



Hello Trustees,

Below are some highlights for your upcoming June Board meeting in Port Angeles.

Note: We are starting at 1pm for the student award presentations in the PUB.

Presentations:

- Olympic Medical Center Foundation Board member Laurie Szczepczynski will be present to receive a resolution from the Board of Trustees thanking the OMC Foundation for establishing \$400,000 in healthcare scholarships. This will be an action item.

Standing Reports:

- Hedvig Persson, Associated Student Council President – This will be Hedvig’s last meeting as ASC President. The Board will have an opportunity to present her with a resolution. This will be an action item.
- Lara Starcevich, Faculty Senate First Speaker – Report in packet
- Tim Williams, Peninsula College Faculty Association
- Ethan VanSant, Institutional Researcher, will present a year-end summary of data connected to the Strategic Plan
- Getta Workman, Foundation Executive Director – Report in packet due a meeting conflict

President’s Report

- I will brief you on:
 - Fundraising efforts
 - New instructional program development
 - Board Summer retreat

Board Chair/Trustee Activities Update

- I presume some of you will want to report out on:
 - Governor Inslee’s visit to campus
 - ACT conference in Walla Walla
 - Other items of interest

Item for Board Action

- Carie Edmiston will present the 2023-24 budget proposal.
- Two policies reviewed in May will be ready for your approval – Powers of the Board and Honorary Degrees.



- You will vote on the 2023-24 Board of Trustee Chair and Vice Chair.

Item for Executive Session

- You will go into executive session to conduct my performance review. If you make changes to my contract, you can go back into public session to approve it.



Trustees:

Dwayne Johnson, Chair

Mike Maxwell, Vice Chair

Mike Glenn

Joe Floyd

Claire Roney

1:00 p.m. STUDENT AWARD CEREMONY, PRESIDENT'S MEDALS

Pirate Union Building

REGULAR MEETING 2:00 p.m. IN CORNABY CENTER

ROLL CALL and DETERMINATION OF QUORUM

MODIFICATION TO THE AGENDA

APPROVAL OF MINUTES

May 9, 2023

INTRODUCTIONS

New Employees

PUBLIC COMMENT/CORRESPONDENCE

PRESENTATIONS

Olympic Medical Center Foundation Recognition – Laurie Szczepczynski

ITEMS FOR BOARD ACTION

Resolution #2023-01 – Recognizing Contributions of Olympic Medical Center Foundation

STANDING REPORTS:

- ASC – Hedvig Persson

ITEMS FOR BOARD ACTION

Resolution #2023-02 – Recognizing Service of Hedvig Persson

- Senate – Lara Starcevich, Faculty Senate First Speaker, written report in Board Packet
- PCFA – Tim Williams
- Institutional/Enrollment Report – Institutional Effectiveness Recap Report, Ethan VanZant
- Foundation – Getta Workman, written report in Board Packet

PRESIDENT'S REPORT

Updates

TRUSTEE UPDATE

ITEMS FOR BOARD STUDY

None

ITEMS FOR BOARD ACTION

2023-2024 Operating Budget

Board Policy 112

Board Policy 155

Elect Chair and Vice Chair

EXECUTIVE SESSION

Review the performance of a public employee

NEXT MEETING

Board Retreat, Date to Be Determined



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 – present
- Joe Floyd – present
- Claire Roney – present

MODIFICATION TO THE AGENDA

None

APPROVAL OF MINUTES

April 11, 2023

Motion to approve made by Claire Roney, 2nd by Joe Floyd. All Approved.

INTRODUCTIONS

New Employees – None this month; there are a few new employees that will be introduced in June.

PUBLIC COMMENT/CORRESPONDENCE

None

PRESENTATIONS

Port Townsend Campus Update/Student Successes – Anna Forrestal

Port Townsend continues to offer services and opportunities for students to pursue a transfer degree, English as a second language, high school completion or find support in the learning center while pursuing some of Peninsula College’s online programs. Our bounce back for in person enrollment has been slow and most of our students are still opting for a fully or partially online schedule. They have been fortunate this year to still offer 3 or more classes in person each quarter. We continue to offer conversational Spanish and French, a few community education classes and we have additional support every Thursday with Abby Rand to support students with financial aid questions and FAFSA completion.

It has been busy this spring with a couple of wonderful studium events and an upcoming visit with this year’s writer in residence. Last week we hosted a screening of the film “Since I Been Down” and welcomed Kimonti Carter and Eugene Youngblood for an intimate panel discussion after the film in the Learning Center. On the 17th of this month we are very excited to host Writer in Residence, Sy Montgomery and illustrator Matt Patterson for a reading in the learning center at 3:30pm and we are currently preparing for a reading with Debra Magpie Earling and Alice Derry on June 7th, 7:00pm at the Pope Marine Building downtown.

The Port Townsend Campus will be hosting a community welcome for President Ames after the board meeting today at 5pm in the Port Townsend campus main lobby.

Anna introduced three students: Anna Molotsky, Halie Jones and Leona Lee

The students shared their experience at PC, Port Townsend, and the connections they have made. All three will be graduating in June and plan to attend the University of Washington.

STANDING REPORTS:

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

Getta introduced Foundation Board Member Bridgette Graham, Bridgette lives in Port Townsend.

Foundation highlights:

- We received \$150,000 a gift from Dorothy Field to support the Media Tech program, which has a lab in Field Arts & Events Hall.
- Next month we will have an update about our Automotive and Natural Resources fundraising, it is going really well.
- For the last six years the Foundation has given, on average, \$468,000 in scholarships annually, and this year we are already over \$500,000 for student support. We asked for more funding and our donors responded.
- The scholarship process for 23-24 is about to close and we will be awarding students for next year.
- The Foundation will provide scholarships for many of the new fall programs to help students and to support enrollment in these programs.
- The Foundation Board had a retreat last month and recognize that their most important work is connecting community to the College, building partnerships and relationships.
- The Foundation has accumulated unrestricted funds that can be used for college priorities.

PRESIDENT'S REPORT

Third Quarter Financials – Carie Edmiston, Report in Board Packet

Updates

- The Legislature fully funded COLAs, this is great news.
- We got \$65,000 funding for DEI.
- We will receive partial funding for a wraparound service coordinator.
- We will have the ability to apply for some competitive statewide grants.
- \$1.6 million for minor works funding
- Peninsula College is on Senator Murray's budget list for funding for our Dental Hygiene program.
- We will have our second meeting with local community groups/services providers to have them come to campus to connect their resources with our students.
- Our new Vice President for HR/DEI is Hanan Zawideh, she will start in mid-June. We went through a robust national search, and she rose to the top.
- Thank you to Krista Francis for doing both HR and Student Services until we fill this position.
- The President's Medals will be awarded on June 13 at 1pm in the PUB.
- Commencement will be on Saturday June 17, the Board Members should arrive by 10:15. There will be 2 ceremonies in the Gym, they should plan to be there until about 4pm. We will be providing food between ceremonies. Mike Glenn will not be able to attend commencement.

TRUSTEE UPDATE

Claire Roney and Suzy Ames will be going to the Spring ACT conference in Walla Walla May 15-16.

ITEMS FOR BOARD STUDY

Revenue Estimates –In Board Packet

The budget book will be coming in June, we have a healthy reserve, and we will be proposing using some of our reserves to support our continued growth.

Board Policy 112 – Exercise of Powers of the Board

Board Policy 155 – Honorary Degree

Board Self Evaluation

Trisha will send out electronic versions of the evaluation, the results of the survey will be in June board packet. Trisha will remove the word draft from the document. The board will complete the survey by June 5th.

ITEMS FOR BOARD ACTION

None

EXECUTIVE SESSION

Review the performance of a public employee (conducted under RCW 42.30.110(1)(g)).

Motion to adjourn to executive session at 4:12 made by Mike Glenn, 2nd Joe Floyd. All Approved. Regular meeting to resume at 4:55.

Executive Session ended at 4:46, Motion to adorn Regular meeting made at 4:57 by Mike Glenn, 2nd by Claire Roney. All approved.

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 in PUB on Tue. June 13th

STATE OF WASHINGTON
BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 1
PENINSULA COLLEGE

Resolution #2023-01

A resolution recognizing the extraordinary contributions to the College, the community, and the State of Washington by Olympic Medical Center Foundation.

WHEREAS, the Olympic Medical Center Foundation is a leader in creating opportunities for local residents to pursue healthcare careers; and

WHEREAS, the Olympic Medical Center Foundation is so admirably stepping up with donation of \$400,000 to remove the financial barrier of healthcare education; and

WHEREAS, the Olympic Medical Center Foundation recognizes the importance of quality healthcare professionals employed on the Olympic Peninsula; and

WHEREAS, the Olympic Medical Center Foundation recognizes the importance of supporting incumbent healthcare professionals as they seek advanced training and education; and

WHEREAS, 65 percent of Peninsula College healthcare graduates are hired by Olympic Medical Center; and

WHEREAS, the Olympic Medical Center recognizes the symbiotic relationship such that if local healthcare clinics have adequate staffing, it relieves a burden on the region's hospital and emergency room; and

WHEREAS, the Olympic Medical Center Foundation is to be commended for using its role as a community leader to help solve systemic issues that will help the region become even stronger.

THEREFORE, BE IT RESOLVED that the Peninsula College Board of Trustees and Peninsula College express their sincere gratitude to the Olympic Medical Center Foundation for its dedication to the Olympic Peninsula region and for its remarkable support of its residents.

Signed and Attested This Date: June 13, 2023

Dwayne Johnson

Dr. Mike Maxwell

Mike Glenn

Dr. Joe Floyd

Dr. Claire Roney

STATE OF WASHINGTON
BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 1
PENINSULA COLLEGE

Resolution #2023-02

A resolution recognizing service to the College, the community, and the State of Washington of Hedvig Persson

WHEREAS Hedvig Persson completed two years of service on the Associated Student Council, the second year as student body president in 2022-23, continuing to guide the student body out of a global pandemic and striving to revive student engagement. She did so with a positive spirit, grace, patience, and dedication and, as an international student from Sweden, she did so while employing her second language. Under her leadership, the ASC hosted the most successful student events since the 2018-19 academic year, including a return of the talent show, the Spring Bash, and field trips.

WHEREAS Hedvig served Peninsula College by serving on the College Council, reporting to the Board of Trustees at monthly meetings, and actively fostering student engagement through the support of clubs and organizations, and by creating a new role on the ASC for a Diversity & Equity Director. Further, she introduced her team to community service opportunities, including a clean-up of the Ed Tisch Arboretum and the Fine Arts Center, and continuing to operate and grow the use of the Pirate Food Pantry. She also was instrumental in helping the Peninsula College women's soccer team-to their twelfth straight Northwest Athletic Conference North Region championship in November, and later in the year, completing a student project to replace the field turf and leaving future Pirate and community soccer teams with the highest quality field turf in the region, and future students with a long-term plan to operate the fitness center.

FURTHER Hedvig demonstrated exemplary stewardship of the College's student funds by navigating the ASC through another challenging budget year as the costs for goods and services and particularly travel continue to skyrocket. She has concluded her term of service as ASC President, leaving behind a legacy as a model student body president who was inspirational, kind, intelligent, driven, and conscientious. She will walk at graduation wearing the President's medal as a testimony to her intellect and hard work and she will continue to play soccer and study at the University of Cumberlands in Kentucky. The 11 students and two advisors who served on her team were truly blessed.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Peninsula College, District No. 1, express to Hedvig Persson the appreciation of the College Community for her leadership as Associated Student Council President and extend to her best wishes for future success.

Signed and Attested This Date:

Dwayne Johnson, Board Chair

Date

Update from Faculty Senate—*my apologies that I cannot attend today. I'm teaching online this quarter and frequently out-of-town including part of this week. But I will be at graduation! Don't want to miss it!* 😊

We had several guest speakers, including: Dr. Steven Thomas, Tanya Knight, and Bethany Jennings-Kelly. Bethany explained that faculty could update their faculty pages and bios online. Dr. Thomas and Tanya Knight explained the BAS in Applied Management special focus areas, including: Human Resources, Info Technology, Marketing & Entrepreneurship, Tribal Management.

Committee reports were shared. Highlights include: the Equity committee this summer is developing an equity lens tool; Curriculum Committee has several new courses being offered including the sociology of food, a 'podcasting series', digital art and generative AI, and a certificated in natural resources being offered and based out of Forks.

Dr. Ames has asked for input on how the faculty feel about their committee work and shared governance, so... faculty are invited to let members of the College Council know via a survey in the next month.

Lastly, we've completed updates for membership on all of the committees including folks who were stepping down or stepping up to be in new positions on committees and then we adjourned. Thank you!! Happy graduation time and happy summer! See you next fall! In person! 😊

Lara

Institutional Effectiveness

Board of Trustees Meeting

June 13, 2023

Core Theme: Achieving Academic Excellence

Increase enrollments to meet State FTE targets

Strategic Goal 1

Increase enrollments to meet State FTE targets

Strategic Objectives:

1.1 Align scheduling, course formats, and programs to student needs

1.2 Strengthen retention by enhancing supports at critical points along the student progression pipeline.

Core Theme: Achieving Academic Excellence

Increase enrollments to meet State FTE targets

2022-23 College-wide and AAP Objectives supporting this goal:

- New program development (starting fall 2023)
 - Automotive Technology
 - Natural Resources
 - BAS in Behavioral Health
 - BAS Management Concentrations
- Expand recruiter base to broader campus involvement
- Collaborate and align Outreach positions across campus

Core Theme: Advancing Student Success

Students receive robust support services embedded across clearly defined academic/career pathways to support students in achieving their goals.

Strategic Goal 1

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

Strategic Objectives:

2.1 Integrate career, transfer, and academic planning across the student experience

Core Theme: Advancing Student Success

Students receive robust support services embedded across clearly defined academic/career pathways to support students in achieving their goals.

2022-23 College-wide and AAP Objectives supporting this goal:

- Guided Pathways cross-departmental workgroups focused on onboarding, including Getting Started Advising, New Student Orientation, Placement, Advising, and the First Year Experience.
- IREPO goals to redesign enrollment, registration, placement, and advising services through access/equity lens
- Maximize use of TargetX, ctcLink, PC website, OnBase applications to improve the student experience and simplify work with students.
- Develop and enhance Pirate Central as the one-stop hub of student support.
- Increase Transitional Studies support including expanding I-Best offerings, Open Doors programs

Core Theme: Fostering Equity and Inclusion

College-wide policies and practices close equity gaps in enrollment and academic achievement.

Strategic Goal 3

Deploy resources and develop policies that foster equity and inclusion.

Strategic Objectives:

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

Core Theme: Fostering Equity and Inclusion

College-wide policies and practices close equity gaps in enrollment and academic achievement.

2022-23 College-wide and AAP Objectives supporting this goal:

- College-wide Diversity, Equity, and Inclusion (DEI) strategic plan
 - Professional development programming through CETL and HR around diversity, equity, inclusion
 - Higher Education Data Sharing Consortium (HEDS) diversity and inclusion survey
 - Improve hiring practices to recruit and retain employees from all racial, ethnic, and cultural backgrounds.
- Campus climate survey, CCSSE survey
- Wayfinding signs (finally!) installed through Title III funding
- Laptops for students through IREPO funding and Transitional Studies programs

Core Theme: Strengthening Communities

The college's workforce development, community education, and arts and culture programs strengthen the communities we serve.

Strategic Goal 4

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

Strategic Objectives:

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

Core Theme: Strengthening Communities

The college's workforce development, community education, and arts and culture programs strengthen the communities we serve.

2022-23 College-wide and AAP Objectives supporting this goal:

- Increase community education offerings
 - \$880k state grant rcvd to increase CDL training to meet community need
 - Some of the most popular classes include flagger certificate training, ceramics, welding, and other handicrafts such as knitting, felting, beading, and cedar bark weaving.
- Fall Spectacular was a spectacular success, with over 4,000 participants, thanks in part to NEH and Foundation funding and amazing faculty and staff participation
- New position - Grants Manager - hired in October
 - 10 grant proposals written/assisted/submitted: \$7.3M
 - 3 proposals awarded: \$3M
 - 3 proposals pending decision: \$585K
- New programs in development - Dental Hygiene, Marine Technology, BAS: Teacher Education, Information Tech/Cybersecurity, many more

Questions?



CORE THEME AND STRATEGIC GOAL INDICATORS

Year Reported

	Target	2018-19	2019-20	2020-21	2021-22	2022-23	Status	Peers
Core Theme: Achieving Academic Excellence								
Strategic Goal 1: Increase enrollments to meet State FTE targets								
1.1 Align scheduling, course formats, and programs to student needs.								
Meet state FTE target	100%	80.1%	76.4%	72.1%	58.5%	65.0%	↓	68%
Class Success rates	80%	73.5%	74.8%	77.0%	83.5%	84.3%	↑	n/a
Student Learning Outcomes			164	135	155	94	↓	n/a
1.2 Strengthen retention by enhancing supports at critical points along the student progression pipeline.								
Student to full-time faculty ratio	↓	23	26	18	16	14	↑	n/a
Fall-to-Fall retention	55%	57.2%	54.0%	45.5%	53.9%	55.3%	↑	52.0%
Core Theme: Advancing Student Success								
Strategic Goal 2: Institutionalize the Guided Pathways model at scale to improve student success.								
2.1 Integrate career, transfer, and academic planning across the student experience.								
Measurable Skills Gain		67.0%	47.0%	45.0%	41.0%	66.0%	↑	28.0%
College level math completed in first year	50%	27.3%	29.3%	31.1%	39.6%	42.1%	↑	30.0%
College level English completed in first year		58.6%	55.0%	61.5%	64.2%	56.2%	↓	52.0%
Degree completion within 150% of time (3 years)	42%	44.1%	32.6%	44.8%	36.2%	39.4%	↑	33.0%
Transfer students transfer to 4-year college by year 4	40%	39.2%	37.2%	41.5%	39.6%	39.4%	↓	38.2%
Workforce students enter workforce by year 4	65%	65.2%	65.4%	61.7%	61.4%	58.3%	↓	68.4%
Core Theme: Fostering Equity and Inclusion								
Strategic Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion.								
3.1 Increase diversity among faculty and staff.								
Native American faculty will meet or exceed Native American student enrollment	4.6%	1.1%	1.2%	1.8%	1.9%		↑	
Asian faculty meet or exceed Asian student enrollment	4.7%	2.2%	2.4%	3.5%	2.5%		↓	
Black faculty will meet or exceed Black student enrollment	3.6%	2.2%	1.8%	5.8%	1.9%		↓	
Native American faculty meet or exceed Native American student enrollment	5.4%	1.1%	0.6%	0.0%	0.0%		→	
Native American faculty meet or exceed Native American student enrollment	0.6%	0.0%	0.0%	0.0%	0.6%		↑	
Native American faculty meet or exceed Native American student enrollment	12.2%	0.5%	1.8%	1.8%	1.9%		↑	
Increase Native American faculty, staff, and administration		1.7%	1.7%	1.7%	1.7%		→	
Increase Asian faculty, staff, and administration		2.0%	2.4%	1.7%	2.1%		↑	
Increase Black faculty, staff, and administration		0.7%	0.7%	0.3%	0.7%		↑	
Increase Hispanic faculty, staff, and administration		3.0%	2.8%	2.0%	2.1%		↑	
Increase Pacific Islander faculty, staff, and administration		0.3%	0.3%	0.3%	0.7%		↑	
Increase Multiracial faculty, staff, and administration		0.3%	0.3%	4.4%	3.8%		↓	



CORE THEME AND STRATEGIC GOAL INDICATORS

Year Reported

	Target	2018-19	2019-20	2020-21	2021-22	2022-23	Status	Peers
3.2 Increase enrollment among diverse and special populations, including expanding tribal and community partnerships.								
Native American enrollment will meet or exceed Clallam County demographics	5.8%	4.3%	4.5%	5.2%	5.4%	4.7%	↓	
Asian student enrollment will meet or exceed Clallam County demographics	2.1%	2.1%	2.3%	3.3%	4.0%	3.5%	↓	
Black enrollment will meet or exceed Clallam County demographics	1.3%	1.5%	1.2%	1.6%	2.1%	2.0%	↓	
Hispanic enrollment will meet or exceed Clallam County demographics	7.4%	4.0%	3.4%	4.1%	4.6%	4.5%	↓	
Pacific Islander enrollment will meet or exceed Clallam County demographics	0.2%	0.3%	0.2%	0.4%	0.4%	0.4%	→	
Multiracial enrollment will meet or exceed Clallam county demographics	4.4%	9.1%	11.0%	12.8%	14.7%	12.9%	↓	
3.3 Expand the use of inclusive practices and incorporate indigenous and global perspectives across the curriculum.								
Native American retention will meet or exceed the overall retention target	55%	39%	33%	18%	71%	67%	↓	
Asian student retention will meet or exceed the overall retention target	55%	50%	71%	67%	50%	75%	↑	
Black student retention will meet or exceed the overall retention target	55%	60%	0%	56%	50%	43%	↓	
Hispanic student retention will meet or exceed the overall retention target	55%	75%	63%	50%	44%	71%	↑	
Pacific Islander student retention will meet or exceed the overall retention target	55%	100%	100%	100%	0%	100%	↑	
Multiracial student retention will meet or exceed the overall retention target	55%	49%	63%	65%	58%	64%	↑	
CCSSE - I have personally experienced racism (4 pt scale)	↓		1.4		1.3		↑	
CCSSE - I feel like I belong (5 pt scale)			3.9		3.0		↓	
SSS - Satisfaction with culture of mutual respect (5 pt scale, higher is better)				3.2		3.9	↑	
Core Theme: Fostering Equity and Inclusion								
Strategic Goal 4: Strengthen fiscal stability by cultivating inovative responses to rapid disruptive changes in technology, economy, and higher ed.								
4.1 Expand and leverage community partnerships to incorporate community-engaged programming into credit and non-credit instruction.								
Community Education Classes					46	86	↑	
Community Education Headcount					270	595	↑	
4.2 Anticipate and respond to learning needs in high growth fields.								
New Grants						10.5M		
Direct Economic Benefit		\$32.5M	\$30.6M	\$27.7M	\$24.0M	\$29.4M	↑	
Indirect Economic Benefit						\$10M		

Improved Worsened No Change

At or above target ↑ ↓ →

Below target ↑ ↓ →

No target ↑ ↓ →



SPRING 2023

Enrollment Highlights

as of June 5, 2023

Spring 2023 Enrollment Highlights

State FTEs at 942.9 are up 6.9 FTES or 0.7% from spring 2022.

- The expected CMAA cohort was not as large as expected.

Contract FTEs at 267.5 are down -27.5 FTES or -9.3% from spring 2022.

- Running Start is about 30 FTES down from spring 2022.

Annualized FTE Enrollment Highlights

2022-23 compared to 2021-22

- State FTEs are up 3.4% from 2021- 2022.
- Contract FTEs are down -11.5% from 2021-22.
- Self-support FTEs are up 83.0% from 2021-22.

-Prof/Tech -541 FTES - decreased by -0.7%.

-Transitional Studies -217 FTES - increased by 32.6%.

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

Enrollment opened May 30, 2023

Summer 2023 - State enrollments at 72.2 FTE

Fall 2023 - State enrollments at 156.4 FTE

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.

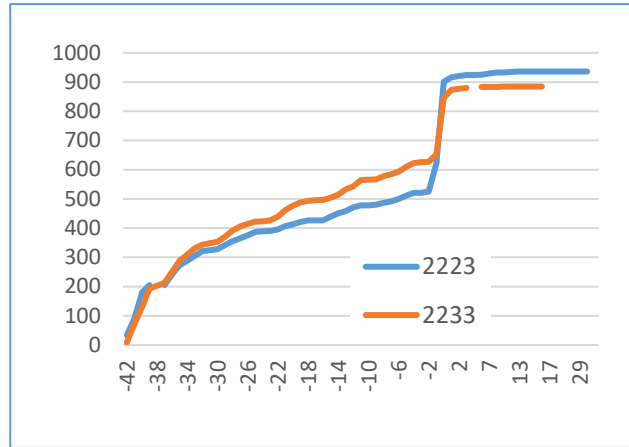


PENINSULA COLLEGE

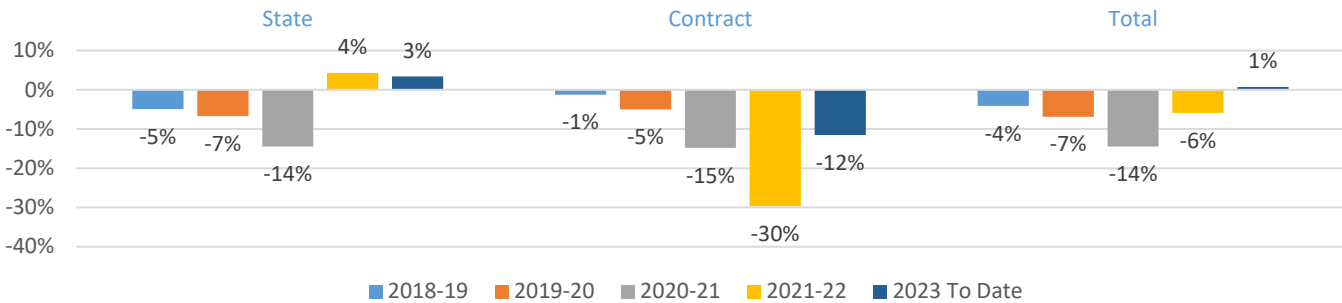
Spring 2023 Enrollment Highlights

as of June 5, 2023

FTES	State	Contract	Self	Total
Spring 2022 to date	936			
Spring 2023 to date	943	267	42	1253
Difference	7			
	0.7%			
Spring 2022 Total	936	295	32	1263
Difference	7	-28	10	-10
	0.7%	-9.3%	32.4%	-0.8%

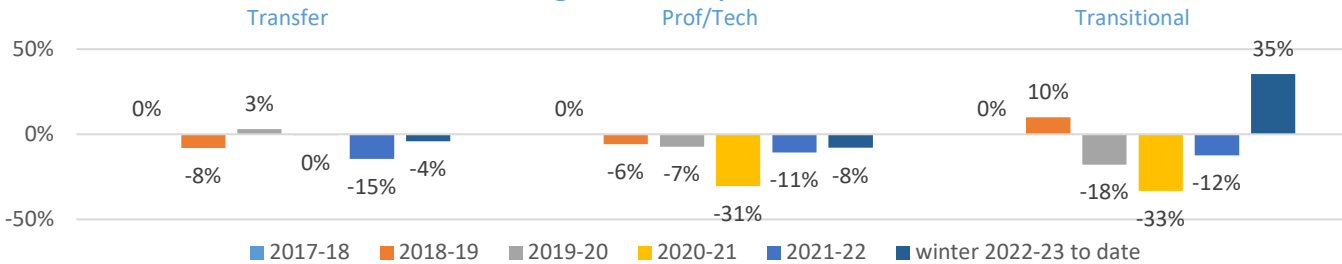


Annual Change in FTE by Fund Source



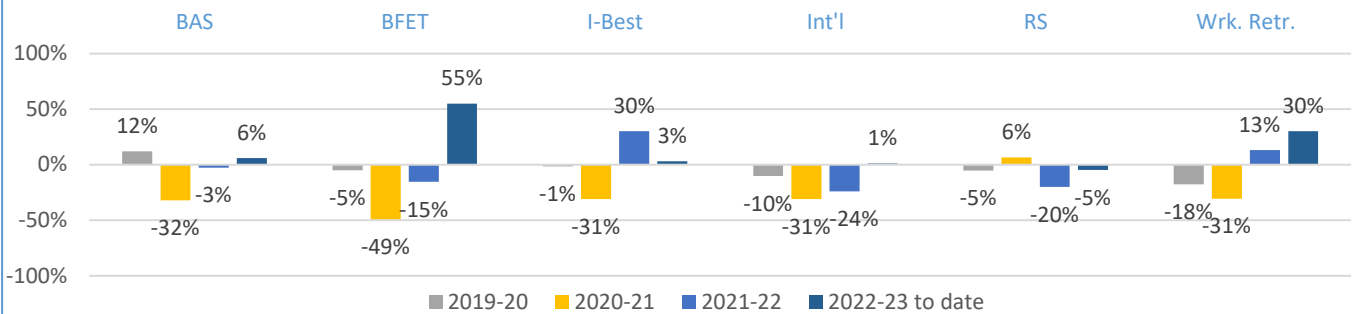
2022-23 Annual FTEs to date	State	Contract	Self	Total
	1141.5	328.5	36.0	1505.9

Annual Change in FTE by Student Intent



2022-23 Annual FTEs to date	Transfer	Prof/Tech	TS	Other	Total
	528.0	540.7	217.1	186.9	1472.7

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)
	36.2	95.9	128.0	40.7	229.1	167.9	



Report to PC Trustees
June 13, 2023

Exceptional Faculty Awards

Each year the Foundation announces the Exceptional Faculty Award recipients to the Trustees. These awards are funded by the Foundation’s Exceptional Faculty endowment. The Foundation determines available earnings for all its endowments in January, and at that time, there were insufficient earnings in the Exceptional Faculty endowment, therefore we did not draw on funds for these awards. However, because the Foundation Board is steadfast in its support of PC faculty, it approved the use of \$10,000 in unrestricted funds in order to provide these important awards.

Five faculty were selected for Exceptional Faculty Awards by the PC review team:

- Rae Rawley: \$3,000 for summer work on her book *Rise of the Commoners*
- Lara Starceвич: \$3,500 to support a trip to perform at the Edinburgh Fringe Festival
- Rob DeCou: \$3,000 to help with tuition in his PhD program where his research is focusing on the topic “Catalyst for Building Community, Diversifying Enrollment, and Creating New Professional and Economic Development Opportunities to Benefit PC and Residents of Clallam County”
- Michael Paul Miller: \$3,000 for support of the annual PUB Art Gallery Student Art Show
- Lora Vess: \$1,100 to support student engagement activities in her new Sociology of Food course (food, field trips, guest speakers)

Fundraising Highlights
 (as of 6/1/23)

Natural Resources Program

- We will easily meet this goal.

(188,200)	Natural Resources Program		
20,000	PC Perkins Grant		
20,000	PCF LJA Natural Resources Fund		
25,000	PNNL Grant		
105,000	PCF Fundraising Efforts		
(18,200)			

Automotive Program

- We expect this goal to be more difficult to attain. However, we have a great partner in Dan Wilder Jr. who co-signed ask letters with Suzy to area dealerships.

(784,000)	Automotive Technology		
150,000	PC Workforce Dev Grant		
4,111	PCF Automotive Program Fund		
95,889	PCF Vocational Fund		
20,000	PCF Fundraising Efforts		
(514,000)			

Media Tech

- I noted at your May meeting that Field Arts and Events Hall (FAEH) and the Foundation have a mutual donor in Dorothy Field. Dorothy gave \$150,000 to our Foundation to ensure the success of this program, which operates an instructional lab at FAEH.

150,000	Media Tech Program		
(45,000)	FAEH Equipment		
(65,000)	Scholarships (10 @ \$6500 ea)		
(20,000)	PC Equipment (est)		
20,000			

ForPC, Forward Endowment

- We are just \$115,000 shy of funding this \$1 million endowment. *Please spread the word!* We want to close this gap because once it is fully funded, this endowment will offer a regular stream of flexible funds for Peninsula College.

Additional Support Highlights

Fall Spectacular

- At their May meeting the Foundation Board approved a request from the College for \$19,360 to cover expenses for Fall Spectacular (to be held September 9).

Scholarships

- The Foundation will provide more than \$500,000 in scholarships for students for the next academic year. We are working with the College to offer enrollment incentives for new and/or under-enrolled programs.

Emergency Funds

- At least \$25,000 is available for emergency aid for students, and we hope to build on this.

Organizational Highlights

Foundation Manager Luke Pettengill continues to make strides with updates to Foundation processes. (I like to say he's bringing us into the current century. 😊)

The Foundation will end the year on budget and organizationally strong and prepared, as we anticipate our annual audit in June/July.

We are strategically making available cash work for us through the use of a CD ladder because these short-term returns supplement our operating budget and unrestricted reserves. A recent 3-month CD purchase netted a yield of 5.2 percent!!

Save the Date

PC Foundation's Giving Celebration Luncheon – Monday, October 16

Fall Spectacular – Saturday, September 9



Getta Workman
Executive Director



PENINSULA COLLEGE



PENINSULA COLLEGE BUDGET 2023-24

Advancing Student Success
Achieving Academic
Excellence Fostering Equity
and Inclusion Strengthening
Communities

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Budget Approval

This budget document is submitted to the Board of Trustees for consideration at the June 2023 meeting. The document presents information on the 2023-24 budget for the following funds:

General Fund Rollup, Grants & Contracts, Dedicated Local, Associated Students' and Biennial Capital Projects.

With approval, the Board of Trustees authorizes the budgets listed below and adoption of the 2023-24 tuition rates, fees and tuition waivers.

Budget	Amount
The General Fund Rollup Expenditure Budget	\$ 24,703,759
The Grants and Contracts Expenditure Budget	\$ 2,786,788
The Dedicated Local Fund Expenditure Budget	\$ 937,184
The Associated Students' Expenditure Budget	\$ <u>410,000</u>
Total	\$ <u>28,837,731</u>
The 2023-25 Biennial Capital Projects Budget	\$ <u>2,312,905</u>

Tuition & Fees

Graded Courses	Resident	Nonresident	International
Per Credit Charge 1-10 Credits	\$ 123.58	\$ 140.92	\$ 317.95
Per Credit Charge 11-18 Credits	\$ 61.02	\$ 61.94	\$ 68.96
Per Credit Charge 19 or More Credits	\$ 110.87	\$ 110.87	\$ 305.24
Vocational Credit Charge 19 or More Credit	\$ 17.00	\$ 17.00	\$ 46.00
Baccalaureate Degree 1-10 Credits	\$ 240.10	\$ 257.44	\$ 630.54
Baccalaureate Degree 11-18 Credits	\$ 12.33	\$ 13.25	\$ 13.25
Baccalaureate Degree 19 or More Credits	\$ 227.39	\$ 227.39	\$ 661.99

"Tuition & Fee" rates are comprised of Operating Fee, Building Fee and Service & Activities Fee

Ungraded Courses

Adult Special Interest	\$37.00/credit	High School Completion	
Apprentice	\$61.79/credit	(First 10 credits under 100 le	\$19.00/credit
EMT	\$46.00/credit	(First 5 credits over 100 level 100% waived)	
GED Prep., BEdA & ESL	\$25.00/quarter	Industrial First Aid	\$96.76/credit
Farm & Small Business Management	\$62.00/credit	Parent Education	\$14.00/credit

Additional Class and *Student Voted Fees

Aluminum Welding Class Fee	\$450.00/class
Automotive Class Fee	\$60.00/class
Ceramics Fee	\$5 - \$30/Credit
Course Field Trip Fee	Variable - Max. \$50/class
First Aid Fee	\$25.50/certification
*Graduation Fee	\$3.50/quarter
Green Building Course Fee	\$65.00/class
Medical Assisting Clinical	Variable - Max. \$100/class
Medical Liability Ins & Assessment	\$40.62/year
Nursing Course Supply Fee	\$60.00/quarter
Nursing Test Fee	Variable - Max. \$100.50/each
PE Locker/Towel Fee	\$10.00/class
PT Academic Class Fee	Per Credit - Variable - Max. \$130
Science Lab Fee	Variable - Max. \$50/class
*Student Life Fee	\$3.75/quarter
Study Abroad	Variable
Technology Fee	\$10.00/credit
*Transportation Fee	\$8/quarter
WATCH fee	\$10.00 per request
Welding Certification Fee	\$225.00/certification

Tuition Waivers

Waiver Title	Waiver Information
Adult Special Interest	Waives 70% of resident tuition & fees*
Apprentice	Waive one-half of standard tuition fees. Students must register with WA State Apprenticeship Council or Fed Bureau of Apprenticeship & Training to be eligible
Athletic Waiver - Resident and Nonresident	Waive up to 25% of resident 15 credit tuition & fee rate. Waiver applied to Operating Fee portion only
Basic Education for Adults (BEA), GED Prep, & English as a Second Language (ESL)	Waive all but \$25.00 operating fee
Child or Spouse of Eligible Veteran or National Guard Members who became totally disabled; determined to be a POW/MIA or lost his/her life - Mandatory Waiver	Waives 100% of tuition & fees (does not include specific course fees)
Child or Spouse of Deceased or Disabled Law Enforcement Officers or Firefighters - Mandatory Waiver	Waives 100% of tuition & fees (does not include specific course fees)
Military Service Members eligible to participate in the US DoD Tuition Assistance Program	Waives building fee and services & activities fee
Eligible Veteran or National Guard Members	Waives 50% of resident tuition & fees
Emergency Medical Technician & Paramedic Continuing Education	Waives 63% of resident tuition & fees *
First Aid	Waives student & activities fee
Farm & Small Business Management	Waives 50% of resident tuition & fees*

Tuition Waivers

Waiver Title	Waiver Information
High School Completion	Waives 85% of resident tuition for the first 10 credits below 100 level* Waives 100% of first 5 credits of above 100 level course
Needy	No Charge
Over 18 credits for Vocational Students	Waive 85% tuition & fees in excess of 18 credits
Parent Education	Waives all but \$20 of Operating Fee
Refugee	Waives difference of non resident and resident tuition & fees
Residency Category for current & former active duty military and their spouses and dependents, as well as members of the WA Nat'l Guard and their spouses and dependents	Mandatory - charge resident tuition rates to those students who meet the residency requirements
Running Start	Waives 100% tuition and fees up to 1.2 FTE's between high school and college courses (does not include courses under 100 level or specific course fees)
Senior Citizen Audit/Credit	Waives 100% of tuition & fees (does not include specific course fees)
U.S. Citizen, Non-Resident	Waives 100% difference of non resident to resident operating fee
Wrongfully convicted individuals and their children - Mandatory Waiver	Waives 100% of tuition & fees (does not include specific course fees)

*Rounded to the nearest dollar

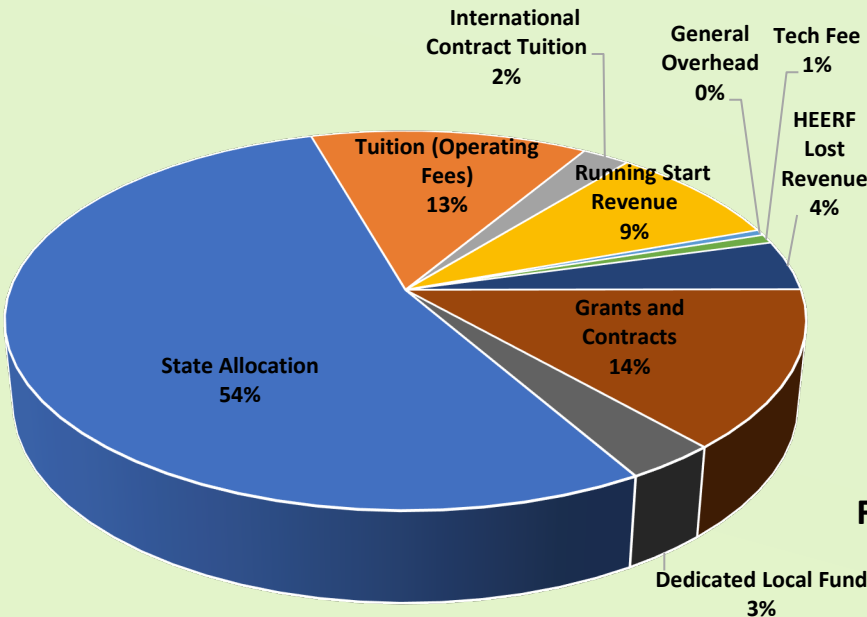
Student FTE Allocation

	<u>2022-23 Target</u>	<u>2023-24 Target</u>
General & High Demand	935	941
Worker Retraining	184	184
TOTAL	<u>1119</u>	<u>1125</u>

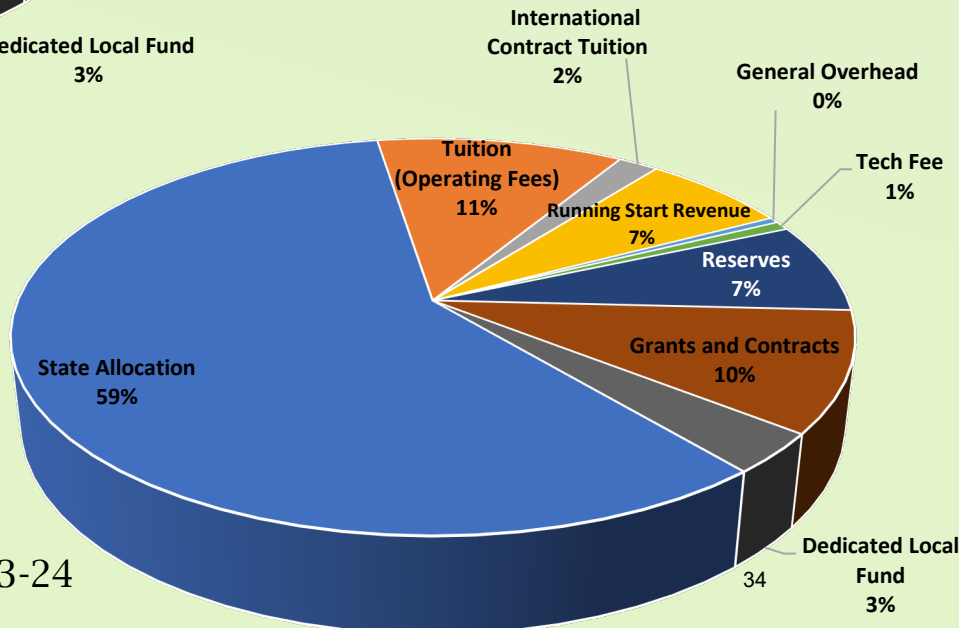
Revenue Budget

Source of Revenue	Beginning Budget	
	2022-23	2023-24
State Funds		
State Allocation	\$14,408,059	\$16,654,359
Tuition - (Operating Fees)	3,489,698	3,205,463
Subtotal State Funds	17,897,757	19,859,822
Local Funds		
International Contract Tuition	600,190	520,844
Running Start Revenue	2,300,729	1,900,795
General Overhead	130,000	130,000
Tech Fee	203,130	203,130
HEERF Lost Revenue/Reserves	1,137,260	2,089,168
Subtotal Local Funds	4,371,309	4,843,937
Total General Fund Rollup	22,269,066	24,703,759
Grants and Contracts	3,606,894	2,786,788
Dedicated Local Fund	860,000	937,184
Total	\$26,735,960	\$28,427,731

FY23 Beginning Revenue Budget



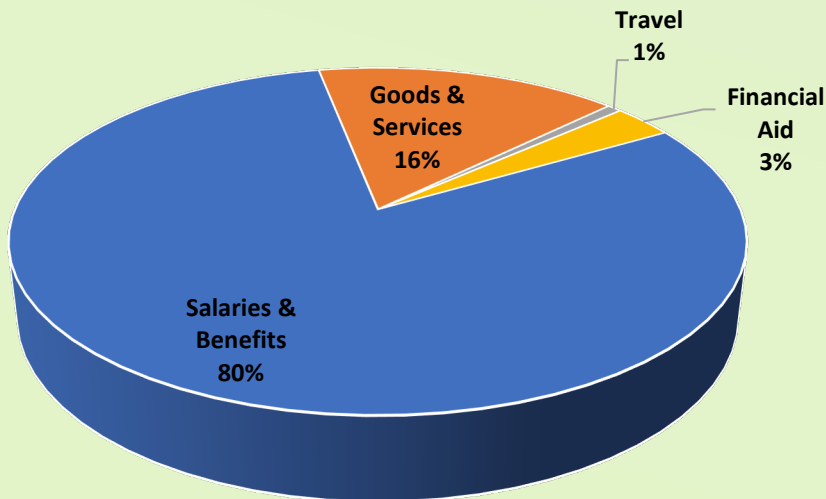
FY24 Beginning Revenue Budget



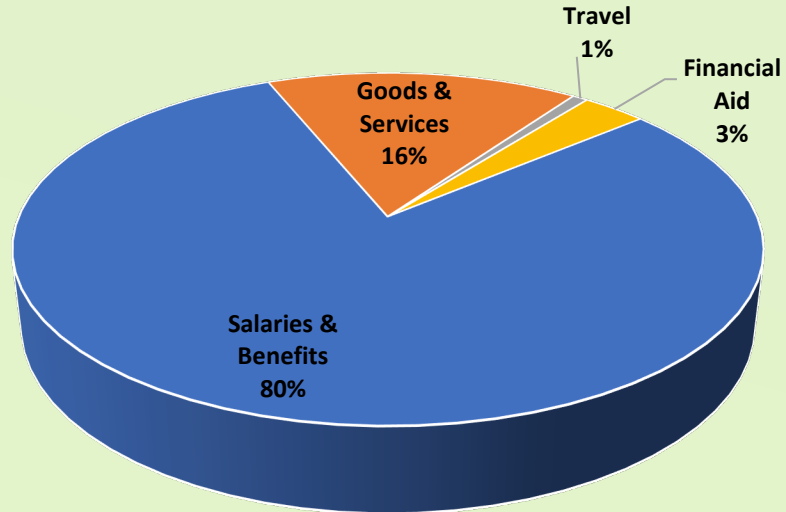
General Fund Rollup by Expense Category

Expense Budget by Category	2022-23 Beginning Budget	% of Total	2023-24 Beginning Budget	% of Total
Salaries & Wages	\$13,243,139	59.5%	\$14,608,581	59.1%
Employee Benefits	4,627,102	20.8%	5,137,081	20.8%
Purchased Service Contracts	461,374	2.1%	402,983	1.6%
Goods & Services	2,544,897	11.4%	2,964,690	12.0%
Travel	167,870	0.8%	194,632	0.8%
Computer Hardware & Software	552,500	2.5%	623,722	2.5%
Loan Principal & Interest Payment	152,706	0.7%	147,956	0.6%
Interagency Reimbursement	-185,400	-0.8%	-185,400	-0.8%
Financial Aid	<u>704,877</u>	3.2%	<u>809,514</u>	3.3%
Total General Fund Rollup	<u><u>\$22,269,065</u></u>		<u><u>\$24,703,759</u></u>	

FY23 Expense Budget Categories

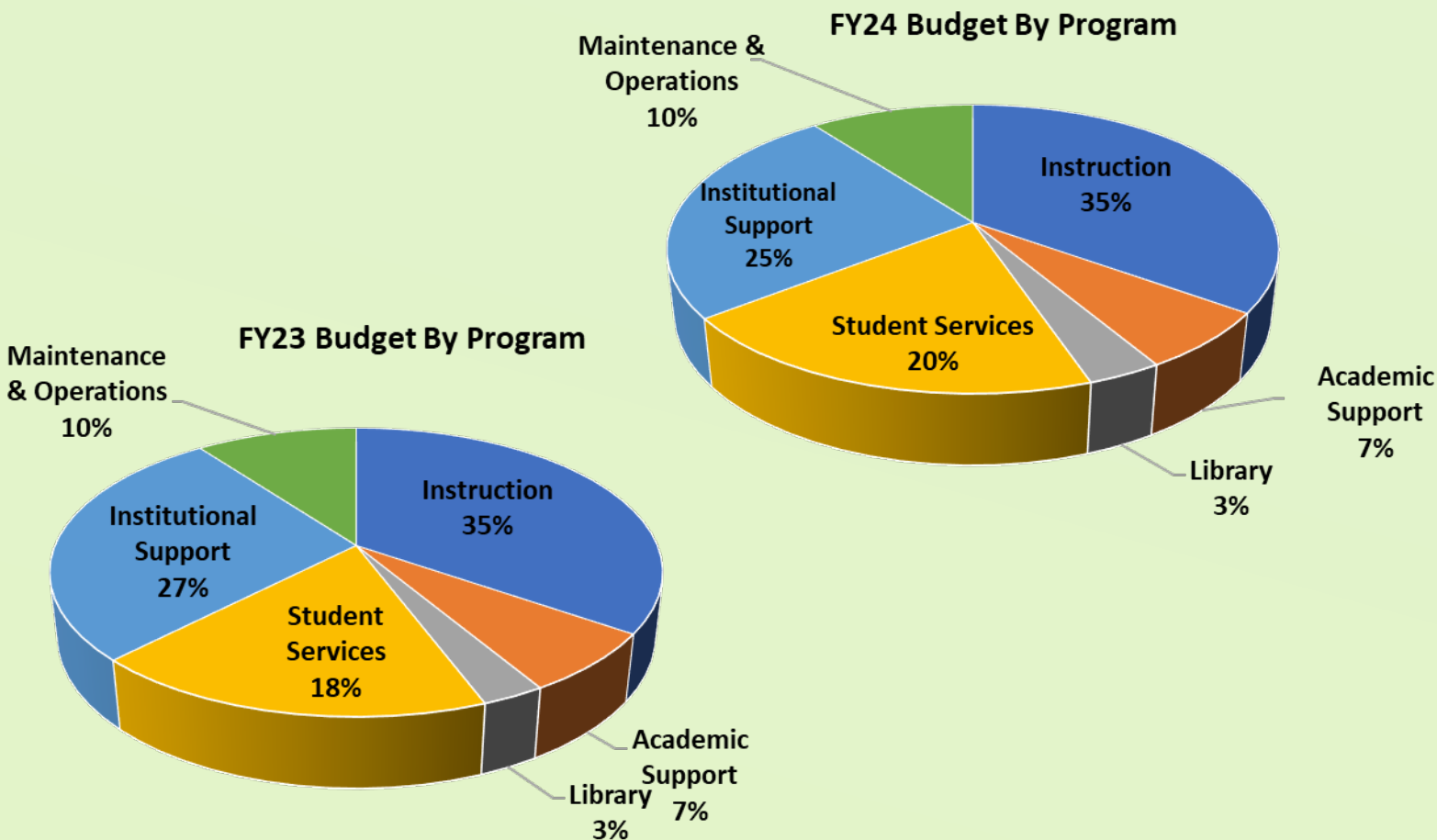


FY24 Expense Budget Categories



General Fund Rollup by Program

Program and Title	2022 -23 Beginning Budget	2023 -24 Beginning Budget
001 Instruction	\$7,713,435	\$8,618,451
040 Academic Support	1,511,432	1,614,286
050 Library	630,759	823,846
060 Student Services	4,024,170	4,874,859
080 Institutional Support	6,125,081	6,223,600
090 Maintenance & Operations	2,264,188	2,548,717
Total General Fund Rollup	\$22,269,065	\$24,703,759



General Fund Rollup by Program

Program and Title		2022 -23		2023 -24	
		Beginning Budget	% of Total	Beginning Budget	% of Total
011	General Academic Instruction	\$3,325,411	14.9%	\$3,645,673	14.8%
012	Vocational/Technical Instruction	3,650,610	16.4%	4,078,287	16.5%
016	Preparatory/Remedial Instruction	156,979	0.7%	259,757	1.1%
018	Basic Education for Adults	580,435	2.6%	634,734	2.6%
043	Academic Administration	1,327,381	6.0%	1,523,663	6.2%
044	Academic Professional Development	119,003	0.5%	146,973	0.6%
045	Course & Curriculum Development	65,048	0.3%	67,650	0.3%
051	Learning Resources	620,168	2.8%	689,344	2.8%
052	Museums and Galleries	10,591	0.0%	10,502	0.0%
061	Student Services Administration	2,578,561	11.6%	2,935,899	11.9%
062	Social and Cultural Development	536,989	2.4%	693,775	2.8%
064	Financial Aid Administration	317,927	1.4%	647,090	2.6%
065	Student Admissions	590,693	2.7%	598,095	2.4%
081	Institutional Management	2,084,936	9.4%	2,048,843	8.3%
082	Fiscal Operations	478,981	2.2%	604,268	2.4%
083	General Support Services	844,016	3.8%	1,094,412	4.4%
085	Public Relations/Development	1,012,615	4.5%	719,015	2.9%
086	Administrative Information Technology	1,704,533	7.7%	1,757,062	7.1%
091	Utilities and Other Fixed Costs	560,000	2.5%	538,800	2.2%
092	Building and Equipment Maintenance	418,197	1.9%	370,833	1.5%
093	Custodial	480,965	2.2%	648,340	2.6%
094	Physical Plan Administration	236,054	1.1%	244,693	1.0%
095	Landscape and Grounds Maintenance	136,174	0.6%	160,386	0.6%
096	Major Repairs and Renovations	152,706	0.7%	297,956	1.2%
097	Security and Safety	220,696	1.0%	227,007	0.9%
098	Logistical Services	59,396	0.3%	60,702	0.2%
Total General Fund Rollup		\$22,269,065		\$24,703,759	

Program Definitions

INSTRUCTION

011 General Academic Instruction

General academic instructional programs offered for credit as part of a formal postsecondary education degree or certificate program. Does not include Deans or associated costs.

012 Voc/Tech Instruction

Vocational/Technical instruction offered for credit as part of a formal postsecondary education degree or certificate program. Does not include Dean or associated costs.

014 Community Education

Includes extension, adult education, and continuing education programs. Also includes courses coded with ungraded/course-based waivers (small business, farm management, etc.). Instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate.

016 Preparatory/Remedial Instruction

Instructional activities that give students the basic knowledge and skills required by an institution before they begin formal academic course work.

018 Adult Basic Education

For activities associated with programs leading toward a degree or certificate at a level below the higher education level (ABE, ESL, Family Literacy, EL Civics, GED prep, I-BEST, Volunteer Literacy & HS completion).

043 Academic Administration

Includes activities providing faculty with opportunities for personal and professional growth and development. Also includes sabbaticals, faculty awards, and organized faculty development programs.

044 Academic Personal/Professional Development

Includes activities providing faculty with opportunities for personal and professional growth and development. Also includes sabbaticals, faculty awards, and organized faculty development programs.

051 Learning Resources

Includes activities which directly support information literacy instruction, collections, equipment, software, and services to support student learning. Includes activities that directly support the operation of a catalogued or otherwise classified collection.

052 Museums and Galleries

Includes activities that provide for the collection, preservation and exhibition of historical materials, art objects, scientific displays, etc.

053 Educational Media Services

Includes activities providing audiovisual and other services that aid in the transmission of information in support of the instruction.

Program Definitions (continued)

STUDENT SERVICES

061 Student Services Administration

Includes administrative activities that provide assistance and support (excluding academic support) to the needs and interest of students. Activities provide support to more than one subclass of student activities and or central administrative services. Does not include VP's and assistant. Includes services for minority, veterans, disabled student programs, Child Care, enrollment management and/or ASC Coordinator Position.

062 Social and Cultural Development

Includes activities that provide for students social and cultural development outside the formal academic program. Includes cultural events, student newspapers, intramural & intercollegiate athletics.

064 Financial Aid Administration

Includes activities that provide financial aid services and assistance to students. Excludes grants to students.

065 Student Admissions

Includes activities related to the identification of prospective students, the promotion of attendance, and the processing of admission applications.

067 Student Health Services

Includes activities for student health services that are not self-supporting. (Self-supporting services would be reported in an auxiliary enterprise fund).

INSTITUTIONAL SUPPORT

081 Institutional Management

Includes executive-level activities involved in management and long-range planning. Includes Trustees, President, all VP's with the exception of HR, and their administrative support personnel.

082 Fiscal Operations

Includes activities related to the institution's accounting, budgeting, cashiering and payroll.

083 General Support Services

Includes activities that provide central administrative support to college operations, such as HR & HR's VP. Includes communications, transportation services and purchasing.

085 Public Relations/Development

Includes activities relating to maintaining relations with the community, alumni or other constituents and to institution wide development and fund raising. Does not include VP's.

086 Administrative Information Technology

Includes administrative information technology, except that which can be applied to program 041 for academic support.

Program Definitions (continued)

OPERATION AND MAINTENANCE OF LAND, BULDINGS AND INFRASTRUCTURE

091 Utilities & Other Fixed Costs

Includes costs for heating, cooling, light, power, water, gas, hazardous waste removal, sewer, and any other utilities. Does not include lease or COPs.

092 Building & Equipment Maintenance

Includes activities in support of routine repair and maintenance of buildings, structures, and equipment. Does not include major projects.

093 Custodial

Includes building custodial services operation and maintenance.

094 Physical Plant Administration

Includes management and administration of the physical plant, campus architect, facility planning. Includes Property liability and insurance relating to property.

095 Landscape & Grounds Maintenance

Includes landscape and grounds operation and maintenance.

096 Major Repairs & Renovations

Includes major noncapital repairs, maintenance, and renovations. Does not include costs to be capitalized.

097 Safety & Security

Includes activities related to security, earthquake & disaster preparedness, environmental safety and hazardous waste disposal.

098 Logistical Services

Includes central receiving and space or capital leasing.

ASSOCIATED STUDENT BUDGET 2023-24

As Recommended by the Associated Student Council

Budget recommendations made by the
Student Finance Committee, May 4, 2023


Yeun Tung Lee, Finance Chair

Budget approved by the Associated Student
Council on May 8, 2023


Hedvig Persson, ASC President

Estimates of Revenue

2023-24 S&A revenue estimate \$365,000
Projected carry-forward funds \$20,000
Total projected funds \$410,000
(Plan to use \$25,000 of reserves)

Total 2023-24 budget \$410,000

No.	Account	Budget
54210	General Expense	\$45,040
54211	Port Townsend Asst	\$2,000
54212	Forks Asst.	\$2,000
54213	Special Events	21,900
54214	Literary Magazine	\$6,060
54215	Film Series	\$1,750
54217	Child Care	\$37,500
54218	Drama	\$7,000
54221	Club Support	\$3,000
54222	Student Prog. Travel	\$750
54230	Men's Basketball	\$39,500
54231	Women's Basketball	\$39,500
54232	Men's Soccer	\$39,500
54233	Women's Soccer	\$39,500
54234	Esports	\$15,000
54250	Athletics G&S	\$25,000
54251	Athletics/Student Prog.	\$59,000
54260	Athletic Aid	26,000
	Total	\$410,000

AN EXPLANATION OF ASSOCIATED STUDENT ACCOUNTS

General Expense - The fund was originally designed as a "contingency" fund, which provided for expenses not met by other, more specific budgets. It pays for ASC scholarships, general office expenses, and also allows students to assist with activities or events to benefit specific groups or the general student population in ways which could not be anticipated at the time.

Port Townsend Assistance – An account established in 2001-02 to pay rental space in an area ice cream parlor that is used by Port Townsend students as a student lounge which may also be used for student activities or goods and services to benefit students on the PT campus. It was later converted into funding for student events.

Special Events - This fund provides programming of events, including dances, concerts, field trips, barbecues, cultural events, etc.

Literary Magazine - This fund provides for the cost of printing and promotion of Tidepools.

Film Series – Fund established in 2002 for the college’s film series.

Recreation - The fund provides for a broad-based recreation program, which includes intramurals, equipment for check-out, club teams, individual recreation activities and field trips. This funding was dropped when the college dropped its’ recreation program.

Child Care - A grant to the college child care center to assist with salaries and/or goods and services to provide care for students' children.

Drama - A fund added in 2006 to support the performance of plays from the College’s instructional drama program.

Club Support – An account established in 2007 to fund club activities, as approved by the ASC.

Athletic Aid – An account established in 2007 to help fund athletic aid (scholarships) in accordance with a major increase approved by the NWAC for athletic scholarships and tuition waivers.

Buccaneer - Assistance with the publication of the college newspaper. This account was dropped in 2021-22 following the pandemic when the College discontinued printing a newspaper.

Students of Color Conference – Established to provide funding for the annual Washington Students of Color Conference. This fund was dropped in 2022-23 when the annual conference was cancelled.

Forks Assistance – Established to provide activities or goods and services to benefit students on the Forks campus.

Athletics/Student Programs – Established to provide additional funding for the maintenance of the athletic fields and facilities and to assist with costs associated with uniform replacement, but in 2011 separated to just include salaries for a student programs/athletics staff and athletic student employment.

Men's Basketball - Beginning in 1995-1996 the Associated Student Council set aside funds for possible use to establish an intercollegiate sports program. An additional sum was set aside in the 1996-1997 budget. Approval was given in January, 1997, to use the funds to establish an intercollegiate basketball program. The program began operation during the 1997-1998 year.

Women's Basketball – This account was broken off of the Intercollegiate Basketball account in 2001-02 to provide better tracking of men's and women's funds.

Student Programs Travel – An account established in 2003-04 to provide travel for Peninsula's Director of Student Programs to attend CUSP meetings.

Soccer – Established to provide operational expenses related to Peninsula's intercollegiate men's soccer program. This budget was split into men's and women's soccer in 2010.

Parking Support - An account established in 1989-1990 to provide for a reasonable student contribution toward the maintenance of college parking, in lieu of a parking permit fee. This contribution was terminated in 2015. Students voted to initiate a Transportation Fee of \$16 per quarter to provide funding for the bus pass and for parking maintenance.

Capital/Reserve – A dual-purpose account established to both serve as a reserve account should revenue collection fall short of projections and to serve as a budget for minor capital projects, providing that budget does not fall below 15 percent of the overall ASC budget.

2023-24 Budget Summary

The ASC Finance Committee began the budget process in April and concluded on May 8. With a slight increase in enrollment projected, a 2.0% statewide tuition increase and a healthy reserve, the ASC was able to increase its' budget for 2023-24 from \$400,000 to \$410,000.

- The Committee first weighed what S&A funded programs are core to their mission of providing services and activities to students.
- They weighed the recent hike in travel, as well as availability of gear, as shared by coaches in their presentations regarding their decision to increase athletic budgets.
- Athletics moved funding from Athletics/Student Programs to Athletics Goods & Services to allow funding for possible enhancements to the athletics website. It was a net zero between the two budgets for the new academic year.
- The Committee was concerned about the future of the drama program after low enrollment caused the spring class to be cancelled. They reduced the drama budget from \$9,000 in 2022-23 to \$7,000, with the intent to work with Dr. Starcevich on additional funding from the ASC reserve should the program return to all its' glory.

- Rick Ross
Associate Dean for Athletics and Student Life

Capital Projects

Project Title	Allocation
Preventive Facility Maintenance	\$164,200
Preservation (Unanticipated Repairs)	\$300,000
Repairs & Improvements (HVAC replacement)	\$230,000
Infrastructure Funding	\$54,000
Program :	
Switch Gear Replacement	\$1,300,000
HVAC Control Panel Upgrade	\$264,705
Total 2023-25 Biennial Appropriations	<u>\$2,312,905</u>

PENINSULA COLLEGE BOARD INFORMATION

Subject: **RESOLUTION**
THE 2023-24 OPERATING BUDGET

BACKGROUND:

The Board of Trustees reviews and approves the College's budget annually.

The budget is typically developed based on the enacted budget law (signed by the Governor), the allocations, tuition and fee rates, and tuition waivers established by the action of the State Board for Community and Technical Colleges (SBCTC). Also includes estimates of major grant and contract revenues, auxiliary, Associated Student Council (ASC) and capital revenue.

PROPOSAL:

Information regarding the estimated revenues for the development of the 2023-24 Operating Budget was shared with the Board for study in May 2023.

The budget for fiscal year 2023-24 is presented for the Board's approval. The President recommends that the Board approve the 2023-24 Operating and Capital Budget, Tuition and Fee Schedule, and Tuition Waivers. In addition, the President recommends that the Board delegate authority to the President to make budget adjustments as necessary throughout the fiscal year.

2023-24 BUDGET SUMMARY:

The proposed Budget for Fiscal Year 2023-2024 totals approximately \$31.2 million, of which \$24.7 million supports the general operations for instruction, instructional support, student services, administration, and facility operations. \$2.1 million of reserves has been used to balance the general operations portion of the budget. In addition, the budget includes \$6.4 million in revenue and expenditures related to grants, contracts, financial aid programs, auxiliary enterprise funds, student activities and capital projects.

The budget presented at this time for fiscal year 2024 compared to fiscal year 2023 includes an overall increase of \$1.7 million mostly due to increased state allocation for program funding, cost of living adjustment (COLA), health and pension benefit funding changes. A drop in revenue from enrollment is projected due to decreased running start enrollment and the mix of credit taking students (due to increased mix of waiver eligibility). Grant revenue has decreased with the end of Title III and HEERF/CARES funding.

SBCTC Board approved the Legislature's authorized 3% tuition rate increase. 2% of college generated operating fee, 1.5% Running Start and 2.5% International Contract revenues are earmarked by the SBCTC for the ctcLink debt payment, offset funding shortfall and broaden the revenue base supporting central IT services at SBCTC.

Additional details are included in the 2023-24 Budget Book in the Board meeting materials.

RECOMMENDATION: The President recommends that the Board approve the 2023-24 Operating and Capital Budget, tuition and fee schedule and tuition waivers as presented and that the Board delegate authority to the President to make adjustments as necessary to the 2023-24 budget.

**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 approve the revised Policy 112 at the June 13, 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 approve the revised Policy 155 at the June 13, 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

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