



PENINSULA COLLEGE

Meeting of the Board of Trustees

August 31, 2023

Port Angeles, WA

9:00 a.m.

Peninsula College Cornaby Center, A-12

Trustees:

Dwayne Johnson, Chair

Mike Maxwell, Vice Chair

Mike Glenn

Joe Floyd

Claire Roney

Celeste Schoenthaler – incoming Board Member October 2023

ROLL CALL and DETERMINATION OF QUORUM

PUBLIC COMMENT/CORRESPONDENCE

WELCOME AND OVERVIEW

BOARD SELF EVALUATION

TRUSTEE HANDBOOK REVIEW

ITEMS FOR BOARD ACTION

Policy 160 - Presidential Vacation Leave

Presidential Vacation Amendment

WORKING LUNCH

PRESIDENT'S REPORT

Updates

Campus Climate Survey/President's Evaluation

TRUSTEE UPDATE

NEXT MEETING

Date to Be Determined – Set annual calendar.

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: PRESIDENTIAL VACATION LEAVE

Policy Number: 160

Date Adopted: N/A

Date Revised: N/A

Lead Administrator: President

BACKGROUND:

Washington law permits institutions of higher education (IHE) to create their own rules and regulations regarding leave. Presidents at IHE's are encouraged to take leave, yet they frequently accumulate quite a bit of vacation leave due to the complex obligations of the position. It is customary to offer the President to be paid out annually in lieu of using all their vacation time before it expires. In order to do that, the law requires Peninsula College to create a policy, subject to public comment at the time of policy approval, permitting the President to have vacation paid out.

PROPOSAL:

In accordance with RCW 4.01.042 the President recommends that the Board create a policy to allow the President to be annually compensated for unused vacation leave as permitted in the President Contract.

RECOMMENDATION: The President recommends that the Board approve Policy 160 at the August 31, 2023 meeting of the Board of Trustees.



PENINSULA COLLEGE

Board Policy

Subject: Presidential Vacation Leave

Number: 160

Date Adopted: Not Set

Date Revised: Not Set

Reviewed: Not Set

Lead Administrator: President

Statutory Authority:

[RCW 43.01.042](#)

Category: Board Policy

The President may elect to be annually compensated for unused vacation leave as permitted in their Presidential Contract.

The President shall accrue vacation leave based on their Presidential Contract with the Board of Trustees. The President's vacation leave may be accumulated to the maximum set forth in their Presidential Contract.

The President shall take vacation at the convenience of the Board of Trustees.

Presidential Contract: Vacation Amendment

The Peninsula College Board of Trustees and the President of Peninsula College District No. 1, Dr. Suzanne Ames, hereby amend the Presidential Contract executed May 11, 2022, Section VI. Benefits as follows:

3. Paid vacation leave which shall accrue in accordance with College policies at the rate of two (2) days per month up to a maximum of twenty-four (24) days per year. Such leave shall accumulate to a maximum of forty (40) days, unless the President's request for leave is deferred by the Board. Vacation leave shall be taken at the convenience of the Board and may be paid as terminal leave upon separation from employment in accordance with state law.

The President may elect to be compensated for up to forty (40) days of unused paid vacation leave annually.

The Peninsula College Board of Trustees hereby finds that this amendment is necessary for retention of the current President and encourages time spent working for Peninsula College.

This amendment was entered for the same mutual consideration and at the same time as the 2023 Cost of Living Amendment to the Presidential Salary. That consideration is the extension of her contract for an additional year, to June 30, 2026, and is incorporated in this contractual amendment.

Dated this 31 day of August, 2023.

Dr. Suzanne Ames
President of Peninsula College

Dwayne Johnson
Chair, Peninsula College Board of Trustees

Approved as to form:

Derek P. Leuzzi
Assistant Attorney General