



Hello Trustees,

Below are some highlights for your upcoming May Board meeting.

We will be in Port Townsend for your annual meeting.

Presentations:

- The Port Townsend team will present on the ways they serve the local community.

Standing Reports:

Due to the fact that we're in Port Townsend, our standing reports will be limited.

- Hedvig Persson, Associated Student Council President – Report is in the packet.
- Lara Starcevich, Faculty Senate First Speaker – This will not occur as the Senate has not met since your last meeting due to Spring Break.
- Tim Williams, Peninsula College Faculty Association – Report is in the packet.
- Terye Senderhauf, Director of Institutional Effectiveness, will present Peninsula College data on fostering equity and inclusion.
- New this month, the Foundation will now have a standing report on the agenda. Getta Workman, Foundation Executive Director will present.
- President's Report
 - Carie Edmiston will present the Third Quarter Financials.
 - Hopefully I will be ready to share the news about our new VP of Human Resources and Diversity, Equity, and Inclusion.

Item for Board Study

- Carie will share revenue estimates for 2023-24 which will help shape our budget planning.
- Two policies will be presented. They are both pre-existing policies with some modifications – Powers of the Board and Honorary Degrees.
- You will have an opportunity to review the Board Self Evaluation document that you approved last month. The purpose this time is to “norm” it before you each go off and fill it out on your own in the coming weeks. This is your chance to make sure you are each interpreting the questions in the same way.

Item for Board Action

- None



Item for Executive Session

- You will go into executive session with me to “norm” the President evaluation before you each fill it out on your own. We’ll also talk about what other materials you might want from me for my performance review next month, such as an update on my 2022-23 goals and whether you want me to also fill out the evaluation tool.

After the Executive Session, we will join the community for a welcome reception for me.

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

April 11, 2023 (pages 4-18)

INTRODUCTIONS

New Employees

PUBLIC COMMENT/CORRESPONDENCE

PRESENTATIONS

Port Townsend Campus Update/Student Successes – Anna Forrestal

STANDING REPORTS:

- ASC – Hedvig Persson – Written report attached.
- PCFA – Tim Williams – Written report attached.
- Institutional/Enrollment Report – Fostering Equity & Inclusion, Terye Senderhauf
- Foundation – Getta Workman

PRESIDENT'S REPORT

Third Quarter Financials

Updates

Operational Plan

TRUSTEE UPDATE

ITEMS FOR BOARD STUDY

Revenue Estimates

Board Policy 112 – Exercise of Powers of the Board

Board Policy 155 – Honorary Degree

Board Self Evaluation

ITEMS FOR BOARD ACTION

None

EXECUTIVE SESSION

Review the performance of a public employee

NEXT MEETING

**Tue. June 13, 2023, 2:00 pm – Peninsula College Port Angeles, Cornaby Center A-12
Awarding of the President's medals to students at 1:00pm**

Trustees:

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

ROLL CALL and DETERMINATION OF QUORUM

Dwayne Johnson, Chair - Present
Mike Maxwell, Vice Chair - Present
Mike Glenn - Excused
Joe Floyd - Present
Claire Roney - Present

Dwayne Johnson called the meeting to order at 2:02 pm.

MODIFICATION TO THE AGENDA

None

APPROVAL OF MINUTES

March 14, 2023

Motion to approve Claire Roney, 2nd Joe Floyd. Mike Maxwell abstained because he was not at the March meeting, Motion approved.

INTRODUCTIONS

New Employees – None today, new employees will be introduced at a future meeting.

PUBLIC COMMENT/CORRESPONDENCE

None

PRESENTATIONS

Forks Campus Update/Student Successes – Rebecca Schwartz

Rebecca Schwartz has been the Director of the Forks campus since September 2021. Their numbers are increasing and there was good size group of students at the Running Start information night. They are working on expanding instructional support, it is boosting their student success rate. They are happy to have the ESL program back and are working on more ways to bring the community in. They have some community education classes coming up. The CDL class has been very popular, and it has been very helpful to have funding for the class; the number of applications is more than the seats in class. They will also be offering a flagging class. They also offer customer service training, and are working with local businesses in town, including the hospital. They will be a offering women's self-defense class this spring.

Their laptop/hotspot loaning program is working well. There are many students that have limited internet access, so this has been very helpful.

The Forks campus employees have been invited to local schools and Tribes and had the 3 and 4th graders on campus for college day.

In October they had a cultural event with over 100 people in attendance. They also did an indigenous cultural celebration in March.

They are working to bring back student life to the Forks campus. They had a holiday party in 4 December and are planning to do an end of the year event for students this summer.

There have been issues with building and security that are being resolved.

Rebecca Schwartz introduced some students:

Riley Smith – Riley is a Running Start student and will be graduating this year with her AA, she really likes being able to come to campus to work and the tutoring helps a lot.

Cameron Kennedy – This is his first year in Running Start, he also takes two classes at the Forks High School. He will be coming to the Port Angeles campus next year to do the Welding Program.

Rebecca introduced Leslie Hoare, she works in the Forks Learning Center and is bi-lingual. It has been helpful for students and families that speak Spanish to have Leslie on campus. They are working with Studium Generale to bring a spring event to Forks.

Childcare continues to be one of the biggest issues for having for a lot of people coming to college.

Rebecca also introduced Janet Lucas. Janet has been an English teacher on the PC campus for many years and is now also teaching the baking program at the Clallam Bay Prison. She has been doing this program for a year and a half. She has a cohort of 8 students. They learn about making and decorating cakes, pies, cookies and teaching work and restaurant skills.

A video was shared that was made by Jessie Shepherd, a Quileute Tribal elder that made it for her final project for the Quileute Language class. The class is hyflex, some are in person, and some are on zoom.

The Forks community is very excited for the upcoming Natural Resources program that will begin in the fall.

STANDING REPORTS:

- ASC – Hedvig Persson – Written report attached.
- Senate – Lara Starceovich, Faculty Senate First Speaker – No report.
- PCFA – Tim Williams – Written report in Board Packet.
- Institutional/Enrollment Report – Advancing Student Success, Ethan VanZant – Report in Board Packet.

PRESIDENT'S REPORT

New Programs Steven Thomas – Presentation attached.

Updates:

- Signage is in the process of going up in Forks that will be welcoming in native languages.
- New siding was installed on the Forks building this past year, cameras were recently installed.
- Suzy shared the new program documents that they are using to reach out to the community for the new Natural Resources and Automotive Tech programs. Suzy and Getta Workman are meeting with community leaders for support to raise money.
- Suzy expressed her concern with the student success rates in the local K-12 schools. Suzy asked the Board if they would be interested in a joint meeting with the local school districts. The Board of Trustees said they were interested.
- There has been discussion of a partnership with First Federal, they were going to loan us a building space. There have been some issues with the space and a partnership with a for-profit business. We let them know that we are not able to move forward but we are going continue looking for a way to have Peninsula College have a presence downtown.
- The College has been having conversations about changing commencement. In years past it has been outside, the gym was no longer large enough. The weather makes an outside ceremony very unpredictable. Rick Ross suggested changing to two shorter back-to-back ceremonies the

same day. PC staff and faculty wanted to do what was best for students. We polled the students, and it was 50/50. For 2023 the decision has been made to have two ceremonies in the gym on the same day. The date of commencement is June 17, 2023. It will be a longer day for staff, faculty and Trustees.

- Fall Spectacular was an amazing success, we had about 4,000 people and we were not anticipating how big it would be. We were very lucky there were no emergencies because we were not prepared for such a large crowd. It was a huge impact on staff. We have had college conversations about how to move forward. Some things we are considering is changing the date so that it would be before fall quarter and partnering with other community groups.
- The OMC Foundation is going to commit funds to support their employees and local high school students in education in the medical field. This will directly benefit Peninsula College. Suzy suggested that the Board make a formal acknowledgement of this gift at the June board meeting, the Board of Trustees agreed.
- Suzy has been working to foster relationships with PNNL, they have an internship that will serve Indigenous students at Peninsula College. They are reaching out to students now, they are hoping to get 6 students from Peninsula College.
- PNNL may provide funding to support the Natural Resources Program and a fund to help struggling students.
- The Legislature will be ending soon. We are hoping that we will get full funding for cost-of-living increase, a slim chance we will get workforce funds, it is looking good that we may get funds for some capital maintenance projects.
- The AFT, Association Federation of Teachers is doing a walk out today, April 11th. Our Peninsula College faculty will not be participating in the walk out but are finding other ways to show support.
- Suzy is working with the PDN to do an OpEd in response to the Seattle Times article that came out last week.
- The May meeting, in Port Townsend, may be a longer meeting. An executive session for the President's evaluation will be needed. We are also working on planning a community reception for Suzy in Port Townsend that evening.
- The June meeting will also have an executive session for evaluations.

Advisory Committees – in Board Packet.

TRUSTEE UPDATE

Joe Floyd is a liaison for the Peninsula College Foundation and gave an update. The update is attached. Joe Floyd would like to request that the Foundation give a standing report at Board Meetings. The Board of Trustees agreed and would like to add a Foundation Report to the regular board meeting standing reports.

Claire Roney is planning to attend the All-Washington Academic Team Ceremony. Peninsula College has two All Washington students, but they are not able to attend.

Mike Maxwell is happy to see that Peninsula College is more involved in the Olympic Community of Health and supporting healthcare in our community.

Claire Roney and Joe Floyd attended the Trustee Tuesday meeting this morning, it was on apprenticeships. Claire Roney also attended an ACCT training on parliamentary procedure.

ITEMS FOR BOARD STUDY

None

ITEMS FOR BOARD ACTION

None

EXECUTIVE SESSION

None

NEXT MEETING

Tue. May 9, 2023, 2:00 pm - Port Townsend Campus

Motion to adjourn made by Mike Maxwell, 2nd by Claire Roney. All Approved. Meeting ended at 4:19pm.

Dwayne Johnson, Board Chair

Date:

Suzy Ames, President

Date:

Hi everyone,

I am sorry I cannot attend your meeting today in person. Here is my report:

- We held our spring retreat yesterday covering Servant Leadership and how that plays into all we do.
- We have 4 events planned for Earth Week, April 17-22.
- We'll be interviewing and selecting new ASC members this month for the 2023-24 academic year.
- We have a number of events, including game days, an escape room and our annual Sidewalk Chalk Art Contest.
- We have field trips planned to the Seattle Aquarium and the Seattle Mariners.
- We begin our budget process this month and will have a finalized 2023-24 budget for you by June.

PENINSULA COLLEGE – PROGRAM DEVELOPMENT

STEVEN L. THOMAS, PH.D.



PENINSULA COLLEGE

NEW PROGRAM DEVELOPMENT

Vision

A destination of cultural and environmental diversity where academic excellence transforms students' lives and strengthens communities.



CONTEXT



PC is in the midst of a 10-year enrollment decline

We serve a large number of Pell eligible students seeking certificates and degrees that lead to gainful employment

Recent graduates have attained jobs in Accounting, Nursing, Welding, Allied Health and Digital Media



OUR COMMITMENT



There is a tremendous opportunity to align our program offerings with our local workforce needs.

Over the next 5 years we will strategically operate within an ecosystem of local, civic, industry and other community stakeholders to inform the development of programs that lead to economic mobility.

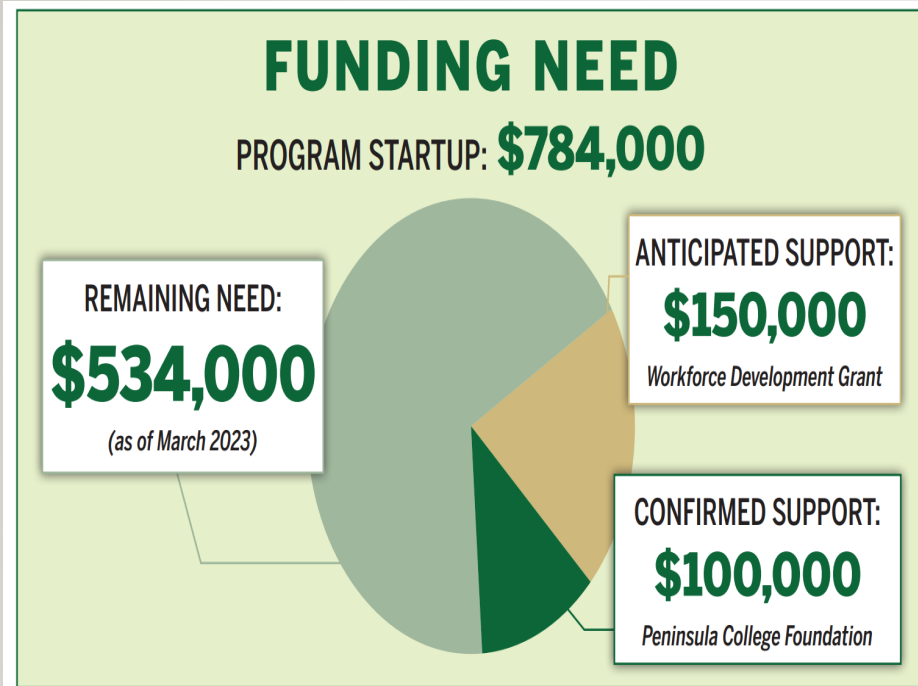
Reaffirm our promise to low-income students seeking gainful employment outcomes after completion.




FALL 2023 NEW PROGRAMS@PC

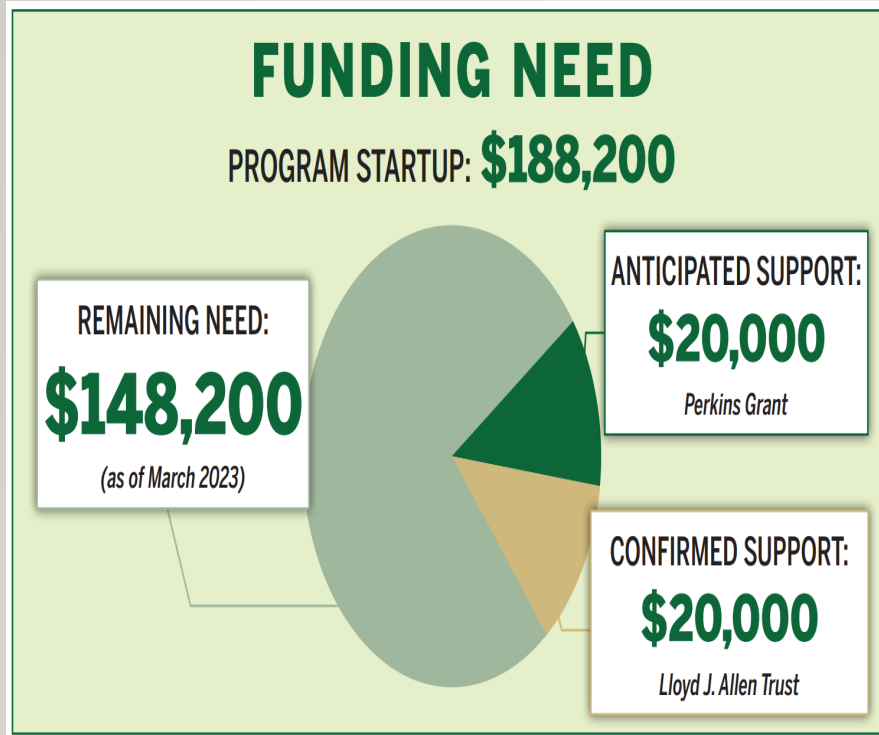
Program	Starting Cost	Estimated FTE Growth
Automotive Technology	\$784,000	20
Natural Resources	\$188,200	31
BAS in Behavioral Health	\$100,000	40
BAS Management Concentrations	\$25,000	27
Estimated Totals	\$1,097,200	118





- ### ITEMS NEEDED
- **\$500,000** Renovation of program space
 - **\$95,000** Laptops and training simulator software
 - **\$85,000** One gas and one electric vehicle
(for fall 2023 start; more needed for future)
 - **\$34,000** Miscellaneous tools and equipment
 - **\$32,000** Smart EV charging stations
 - **\$20,000** Sonic 456-piece intermediate toolset
 - **\$18,000** Consumables
- 

FUNDING NEED: AUTOMOTIVE TECHNOLOGY



- ### ITEMS NEEDED
- **\$65,000** Student transport van that doubles as a tow vehicle
 - **\$43,000** 17-foot boat and trailer for accessing remote sites and to develop tow/operator skills
 - **\$12,000** Outboard motor (for boat, above)
 - **\$16,000** Relaskops
 - **\$15,000** Microscopes
 - **\$10,000** Reusable student gear (*waders, hard hats, field vests, etc.*)
 - **\$10,000** Field equipment (*binoculars, spotting scopes, compasses, waterproof notebooks, water sampling supplies, hand tools, radio tags and receiver kits*)
 - **\$10,000** Tablets and mobile devices for field use data collection; software
 - **\$5,000** Drones
 - **\$3,000** GPS units

FUNDING NEED: NATURAL RESOURCES

NEW PROGRAMS@PC IN DEVELOPMENT

Program
Dental Hygiene
Marine Technology
BAS:Teacher Education
Information Tech/Cybersecurity
American Indian/Indigenous Studies
Virtual Office Assistant
Entrepreneurship
Media Tech Certificate
Facilities Maintenance Certificate
Bookkeeping Short Certificate
Veterinary Technician
Medical Lab Technician (In partnership with Wenatchee)



Peninsula College Foundation Update- April 2023

- In September the Foundation concluded a successful audit with no findings. An operating budget, which had been delayed, was also approved for the year.
- The Foundation provided \$26,700 seed money for the first Fall Spectacular event (held in October), which was a huge success.
- In November the Foundation Board elected officers:
 - Paul Cunningham, President (ending 12/31/23)
 - Kathy Charlton, President-Elect
 - Val Fratus, Secretary
 - Jeanne Martin, Co-Treasurer
 - Ray Gruver, Co-Treasurer
-
- The Foundation Board recently approved a refresh of its strategic goals, to better align with the College's updated Strategic Plan.
 - The Board will hold a retreat on April 22 and, among other things, will develop action items for these refreshed goals.

Some Funding updates. Because we don't have January and February billings reconciled yet with the College, here is **YTD 12.31.22** data:

- Restricted revenue is up \$43,491 from \$353,185 this time last year to \$396,676.
- Unrestricted revenue is up \$3,451 from \$14,210 this time last year to \$17,661.
- **Student support is up \$30,522 from \$217,478 last year at this time to \$248,000.**
- **Program support is up \$50,791 from \$71,209 last year at this time to \$122,000.**
- The Foundation and College are working on funding efforts for two new PC programs starting this fall:

- Natural Resources Program (to be taught at the Forks campus!)
 - Funds secured so far:
 - \$20,000 raised by the Foundation (Lloyd J Allen Trust)
 - \$20,000 anticipated Perkins grant (submitted by PC)
 - Remaining need: \$148,200 *as of 4.6.23*
- Automotive Technology Program (which will include instruction in hybrid and electric vehicle technology)
 - Funds secured so far:
 - \$100,000 from the Foundation
 - \$150,000 anticipated workforce development grant (submitted by PC)
 - Remaining need: \$534,000 *as of 4.6.23*

ASC Report- May 2023

Hi everyone,

I am sorry I cannot attend your meeting today in person. Here is my report

- We held interviews earlier this month and was able to put together the ASC team for 2023-24 academic year. I believe it will be a great group.
- During Earth week we held different events, we also helped cleaning up the Arboretum as a team.
- We held a game night, which kicked off our open gym night for our students every other week.
- Last we started our budget process and voted on it. We will have it finalized by the next meeting on June 13th 2023.
- We have two field trips coming up, one to Seattle Aquarium and one to the Seattle Mariners.
- Lastly, we are very excited to soon launch a pilot program to check out e-bikes to students.

PCFA Report to PC Board of Trustees

May 2023

Well, gang, all the road trips to Olympia paid off. Our legislators heard Washington's CTC faculty and our union representatives on a number of important issues:

- A definition of adjunct/part-time faculty pay equity as 85% of full-time salaries;
- A directive to the SBCTC to develop a strategy for achieving this pay equity;
- Fully-funded cost-of-living adjustments (COLAs) for faculty during this biennium;
- Significant funding for DEI initiatives, Guided Pathways, and workforce development.

Remember that our CTC students contribute more than \$20 billion and over 300,000 jobs to the state's economy ([SBCTC Economic Impact Study](#)). Teaching and learning is how we connect our communities to this economic growth. Through our general education outcomes, we develop nimble lifelong learners who can retrain with us to meet the evolving needs of their families, employers, and industries.

Contrary to our state's sound investments in us, an uptick in news stories has been targeting community colleges as a waste of time and resources. The Associated Press and Hechinger Report have authored at least 2 such articles, which are being picked up by other papers like the *Seattle Times*. This is another opportunity for us—the big, collective *us*—to continue working together to prove those stories wrong. We are already working on Guided Pathways, which, when implemented successfully, will create a culture of belonging early and often in students' experiences at Peninsula College. And belonging is contagious, so that will be only the beginning of our successes.

Sorry for the long letter as opposed to the brief report. I feel like we are on the cusp of—I won't say rebirth or revival, but something like that. Our hearts and brains are working in unison to meet the needs of our students, so I don't think we need to worry about a few pieces of bad press for community colleges. As my mom would say, "they're just jealous." Damn right, mom!

<3

Tim Williams

PCFA President

Institutional Effectiveness

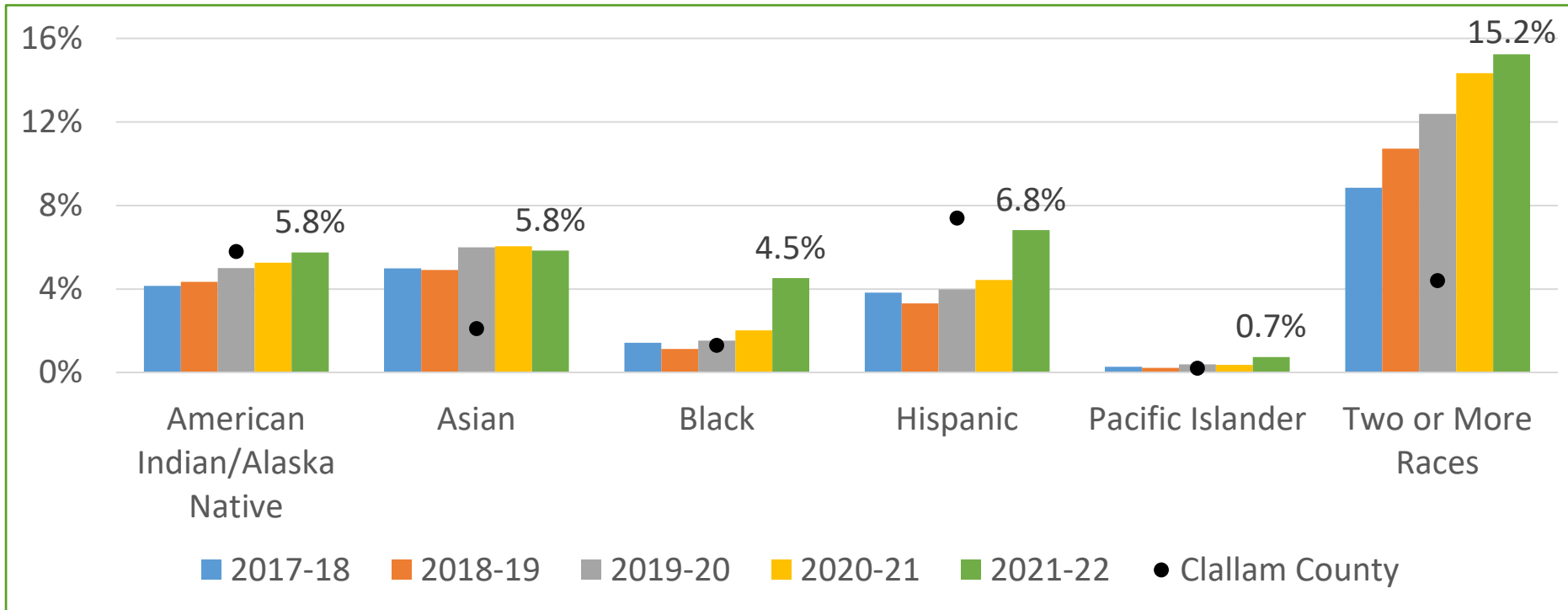
Board of Trustees Meeting

May 9, 2023

Core Theme: Fostering Equity and Inclusion

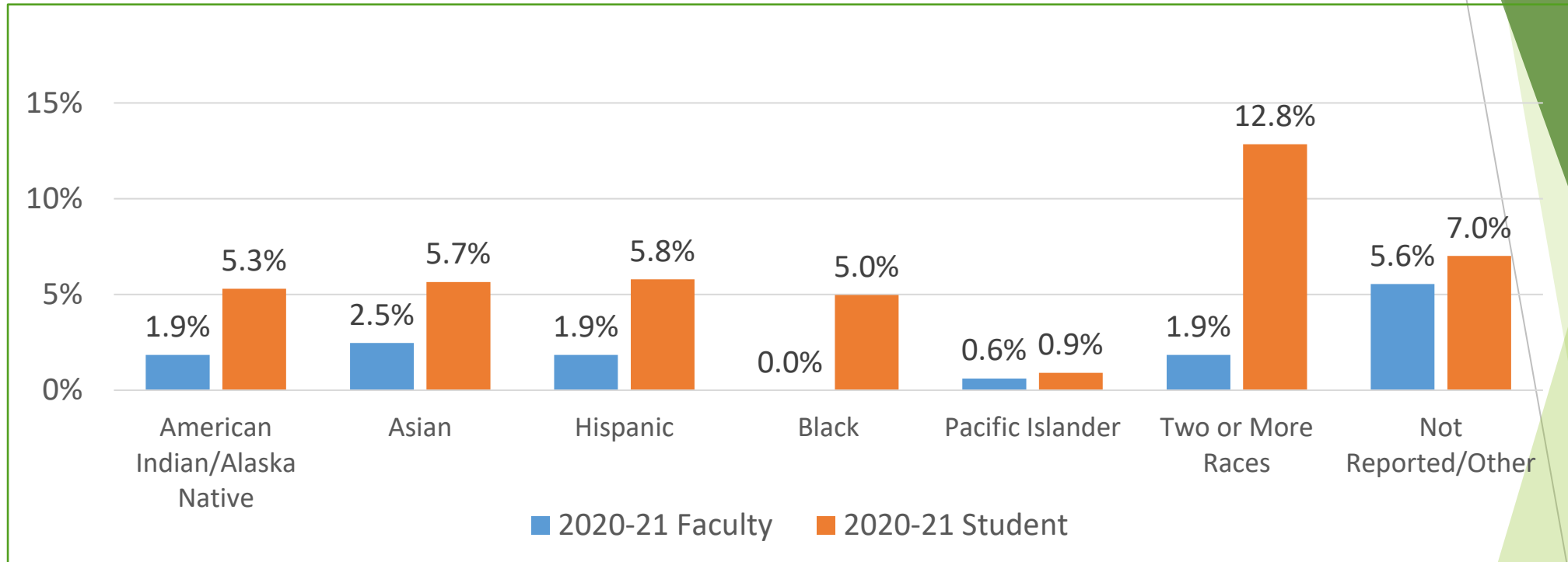
Strategic Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion.

Enrollment by Race/Ethnicity



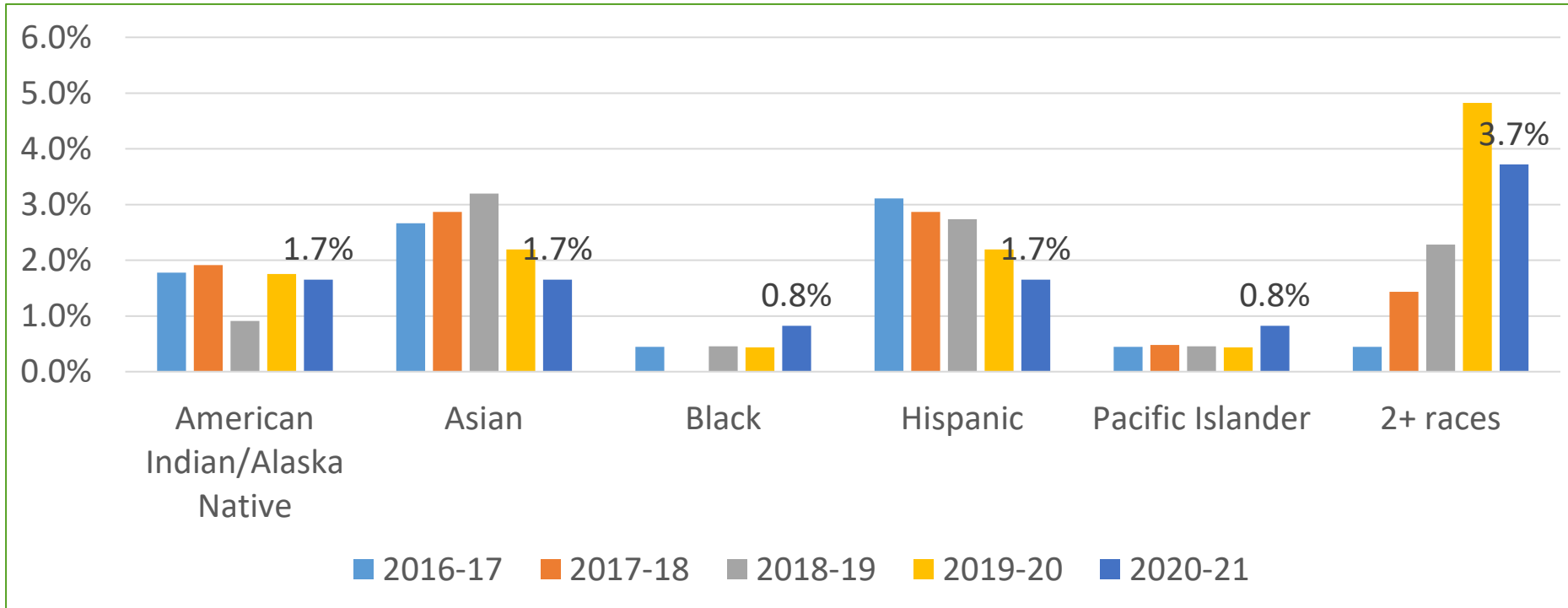
Enrollment in each race/ethnicity group has remained relatively stable over the past five years. Recent changes to reporting have enabled us to more accurately report students of two or more races. Comparison is shown to Clallam County 2019 demographics data. These data do not include incarcerated students, white students (60% in 2020-21), or students who did not report race/ethnicity (5% in 2021-22). *Data Source: SBCTC Public Enrollment Dashboard and [U.S. Census Bureau QuickFacts: Clallam County, Washington.](#)*

Faculty vs. Student Diversity



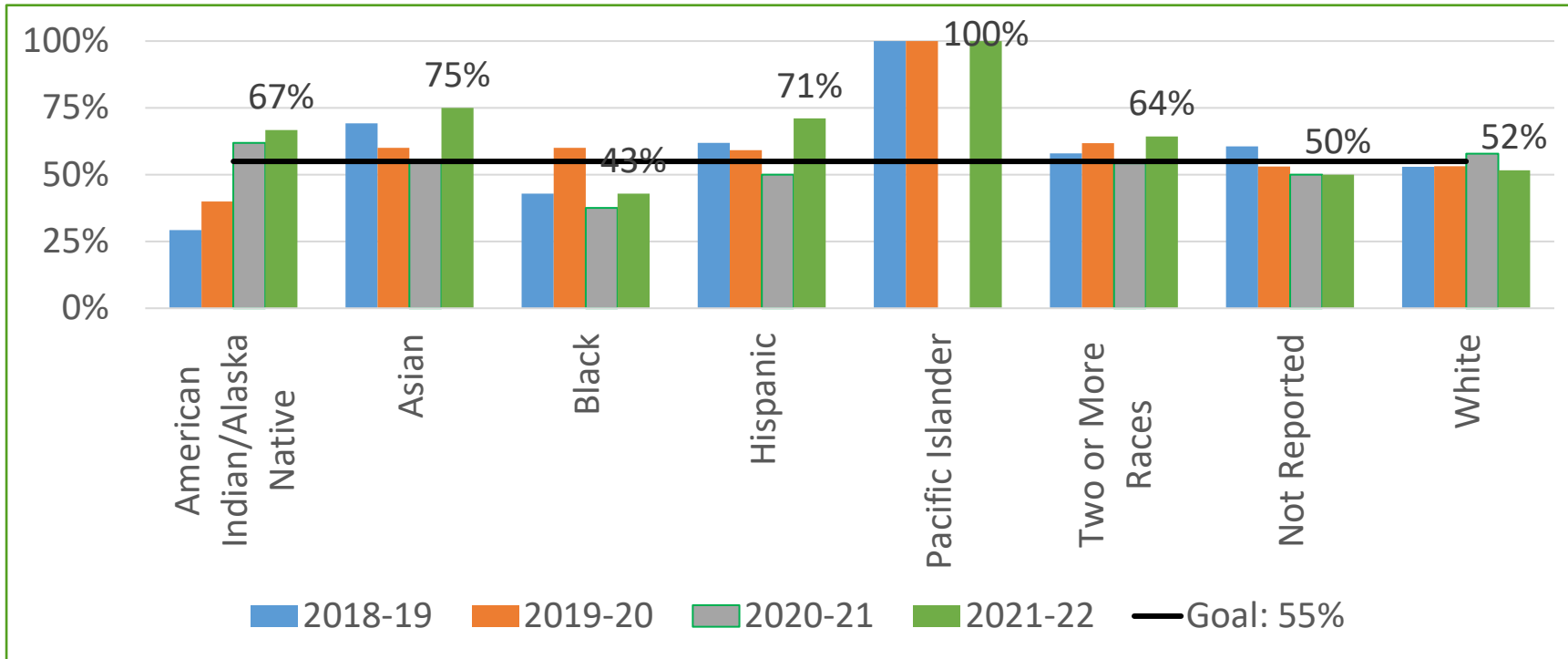
Faculty that reflect the diversity of the student population is correlated with students' perception of inclusion and equity. Peninsula College is committed to matching or exceeding student diversity. *Data Source: SBCTC Public Faculty and Staff Dashboard.*

Faculty, Staff, and Administration



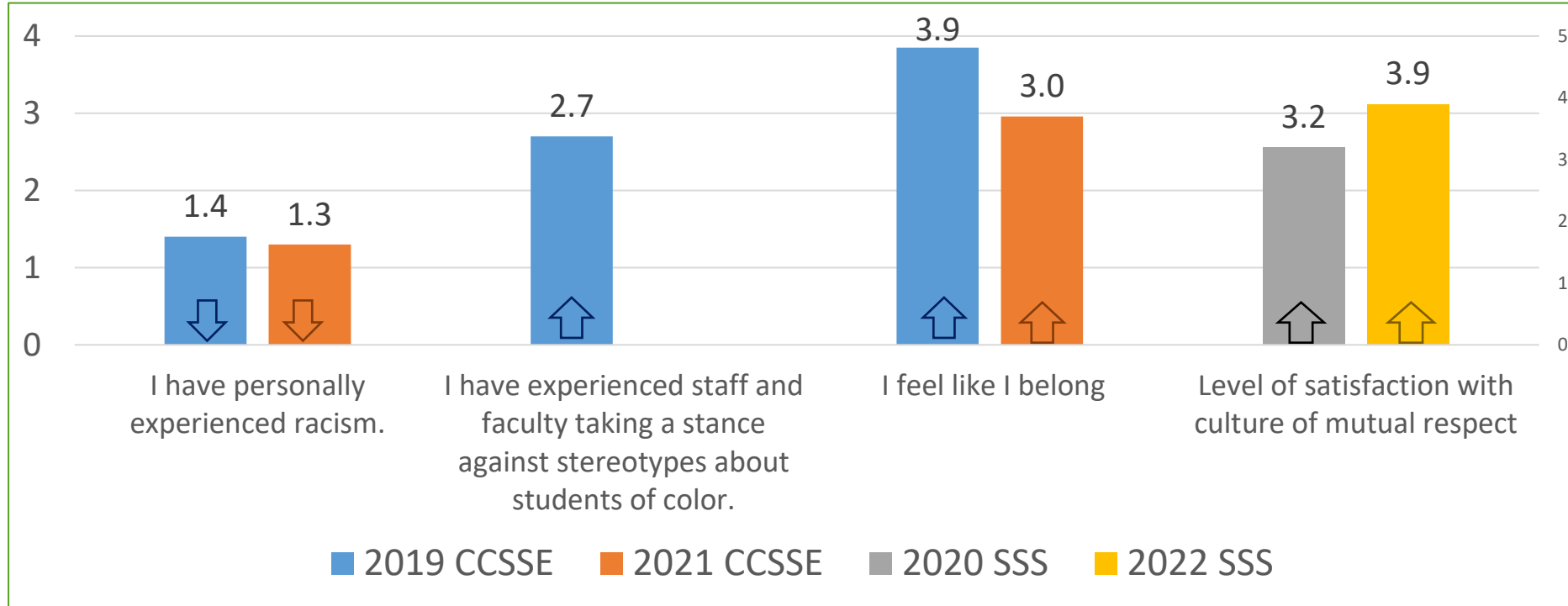
Small datasets for each category besides white means that the difference may be only one or two faculty, but Peninsula College is committed to improving these results in upcoming years. *Data Source: SBCTC Public Faculty and Staff Dashboard.*

Retention by Race/Ethnicity



Retention is defined as students who enrolled in fall of one year and return in fall of the following year. Native American students have shown an improvement in retention, while Asian, Black, and Hispanic students show a significant decline in retention over the past few years. Datasets for students of color are very small, so large fluctuations may be caused by relatively small numbers of students. The 55% goal shown represents the goal for overall retention. *Data Source: FTEC Outcomes dataset.*

Campus Climate Results



The 2019 CCSSE survey included specific questions around racism and inclusion, which were repeated in the 2021 CCSSE Race/Ethnicity pilot survey. In alternating years, a student satisfaction survey is conducted which includes a question about student satisfaction with the campus culture of mutual respect. Responses allowed are 1-Extremely Dissatisfied to 5-Extremely Satisfied as well as 0-no response. The arrows indicate whether a higher score or a lower score is preferred. *Data Source: CCSSE, PC Student Satisfaction Survey.*

Assessing Equity and Inclusion

Addressing the problems of understanding and utilizing small cohorts of disaggregated data and developing a relevant set of equity-minded indicators to effectively assess and improve equity and inclusion at a predominately white, rural community college.

NWCCU Fellowship Project

- ▶ *Meaningful Assessment of Equity and Inclusion at a Small Rural Community College* by Dr. Mia Boster and June Whitaker, 2021.
- ▶ Literature review examined equity-mindedness and institutional structures that can be modified to effectively assess and improve diversity, equity, and inclusion, as well as how colleges can use student voices and policy changes to effect change.
- ▶ Campus-wide Data Summit in February 2021 reviewed and discussed data dashboards and definitions of diversity, equity, inclusion, and equity-mindedness.
 - ▶ Group breakout sessions discussed strategies for the college to improve diversity, equity, and inclusion

Small Cohort Data Analysis

- ▶ Small sample sizes may cause large jumps in the data despite small changes in results.
- ▶ Recommendations for disaggregated cohort data that includes sharp increases or decreases from year to year:
 - ▶ Compare to three- to five-year averages within the same disaggregated group.
 - ▶ Compare to both immediate results and long-term trends in students of color overall
 - ▶ Examine anomalous jumps in data with the goal of identifying barriers to enrollment and success through students' lived experience.

Equity-Minded Indicators

- ▶ Student Voice - Establish qualitative student feedback loops in all planning and assessment processes
- ▶ Policies - 100% of policies and procedures will meet established equity and race conscious criteria
- ▶ Curriculum - 100% of curriculum will meet established equity and race conscious criteria
- ▶ Capacity - Increase diversity among faculty from 2020 baseline by at least 10%
- ▶ Resources - 30% of resource allocation will be dedicated to support diversity, equity, and inclusion
- ▶ Professional Development - 100% of new employees will complete cultural competency training

DEI Strategic Plan

- ▶ Deploy DEI professional development for all employees to foster equity and inclusion.
- ▶ Develop or enhance policies and procedures that foster equity and inclusion and engage PC students in DEI efforts to help PC better understand and be accountable for the barriers and concerns expressed by underrepresented students.
- ▶ Improve hiring practices through the Diversity & Equity in Hiring & Professional Development (DEHPD) to recruit and retain employees from all racial, ethnic, and cultural backgrounds.
- ▶ Identify and establish positions and programs to support DEI efforts through strategic enrollment management.
- ▶ Offer faculty professional development to infuse equity and inclusion in the classroom through inclusive pedagogy.

Questions?



SPRING 2023 Enrollment Highlights

as of May 1, 2023

Spring 2023 Enrollment Highlights

State FTEs at 920.7 are down -15.3 FTES or -1.6% from spring 2022.

- The expected CMAA cohort has not yet started.

Contract FTEs at 234.8 are down -60.2 FTES or -20.4% from spring 2022.

- Corrections FTES have not been posted for spring 2023.
- Running Start is about 30 FTES down from spring 2022.

Annualized FTE Enrollment Highlights

2022-23 compared to 2021-22

-State FTEs are up 2.8% from 2021- 2022.

-Contract FTEs are down -14.5% from 2021-22.

-Self-support FTEs are up 61.5% from 2021-22.

-Transfer FTEs - 528 FTES - decreased -5.0%

-Prof/Tech -549 FTES - increased by 0.9%.

-Transitional Studies -211 FTES - increased by 28.7%.

Current enrollments are estimates only and subject to change until the quarter is finalized.

Definitions:

FTE - Equivalent to one student taking 15 credits per quarter or 45 credits per year.

Annualized FTE - Total FTE divided by 3.

State FTES- the sum of FTES for students in state-supported classes. State FTES drive the appropriation formula used to determine state income to the college.

Contract FTES - the sum of FTES for students in contract-funded classes.

The main sources of contract FTES are Running Start and Department of Corrections.

Self-Support FTES - the sum of FTES for students in self-support classes. Self-support classes are those for which there is no outside funding, such as most Continuing Education.

Student Intent -

Transfer - Students enrolled in academic transfer programs.

Prof/Tech - Students enrolled in professional/technical programs.

Transitional Studies - Students pursuing a high school diploma or GED.

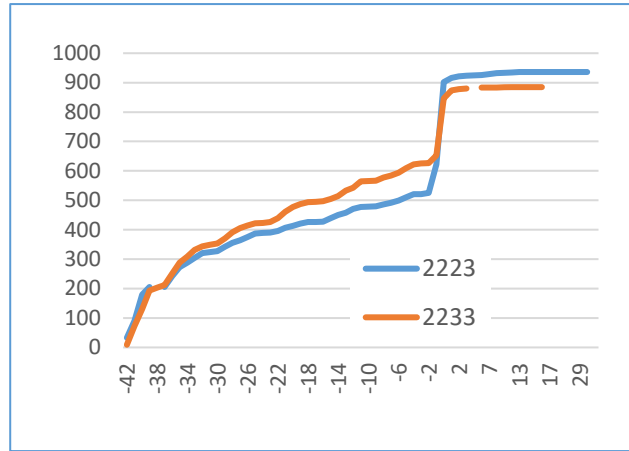
Other - All other students.



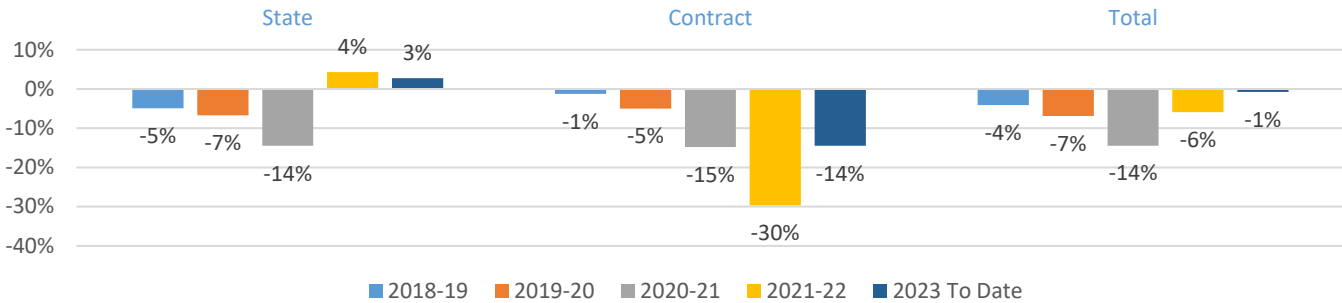
Spring 2023 Enrollment Highlights

as of May 1, 2023

FTEs	State	Contract	Self	Total
Spring 2022 to date	936			
Spring 2023 to date	921	235	30	1185
Difference	-15			
	-1.6%			
Spring 2022 Total	936	295	32	1263
Difference	-15	-60	-2	-78
	-1.6%	-20.4%	-7.2%	-6.2%

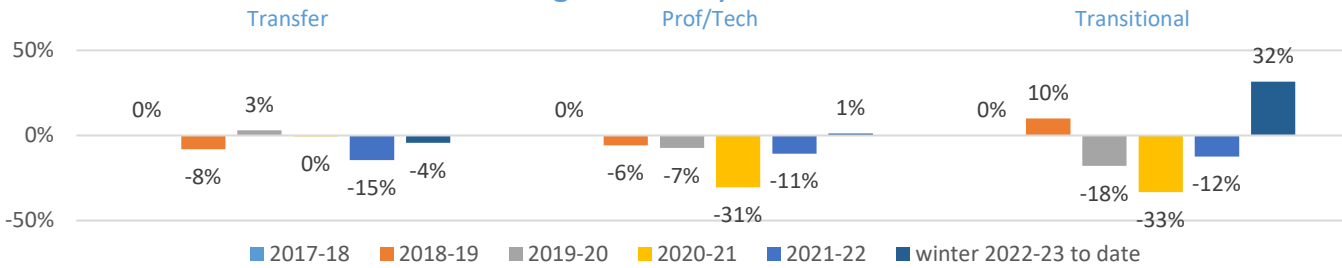


Annual Change in FTE by Fund Source



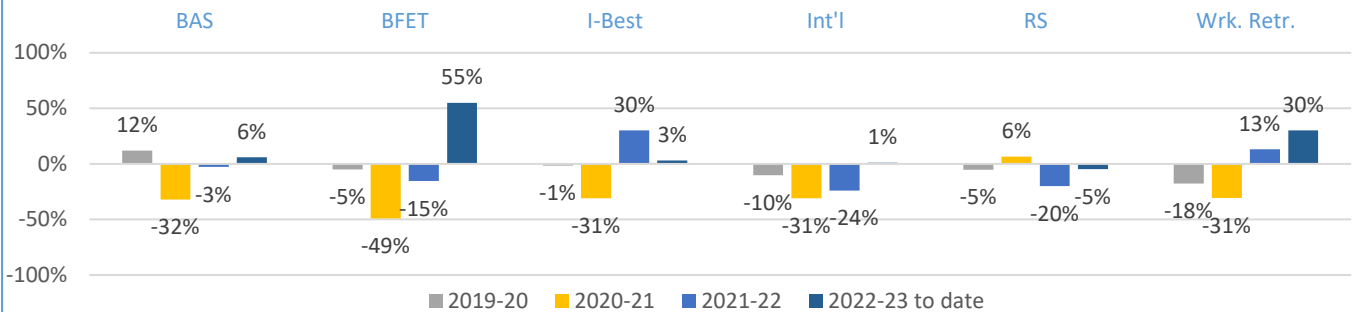
2022-23 Annual FTEs to date	State	Contract	Self	Total
	1134.0	317.6	31.8	1483.4

Annual Change in FTE by Student Intent



2022-23 Annual FTEs to date	Transfer	Prof/Tech	TS	Other	Total
	527.8	549.0	210.6	187.4	1474.9

Annual Change in FTE by Selected Program



2022-23 Annual FTEs to date	BAS	BFET	I-Best	Int'l	RS	Wrk Retr.	(enrollments are not mutually exclusive)
	36.0	94.0	95.6	39.9	229.8	164.5	



PENINSULA COLLEGE

Statement of Financial Position

For Quarter Ending March 31, 2023

	3rd Qtr 2023	3rd Qtr 2022
ASSETS		
Cash	1,003,103	4,009,854
Investments	9,576,727	4,864,513
Accounts Receivable	9,313,071	2,944,531
Long Term Accounts Receivable	0	5,193,077
Inventories	183,922	213,527
General Long-Term Obligations	2,501,800	3,165,712
Land	371,368	371,368
Buildings	78,690,826	80,776,515
Improvements other than Buildings	53,597	56,431
Furnishings, Equipment & Libraries	592,272	756,726
Total Assets	102,286,687	102,352,253
LIABILITIES		
Current Liabilities	8,084,923	7,709,493
Long-Term Liabilities	2,428,662	2,986,638
FUND BALANCES		
Equity Account Activity	91,773,102	91,656,121
Total Liabilities and Fund Balances	102,286,687	102,352,253



PENINSULA COLLEGE

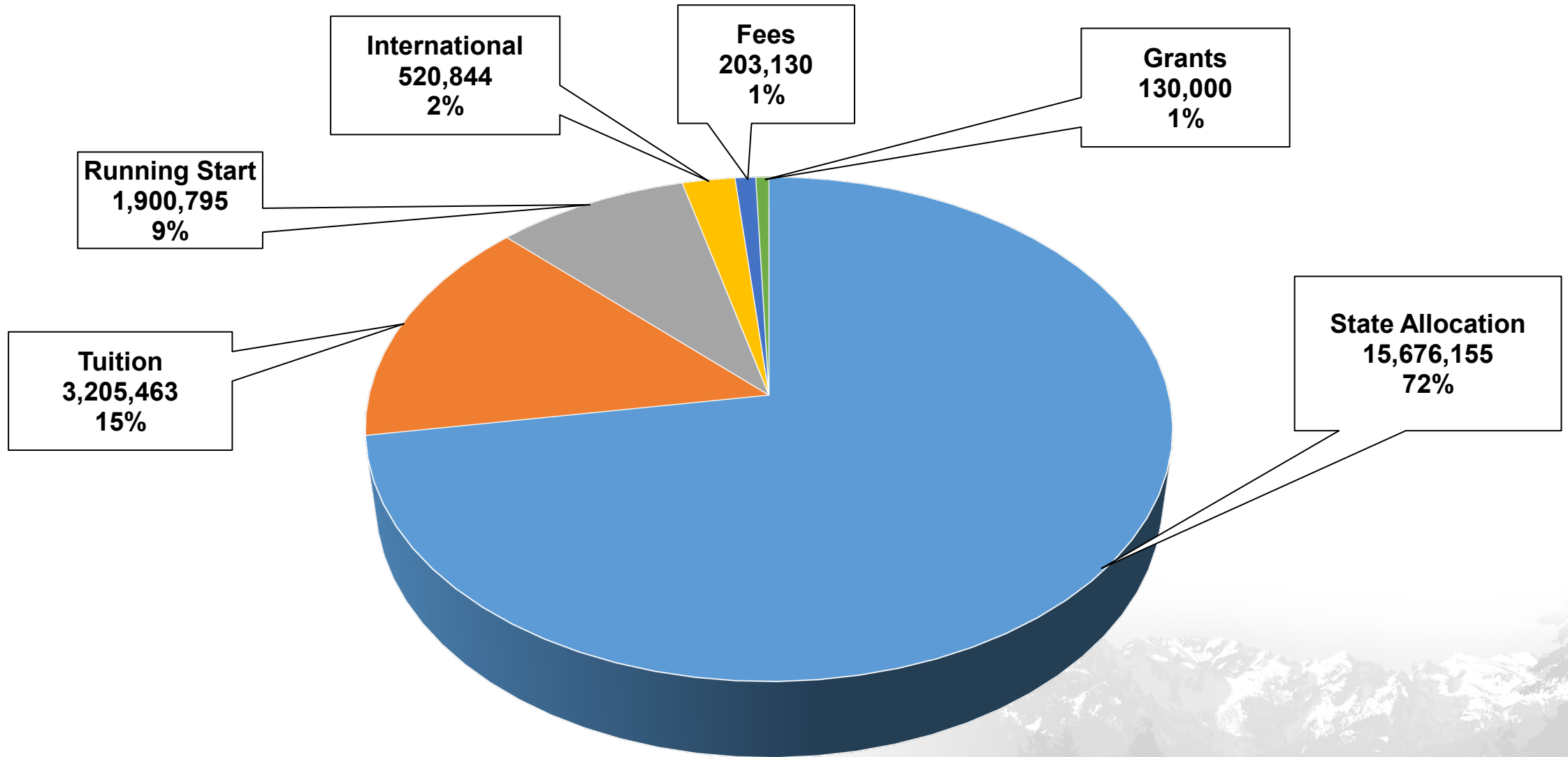
COMPARISON OF ACTUAL REVENUE AND ACTUAL EXPENDITURES BY FUND

As of March 31, 2023

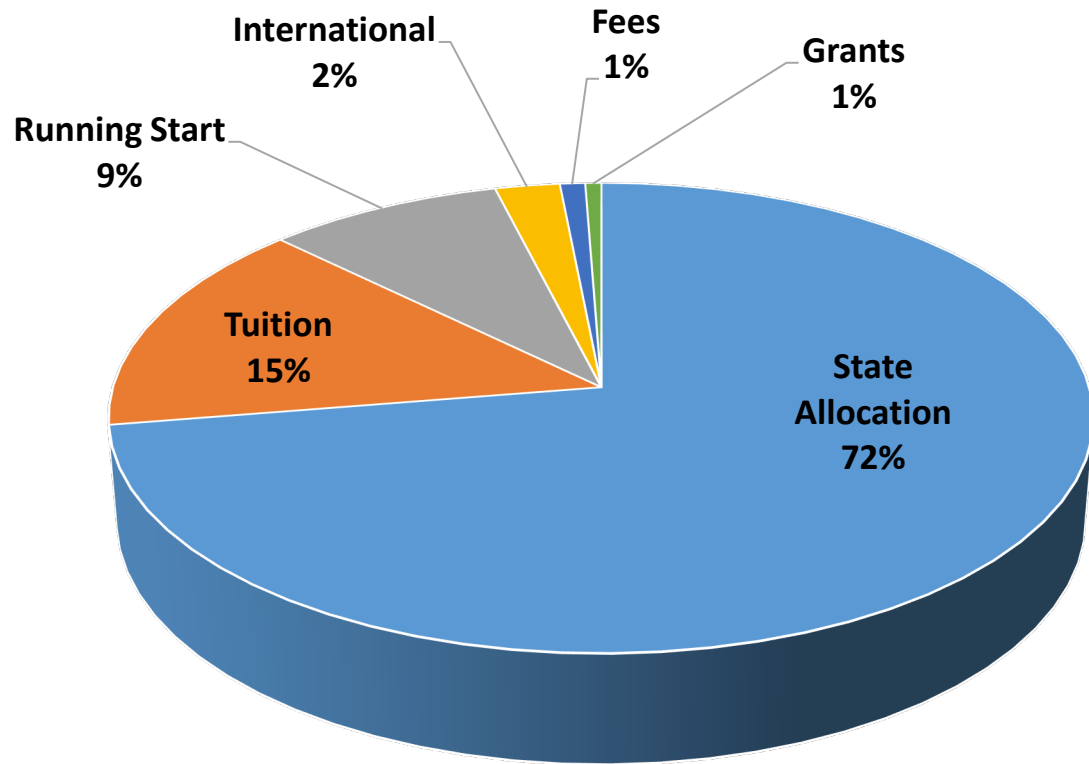
REVENUE / EXPENDITURE CATEGORY	Actual Revenue through Mar, 2023	Actual Exp through Mar, 2023	Rev minus Exp through Mar, 2023	% of Exp vs Rev 2022-23
OPERATING FUNDS				
<i>General Fund:</i>				
State Operating Allocation	10,428,793	10,428,793	0	100.0%
Local Operating Fund	5,024,456	4,126,442	898,014	82.1%
Sub-total General Fund:	15,453,249	14,555,235	898,014	94.2%
Local Dedicated Fund	847,740	560,115	287,625	66.1%
Grants and Contracts Fund	4,261,862	3,759,986	501,877	88.2%
Sub-total Operating Funds	20,562,851	18,875,336	1,687,516	91.8%
PROPRIETARY FUNDS				
Associated Students	521,335	419,721	101,614	80.5%
Bookstore	304,749	292,322	12,427	95.9%
Parking	17,539	29,956	(12,417)	170.8%
Ancillary Services	360,058	178,846	181,212	49.7%
Food Service	95,698	111,453	(15,754)	116.5%
Sub-total Proprietary Funds	1,299,380	1,032,298	267,082	79.4%
Total Annual College Funds	21,862,231	19,907,634	1,954,597	91.1%
FIDUCIARY FUNDS				
Grants In Aid	5,121,112	5,897,390	(776,278)	115.2%
Student Loans	879,643	963,693	(84,050)	109.6%
Work Study	57,996	61,316	(3,320)	105.7%
Financial Aid 3.5%	114,978	136,689	(21,712)	118.9%
Sub-total Fiduciary Total	6,173,729	7,059,088	(885,360)	114.3%
CAPITAL PROJECTS				
21-23 State Appropriations	1,925,705	1,925,705	0	100.0%
Local Capital Fund	266,801	148,945	117,856	55.8%
Total Biennial Capital Project	2,192,506	2,074,651	117,856	94.6%
GRAND TOTAL ALL FUNDS	30,228,466	29,041,373	1,187,093	96.1%

FY 2023-2024 Initial Revenue Estimates

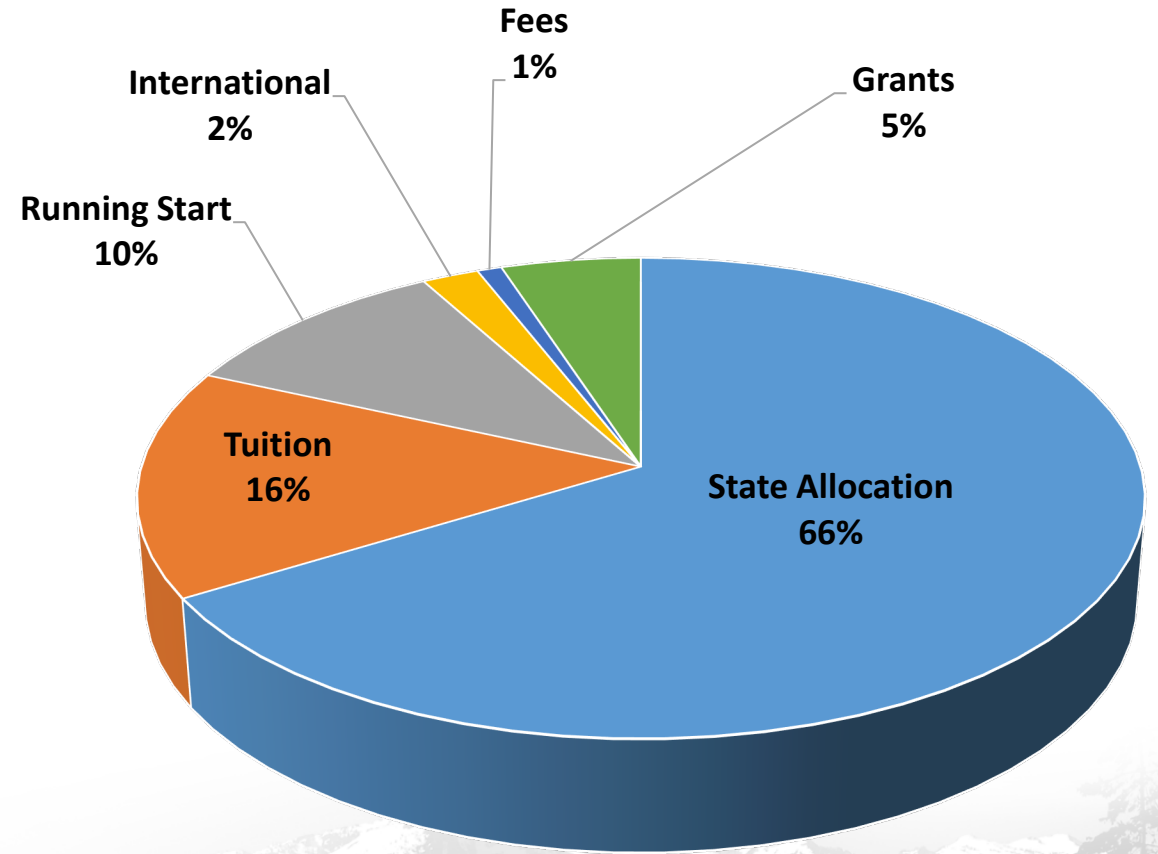
\$22.4 Million



FY 2023-2024 Initial Revenue Estimates \$22.4 Million



FY 2022-2023 Current Revenue Estimates \$22.7 Million



2023-2024 Operational Plan
Feb. 16, 2023

HIGH PRIORITY

- Hire Student Finance Analyst 3 position
- Hire Campus Solution Business Analyst Position
- Hire Mental Health Faculty Counselor- pending state allocation or community resources
- Replenish President's travel budget
- Hire Vice President of HR/DEI
- Hire Exec Assist to VP HR/DEI
- Hire Maintenance Mechanic 2 position
- Double Facilities goods and services budget
- Hire Application Web Developer Position- pending fiscal analysis
- Make a plan for funding equipment and furniture replacement across campus
- Assess and implement a funding model for IT replacement plan
- Reclassify two PS 2 positions to PS in Financial Aid
- Start new Electric Vehicle Automotive Program including hiring a new faculty member, supplies and equipment.
- Launch Natural Resources Certificate in Forks, including a faculty member, supplies and equipment.
- Support Dental Hygiene Equipment to be ready for the program start in 2024
- Move Title III positions to state funding:
 - CETL Dean
 - Career Center Associate Director
 - Faculty Counselor
 - Peer mentors

MEDIUM PRIORITY

- Hire additional Pirate Central Customer Service Specialist 2 position
- Hire Dental Hygiene faculty for 24-25 program start
- Hire IBEST Tenure track Position
- Hire Maritime Faculty for 24-25 program start
- Hire Education BAS faculty 24-24 program start
- Hire additional Administrative Assistant in Instruction
- Fully fund Learning Center Coordinator position

LOW PRIORITY

- Fund Library materials for new programs
- Create a new Program Support and Development Budget
- Hire Math full-time Faculty
- Convert temporary FT to tenure track for Art and Enviro Science- pending enrollment

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: Exercise of Powers of the Board
Policy Number: 112
Date Adopted: January 15, 1975
Last Reviewed: November 20, 2014

BACKGROUND:

Minor edits made to Board Policy 112 – Exercise of Powers of the Board.

PROPOSAL:

The President recommends that the Board consider the revised Policy 112 at the May 9, 2023, meeting of the Board of Trustees.

RECOMMENDATION: The President recommends that Board of Trustees Approve Policy 112 – Exercise of Powers of the Board.



PENINSULA COLLEGE

Board Policy

Subject: **Exercise of Powers of the Board**

Board Policy Number: 112

Statutory Authority:

Date Adopted: January 15, 1975

[RCW 28B.50.090](#)

Date Revised: ~~12/12/2017~~Not Set

[RCW 28B.50.100](#)

Reviewed: ~~11/20/2014~~Not Set

Lead Administrator: President

Category: Board

Board Actions

The board shall exercise collective authority based upon decisions made by majority vote in regular or special meetings. Actions taken or policies adopted shall not be in conflict with state law or state board regulations governing the operations of Washington State community colleges.

Actions of Individual Board Members

1. By law, no District No. 1 board member may hold or exercise power as an individual, ~~powers.~~ Powers are granted exclusively to the board as a collective entity. No individual member of the board may act, negotiate, stipulate, or commit for the board, the district, or the college without specific instructions of the board, all actions must be officially recorded.
2. No individual board member shall issue public statements for the board or shall speak for the board, the district, or the college without specific instructions of the board, all actions must be officially recorded.
3. Each member of the board shall be committed to support the decision or policy of the board majority and shall not publicly oppose board action or policies ex post facto.
4. No individual board member shall demean publicly any other member of the board or any member of the district or college administration, faculty, or staff.

Adoption, Repeal, and Amendment of Policies

Policies and regulations covering the operations of the board and district may be adopted, repealed, or amended by a majority of board members at any regular or special meeting of the board, provided that drafts of all proposals for adoption, repeal, or amendment have been furnished to each board member at least one meeting prior to the meeting at which they shall be considered. Exception to the “one meeting prior” statement may be made by a majority vote of the trustees.



PENINSULA COLLEGE

Board Policy

Amendment of Bylaws

Bylaws established by the board may be amended and repealed, or new bylaws may be established by action of a quorum at any regular or special board meeting, provided that drafts of all proposals for adoption, repeal, or amendment have been furnished to each board member at least one meeting prior to the meeting at which they shall be considered.

Date Revised: March 18, 1981; February 20, 1985; March 17, 1987; September 10, 1996
Date Reviewed: November 20, 2014

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: Honorary Degree
Policy Number: 155
Date Adopted: June 10, 2003
Last Revised: November 20, 2014

BACKGROUND:

The name of the policy has been changed from Honorary Associates of Arts Degree to Honorary Degree. We also added the sentence “No degree may be given in consideration of payment of money or donation” in accordance with RCW 28B.50.140 (12)

PROPOSAL:

The President recommends that the Board consider the revised Policy 155 at the May 9, 2023 meeting of the Board of Trustees.

RECOMMENDATION: The President recommends that Board of Trustees Approve Policy 155 – Honorary Degree.



PENINSULA COLLEGE

Board Policy

Subject: Honorary ~~Associate of Arts~~ Degree

Board Policy Number: 155

Statutory Authority:

Date Adopted: June 10, 2003

[RCW 28B.50.140\(12\)](#)

Date Revised: ~~12/11/2017~~ Not Set

Reviewed: ~~11/20/2014~~ Not Set

Lead Administrator: President

Category: Board

Peninsula College recognizes the learning ~~or~~and devotion of individuals to education, literature, art or science through the awarding of an Honorary ~~Associate of Arts~~ Degree. The Faculty Senate recommends candidates for the degree to the Board of Trustees for consideration.

Board members, the college president, or faculty members may nominate qualified individuals for an Honorary Degree. The Faculty Senate shall consider those nominated and make recommendations to the Board no later than May each year.

The Faculty Senate shall maintain criteria and processes for nomination and consideration of Honorary Degree awards. Such criteria shall be consistent with all applicable statutes. No degree may be given in consideration of payment of money or donation.

Date revised:

Date Reviewed: November 20, 2014

Honorary Associate of Arts Degree - 155

Page 1 of 2



PENINSULA COLLEGE

Board Policy

DRAFT
Peninsula College
BOARD OF TRUSTEE SELF EVALUATION
Version with proposed changes accepted

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. The Board packet includes sufficient information for Trustees to make informed decisions
- 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 operates 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

Comments _____

- 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

Comments _____

Questions	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 | 5 |
|--------------------------------|----------|----------|----------|----------|----------|
- 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 _____

4. Personnel and Labor Relations **1 2 3 4 5**

- a. Supports and pursues good faith negotiations with employee groups and associations, and respects the role of the contract in labor relations
- b. Develops and promotes professional development activities for faculty and staff to support retention and employee growth
- c. Fosters an equitable hiring process that results in employees mirroring student demographics
- d. Creates an environment that supports shared governance, collaboration and involvement throughout the college community

Comments _____

5. College Operations **1 2 3 4 5**

- a. Assures the college's plant and facilities are adequate for daily operations
- b. Utilizes organization and critical thinking skills to plan ahead, evaluate complex situations, anticipate problems, make decisions and use resources effectively to solve challenges
- c. Assure college operations are in place to effectively serve students as they pursue their educational goals, including student services, instructional and financial services

Comments _____

6. Communication Skills **1 2 3 4 5**

- a. Regularly and effectively communicates with the college community regarding statewide higher education issues and the state of the college
- b. Regularly and effectively communicates with the college community to gather feedback and offer rationales for decision making
- c. Create a college environment that fosters input, feedback and collaborative decision making

Comments _____

7. Strategic Planning/Accreditation **1 2 3 4 5**

- a. Engages the entire college in execution of the strategic plan, including resource allocation and analysis of efforts
- b. Tracks progress toward strategic planning goals and effectively communicates progress to the college community, adjusting strategy along the way based on analysis
- c. Assures accreditation processes are proactive and in line with regional accreditation standards

Comments _____

