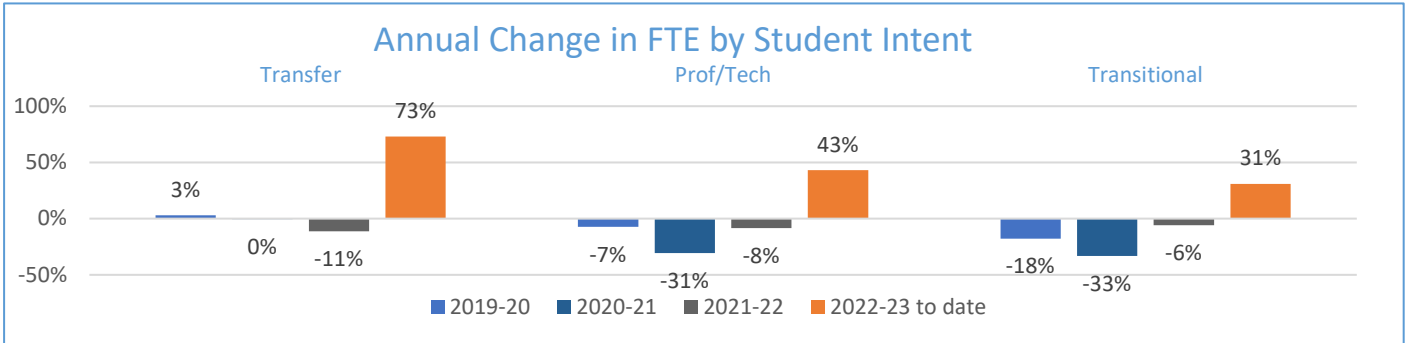
FALL 2022 Enrollment Highlights

as of December 5, 2022

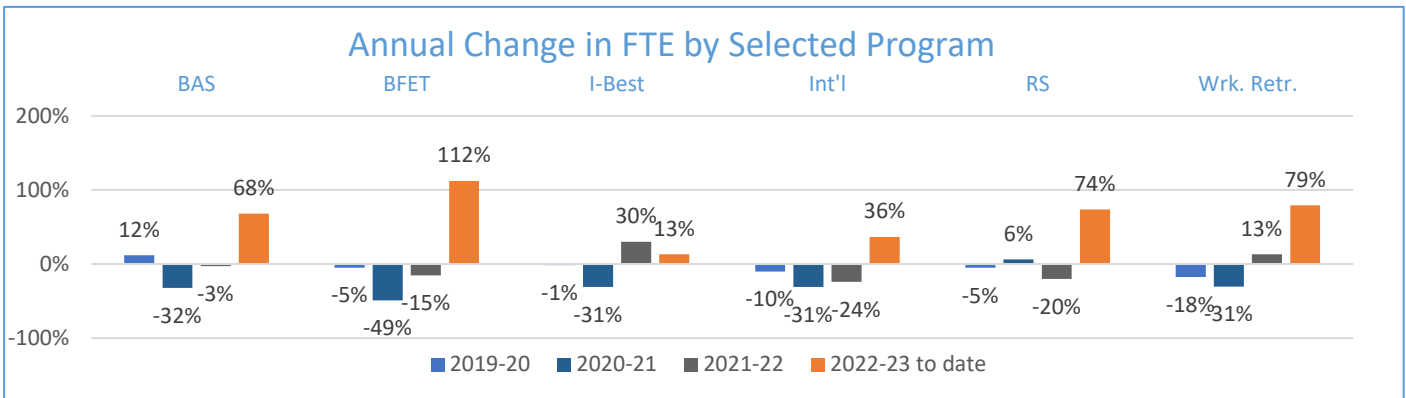
FTEs	State	Contract	Self	Total
Fall 2021 to date	1071			
Fall 2022 to date	1055	295	33	1383
Difference	-16			
	-1.5%			
Fall 2021 Total	1070.7	376	10	1456
Difference	-16	-81	23	-73
	-1.5%	-21.5%	234.5%	-5.0%



2022-23 Annual FTEs to date	State	Contract	Other	Total
	1440.8	336.9	42.5	1820.2



2022-23 Annual FTEs to date	Transfer	Prof/Tech	TS	Other	Total
	1144.8	949.8	307.3	78.0	2479.9



2022-23 Annual FTEs to date	BAS	BFET	I-Best	Int'l	RS	Wrk Retr.	(enrollments are not mutually exclusive)
	67.2	159.2	135.7	69.6	448.1	263.6	

Community Contacts				
Organization	First Name	Last Name	Title	meeting
	John	Brewer	former PDN reporter	10/4/2022
Jamestown S'Klallam Tribe	Brent	Simcosky	Health Director	10/5/2022
City of Port Angeles	Nathan	West	City Manager	10/13/2022
EDC Jefferson County	Cindy	Brooks	Executive Director	10/14/2022
City of Port Townsend	John	Mauro	City Manager	10/14/2022
Port Townsend School District	Linda	Rosenbury	Superintendent	10/14/2022
Chamber of Jefferson County	Arlene	Alen	Executive Director	10/14/2022
NW School of Wooden Boat Building	Betsy	Davis	Executive Director	10/14/2022
	Roy	Morrison	Sekiu community member	10/20/2022
West Sound Stem	Kareen	Borders	Executive Director	10/21/2022
Pet Emergency Group	Sally	Rogers		10/24/2022
	Roger	Neideffer	Community member	11/1/2022
Olympic Community of Health	Celeste	Schoenthaler	Executive Director	11/2/2022
Makah Tribe	Makah Tribe			11/21/2022
Jefferson County Council	Kate	Dean	Commissioner	11/22/2022
PA Parks/Rec	Tim	Tucker	Project Coordinator	11/22/2022
United Way	Christie	Smith	Director United Way	11/29/2022
Sequim chamber	Beth	Pratt	Director	11/30/2022
Kitsap Bank	Julie	Hatch	Vice President/Business Development Officer	11/30/2022
Kitsap Bank	Carol	Kowalski	Vice President of Business, Community, & Government Relations	11/30/2022
Merrill & Ring Forest Products	David	Stroble	President	12/8/2022
Merrill & Ring Forest Products	Nicole	Kimzey	Chief Operating Officer	12/8/2022
Soroptomist Club	Wendy	Shea		12/9/2022
Fort Worden Climate Institute	Celeste	Tell	Board Member Ft. Worden	12/9/2022
	Mary Jean	Ryan	Higher Ed Consultant	12/14/2022

DRAFT

Peninsula College

BOARD OF TRUSTEE SELF EVALUATION

1=Unacceptable 2=Below average 3=Average 4=Above average 5=Superior

1. Board Organization and Development:

1 2 3 4 5

- a. The Board operates as a unit; members work together as a team to accomplish the work of the Board
- b. Board members represent Board policy in responding to public and employee questions
- c. Board meetings are conducted in an orderly, efficient manner
- d. Meeting agenda items include sufficient background information and recommendations are relevant to the Board
- e. **Board meetings provide appropriate time to explore and resolve issues**
- f. **New members of the Board receive orientation to Board roles and the college**
- g. **Board members participate in trustee learning activities**
- h. **The Board understands and adheres to the open meetings law**
- i. **The Board maintains confidentiality of privileged information**
- j. **The Board operate ethically without conflict of interest**
- k. **The Board evaluation process helps the Board enhance its performance**

Comments _____

2. Policy Role and Direction

1 2 3 4 5

- a. The Board understands that its primary function is to establish the policies by which the College is to be administered
- b. The Board has clarified the difference between its policy role and the roles of the President and the staff
- c. The Board, through the President, seeks advice and recommendations from faculty, staff, and students in developing policy
- d. The Board is appropriately involved in the planning process and is familiar with the general strategic and master plans of the College

Comments _____

3. Community Relations

1 2 3 4 5

- a. The Board is committed to protecting the public interest
- b. The Board is knowledgeable about community interests
- c. The Board assists in developing partnerships with community agencies, businesses, and local governments where appropriate

Comments _____

- 4. Standards for College Operations and Performance** **1 2 3 4 5**
- a. The Board is knowledgeable about the programs and services offered by the College
 - b. The Board approves the budget document and assures the budget reflects the mission, goals, and priorities of the college
 - c. The Board has policies that require fair and equitable processes
 - d. The Board monitors the effectiveness of the College in fulfilling its mission
 - e. **The Board understands the fiscal condition of the College**
 - f. **The Board is involved in the accreditation process, as appropriate**

Comments _____

- 5. Advocating the College:** **1 2 3 4 5**
- a. Board members actively support the mission and Guiding Principles of the College
 - b. The Board advocates for College interests as appropriate
 - c. Board members participate in community activities as representatives of the College
 - d. **The Board actively seeks to understand state and national educational policy issues**
 - e. **The Board advocates for College interest to regional, state and national agencies and legislators**

- 6. Board/President Relations** **1 2 3 4 5**
- a. **The Board and President have a positive, cooperative relationships**
 - b. **The Board provides a high level of support to the President**
 - c. **The Board maintains open communication with the President**
 - d. **The Board annually develops goals and objectives that are used in the evaluation of the President**
 - e. **The Board understands the role of the President as the link between the Board and the staff**

Question	Response
1. What are the Board's greatest strengths?	
2. What are the major accomplishments of the Board in the past year?	
3. In order for the Board to continue performing at a high level, we need to....	
4. I recommend the Board establishes the following goals for the coming year...	

DRAFT
Peninsula College
PRESIDENTIAL PERFORMANCE REVIEW

The purpose of performance reviews is to assess and discuss performance of the President. This form contains a list of presidential functions and performance goals. The Board of Trustees, among themselves and with the president, discusses performance for each function and objective. During this process, the Board completes the rating scale in a manner that results in the consensus of the Board. The Chair signs the form on behalf of the Board for the permanent record.

1=Unacceptable 2=Below Average 3=Average 4=Above Average 5=Superior

- | | | | | | |
|---|----------|----------|----------|----------|----------|
| 1. Community/Legislative Relations | 1 | 2 | 3 | 4 | 5 |
|---|----------|----------|----------|----------|----------|
- a. Maintains effective relationships with the media and community leaders to make the community aware of college activities
 - b. Active in the community fostering relationships to create educational opportunities throughout the District
 - c. Actively communicate with legislators to convey local and statewide needs for community colleges

Comments _____

- | | | | | |
|--------------------------------|----------|----------|----------|----------|
| 2. Educational Planning | 1 | 2 | 3 | 4 |
|--------------------------------|----------|----------|----------|----------|
- a. Manages enrollment consistent with or better than regional and statewide trends
 - b. Provides leadership in formal and informal assessment of educational opportunities in the community
 - c. Provides leadership in formal evaluation and assessment of educational program quality and innovative educational practices

Comments _____

- | | | | | | |
|----------------------------|----------|----------|----------|----------|----------|
| 3. Budget Oversight | 1 | 2 | 3 | 4 | 5 |
|----------------------------|----------|----------|----------|----------|----------|
- a. Provides oversight and management of college budget assuring proper allocations to meet college needs and management
 - b. Oversees collegewide engagement in budget development process through shared governance and effective decision making
 - c. Seeks external funding to augment state funding sources to foster innovation

Comments _____

- 8. Diversity, Equity and Inclusion** **1 2 3 4 5**
- a. Develops and pursues specific action plan to put diversity, equity and inclusion at the forefront of the college
 - b. Supports and promotes the recruitment and retention of diverse faculty and staff.
 - c. Fosters a diverse, enriching, safe, inclusive, equitable working and learning environment

Comments _____

- 9. Board Relations** **1 2 3 4 5**
- a. Assists the Board in serving as advocates of the College to legislators and in the community
 - b. Keeps the Board informed of statewide higher education issues and the state of the college
 - c. Informs the Board of trends and issues impacting enrollment and the financial health of the college
 - d. Provides the Board with data to assess the health of the institution, including the strategic plan core themes

Comments _____

- 10. College Community** **1 2 3 4 5**
- a. Assures college community has Guiding Principles at the forefront and culture is positive
 - b. Accessible to employees and supports access to the President for all employees
 - c. Accessible to students and concerned about their welfare

Comments _____

- 11. Professional Growth** **1 2 3 4 5**
- a. Utilizes professional organizations to keep abreast of new and innovative practices and programs
 - b. Seeks opportunities for stretch and grow in leadership experiences
 - c. Demonstrates willingness to take risks in attempting new and innovative practices and programs

Comments _____

Strategic Plan Focused Priorities 2022-2024

GOAL 1: Increase enrollments to meet State FTE targets.

- OBJECTIVE 1.1. Align scheduling, course formats, and programs to student needs.
- OBJECTIVE 1.2. Strengthen retention by enhancing supports at critical points along the student progression pipeline.

GOAL 2: Institutionalize the Guided Pathways model at scale to improve student success.

- OBJECTIVE 2.2. Integrate career, transfer, and academic planning across the student experience.

GOAL 3: Deploy resources and develop policies and procedures that foster equity and inclusion

- OBJECTIVE 3.1. Increase diversity among faculty and staff.
- OBJECTIVE 3.2. Increase enrollment among diverse and special populations, including expanding tribal and community partnerships
- OBJECTIVE 3.3. Expand the use of inclusive practices and incorporate indigenous and global perspectives across the curriculum.

GOAL 4: Strengthen fiscal stability by cultivating innovative responses to rapid disruptive changes in technology, economics, and higher education

- OBJECTIVE 4.1. Expand and leverage community partnerships to incorporate community-engaged programming into credit and non-credit instruction
- OBJECTIVE 4.2. Anticipate and respond to learning needs in high-growth fields.

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: AUTHORIZING PRESIDENT TO SIGN UNION MOUs
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BACKGROUND:

Our AG’s recommendation is that Union MOU be signed by the President. The President will keep the Board of Trustees informed if any MOUs are significant changes to operations. PCFA President Tim Williams is in support of this recommendation.

PROPOSAL:

The President recommends that the Board consider approval to authorize the Peninsula College President to sign Union MOUs at the Dec. 13, 2022, meeting of the Board of Trustees.

RECOMMENDATION: The President recommends the Board of Trustees vote to authorize the Peninsula College President to sign Union MOUs at the Dec. 13, 2022 meeting of the Board of Trustees.

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: Internal Lending for Field Turf

BACKGROUND:

The original field, built by Shaw in 2010, had a 10-12 year lifespan. We are seeing more and more issues with wear and tear. At some point soon, it will become somewhat hazardous to play on.

The field was built as an add-on to a building construction project. To replace the field, the College turned to a Student Life Fee that was passed by a student body vote in the spring and is expected to provide revenue to pay the loan for a \$700,000-\$800,000 project.

We've been researching field turf products for several years and landed on FieldTurf (fieldturf.com/en/) as the preferred vendor and a soccer-specific turf product. Their product has an expected life of 14 to 15 years.

We've researched various possible alternatives to finance the project and determined that internal lending is most advantageous to the College and the project.

We seek the Board's approval for the proposed internal lending per College Debt Policy No. 142 (attached)

PROPOSAL:

Attached is the quote from FieldTurf. Upon approval, we will schedule the installation.

Attached is the amortized payment schedule for the internal lending. \$750,000 from the College's reserve will be used to fund the internal debt. The internal debt will be paid back over 14 years using the student approved Student Life Fees with the interest rate we earn at the Local Government Investment Group.

The balance of the project will be funded through the ASC reserve with the student body's approval. Because this is a student-funded project, a project cost overrun or failure to meet the annual payment amount will be covered by the ASC reserve account.

RECOMMENDATION: The President recommends that the Board grants the President signing authority for the internal lending for Field Turf per College Debt Policy No. 142 at the Dec. 13, 2020 meeting of the Board of Trustees.
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PENINSULA COLLEGE

Board Policy

Subject: **College Debt Policy**

Board Policy Number: 142

Date Adopted: October 10, 2006

Date Revised: 12/12/2017

Reviewed: 4/09/2020

Lead Administrator: President

Statutory Authority:

[RCW 28B.50.140\(6\)](#)

[RCW 39.94](#)

Category: Board

Debt is allowed solely for the purchase of high-cost fixed assets and equipment through the use of legally authorized instruments if all of the following criteria apply:

- Debt is supported by a demonstrated funding source for the life of the debt
- Payments do not extend past the useful life of the asset or equipment
- If debt is not revenue supported, the college's annual debt service cost for all nonrevenue supported outstanding debt does not exceed 5% of that year's annual operating budget base allocation as provided by the State Board for Community and Technical Colleges

Additional criteria if debt is revenue supported:

- Funding must be a demonstrably stable revenue source other than the college's state allocation, tuition or associated class fees
- The supporting revenue source must generate total revenues equal to or greater than 125% of the anticipated annual debt service costs over the life of the debt schedule or be in accordance with the State Treasurer's guidelines
- The supporting revenue source must be restricted in its use solely to the repayment of said debt
- Debt has been approved by the Board of Trustees

Date Reviewed: April 9, 2020

Peninsula College
 Internal Lending for Field Turf replacement project
 Principal: \$ 750,000.00
 Term (Years): 14
 Frequency: Semi-annual
 Interest Rate: LGIP Average rate

Number	Due Date	Payment	Principal	Interest	Balance
					750,000
1	06/01/23	54,508	40,000	14,508	710,000
2	12/01/23	13,735	-	13,735	710,000
3	06/01/24	53,735	40,000	13,735	670,000
4	12/01/24	12,961	-	12,961	670,000
5	06/01/25	52,961	40,000	12,961	630,000
6	12/01/25	12,187	-	12,187	630,000
7	06/01/26	52,187	40,000	12,187	590,000
8	12/01/26	11,413	-	11,413	590,000
9	06/01/27	56,413	45,000	11,413	545,000
10	12/01/27	10,543	-	10,543	545,000
11	06/01/28	55,543	45,000	10,543	500,000
12	12/01/28	9,672	-	9,672	500,000
13	06/01/29	64,672	55,000	9,672	445,000
14	12/01/29	8,608	-	8,608	445,000
15	06/01/30	63,608	55,000	8,608	390,000
16	12/01/30	7,544	-	7,544	390,000
17	06/01/31	67,544	60,000	7,544	330,000
18	12/01/31	6,384	-	6,384	330,000
19	06/01/32	66,384	60,000	6,384	270,000
20	12/01/32	5,223	-	5,223	270,000
21	06/01/33	70,223	65,000	5,223	205,000
22	12/01/33	3,966	-	3,966	205,000
23	06/01/34	68,966	65,000	3,966	140,000
24	12/01/34	2,708	-	2,708	140,000
25	06/01/35	72,708	70,000	2,708	70,000
26	12/01/35	1,354	-	1,354	70,000
27	06/01/36	71,354	70,000	1,354	-
Total		977,104	750,000	227,104	

The interest rate shown is calculated from the dated date, based on a 360 day year using the 11/29 LGIP rate of 3.86889%. Actual rates will be variable utilizing the LGIP Average rate.

Actual issuance date will vary depending on payment(s) to vendor

PRICING PROPOSAL



PENINSULA COLLEGE



Rick Ross, Associate Dean for Athletics / rross@pencol.edu

October 26, 2022

FieldTurf is pleased to offer to supply and install the following high performance artificial infilled turf system. Price estimates are based off of OMNIA Partners, previously known as The Cooperative Purchasing Network (TCPN) pricing. OMNIA Partners is a buying co-op that public entities can use to purchase goods and services. It provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual schools do not have to duplicate the bidding process per OMNIA #R220503.



Click on the following OMNIA Partners hyperlink for contract due diligence documentation: [Omnia #R220503](#)

BASE BID

FIELD NAME	Multipurpose Field Replacement
TURF SYSTEM	VERTEX CORE 2.5"
SQUARE FOOTAGE	115,089 SF
FIELD MARKINGS	Soccer
TOTAL PRICE	\$770,371.00 (Excluding WSST)

ALTERNATE PRICES

DEDUCT Alternate No. 1: Roll & Band Existing Turf in lieu of Haul Off	LUMP SUM
Leave the existing turf material rolled and banded with the Owner on site.	TBD based on QTY

PRICING PROPOSAL



PRODUCT DETAILS

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf VERTEX CORE 2.5" (FTCORE-1) system, with the following product characteristics:

- ▶ **Pile Height:** 2.5 Inches
- ▶ **Infill Weight:** 6.2lbs sand & 3lbs cryo per sq.ft.
- ▶ **Pile Weight:** 42 oz/yd²
- ▶ **Total System Weight:** 1389 oz/yd²

FieldTurf has taken the necessary steps to ensure that your project will run smoothly and that the quality promised will be the quality delivered.

PRICE INCLUDES:

- a) Removal & Responsible Disposal of the Existing Synthetic Turf Field.
- b) Fine Grade of the Existing Stone Base.
- c) Installation of the artificial in-filled grass surface upon a suitable base originally prepared by Others.
- d) A **10 year CORE** 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface; with exception on the home plate area, base paths and pitcher's mound which shall be 2 years instead of **10 years** and there is no third party insurance.
- e) Inlaid NCAA Soccer Markings.
- f) GMAX Testing (1) Test at Completion.
- g) Performance & Payment Bonds.
- h) WA State B&O Tax.

PRICE DOES NOT INCLUDE:

- a) The base upon which the FieldTurf artificial turf surface will be placed. FieldTurf shall not be responsible for the stability, the porosity, nor the approval of the base upon which the FieldTurf surface will be installed, the drainage system, nor any construction or modification of existing installations around the fields.
- b) FieldTurf is not altering or improving the existing drainage system under the existing artificial turf limits. No removal, milling, ponding, flooding or repairs within the existing base and drainage system are included and shall remain the responsibility of the owner.
- c) The supply, replacement, installation and/or modification of the existing field edging, perimeter nailer board or existing inner concrete curbing within the artificial turf limits.
- d) The supply and import of additional finish aggregate.
- e) Any costs associated with necessary charges relating to the delineation of the field.
- f) Unless otherwise specified, the price does not include any G-max testing.

PRICING PROPOSAL



- g) The supply of or adjustment to existing manholes, clean-outs or grates and supply of the manhole covers.
- h) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- i) Site security.
- j) Repair or resurfacing existing asphalt parking lot if damaged by truck traffic.
- k) Site restoration, sodding, landscaping or grow-in.
- l) Permit fees, Inspection fees.
- m) A vehicle to tow FieldTurf maintenance equipment.
- n) All applicable taxes.
- o) Anything not explicitly noted in the above inclusions.

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.

The parties recognize that the impacts of the COVID-19 pandemic are currently unpredictable and could lead to limitations in labor availability and delays in the supply and delivery of materials, equipment or products. In addition, as these contingencies have not been factored into this proposal; materials, equipment and/or products to be used in performing the work may become subject to a price increase. Accordingly, it is acknowledged that the seller/FieldTurf shall (a) not be subject to any damages for any delay due to events beyond its control and, (b) be allowed an equitable adjustment of the time and/or of the price of this proposal or any contractual document resulting therefrom. Please note that the seller/FieldTurf shall use its best efforts to ensure that it fulfills its commitments and will strive to minimize any negative impacts as they may arise. Thank you for your kind understanding.

Please feel free to reach out to any member of our project team with questions about our offer:

Patrick Dawson

Project Manager

(514) 375-3581

Patrick.Dawson@FieldTurf.com

Donny Jones

Regional Vice President

(206) 817-2048

Donny.Jones@external.fieldturf.com

Thank you again for your interest in FieldTurf, we look forward to working with you.

The present proposal serves to provide an overview of the terms and conditions governing the business relationship between the parties for the completion of the above-referenced transaction. The parties hereby undertake to subsequently formalize their agreement by signing a more detailed agreement and/or purchase order ("Contract") and as such the amount listed herein shall be an estimate which will be formalized in said Contract.

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By its signature(s) below, the customer acknowledges having read and accepted this proposal and undertakes to be bound by it.

Per: 
Marie-Christine Raymond, Director of Operations
FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.

Owner (Signature)

Printed Name and Title

FieldTurf USA, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701

If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please contact Eric Fisher at: Eric.Fisher@smartbuycooperative.com.



PRICING PROPOSAL



CONDITIONS

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.
- b) FieldTurf's preferred payment terms are as follows: (i) 50% of the Price upon Customer's execution of contract; (ii) 40% of the Price upon shipment of materials from FieldTurf's manufacturing facility; and (iii) Remaining balance of ten percent (10%) upon substantial completion of the field, which shall be achieved when Customer is able to use the field for its intended purpose, even if punchlist items remain and the Certificate of Completion has not been executed by Customer.
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and force majeure
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.
- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punch list items.
- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- i) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.

THE TARKETT SPORTS FAMILY - LEADERS IN SPORTS SURFACING

