



Hello Trustees,

We have kicked off a great school year! I am looking forward to sharing updates with you. Below are some highlights for your upcoming October Board meeting.

Presentations:

- You will meet several new employees who have joined Peninsula College since last spring, as well as the Men and Women's Soccer Teams.
- In your packet, please find resolutions for the Board to present to Brooke Taylor and Jeanne Martin. These two individuals have been instrumental in creating the Field Arts and Events Hall and representing Peninsula College through that work. Brooke and Jeanne will be present to receive their honor.

Standing Reports:

- Hannah Wagner, Associated Student Council President – Will present a report
- Lara Starcevich, Faculty Senate First Speaker – Will present a report
- Tim Williams, Peninsula College Faculty Association – Will present a report
- Ethan VanZant, Research Analyst – Will present on Strategic Goal 4: Strengthening Fiscal Stability
- Getta Workman, Foundation Executive Director – Will present a report
- President's Report. I will report on:
 - Carie Edmiston will present the Fourth Quarter Financials and Year-End finances
 - Webster Will
 - Welcome Back Week
 - 2023-24 Equity Plan
 - SBCTC legislative requests

Item for Board Study

- In your packet is a proposed set of agenda items for this school year. If you would like to see changes, please bring those ideas forward.
- In your packet is Policy 122 Board Operational Policy
- In your packet are the Emeritus Status and Meritorious Service Status candidates for this year.
- AAG Derek Leuzzi will give you a presentation on the Open Public Meetings Act and Public Records

Item for Board Action



- Please bring your calendars. We will settle on dates for the November and December meetings.
- In your packet is a set of 2023-24 President's goals for your review and ideally a vote.

Executive Session

- The Board will go into executive session with Derek Leuzzi, Krista Francis and myself "To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."

I expect this portion of the meeting to take approximately 40 minutes, so the total time of the meeting will run later than our normal 4 p.m. Thank you for your extra time!



Trustees:

Mike Maxwell, Chair
Joe Floyd, Vice Chair
Claire Roney
Celeste Schoenthaler
Glenn Ellis

ROLL CALL and DETERMINATION OF QUORUM

PUBLIC COMMENT/CORRESPONDENCE

MODIFICATION TO THE AGENDA

APPROVAL OF MINUTES

June 13, 2023

August 31, 2023, Board Retreat

INTRODUCTIONS

New Employees

Soccer Players

PUBLIC COMMENT/CORRESPONDENCE

PRESENTATIONS

Recognition of Brooke Taylor and Jeanne Martin

ITEMS FOR BOARD ACTION

Resolution 2023-05 Recognizing Jeanne Martin

Resolution 2023-06 Recognizing Brooke Taylor

STANDING REPORTS:

- ASC – Hannah Wagner
- Senate – Lara Starceovich, Faculty Senate First Speaker
- PCFA – Tim Williams
- Institutional/Enrollment Report – Strategic Goal 4: Strengthening Fiscal Stability, Ethan VanZant, Research Analyst
- Foundation – Getta Workman

PRESIDENT'S REPORT

Updates

Year End Financials and 4th Qtr. Update

Webster Will update

PC Changes Graphic

Equity Plan

SBCTC Legislative requests

Board Handbook Updated Pages

TRUSTEE UPDATE

Legislative Action Report

ITEMS FOR BOARD STUDY

Presentation from Derek Leuzzi AAG

Board Topic Calendar

Policy 122 Board Operational Policy

Emeritus Status – Jill Snyder and Cindy Lauderback

Meritorious Service Status – Susan Herbert

ITEMS FOR BOARD ACTION

Finalize 23-24 Board Meeting Dates

23-24 President Goals

EXECUTIVE SESSION

Discuss a Legal Matter (RCW 42.30.110(1)(i)) - 40 minutes

NEXT MEETING

Tue. Nov. 21, 2023?



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

Dwayne Johnson, Chair – present

Mike Maxwell, Vice Chair – present

Mike Glenn – present

Joe Floyd – present

Claire Roney – present

MODIFICATION TO THE AGENDA

Adding an action item: Resolution authorizing investment of Peninsula College Monies in the Local Government Investment Pool

APPROVAL OF MINUTES

May 9, 2023

Motion made to approve by Claire Roney, 2nd Mike Glenn, All approved.

INTRODUCTIONS

New Employees

The new VP of HR/DEI, Hanan Zawideh started online yesterday as she is looking for housing in PA.

Thank you to Krista Francis who has served roles as HR lead and the VP of SS all year.

Instruction, introduced by Steven Thomas

Beth Farley – Workforce Programs Navigator

Colleen Vekich – Assistant Director, Worker Retraining

Laura Little – Medical Assistant Instructor

Administrative/Finance, introduced by Carie Edmiston

Scotland Noonan – IT technician, student helpdesk

Nathan Miller –Grounds Crew

PUBLIC COMMENT/CORRESPONDENCE

None

PRESENTATIONS

Olympic Medical Center Foundation Recognition – Laurie Szczepczynski

Laurie Szczepczynski is OMC Foundation President, this year their biggest need is to grow the medical staff. The OMC is in the process of creating a scholarship program for Clallam County residents to seek higher education in the medical field.

ITEMS FOR BOARD ACTION

Resolution #2023-01 – Recognizing Contributions of Olympic Medical Center Foundation
Motion made by Mike Maxwell, seconded by Joe Floyd. All approved.

STANDING REPORTS:

- ASC – Hedvig Persson,
Hedvig thanks the ASC and Dr. Ames for a successful year. They have brought back in person events, a DEI position on the ASC and participated in community service activities. She also gave a special thanks to Rick Ross and Amanda Anderson for the great year.

ITEMS FOR BOARD ACTION

Resolution #2023-02 – Recognizing Service of Hedvig Persson
Motion made by Clare Roney, seconded by Joe Floyd. All approved.

- Senate – Lara Starceвич, Faculty Senate First Speaker, written report in Board Packet
- PCFA – Tim Williams
Tim spoke about diversity, vulnerability, trust, leadership, and unity in the important work we do.
- Institutional/Enrollment Report – Institutional Effectiveness Recap Report, Ethan VanZant, report in Board Packet.
- Foundation – Getta Workman, written report in Board Packet.

PRESIDENT'S REPORT

Updates

- Fundraising for new programs, we are very excited about the community interest and generosity. We have two new donors, PNNL and Merrill and Ring, and received a gift from Dan Wilder.
- Suzy introduced two members of the audience from the Foundation board: Kathy Charlton and Jeanne Martin.
- The State Board and the Northwest Commission on Colleges and Universities has approved our new Bachelor of Applied Science in Behavioral Health.
- Partnership with PNNL, we have 6 students participating in the summer internship. There will be a celebration in the Longhouse on August 2nd.
- Changes are coming with the funding structure for Early Childhood Development Center. Our costs are currently lower than the current providers and we provide a lot of extras. We will be implementing the changes this fall, including charging market rate for all parents. Low-income students will be supported to apply for state and federal aid.
- Suzy Ames will be joining the NOHN Board, taking Luke Robins' position.
- Suzy will also be joining the Advisory Committee for Benjamin N. Phillips Memorial fund.
- Suzy is in the process of becoming a Board member of the Washington State Leadership Board.
- There will be a Public Hearing on July 10 to update the WAC 132A-122.
- The Board of Trustees will be in transition with the new Board members this summer. Suzy suggests the outgoing and new board members both attend the summer retreat. The retreat will likely be in August or early September.
- Suzy will be working on a new draft Campus Climate Survey and a new Board Member onboarding plan for the board to review at the retreat.
- Commencement is on Saturday.

TRUSTEE UPDATE

Mike Maxwell shared that the North Olympic Health Network and Peninsula College received two grants from Olympic Community of Health to support healthcare career pathways and bring the NOHN mobile health unit to campus on a regular basis.

Resolution #2023-03 – Recognizing Contributions of Dwayne Johnson, attached.
Motion made by Joe Floyd, 2nd by Claire Roney. All Approved.

Resolution #2023-04 – Recognizing Contributions Mike Glenn, attached.
Motion made by Claire Roney, 2nd by Joe Floyd. All Approved.

Thank you to Dwayne Johnson and Mike Glenn for your extraordinary service as Peninsula College Trustees.

Claire Roney, Suzy Ames, and Trisha Haggerty went to the ACT Conference in Walla Walla in May. Claire shared the top ten concerns from the head of the ACCT, on the list was decreased enrollment, lack of men enrolling, and perceptions of higher ed. Claire Roney is now on the ACT Legislative Committee as co-chair.

Governor Inslee visited Peninsula College, Allied Health on June 2nd. They watched a demonstration of students using the simulator, doing CPR. There was also a discussion of our new programs.

ITEMS FOR BOARD STUDY

None

ITEMS FOR BOARD ACTION

2023-2024 Operating Budget, in Board Packet.
Motion to approve made by Mike Maxwell, 2nd by Mike Glenn. All Approved.

Board Policy 112 – Exercise of Powers of the Board
Motion to approve made by Mike Maxwell, 2nd by Claire Roney. All Approved.

Board Policy 155 – Honorary Degree
Motion to approve made by Joe Floyd, 2nd by Claire Roney. All Approved.

Elect Chair and Vice Chair

Motion to elect Mike Maxwell as Chair and Joe Floyd as Vice Chair, made by Claire Roney, 2nd by Mike Glenn. All Approved.

Resolution authorizing investment of Peninsula College Monies in the Local Government Investment Pool

Updating the Resolution to have titles instead of names.
Motion to approve made by Mike Maxwell, 2nd by Mike Glenn. All Approved.

EXECUTIVE SESSION

Review the performance of a public employee.

Regular meeting ended at 3:50 p.m.

The public session re-opened at 4:35p.m.

Action item 1: Amend Dr. Ames' contract to include a 4% cost of living retention raise. Extend Dr. Ames' contract for an additional year.

Motion to approve made by Mike Maxwell. 2nd by Joe Floyd. All approved.

Action item 2: Amend Dr. Ames' contract to allow accrual of vacation hours from 240 hours to 320 hours, retroactive to July 2022.

Motion to approve made by Mike Maxwell. 2nd by Joe Floyd. All approved.

The Board charged Derek Leuzzi to draft a policy for review at the summer retreat that would permit Dr. Ames to buy out up to 30 days of vacation time.

Meeting adjourn 5:50

Motion made Dwayne Johnson. Seconded by Mike Maxwell. All Approved.

NEXT MEETING

Board Retreat, Date to Be Determined

Mike Maxwell, Board Chair

Date:

Suzy Ames, President

Date:



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

Dwayne Johnson, Chair - excused

Mike Maxwell, Vice Chair - present

Mike Glenn - present

Joe Floyd - present

Claire Roney – present

Celeste Schoenthaler, Glenn Ellis, Derek Leuzzi, Suzy Ames and Trisha Haggerty were also in attendance.

Quorum was met and meeting was called to order by Mike Maxwell at 9:05am.

PUBLIC COMMENT/CORRESPONDENCE

None

WELCOME AND OVERVIEW

BOARD SELF EVALUATION

Each board member did their evaluation independently before the meeting and then the evaluations were discussed.

TRUSTEE HANDBOOK REVIEW

The new Peninsula College/State Board Trustee Handbook was presented and reviewed by the Board.

ITEMS FOR BOARD ACTION

Policy 160 - Presidential Vacation Leave

Motion to Approve Policy 160 - Presidential Vacation Leave made by Mike Glenn, Seconded by Claire Roney. All Approved.

Presidential Vacation Amendment

Motion to Approve Presidential Vacation Amendment made by Mike Glenn 2nd by Claire Roney. All Approved.

Board Meeting Dates

The Board meetings will be the third Tuesday of the month at 2pm

Board will discuss the dates of the November and December meeting because of the holidays at the October meeting.

Motion made by Claire Roney 2nd by Joe Floyd. All in Favor.

WORKING LUNCH

PRESIDENT'S REPORT

Updates

None in the interest of time

Campus Climate Survey/President's Evaluation

Suzy shared that most colleges use a standardized Campus Climate Survey PACE. Joe Floyd and Suzy met and reviewed the questions. Suzy recommends they pick specific questions that focus on Presidential performance. This would be done every two years. Suzy will be working to implement this.

TRUSTEE UPDATE

None in the interest of time

Meeting adjourned 1:05

Motion made Mike Glenn. Seconded by Joe Floyd. All Approved.

NEXT MEETING

Oct. 17th at 2pm at Cornaby Center

Mike Maxwell, Board Chair

Date:

Suzy Ames, President

Date:

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

Resolution 2023-05

Recognizing
Jeanne Martin

for her service to
Peninsula College Foundation, Peninsula College, our Community, and the State of Washington.

WHEREAS Jeanne Martin is the Co-Treasurer of the Peninsula College Foundation Board, having served since 2016; and

WHEREAS Jeanne Martin initially served on the Waterfront Center Committee of the PC Foundation Board, and since its founding in 2016, has served as Treasurer of the Port Angeles Waterfront Center nonprofit; and

WHEREAS Jeanne Martin routinely goes above and beyond, demonstrating the merits of service to the Foundation, College, Port Angeles Waterfront Center and our greater community, most recently through her leadership efforts to help fund and build the new Field Arts and Events Hall in downtown Port Angeles;

WHEREAS the new Field Arts and Events Hall and the Waterfront Center campus will have significant economic and cultural impact on Port Angeles and surrounding communities;

FURTHER, as a Peninsula College ambassador and PC Foundation Board member, and more recently as Treasurer for the Port Angeles Waterfront Center, Jeanne Martin has consistently demonstrated exemplary service to our College and greater community.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Peninsula College, District One, in recognition of Jeanne Martin's generous service to the people of this District, do extend to Jeanne the gratitude of the College Community for her leadership; and for her work on Field Arts and Events Hall, we extend congratulations on a job well done.

SIGNED AND ATTESTED by the Board of Trustees of Peninsula College, District No. 1, on this _____ day of _____ in the year 2023.

Dr. Michael Maxwell, Chair
Peninsula College Board of Trustees

Dr. Suzy Ames, President
Peninsula College

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

Resolution 2023-06

Recognizing
Brooke Taylor
for his service to

Peninsula College Foundation, Peninsula College, our Community, and the State of Washington.

WHEREAS Brooke Taylor is a founding member of the Peninsula College Foundation Board, having served for twenty-seven years; and

WHEREAS Brooke Taylor initially chaired the Waterfront Center Committee of the PC Foundation Board, and since its founding in 2016, has served as Board Chair of the Port Angeles Waterfront Center nonprofit; and

WHEREAS Brooke Taylor routinely goes above and beyond, demonstrating the merits of service to the Foundation, College, Port Angeles Waterfront Center and our greater community, most recently through his leadership efforts to help fund and build the new Field Arts and Events Hall in downtown Port Angeles;

WHEREAS the new Field Arts and Events Hall and the Waterfront Center campus will have significant economic and cultural impact on Port Angeles and surrounding communities;

FURTHER, as a longtime Peninsula College ambassador and PC Foundation Board member, and more recently as Board Chair for the Port Angeles Waterfront Center, Brooke Taylor has consistently demonstrated exemplary service to our College and greater community.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Peninsula College, District One, in recognition of Brooke Taylor's generous service to the people of this District, do extend to Brooke the gratitude of the College Community for his leadership; and for his work on Field Arts and Events Hall, we extend congratulations on a job well done.

SIGNED AND ATTESTED by the Board of Trustees of Peninsula College, District No. 1, on this _____ day of _____ in the year 2023.

Dr. Michael Maxwell, Chair
Peninsula College Board of Trustees

Dr. Suzy Ames, President
Peninsula College

Institutional Effectiveness Report

Board of Trustees Meeting
October 2023

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern, layered effect on the right side of the slide.

Core Theme: Strengthening Communities

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

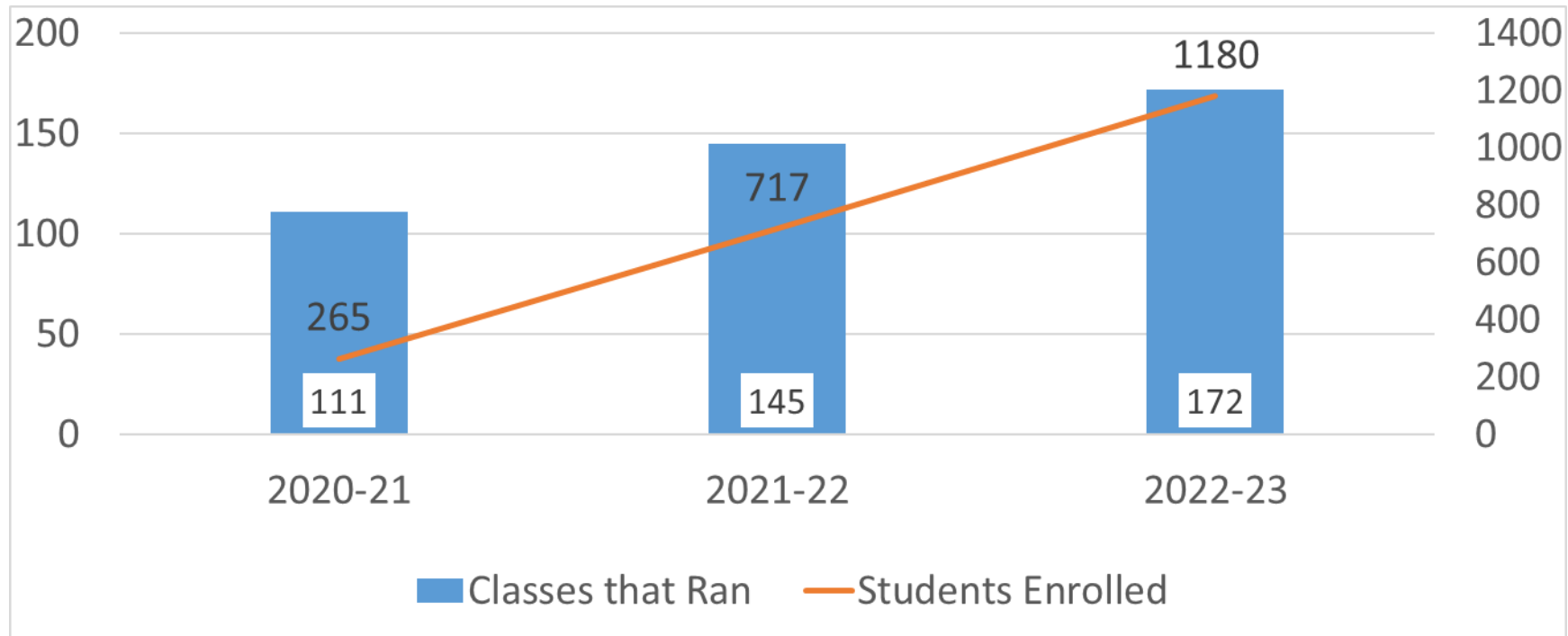
2022-23 New Grants

▶ Upward Bound - 5 years	\$1.5M
▶ Running Start ESSER - 1 year	\$339k
▶ Job Skills Program	\$201k
▶ EDA Workforce Development	
- Tourism Project - 2 years (\$1M)	\$175k
▶ Clallam County EDC	
- Small Business Innovation	\$127k
Total	\$2.3M

2022-23 New Allocations

▶ CDL Truck School	\$883k
▶ Healthcare Simulation Lab	\$427k
▶ Cybersecurity Enrollments	\$348k
▶ Postsecondary Enrollments	\$240k
▶ Healthcare Opportunity Grants	\$146k
▶ Community Based Fin Aid	\$80k
▶ Curriculum Review	\$7k
Total	\$1.78M

Community Education



Peninsula College Economic Impact in Clallam and Jefferson Counties

Direct Impact

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

Indirect Impact

- ▶ Increased earning potential

2022-23 Operating Expenses

\$9,101,343*

65% spent in district

purchased services

supplies and materials

utilities

furniture and equipment

Other operating expense

*audit not complete

**~ \$5.92 million
spent in district**

2022-23 Personnel

296 employees

57	FT faculty
101	PT faculty
61	exempt
76	classified

One of the
largest
employers in
Clallam County

2022-23 Salaries and Wages

\$16,451,110*

90% living in district

rental expense

non-housing expenditures

*audit not complete

~ \$4.7 million
spent in district

2022-23 Students

2,608[^] students

84% living in-district

books

transportation

room and board

misc. expenses

~ \$8.9 million
spent in district

[^]excludes incarcerated students, running start students, and
exclusively community education students

Direct Economic Benefit

Operating exp ~ \$5.9 million

Employee ~ \$4.7 million

Student ~ \$8.9 million

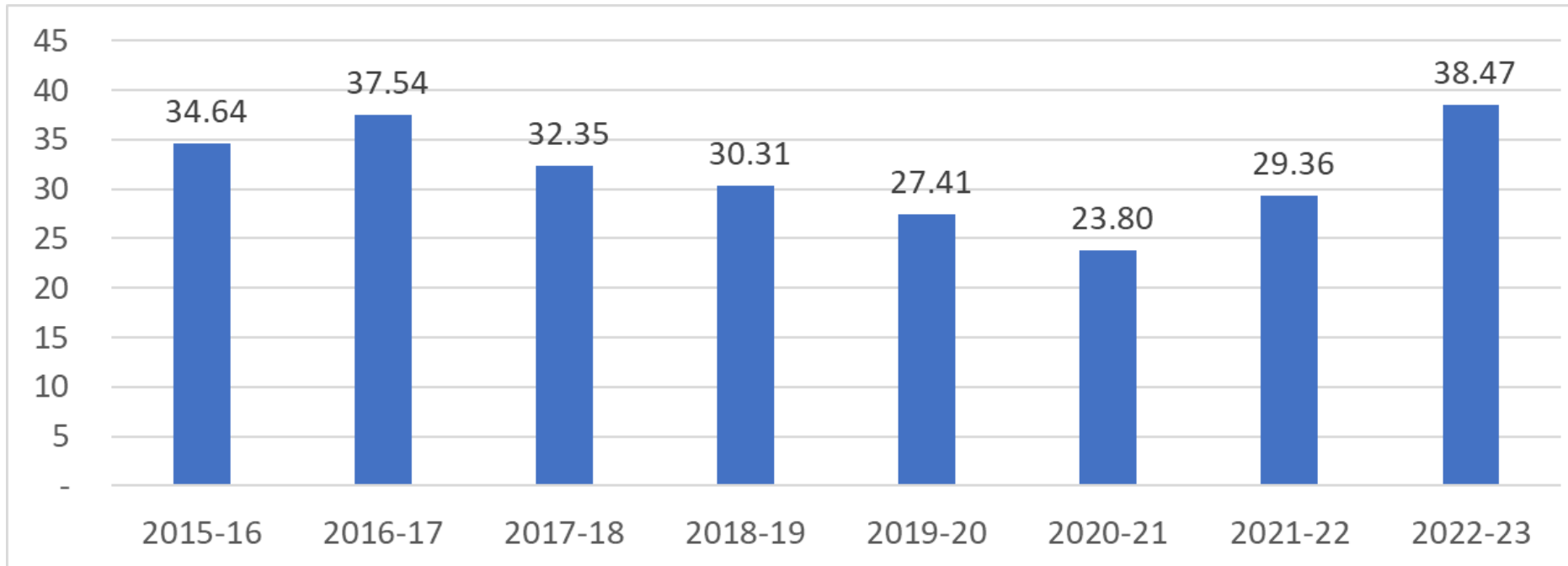
Total ~ \$19.2 million

* Multiplier effect (2)

In-district spending ~\$38.4 million

Direct Economic Benefit

(millions)



Indirect Economic Benefit

- ❑ 14 - Bachelor of Applied Science (BAS) degrees
- ❑ 302 - Associate degrees
- ❑ 42 - HS/GED certificates
- ❑ 839 - some college credits (new students)

~ \$7.9 million
increased earning potential

Questions?



Enrollment Highlights

as of October 10, 2023

Fall 2023 Enrollment Highlights

State FTEs at 1076 are up 21 FTES or 2.0% from Fall 2022.

- Although CMAA is down YTD, transfer students and students enrolled in new programs such as BAS and Cybersecurity appear to be making up the difference.

Contract FTEs at 298.3 are down -40.9 FTES or -12.1% from Fall 2022.

- Corrections FTES have not yet been posted

Annualized FTE Enrollment Highlights

Fall and Summer 2023 compared to Fall and Summer 2022

-State FTEs are down -4.8% from YTD Fall 2022.

-Contract FTEs are down -10.8% from YTD Fall 2022.

-Self Support FTEs are up 5.1% from YTD Fall 2022.

-Transfer FTEs - 660.2 FTES - increased 3.4%

-Prof/Tech -708.8 FTES - increased by 9.3%.

-Transitional Studies -198.1 FTES - decreased by -23.5% - enrolls throughout the quarter.

Summer 2023

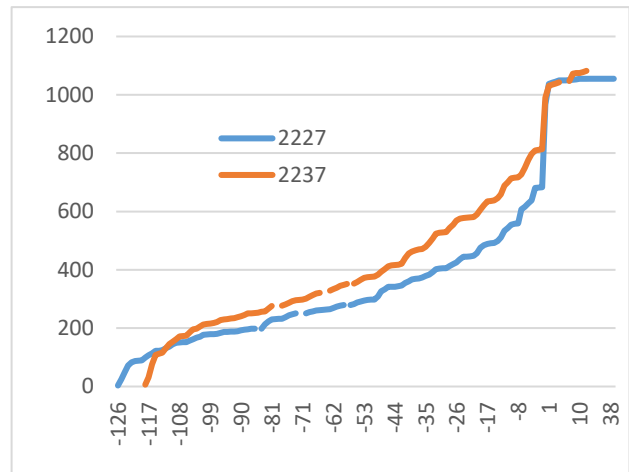
State FTEs in summer 2023 (296) are almost 100 FTES less than summer 2022, a 30% decrease, due primarily to a decrease in CMAA enrollments.



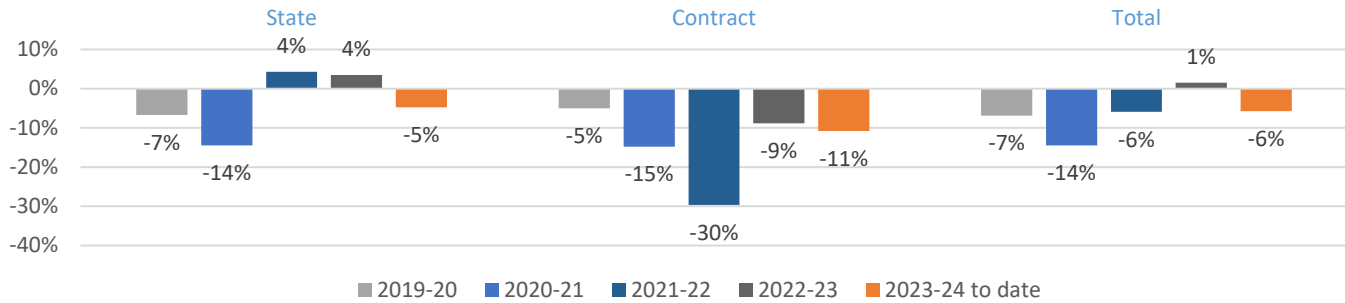
FALL 2023 Enrollment Highlights

as of October 10, 2023

FTEs	State	Contract	Self	Total
Fall 2022 to date	1055			
Fall 2023 to date	1076	298	29	1403
Difference	21			
	2.0%			
Fall 2022 Total	1055.0	339	34	1428
Difference	21	-41	-5	-25
	2.0%	-12.1%	-15.9%	-1.8%

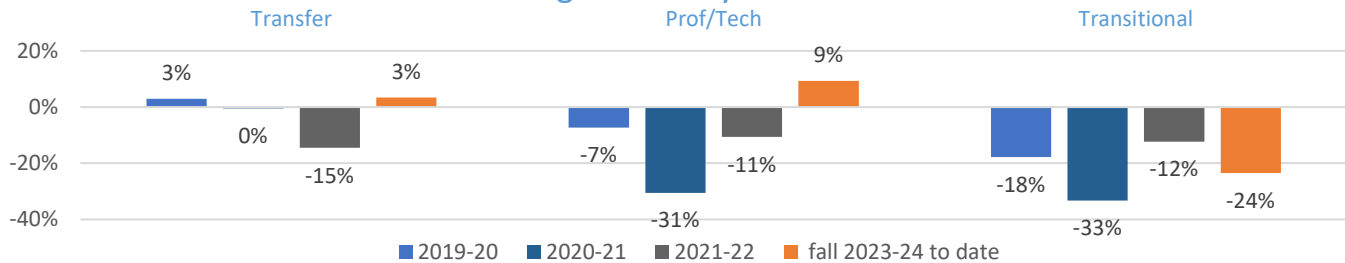


Annual Change in FTE by Fund Source



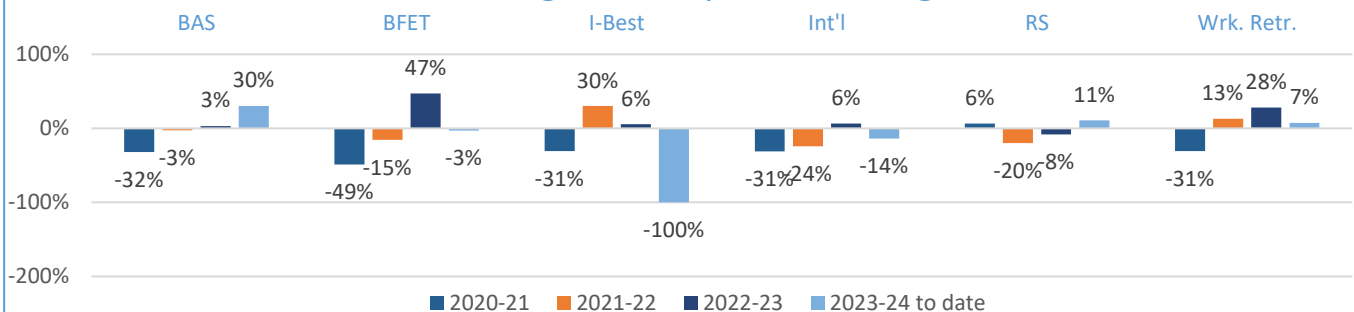
2022-23 Annual FTEs to date	State	Contract	Other	Total
	295.9	42.0	16.9	354.8

Annual Change in FTE by Student Intent



2022-23 Annual FTEs to date	Transfer	Prof/Tech	TS	Other	Total
	67.7	150.0	79.8	57.3	354.8

Annual Change in FTE by Selected Program

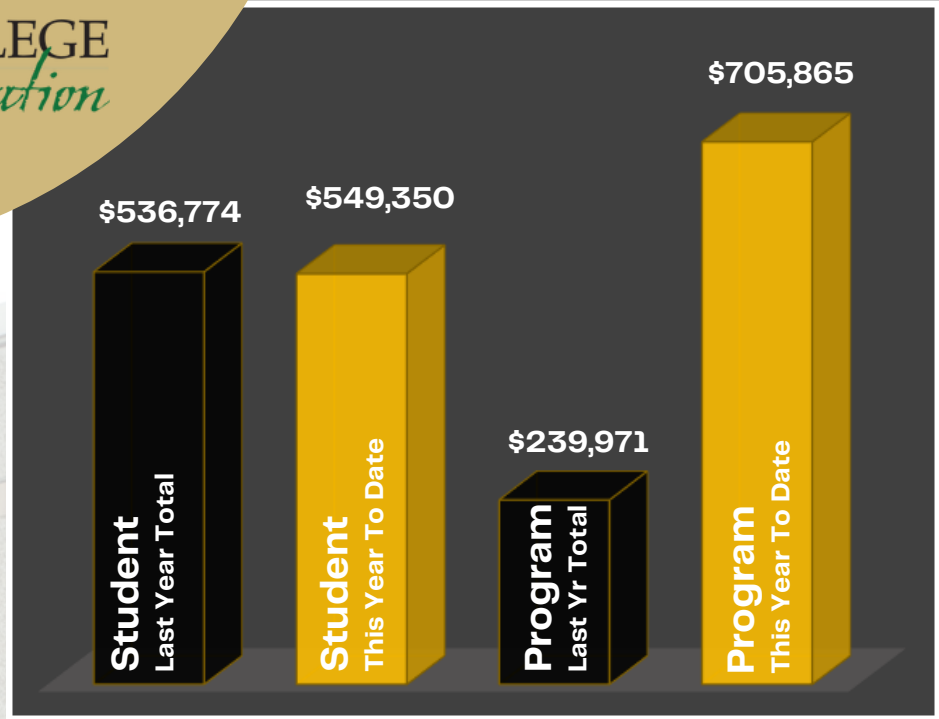


2022-23 Annual FTEs to date	BAS	BFET	I-Best	Int'l	RS	Wrk Retr.	(enrollments are not mutually exclusive)
	3.7	24.5	0.0	9.3	6.5	41.1	



PENINSULA COLLEGE
Foundation

Mission Impact!



Last Year vs This Year To Date

We're SO CLOSE!!

An anonymous donor is providing a 1:1 match through December 31 ONLY for contributions made to our **ForPC, Forward** unrestricted endowment.

Here's the deal... raising just \$60,000 by December 31 nets the match AND our \$1 million campaign goal!

Please help us with this final push, so that Peninsula College can benefit from this flexible funding, now and for the future!

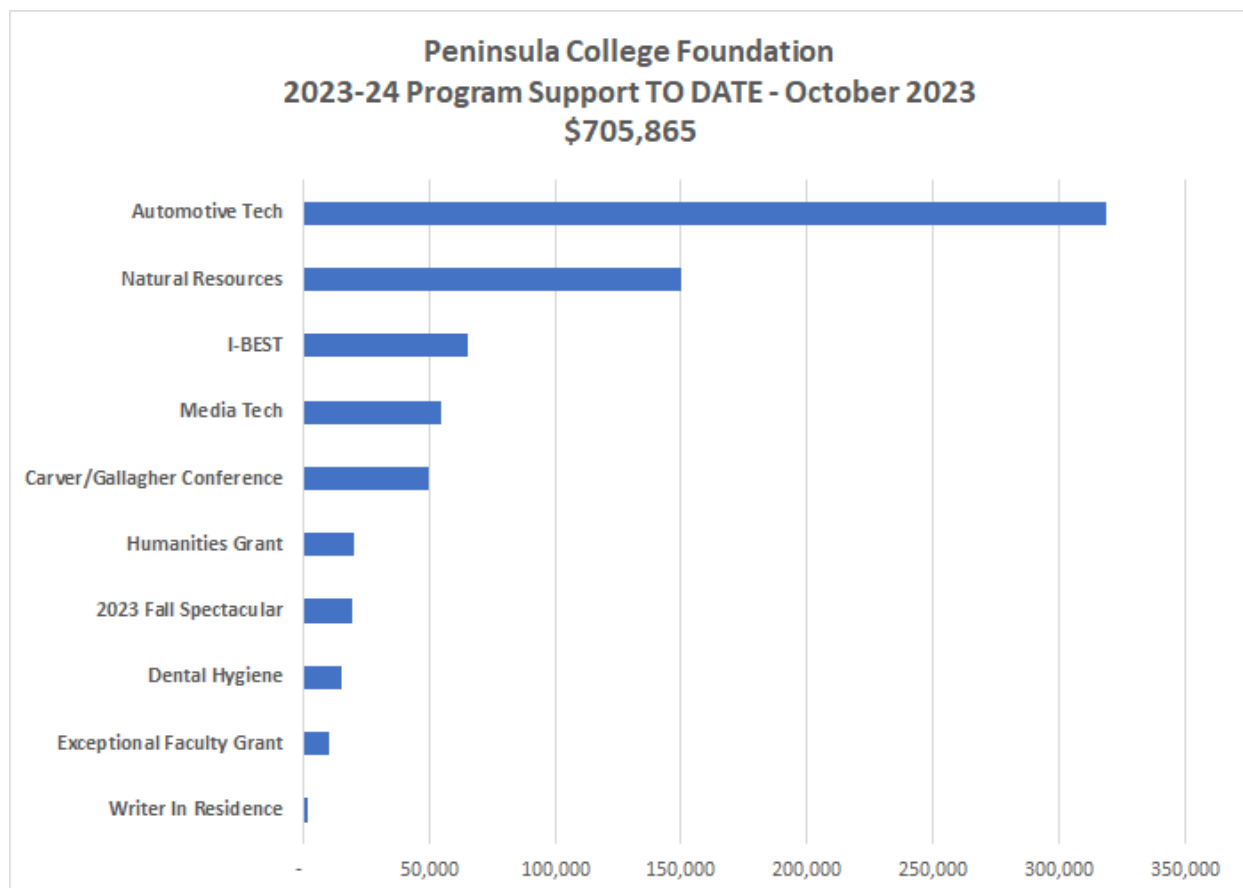
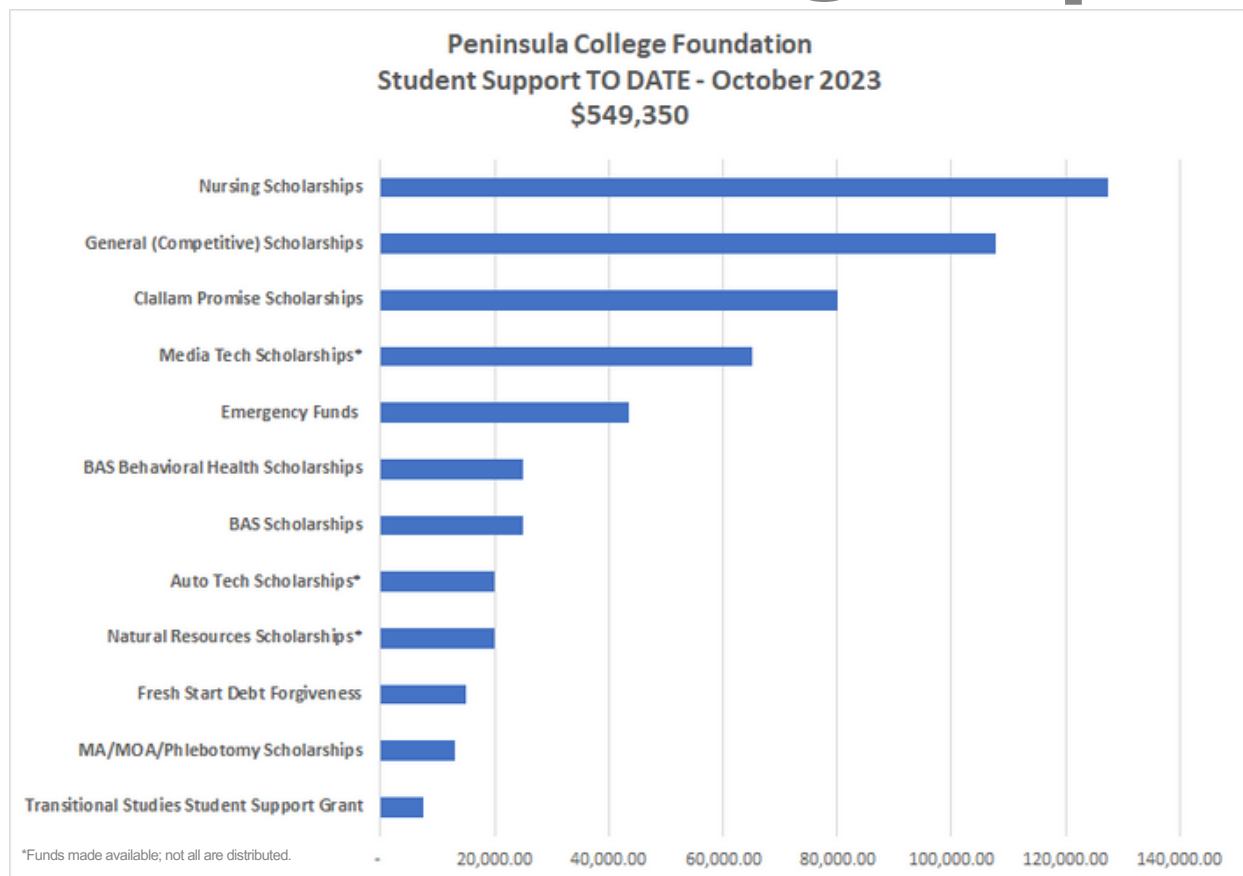


GIVE ONLINE NOW!

pencol.edu/foundation

Call for more information:
(360) 417-6400

2023-24 YTD Giving Snapshot



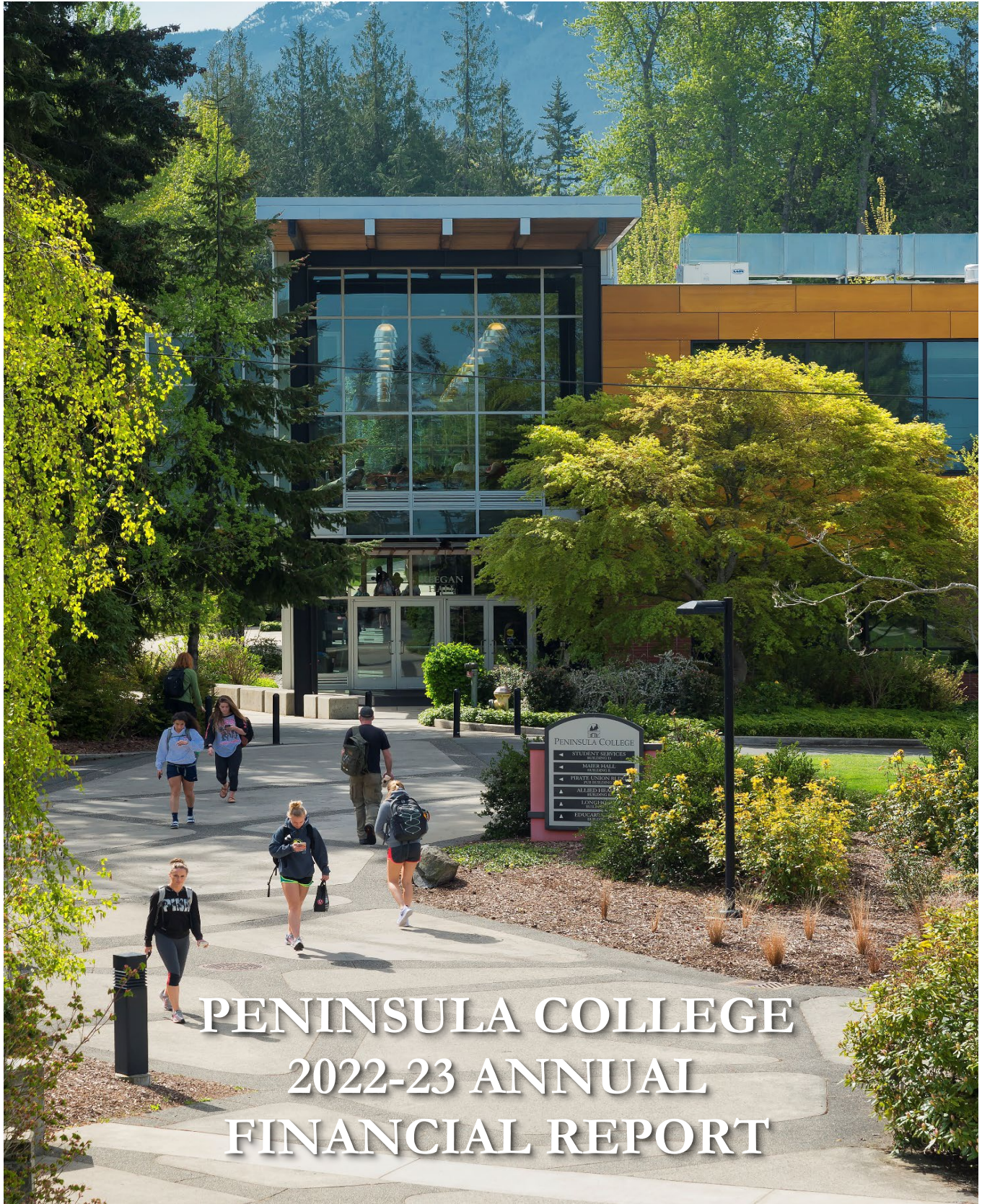


TABLE OF CONTENTS

Statement of Financial Position	
Assets	Page 1
Liabilities & Net Position	Page 2
Statement of Fund Balances	Page 3
Investments	Page 4
Motor Pool	
Comparative Statement of Revenues & Expenses	Page 5
Comparative Statement of Financial Position	Page 6
Bookstore	
Comparative Statement of Revenues & Expenses	Page 7
Comparative Statement of Financial Position	Page 8
Parking	
Comparative Statement of Revenues & Expenses	Page 9
Comparative Statement of Financial Position	Page 10
Food Services	
Comparative Statement of Revenues & Expenses	Page 11
Comparative Statement of Financial Position	Page 12
Notes:	
Assets: Retire Long Term Obligation = Summarized totals of Annual & Sick Leave	
Liabilities	

STATEMENT OF FINANCIAL POSITION
For the Year Ended June 30, 2023
ASSETS

	FY 22-23	FY 21-22
CURRENT ASSETS		
TOTAL CASH & CASH EQUIVALENTS	916,518	4,135,194
TOTAL INVESTMENTS	8,796,029	4,873,089
Total Receivables, Net	10,156,575	7,483,925
Total Inter/Intra Gov. Receivables	697,832	2,856,991
TOTAL ACCOUNTS RECEIVABLE	10,854,407	10,340,916
Total Inventories	198,555	183,922
TOTAL CURRENT ASSETS	20,765,509	19,533,121
LONG TERM ASSETS		
Total Long Term Internal Loan	670,000	0
Total Long Term Obligations	2,678,298	2,501,800
TOTAL LONG TERM ASSETS	3,348,298	2,501,800
CAPITAL ASSETS		
Total Land	371,368	371,368
Total Building & Infrastructure	77,822,070	79,075,256
Total Furniture, Equipment & Library Resources	919,653	592,272
TOTAL CAPITAL ASSETS	79,113,091	80,038,896
TOTAL ASSETS	103,226,898	102,073,817

STATEMENT OF FINANCIAL POSITION
For the Year Ended June 30, 2023
LIABILITIES AND NET POSITION

	FY 22-23	FY 21-22
CURRENT LIABILITIES		
Total Accounts Payable	1,578,146	807,086
Total Accrued Liabilities	948,623	819,246
Total Inter/Intra Gov Payable	146,892	79,227
Total Current Install/Lease Payable	85,000	95,000
Total Other Current Liabilities	<u>5,133,693</u>	<u>5,650,811</u>
TOTAL CURRENT LIABILITIES	7,892,354	7,451,369
LONG TERM LIABILITIES		
Total LT Install/Lease Payable	1,665,000	1,185,000
Total Other Long Term Liabilities	<u>1,599,200</u>	<u>1,243,662</u>
TOTAL LONG TERM LIABILITIES	3,264,200	2,428,662
TOTAL LIABILITIES	<u>11,156,554</u>	<u>9,880,031</u>
FUND EQUITIES		
TOTAL FUND EQUITIES	<u>92,070,344</u>	<u>92,193,786</u>
TOTAL LIABILITIES AND FUND EQUITIES	<u><u>103,226,898</u></u>	<u><u>102,073,817</u></u>

STATEMENT OF FUND BALANCE
For the Year Ended June 30, 2023

PROPRIETARY FUNDS	June 30, 2022 Balance	Disbursements	Receipts	June 30, 2023 Balance
460 Motor Pool	91	0	0	91
522 Associated Students	528,847	1,192,308	478,582	(184,879)
524 Bookstore	156,623	436,504	407,697	127,817
528 Parking	172,322	50,212	37,309	159,420
570 Other Auxiliary Enterprises	1,198,651	470,259	716,727	1,445,118
573 Housing & Food Service	4,762	161,422	163,594	6,934
FIDUCIARY FUNDS				
846 Grants in Aid	190,504	6,174,316	6,246,701	262,890
849 Student Loan	66,058	1,055,217	1,046,936	57,778
860 Long-Term Loan	508,584	161,970	130,814	477,428

INVESTMENT REPORT
For the Year Ended June 30, 2023

STATE TREASURER'S OFFICE

Local Government Investment Pool (LGIP)	8,796,029
---	-----------

TOTAL INVESTMENTS	<u>8,796,029</u>
--------------------------	-------------------------

Interest Earned in the Year Ended June 30, 2023	323,405
---	---------

MOTOR POOL COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
REVENUE		
Vehicle Mileage Reimbursement	<hr/>	<hr/>
OPERATING EXPENSES		
Supplies & Materials		
Vehicle Maint/Fuel/Op Costs		
Depreciation Expense	0	2,979
TOTAL OPERATING COSTS	<hr/> 0	<hr/> 2,979
OTHER NET OPERATING INCOME (LOSS)	<hr/> 0	<hr/> (2,979)
TOTAL NET OPERATING INCOME (LOSS)	<hr/> 0	<hr/> (2,979)
OTHER REVENUE		
Vehicle Sale		
Investment/Interest/Other Income		
NET PROFIT (LOSS)	<hr/> <hr/> 0	<hr/> <hr/> (2,979)

MOTOR POOL COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
ASSETS		
Current Assets:		
Cash	91	91
Receivables		
Total Current Assets	<u>91</u>	<u>91</u>
Fixed Assets:		
Vehicles	89,666	89,666
Less Accumulated Depreciation	89,666	89,666
Total Fixed Assets	<u>(0)</u>	<u>(0)</u>
TOTAL ASSETS	<u><u>91</u></u>	<u><u>91</u></u>
 LIABILITIES AND CAPITAL		
Current Liabilities		
Accounts Payable	0	0
Total Current Liabilities	<u>0</u>	<u>0</u>
Net Position		
Accumulated Net Position from Prior Year	91	3,070
Plus Net Profit (Loss) for Current Year	0	(2,979)
Net Position for Current Year	<u>91</u>	<u>91</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>91</u></u>	<u><u>91</u></u>

BOOKSTORE COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
REVENUE FROM SALES		
Net Sales	<u>371,321</u>	<u>342,933</u>
COST OF GOODS SOLD		
*Merchandise Inventory, July 1	169,751	197,813
Plus Net Cost of Purchases	286,246	276,774
*Less Merchandise Inventory, June 30	185,463	169,751
COST OF GOODS SOLD	<u>270,534</u>	<u>304,836</u>
GROSS MARGIN ON SALES	<u>100,787</u>	<u>38,097</u>
OPERATING EXPENSES		
Salaries & Wages	114,104	114,550
Benefits	36,553	34,873
Goods & Services	15,153	28,972
Travel	688	0
Depreciation/Bad Debts	0	0
TOTAL OPERATING EXPENSES	<u>166,498</u>	<u>178,395</u>
NET OPERATING INCOME (LOSS)	<u>(65,711)</u>	<u>(134,057)</u>
OTHER REVENUE		
Investment/Interest Income	0	0
Miscellaneous Income	947	32
Cash Over/Short	170	903
Trsfer in from Auxillary Reserve	35,259	113,727
TOTAL OTHER REVENUE	<u>36,376</u>	<u>114,662</u>
NET PROFIT (LOSS)	<u><u>(29,335)</u></u>	<u><u>(25,636)</u></u>

* Cost Method of Inventory

BOOKSTORE COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
ASSETS		
Current Assets:		
Cash/Undeposited Cash	0	0
Petty Cash	1,700	1,700
Current Accounts Receivable	6,522	24,385
Merchandise Inventory	185,463	169,751
Total Current Assets	<u>193,685</u>	<u>195,836</u>
Fixed Assets:		
Furniture/Equipment	5,761	5,761
Less Accumulated Depreciation	5,761	5,761
Total Fixed Assets	<u>0</u>	<u>0</u>
TOTAL ASSETS	<u><u>193,685</u></u>	<u><u>195,836</u></u>
LIABILITIES AND CAPITAL		
Current Liabilities:		
Accounts Payable	42,336	10,528
Unearned Revenue	382	291
Accrued Salaries Payable	7,482	5,697
Long term Accrued Vac/Leave	4,343	10,714
Sales Tax Payable	1,669	3,111
Due Other Agencies	36	53
Gift Certificates/Customer Deposits	10,148	8,819
Total Current Liabilities	<u>66,397</u>	<u>39,213</u>
Net Position		
Accumulated Net Position from Prior Yr	156,623	182,259
Plus Net Profit (Loss)/Current Yr	(29,335)	(25,636)
Accumulated Net Position Current Year	<u>127,288</u>	<u>156,623</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>193,685</u></u>	<u><u>195,836</u></u>

PARKING COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
REVENUE		
Fines	0	0
Fees	31,775	31,875
TOTAL GROSS REVENUE	<u>31,775</u>	<u>31,875</u>
OPERATING EXPENSES		
Salaries & Wages	10,779	11,296
Benefits	4,851	5,083
Goods and Services	29,956	1,802
Depreciation/Bad debt	4,627	4,940
TOTAL OPERATING EXPENSES	<u>50,212</u>	<u>23,121</u>
NET OPERATING INCOME (LOSS)	<u>(18,437)</u>	<u>8,754</u>
OTHER REVENUE		
Interest Income	5,534	0
NET PROFIT (LOSS)	<u><u>(12,903)</u></u>	<u><u>8,754</u></u>

PARKING COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
ASSETS		
Current Assets:		
Cash	102,915	112,862
Current Accounts Receivable	667	591
Total Current Assets	<u>103,582</u>	<u>113,453</u>
Fixed Assets:		
Improvements other than Buildings	85,000	85,000
Furniture & Equipment	21,062	21,062
Less Accumulated Depreciation	50,116	45,489
Total Fixed Assets	<u>55,946</u>	<u>60,573</u>
TOTAL ASSETS	<u><u>159,528</u></u>	<u><u>174,026</u></u>
LIABILITIES AND CAPITAL		
Current Liabilities:		
Current Liabilities	(60)	1,605
Unearned Revenue	168	98
Total Current Liabilities	<u>108</u>	<u>1,703</u>
Net Position		
Accumulated Net Position from Prior Yr	172,322	163,568
Plus Net Profit (Loss) - Current Yr	(12,903)	8,754
Accumulated Net Position Current Year	<u>159,420</u>	<u>172,322</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>159,528</u></u>	<u><u>174,026</u></u>

FOOD SERVICES COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
REVENUE		
Net Sales	114,647	57,300
Catering	23,720	7,061
TOTAL GROSS REVENUE	<u>138,367</u>	<u>64,361</u>
COST OF GOODS SOLD		
*Merchandise Inventory, July 1	14,171	15,714
Plus Net Cost of Purchases	60,491	35,832
*Less Merchandise Inventory, June 30	13,092	14,171
COST OF GOODS SOLD	<u>61,570</u>	<u>37,374</u>
GROSS MARGIN ON SALES	<u>76,796</u>	<u>26,987</u>
OPERATING EXPENSES		
Salaries & Wages	67,670	48,625
Benefits	26,615	21,738
Goods & Services	4,637	6,833
Travel	402	0
Depreciation/Bad Debts		1,329
TOTAL OPERATING EXPENSES	<u>99,324</u>	<u>78,525</u>
NET OPERATING INCOME (LOSS)	(22,527)	(51,538)
OTHER REVENUE		
Trsfer in from Auxillary Reserve	25,225	43,804
Cash Over/Short	2	
NET PROFIT (LOSS)	<u><u>2,700</u></u>	<u><u>(7,734)</u></u>

FOOD SERVICES COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2022 and June 30, 2023

	<u>2022-2023</u>	<u>2021-2022</u>
ASSETS		
Current Assets:		
Petty Cash	1,300	1,300
Current Accounts Receivable	308	486
Merchandise Inventory	13,092	14,171
Total Current Assets	<u>14,700</u>	<u>15,957</u>
Fixed Assets:		
Buildings	13,729	13,729
Less Accumulated Depreciation	<u>13,729</u>	<u>13,729</u>
Total Buildings	<u>0</u>	<u>0</u>
Equipment	31,564	31,564
Less Accumulated Depreciation	<u>29,121</u>	<u>28,719</u>
Total Equipment	<u>2,443</u>	<u>2,845</u>
Total Fixed Assets	<u>2,443</u>	<u>2,845</u>
TOTAL ASSETS	<u><u>17,143</u></u>	<u><u>18,802</u></u>
LIABILITIES AND CAPITAL		
Current Liabilities:		
Accounts Payable	1,966	6,572
Accrued Salaries Payable	4,016	3,018
Sales Tax Payable	731	
Gift Certificates/Customer Deposits	57	
Long term Accrued Vac/Leave	2,911	4,450
Total Current Liabilities	<u>9,681</u>	<u>14,040</u>
Net Position		
Accumulated Net Position from Prior Yr	4,762	12,496
Plus Net Profit (Loss) - Current Yr	2,700	(7,734)
Accumulated Net Position Current Year	<u>7,462</u>	<u>4,762</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>17,143</u></u>	<u><u>18,802</u></u>



PENINSULA COLLEGE

Statement of Financial Position

For Quarter Ending June 30, 2023

	4th Qtr 2023	4th Qtr 2022
ASSETS		
Cash	916,518	4,135,194
Investments	8,796,029	4,873,089
Accounts Receivable	10,854,407	10,340,916
Long Term Accounts Receivable	670,000	0
Inventories	198,555	183,922
General Long-Term Obligations	2,678,298	2,501,800
Land	371,368	371,368
Buildings	77,630,292	79,021,659
Improvements other than Buildings	191,778	53,597
Furnishings, Equipment & Libraries	919,653	592,272
Total Assets	103,226,898	102,073,817
LIABILITIES		
Current Liabilities	7,892,354	7,451,369
Long-Term Liabilities	3,264,200	2,428,662
FUND BALANCES		
Equity Account Activity	92,070,344	92,193,786
Total Liabilities and Fund Balances	103,226,898	102,073,817



PENINSULA COLLEGE

COMPARISON OF ACTUAL REVENUE AND ACTUAL EXPENDITURES BY FUND

As of June 30, 2023

REVENUE / EXPENDITURE CATEGORY	Actual Revenue through June, 2023	Actual Exp through June, 2023	Rev minus Exp through June, 2023	% of Exp vs Rev 2022-23
OPERATING FUNDS				
<i>General Fund:</i>				
State Operating Allocation	16,344,263	16,344,263	0	100.0%
Local Operating Fund	5,734,882	6,265,008	(530,126)	109.2%
Sub-total General Fund:	22,079,145	22,609,271	(530,126)	102.4%
Local Dedicated Fund	1,276,767	1,330,797	(54,030)	104.2%
Grants and Contracts Fund	5,697,579	4,513,482	1,184,097	79.2%
Sub-total Operating Funds	29,053,491	28,453,550	599,941	97.9%
PROPRIETARY FUNDS				
Associated Students	546,082	501,156	44,926	91.8%
Bookstore	372,438	437,032	(64,594)	117.3%
Parking	37,309	50,212	(12,903)	134.6%
Ancillary Services	559,196	470,259	88,937	84.1%
Market & Deli	138,369	160,894	(22,525)	116.3%
Sub-total Proprietary Funds	1,653,394	1,619,553	33,841	98.0%
Total Annual College Funds	30,706,885	30,073,103	633,782	97.9%
FIDUCIARY FUNDS				
Grants In Aid	6,209,738	6,174,316	35,422	99.4%
Student Loans	1,046,936	1,055,217	(8,281)	100.8%
Work Study	129,525	112,027	17,498	86.5%
Financial Aid 3.5%	130,814	125,007	5,808	95.6%
Sub-total Fiduciary Total	7,517,014	7,466,566	50,448	99.3%
CAPITAL PROJECTS				
21-23 State Appropriations	2,832,662	2,832,662	0	100.0%
Local Capital Fund	158,545	158,545	0	100.0%
Total Biennial Capital Project	2,991,207	2,991,207	0	100.0%
GRAND TOTAL ALL FUNDS	41,215,106	40,530,876	684,229	98.3%



March 8, 2023

Bank of America NA
Trustee Under Will
Charles N. Webster
Charitable Trust
Account: xx-xx-xxx-xxx8204

Dear Bank of America Fiduciary Team:

For 36 years, Peninsula College has been the proud recipient of Charles N. Webster trust funds for Journalism Program scholarships. With these scholarship resources, the College has produced extremely high-quality graduates who have gone on to esteemed careers in journalism across the country.

Unfortunately, forces beyond the College's control that have accumulated for many years are constraining the College's ability to award scholarships to Journalism Program students at the level imagined by Mr. Webster. Drastic changes in media including the closure of newspapers across the country, a loss of ethics and truth in reporting, and an unpredictable future for the industry has led to a drop in interest in journalism as a viable career for prospective students. The uncertainty due to the pandemic exacerbated this challenge. A scholarship is no longer enough to entice students to enroll in a Journalism Program.

Peninsula College is proud of its award-winning, skills-centered Journalism Program. Students have won more than 150 state, regional, and national awards. Many graduates have gone on to work at publications, broadcast TV and radio, government agencies, and businesses across diverse sectors. The Program's reputation is well respected for imparting professional skills with integrity.

As the industry changed, College Journalism faculty are adding courses to prepare students for the emerging media ecosystem. They vigilantly adapt courses to encompass multimedia skills that are transferable to many careers outside of traditional journalism. Faculty regularly connect students to local media executives, business owners, and civic leaders to share their real-world perspectives.



Despite all efforts, the language of the Webster Will constrains our ability to recruit students. A scholarship simply isn't enough to counter the external pressures of the changing journalism industry. There is no way Charles Webster could have foreseen changes of this magnitude occurring. Peninsula College has a strong desire to honor Charles and Esther Webster's fundamental wishes and adapt in every way possible. We believe there is hope and strategies we can put in place to maintain a strong Journalism Program.

The former adviser to *The Buccaneer* student newspaper and full-time journalism faculty member, Prof. Roberta Mantooth, had a strong relationship with Esther Webster. Prof. Mantooth is still closely connected to the College as a retiree. She helped assure Charles Webster's widow that our first-class Journalism program at Peninsula College was worthy of her husband's memory. Prof. Mantooth's valuable understanding cultivated the vital role that Webster Scholarships have played in upholding standards of excellence for our students. Peninsula College's program is unique for a community college Journalism Program, offering challenging learning opportunities ranging from generating an award-winning student newspaper, to traveling to New York City and California media conferences, to working from the legislative chambers at the State's capitol.

We believe changes to the narrow language of the Webster Scholarship can play a key role in revitalizing local student interest in the College's Journalism Program. Such changes will expand recruitment, promotions, and outreach in ways that respect Charles and Esther Webster's vision. The college currently has \$267,000 of Webster funds in our account, and the trust has accumulated to over \$1.3 million. If permitted, we believe we can use these funds to help revive the journalism industry and support students pursuing vital careers:

- To start, the Webster Will narrow language "professional career in journalism," is constraining given the modern advances in the media industry. We would appreciate flexibility to be able to support students learning skills in writing or editing for newspapers and magazines, and writing or directing news and special features for broadcast media.
- We also seek greater flexibility in the application of the will's language that would allow Peninsula College to use Webster funds to train students to enter a dynamic media landscape. This work could encompass periodicals, television and



radio, and also add preparation for professional communications such as writing and producing newsletters and content for social media, websites and podcasts.

- We respectfully request the Bank of America to allow Peninsula College to also broaden the application of Webster funding to include the following:
 1. Innovative partnerships with industry leaders that fosters awareness of career opportunities in the media industry;
 2. Targeted marketing to recruit student to the Journalism Program;
 3. An endowed journalism faculty position to provide stability for the Journalism Program while the College grows enrollment;
 4. Support for media literacy programming to K-12, college students, and the general public in our region;
 5. Support for interns to work on the digital version of *The Buccaneer* award-winning student newspaper.

The job market for quality writers, photographers, and web content producers extends across business, legal, governmental, and nonprofit sectors. These skills are no longer isolated to journalism. And, now more than ever it is apparent that every citizen needs quality information to navigate the marketplace, pursue lifelong learning and uphold a prosperous democracy.

Peninsula College is committed to supporting journalism education that is foundational to our democracy and honors the exceptional Webster bequest. I look forward to hearing from you regarding this matter. Thank you, in advance, for your time and consideration.

Sincerely,

Suzanne Ames, E.D.
President
Peninsula College



September 26, 2023

Suzanne Ames, E.D
1502 East Lauridsen Blvd
Port Angeles WA, 98362

RE: Charles Webster Trust

Dear Dr. Ames

On March 8, 2023, you sent a letter to the Bank requesting that we petition the court on behalf of the trust to modify the terms of the document. After careful review of the governing document, it is evident that the Grantor's intent was that this trust be used for scholarships for students pursuing a career in journalism, and for that reason the Bank declines to petition the court to modify the terms of the document allowing for any use of funds outside of scholarships. It is our opinion that the Grantor widened the scope in Section 2 of the governing document to include "writing for editing newspapers or magazines or writing or directing news or special features in broadcast media." His only exclusion is public relations and marketing. If Peninsula College can explain to the Bank, how Scholarships would be expanded we would be happy to review to assure it fits with the grantor's intent.

Additionally, the document states that if Peninsula College is unable to use the funds for its intended purpose that those funds would go to Reed College. After review it appears Reed College is still in existence, so it is unlikely a court would allow a modification so drastic with a contingent beneficiary still operating.

If you have any question or concerns about this or would like to discuss this further, please feel free to reach out to me at (401)278-3013 or via email at Lindsay.s.jones@bofa.com.

Sincerely

A handwritten signature in black ink that reads "Lindsay S. Jones".

Lindsay S. Jones JD
Vice President,
Philanthropic Client Manager



YEAR TWO PRIORITIES

Strategic Objective	Goal	Priority Actions	Dead line	Responsibility	Status
3. Deploy resources and develop policies and procedures that foster equity and inclusion	Make budget allocations for additional resources needed for equity	3a Equity goals in departmental and divisional AAPs		CETL, IR	In process
	Engage students in DEI	3d “Colleges must conduct annual DEI listening and feedback sessions for the entire campus community.” ¹		CETL, Student Services, VP of HR/DEI	In process
	Review and improve curriculum	3e Provide support for faculty in making curriculum and assessments more equitable		CETL	In process
	Implement peer mentoring strategies	3f “Colleges must include opportunities for students from minoritized communities to form student-based organizations to mentor and assist each other in navigating the educational system.” ²		Student Services	In process
	Develop curricular Equity Audit process	3g Beginning with course descriptions, identify outdated and potentially harmful textbooks, curriculum, and course materials.		CETL/ Outside auditor	In process
	Develop institutional Equity Audit process	3h Identify instruments and consultants to audit college policies regarding equity		Standing Committee, VP of HR/DEI	In process
	Prioritize resources for digital equity*	3i Identify needs and research solutions and funding		Standing Committee	Needs workgroup
3.1 Increase diversity among faculty and staff	Improve hiring practices	3.1a Revise recruitment strategies 3.1b Revise job descriptions 3.1c Revise interview questions		HR	Workgroup started 1/23
		3.1d Train hiring committees in implicit bias (DEHPD) or Search Advocacy		HR	

	Recruit and maintain employees from all backgrounds*	3.1e Identify needs and research solutions and funding		HR	
3.2 Increase enrollment among diverse and special populations, including expanding tribal and community partnerships	Develop culturally appropriate student outreach program	3.2c “Colleges must establish a culturally appropriate student outreach program to communities of color, students with disabilities, low-income communities. Program should assist potential students to understand opportunities available and navigate student aid.” ²		Student Services Outreach Manager	Pending hire
	Reduce barriers in student onboarding process*	3.2d Identify needs and research solutions and funding		GP onboarding workgroup	Guided Pathways Workgroup formed 1/23
3.3 Expand the use of inclusive practices and incorporate indigenous and global perspectives across the curriculum	Offer professional development in Equity and Inclusion	3.3b “Colleges must provide DEI/anti-racism training to faculty, staff, and students. Training can be existing or new, and developed in partnership with faculty, staff, and students.” ¹		CETL, HR, Equity Groups	Workgroup formed; Phase I completed; ready for Phase II
	Provide training on anti-racist assessment and grading*	3.3c Offer professional development opportunities	Begin Fall 2023	CETL	Will be piloted in Fall 2023
	Develop inclusive pedagogies	3.3d Provide training on Four Connections	Begin Fall 2023	CETL	Will begin Fall 2023

* These priorities were developed during the campus-wide Equity Day, February 2022.

Workgroups:

Faculty & Staff Training	Amie*, Cheyenne,* Maitland, Nitasha	Phase I work completed
HR	Leayne (chair), Krista, Camilla, Sean, Nicholas, Trisha, Jess, Trish T, Erin Kate	
Equity Audit	Cheyenne, Amie, Bruce, Tom Harris	
Campus Climate Survey	Terye (chair), Anna, Lora, Rachel, Cheryl, Sadie	Phase I work completed

*co-chairs



2024 SUPPLEMENTAL OPERATING BUDGET REQUEST

SEPTEMBER 19, 2023

Washington's 34 community and technical colleges train people across our state for well-paying careers while providing businesses with the talent they need to thrive. Our college system's 2024 supplemental budget request focuses on two critical workforce needs: preparing more local residents to fill jobs in the fast-growing computer science field and reducing textbook costs for students in professional-technical programs.

Strengthening the Computer Science Workforce (\$9 million)

The information and communications technology (ICT) sector is a vibrant pillar of Washington's economy. In 2022, the ICT industry directly employed 360,900 people, making it the fastest growing industry in the state.¹ Washington also has the highest concentration of tech workers in the nation relative to the state's overall employment base, with nearly one in 10 workers in the tech industry.² Yet local employers looking for tech talent continue to encounter a skills shortage. Currently, colleges and universities do not have the capacity to educate enough students to keep up with employer demand.

Our college system proposes to create at least 15 more Bachelor of Science in Computer Science programs as authorized by the Legislature in 2021 (SB 5401). With sufficient funding, these programs would help our state meet existing and emerging needs in the tech industry while expanding access to well-paying computer science careers for diverse community and technical college students.

Lowering Professional-Technical Textbook Costs (\$600,000)

The high cost of textbooks is a significant barrier for many students. Nationally, the average community or technical college student pays \$1,460 a year for textbooks and supplies.³ In Washington, that's about 32 percent of the annual tuition costs. High textbook costs can force students in professional-technical programs to delay buying books until financial aid is awarded, forgo the books altogether, or even leave college due to the added financial stress.

Our college system seeks a legislative investment to advance a project that provides students free, copyright-cleared resources as an alternative to high-priced textbooks. Current resources provide introductory content for students studying healthcare, machining, welding, early childhood education, criminal justice, and hospitality. Funding was provided by a U.S. Department of Education grant. An investment by the Legislature would expand those resources to include information technology; forensic science; computer-aided design; health, safety and nutrition; CNC machining; culinary math; and periodontics. This three-year, \$1.8 million project requires a legislative investment of \$600,000 in the supplemental budget for fiscal year 2025 and \$600,000 in each year of the next biennium.

Sources: 1) Washington Technology Industry Association (WTIA) and High Peak Strategy. (2023). Technology Sector Economic Outlook in Washington State and the Greater Seattle Region. Seattle: WTIA ; 2) CompTIA. (2022). State of the Tech Workforce. Downers Grove, IL: CompTIA; 3) Ma, Jennifer and Matea Pender. Trends in College Pricing and Student Aid 2022. New York: CollegeBoard.

CONTACT INFORMATION

Stephanie Winner
Interim Operating Budget Director
phone: 360-704-1023
email: swinner@sbctc.edu



2024 SUPPLEMENTAL CAPITAL BUDGET REQUEST

SEPTEMBER 8, 2023

Investing in College Campuses and Climate Recovery

Our community and technical college system's \$103 million supplemental request targets reducing greenhouse gas emissions and funding two priority capital projects.

Energy-performance standards

According to the Washington State Department of Commerce, buildings are the most rapidly growing source of greenhouse gas emissions in Washington state. The building sector is the state's second largest carbon polluter behind transportation, and accounts for 27% of statewide emissions. Investing in building energy efficiency is the most cost-effective way to significantly reduce building sector emissions.¹

With full funding of this request, our colleges would:

- Install energy submeters in individual buildings to ensure compliance with energy performance standards established under the 2019 Clean Buildings Act (HB 1257) and then expanded in 2022 (SB 5722). Fast action is required to meet the first mandatory compliance date of June 1, 2026.
- Develop decarbonization plans for campuses with centralized heating and cooling plants. Decarbonization plans for campuses with centralized energy systems serving at least five buildings and more than 100,000 square feet of building space

are required under HB 1390, which sets a due date of June 30, 2024 for planning to begin, and June 30, 2025 for them to be submitted to the Department of Commerce for review and approval.

- Tune up and optimize inefficient building systems through a "retro-commissioning" grant program. The grant program would be created through this request and administered by the State Board for Community and Technical Colleges.

These investments would equip colleges to meet state energy performance standards for buildings, reduce greenhouse gas emissions, improve operational efficiencies, and avoid significant penalties, thereby preserving funding for instruction and student services.

Priority design and construction projects

Our college system's 2024 budget request also seeks funding for two major capital projects not funded in the biennial budget: the Center for Vocational and Transitional Studies at Lower Columbia College in Longview, and the Performing Arts Building replacement at Columbia Basin College in Pasco. Funding these two requests would serve students at the two colleges while reducing a backlog of capital projects needed across Washington's 34 community and technical colleges.

Source: 1. Department of Commerce website Sept. 2, 2023: <https://www.commerce.wa.gov/growing-the-economy/energy/buildings/clean-buildings-standards/>

2024 SBCTC Supplemental Capital Budget Request for New Appropriations and Financing Authorities

Priority	College	Number	Project	Phase	Request	Cumulative
1	Statewide	40000878	CBPS SBCTC Statewide Utility Submeters for Clean Buildings Act	Design & Construct	\$8,544,000	\$8,544,000
2	Statewide	40000914	HB 1390 - Decarbonization Planning	Planning	\$724,000	\$9,268,000
3	Statewide	40000880	CTC Energy Efficiency Program	Grant program	\$2,000,000	\$11,268,000
4	Lower Columbia	40000106	Center for Vocational and Transitional Studies	Construction	\$43,704,000	\$54,972,000
5	Columbia Basin	40000108	Performing Arts Building Replacement	Design & Construct	\$47,876,000	\$102,848,000

2024 SBCTC Supplemental Capital Budget Request for Alternative Financing Authority

College	Number	Project	Authority
Renton	40000881	Building J Renovation	\$2,000,000

CONTACT INFORMATION

Darrell Jennings
Capital Budget Director
360-704-4382
djennings@sbctc.edu

Legislative Action Committee (LAC)
of
Association of College Trustees (WA)
Report of LAC Meeting on
September 26, 2023

The first meeting of ACT's Legislative Action Committee for academic year 2023-24 took place by zoom on September 26, 2023, from 0800 to 0930.

The agenda included: introductions, discussion of role of LAC, and a presentation on advocacy by Paul Francis and Arlen Harris.

Introductions: In attendance were 18 participants: Pat Shuman, ACT President; Paul Francis, Executive Director, SBCTC; Arlen Harris, Legislative Director, SBCTC; Sam Herriot, Assistant LD, SBCTC; Claire Roney and Gary Chandler, LAC Co-Chairs; and 13 Trustee members.

Prior to the meeting, Board Chairs, working with their College Presidents and Executive Assistants, were asked to appoint a primary member and a secondary member to serve on the LAC.

Role of LAC:

Working with the SBCTC and with College Presidents and Chancellors, LAC's mission is to join with our partners in advocacy efforts toward the goals of student success and strong colleges. Toward that mission, LAC will be gathering information for Trustees to share with their colleges and legislators.

Presentations: by

Paul Francis and Arlen Harris conducted a PowerPoint presentation on "Best Practices". Louise Chernin and Glenn Johnson, past LAC Co-Chairs, shared insight from their experience advocating on behalf of Washington's Community Colleges.

Next Steps:

The LAC will gather again at the ACT Fall Conference scheduled for November 16 and 17 at the Seattle Hilton and Conference Center. A program on Advocacy is being prepared for all conference attendees: Trustees, State Board Members, College Presidents/Chancellors, College Executive Assistants, and other College

staff and interested community members. All are welcome and encouraged to attend. Working with Arlen Harris, SBCTC Legislative Director, State Legislators will join us to discuss what makes for effective advocacy. The SBCTC supplemental operating and capital budget requests for the short (60-day) 2024 legislative session will be reviewed, and attendees' questions addressed. The results of this year's ACT Legislative Advocacy Survey, to be sent to all Trustees, will be presented. This Survey asks Trustees to describe their advocacy contacts with their legislators during the past year. In collaboration with WACTC and SBCTC, Trustees will begin to prepare for the annual "Hill Climb" and to forge a unified message and approach for our collective legislative action.

Respectively submitted,

Claire Roney
Co-Chair
ACT Legislative Action Committee

Gary Chandler
Co-Chair
ACT Legislative Action Committee

2023-2024 Board Topic Calendar

17 October Port Angeles Main Campus	Introductions:	Soccer Players, New Hires
	Presenters:	Recognition of Brooke Taylor and Jeanne Martin
	IE Report:	Strategic Goal 4: Strengthening Fiscal Stability: Students served, grants and new programming, economic impact
	President's Report:	Year End Financials and 4th Qtr. update, Legislative advocacy, Board topic calendar, DEI plan - Year 2
	Board Report:	ACT Fall, Chair's Signature for Diplomas
	Board Study:	OPMA Training, Board Self Evaluation, Emeriti Status, Policy first reading (if applicable)
	Board Action:	Resolutions, Board Policy (if applicable)
November Port Angeles Main Campus	Introductions:	New Hires
	Presenters:	Multicultural and Inclusion Academic Advisor/Student
	IE Report:	Strategic Goal 3: Fostering Equity and Inclusion: HEDS Diversity and Equity Survey Results (new this year); CCSSE Survey Results (alt. with internal Student Satisfaction Survey)
	President's Report:	1st Quarter Financials
	Board Report:	ACCT and ACT recap, Invite to Winter Celebration employee potluck
	Board Study:	Policy first reading (if applicable)
	Board Action:	Emeriti Status and Meritorious Status, Board Policy (if applicable)
December Port Angeles Main Campus	Introductions:	New Hires
	Presenters:	Indigenous Studies
	IE Report:	Strategic Goal 3: Fostering Equity and Inclusion: New Student Experience Survey Results
	President's Report:	
	Board Report:	
	Board Study:	Policy first reading (if applicable)
February Port Angeles Main Campus	Introductions:	New Hires, Basketball Players (sometimes All-WA and International Students)
	Presenters:	Math/Tutoring Center
	IE Report:	Strategic Goal 2: Advancing Student Success: Measurable Skills Gains, Completions within 3 years, Math/English in the 1st year, VFA (comparisons)
	President's Report:	2nd Quarter Financials
	Board Report:	ACT and ACCT recap
	Board Study:	Tenure, Presidential Evaluation Template Review, Policy first reading (if applicable)
	Action:	Board Policy (if applicable)
March Port Angeles Main Campus	Introductions:	New Hires
	Presenters:	Campus Climate Survey Results
	IE Report:	Strategic Goal 2: Advancing Student Success: Transfer out, enter workforce, IPEDS (comparisons)
	President's Report:	Accountability Audit Review
	Board Report:	(Board Photo?- we haven't done this)
	Board Study:	Policy first reading (if applicable)
	Board Action:	Tenure vote/celebration, President Evaluation Template, Board Policy (if applicable)

2023-2024 Board Topic Calendar

April Forks Extension Site	Introductions:	New Hires
	Presenters:	Forks Campus Updates/Student Panel
	IE Report:	Strategic Goal 1: Achieving Academic Excellence and Strategic Goal 2, Advancing Student Success: Retention, retention parity, course success rates, student/faculty ratio, student learning outcomes (SLOs)
	President's Report:	
	Board Report:	ACT/ACCT updates
	Board Study:	Policy first reading (if applicable)
	Board Action:	Board Policy (if applicable)
May Port Townsend Extension Site	Introductions:	New Hires
	Presenters:	Port Townsend Campus Updates, Guided Pathways
	IE Report:	Strategic Goal 1: Achieving Academic Excellence: Enrollment parity, staff and faculty demographics
	President's Report:	3rd Quarter Financials, Operational Plan
	Board Report:	Commencement Instructions Invite to End-of-Year Celebration
	Board Study:	Revenue Estimates, Next years Board Calendar (if ready), Honorary Degrees (if any), Board Self Evaluation Template, Policy first reading (if applicable)
	Board Action:	Board Policy (if applicable)
June Port Angeles Main Campus	Ceremony 1:00pm	Tidepools Athletic Awards President's Medals All WA Certificates English Essay Award Winner
	Introductions:	New Hires
	Presenters:	Honors Capstone, Resolution for ASC President
	IE Report:	Overview of Strategic Plan/related AAP objectives
	President's Report:	Commencement
	Board:	ACT/ACCT update
	Board Study:	Policy first reading (if applicable)
	Action:	Budget, Board Self Evaluation Template, Resolutions, Elect Chair & Vice Chair, Ames President's contract, Board Policy (if applicable)

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: BOARD OPERATIONAL POLICY
Policy Number: 122
Date Adopted: January 15, 1975
Date Revised: 3/22/2018
Lead Administrator: President

BACKGROUND:

A few changes were made to Policy 122, Board Operational Policy. Moving Public Comment to the beginning of the meeting and changing agenda requests to be two weeks before the meeting.

PROPOSAL:

The President recommends that the Board review and approve the suggested changes to Board Policy 122, Board Operational Policy.

RECOMMENDATION: The President recommends that the Board review Policy 122, at the Oct. 17, 2023, meeting of the Board of Trustees.



PENINSULA COLLEGE

Board Policy

Subject: **Board Operational Policy**

Board Policy Number: 122

Statutory Authority:

Date Adopted: January 15, 1975

Date Revised: ~~03/22/2018~~Not Set

Reviewed: ~~03/22/2018~~Not Set

Lead Administrator: President

Category: Board

Regular Meetings

The order of business governing all regular meetings of the District No. 1 Board of Trustees shall be in order as follows:

- ✓ Roll Call / Determination of Quorum
- ✓ Public Comment/ Correspondence
- ✓ Modification to Agenda
- ✓ Approval of Previous Minutes
- ✓ Introductions
- ✓ Presentations
- ✓ ~~Correspondence~~
- ✓ ~~Public Comment~~
- ✓ Reports
- ✓ Board Study
- ✓ Board Action
- ✓ Announcements of time and place of the next Board meeting.

The order of the agenda may be changed by the chair with the consent of Board members present. ~~The chair may announce at the beginning of each meeting that members of the audience present may speak to any item on the agenda at the time the Board considers that item. The~~During public comment, the chair shall have the right to limit the number of speakers and the time used by speakers in the discussion of a particular item. All business transacted in official Board meetings shall be recorded in minutes and filed for reference.

Special Meetings

Business considered in special Board meetings shall be limited to those items for consideration specified in the ~~notice of special meeting unless the full Board is present and agrees to inclusion of items not scheduled~~agenda included with the notice of special meeting. Minutes of special meetings shall be submitted for Board approval at the next regular meeting. Special meetings shall be conducted using the same order of business as for regular meetings.



PENINSULA COLLEGE

Board Policy

Agenda

1. The secretary of the Board shall determine the agenda to be considered by the Board at regular or special meetings. Requests for inclusion of business, correspondence, or agenda items for Board consideration at regular meetings must be received by the secretary of the Board ~~one week~~two weeks before the meeting in order to receive consideration for inclusion on the agenda. The chair or secretary may, ~~however,~~at their discretion present a matter of ~~urgent~~ business received too late for inclusion on the agenda of a regular meeting.
2. An agenda and information materials pertinent to the agenda shall be furnished to each trustee prior to each meeting of the Board. All materials except those to be considered in executive session shall be available for public inspection at the Office of the College President and on the College website.
3. All written, printed, or typed materials presented for tentative inclusion on the Board agenda must be submitted in sufficient quantity to provide each Board member and the secretary with copies.

Date Revised: March 18, 1981, February 20, 1985, March 17, 1987, September 10, 1996

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: EMERITUS STATUS – Cindy Lauderback and Jill Snyder MERITORIOUS STATUS – Susan Herbert

BACKGROUND:

Peninsula College **Emeritus Status** is conferred by the College's Board of Trustees and is intended to be a formal means for recognizing continued meritorious service by full-time and associate Peninsula College faculty and administrators.

Individuals who qualify for Emeriti Status include:

1. Faculty or administration who serve Peninsula College for at least 10 years and retire in good standing; and
2. Faculty or administrators who die prior to retirement from service, but who have served at least ten years.

Peninsula College **Meritorious Service Status** is conferred by the college's board of trustees and is intended to be a formal means for recognizing continuing meritorious service by Peninsula College Classified staff.

Individuals who qualify for Meritorious Service Status include:

1. Those classified staff who served Peninsula College for at least ten years and who retire in good standing;
2. Classified staff who die prior to retirement from service, but who have served at least ten years in good standing.

PROPOSAL:

The Board consider granting Emeritus Status to:

- Cindy Lauderback, started at Peninsula College 7/17/1997, retirement date 9/25/2023.
- Jill Snyder, started at Peninsula College 1/5/1998, retirement date 6/30/2023.

The Board consider granting Meritorious Service Status to:

- Susan Herbert, started at Peninsula College 9/27/1994, retirement date 6/30/2023

RECOMMENDATION: The President recommends that the Board review the Emeritus Status of Cindy Lauderback and Jill Snyder and Meritorious Service Status of Susan Herbert.
--

Peninsula College
2023-2024 Board of Trustees Meeting Dates

DRAFT

<u>Date</u>	<u>Location</u>
July 2023	NO MEETING
Aug. 31, 2023	Annual Board Retreat 9am-1pm
September 2023	NO MEETING
October 17, 2023	Port Angeles - Cornaby Center
November 21, 2023	Port Angeles - Cornaby Center
December 19, 2023	Port Angeles - Cornaby Center
January 2024	NO MEETING
February 20, 2024	Port Angeles - Cornaby Center
March 19, 2024	Port Angeles - Cornaby Center
April 16, 2024	Forks Campus
May 21, 2024	Port Townsend Campus
June 15, 2023	Commencement – Port Angeles
June 18, 2024	Port Angeles - Cornaby Center
July 2024	NO MEETING

Board meetings are held the **Third Tuesday of the month at 2pm** unless otherwise noted.

**Dr. Suzy Ames Goals
2023-24**

Dear Trustees,

Below is a set of goals I created for the 2023-24 academic year and beyond. I look forward to reviewing them with you.

The successes of Peninsula College this past year have been so inspiring and rewarding. I am looking forward to seeing what the future holds.

Below are a set of short-term and long-term goals. The long-term goals will likely take a few years but will require regular shepherding and progress starting right away. As a result, I thought it would be helpful to include both types of goals.

Strategic Goals:

Goal: Develop K-12 relationships to support more student transitions

(Strategic Plan Goal 1: Increase enrollments to meet State FTE targets.)

Short-term Strategies:

1. Maximize Running Start, including implementing an early alert system to support struggling students.
2. Foster relationships with all superintendents to increase college-going trends of high school graduates.

Long-term Strategies:

1. Create opportunities for faculty connections to high school teachers.
2. Support the creation of a Sequim Skills Center.

Goal: Support next generation of Guided Pathways efforts to recruit and retain more students

(Strategic Plan Goal 2: Institutionalize the Guided Pathways model at scale to improve student success.)

Short-term Strategies:

1. Support the implementation of a holistic advising model.
2. Support the implementation of instructional programs that serve Transitional Studies students.

Long-term:

1. Infuse all elements of Guided Pathways across the whole college in a holistic manner.

Goal: Foster Community of Belonging on campus to support the Diversity, Equity & Inclusion plan

(Strategic Plan Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion)

Short-term Strategies:

1. Support the implementation of accessibility tools and training across the college.
2. Support Instruction with the identification of a DEI learning outcome.
3. Support Instruction with the implementation of The Four Connections.
4. Implement Year Two of the DEI campus plan.
5. Support three new DEI-focused employees.

Long-term Strategies:

1. Increase enrollment and retention of students of color.
2. Close equity gaps across all demographics.

Goal: Foster college/tribal relations to take partnerships to the next level

(Strategic Plan Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion)

Short-term Strategies:

1. Develop a systematic way to stay connected to Tribal Councils across the PC District.

Long-term Strategies:

1. Double the number of Indigenous students enrolled to achieve federal status as a Native American Serving Non-Tribal Institution.

Goal: Develop workforce connections and align instructional programs to serve the local economy

(Strategic Plan Goal 1: Increase enrollments to meet State FTE targets.

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

Short-term Strategies:

1. Launch new instructional programs including: K-8 Education (BAS), Marine Manufacturing (AAS), Electric Vehicle Auto Repair (AAS), Dental Hygiene (AAS).
2. Update Medical Assisting program to support earlier employment.
3. Support the growth of the Community Education program across the district.
4. Support faculty-driven exploration of career-centered transfer degrees.

Long-term Strategies:

1. Develop Associates/Certificate programs that potentially include: 911 Dispatcher, paramedic, paraeducator, and healthcare-related fields.
2. Develop Applied Bachelor's Degrees that potentially include: Medical Office Management and computer science.
3. Develop transfer degrees clearly linked to careers.

Goal: Foster PNNL Sequim connections to create educational opportunities

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

Short-term Strategies:

1. Expand student participation in PNNL internships.

Long-term Strategies:

1. Continue to find ways to position Peninsula College as "THE" local college partner for PNNL Sequim, following the Columbia Basin College model.

Operational Goals:

Goal: Support process improvements across the college to achieve better synergy across divisions

Short-term Strategies:

1. Provide Division-level budgets to vice presidents and hold them accountable for budget tracking/management.
2. Improve CTCLink processes and create training tools for staff and faculty.
3. Create processes to support implementation of new instructional programs and courses.

Long-term Strategies:

1. Align college priorities with the budget with contributions from the college community and buy-in for the decisions.
2. Create a sustainable budget positioned for growth.

Goal: Support the implementation of the Strategic Plan to achieve its goals

Short-term Strategies:

1. Support the new Executive Director of the Foundation to continue fundraising that helps the college achieve Strategic Plan goals.
2. Support the Interim Vice President of Instruction and lead a transparent national search for a permanent Vice President.

Long-term Strategies:

1. Engage Board, College and community in development of the next strategic plan.