



Hello Trustees,

I hope our gorgeous fall season has been treating you well. The year has gotten off to a great start. We're looking forward to sharing our successes. Here are some highlights of what to expect at the meeting.

**Presentations:**

- Our new Multicultural and Inclusion Advisor Sam Della-DeVoney will present about her work to support and retain students of color.

**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
- Terye Senderhauf, Manager of Institutional Research and Grants – Will present on Strategic Goal 3: Deploy Resources and develop policies and procedures that foster equity and inclusion. We have results from a new DEI survey to share.
- Getta Workman, Foundation Executive Director – Will present a report
- President's Report. I will report on:
  - Carie Edmiston will present the 1st Quarter Financials
  - Washington Student Achievement Council's visit
  - Gates Foundation visit
  - Successes in Worker Retraining and Financial Aid
  - Department of Labor grant submitted.
  - SBCTC Supplemental Budget Requests

**Trustee Update**

- Trustees will have an opportunity to share any updates, such as the Fall ACT Meeting.

**Item for Board Study**

- Policy 232 Teleworking
- Policy 297 Administrative/Exempt Resignation
- Policy 415 Academic Credit for Prior Learning
- Policy 506 Accessible Technology

**Item for Board Action**

- Policy 122 Board Operational Policy



*Dr. Suzanne Ames, President*

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- Emeritus Status – Jill Snyder and Cindy Lauderback
- Meritorious Service Status – Susan Herbert

### **Executive Session**

- There will not be an executive session this month.



**Trustees:**

*Mike Maxwell, Chair*

*Joe Floyd, Vice Chair*

*Claire Roney*

*Celeste Schoenthaler*

*Glenn Ellis, Jr.*

**ROLL CALL and DETERMINATION OF QUORUM**

**PUBLIC COMMENT/CORRESPONDENCE**

**MODIFICATION TO THE AGENDA**

**APPROVAL OF MINUTES**

October 17, 2023

**INTRODUCTIONS**

New Employees

**PRESENTATIONS**

Multicultural and Inclusion Advising – Sam Della-DeVoney

**STANDING REPORTS:**

- ASC – Hannah Wagner
- Senate – Lara Starcevich, Faculty Senate First Speaker
- PCFA – Tim Williams
- Institutional/Enrollment Report – Strategic Goal 3, Fostering Equity, and Inclusion: Diversity and Equity Survey Results – Terye Senderhauf
- Foundation – Getta Workman

**PRESIDENT'S REPORT**

1<sup>st</sup> Quarter Financials

Updates

SBCTC Supplemental Budget Requests

**TRUSTEE UPDATE**

Legislative Action Report

**ITEMS FOR BOARD STUDY**

Policy 232 Teleworking

Policy 297 Administrative/Exempt Resignation

Policy 415 Academic Credit for Prior Learning

506 Accessible Technology

**ITEMS FOR BOARD ACTION**

Policy 122 Board Operational Policy

Emeritus Status – Jill Snyder and Cindy Lauderback  
Meritorious Service Status – Susan Herbert

**EXECUTIVE SESSION**

None

**NEXT MEETING**

Tue. December 19, 2023



**Meeting of the Board of Trustees**

**Minutes**

**October 17, 2023**

**Port Angeles, WA**

**2:00 p.m.**

**Peninsula College Cornaby Center, A-12**

**Trustees:**

*Mike Maxwell, Chair*

*Joe Floyd, Vice Chair*

*Claire Roney*

*Celeste Schoenthaler*

*Glenn Ellis, Jr.*

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**ROLL CALL and DETERMINATION OF QUORUM**

Mike Maxwell, Chair - Present

Joe Floyd, Vice Chair - Present

Claire Roney - Present

Celeste Schoenthaler - Present

Glenn Ellis, Jr. - Present

**PUBLIC COMMENT/CORRESPONDENCE**

None

**MODIFICATION TO THE AGENDA**

None

**APPROVAL OF MINUTES**

June 13, 2023

Motion made by Claire Roney, seconded by Claire Roney. All Approved.

August 31, 2023, Board Retreat

Motion made by Claire Roney, seconded by Claire Roney. All Approved.

**INTRODUCTIONS**

Two New Trustees

Celeste Schoenthaler

Glenn Ellis, Jr.

New Employees

**Student Services** – Introduced by Krista Francis

Financial Aid Outreach Specialist – Alajiah Delgado

Outreach Manager – Alle Potter

Associate Dean for Student Advising and Support Services – Brad Baranowski  
International Admissions Specialist – Bran Buboltz  
Men’s Basketball Coach – Bryce Jacobson  
Assistant Athletic Director – Amanda Anderson  
Manager of High School Programs – Kelly Dyer  
Multicultural and Inclusion (MCI) Academic Advisor – Samantha Della-DeVoney  
**Instruction** – Introduced by Interim Vice President of Instruction – Bruce Hattendorf  
Transitional Studies Enrollment Specialist – Michele Scouten  
Integrated Indigenous Studies Faculty – Migizi Miigwan/Nicole Nesberg  
ECDC – Tessa Coville, Angela Reynolds, Ashley Whitlock, Kathryn McMahan  
Natural Resources – Chris Morgan  
Program Manager Community Ed – Christeal Milbourne  
**Admin/Finance-** Introduced by Carie Edmiston  
Grounds Crew member – Nathan Miller  
Custodian – Matt Catterson  
Director of Fiscal Operations/Comptroller – Kara Spangler  
Food Service Manager – Corey Roblan  
Student Finance Analyst – Dani Hendrickson  
**Office of the President** – Introduced by Suzy Ames  
Office of the President Admin Assist – Brittany Hill  
**HR/DEI-**  
VP of HR/DEI – Hanan Zawideh  
Exec Assist to VP HR/DEI – Leayne Trubell  
HR Consultant – Cody Barker

Soccer Players – The Women’s and Men’s soccer players and coaches were introduced.

## **PRESENTATIONS**

Recognition of Brooke Taylor and Jeanne Martin – Joe Floyd presented the resolutions to Jeanne Martin and Brooke Taylor.

## **ITEMS FOR BOARD ACTION**

Resolution 2023-05 Recognizing Jeanne Martin

Motion made by Joe Floyd, seconded by Claire Roney. All Approved.

Resolution 2023-06 Recognizing Brooke Taylor

Motion made by Joe Floyd, seconded by Claire Roney. All Approved.

## **STANDING REPORTS:**

- **ASC – Hannah Wagner**  
Yesterday was the ASC goal setting meeting, they want to incorporate events with the Forks and Port Townsend campus. They are going to try to get increased involvement in student events. They had a welcome tent for the first day and an International welcome event. Coming up they have escape rooms, and they are doing a blood drive and pumpkin carving on Halloween.
- **Senate – Lara Starcevich, Faculty Senate First Speaker**  
Faculty Senate did not meet over the summer. At their first meeting of the year they discussed the reorganization of the class schedule.
- **PCFA – Tim Williams**  
Tim Williams was not able to attend; Lara Starcevich read his report for him. The current faculty contract expires June 2024, they will be starting negotiations soon.
- **Institutional/Enrollment Report – Strategic Goal 4: Strengthening Fiscal Stability, Ethan VanZant, Research Analyst. Report in Board Packet**
- **Foundation – Getta Workman**  
The Foundation donor lunch was yesterday; the attendance was lower than pre-Covid but it was still a wonderful event. They have \$60,000 matching funds and have until the end of 2023 to raise \$60,000. A Foundation update is in the Board Packet.

## **PRESIDENT’S REPORT**

Updates

- Getta Workman will be retiring in early 2024. Dean of Instruction, Cheryl Crane will be stepping into the role of the Executive Director of the Foundation in mid-February. We will be doing a nationwide search for a new Dean of Arts and Sciences.
- We secured \$18,000 for the Automotive program from the Phillips Foundation and are in the process of hiring a new faculty member, the program will start in January.
- The Washinton Student Achievement Council is holding their meeting at Peninsula College November 6 and 7<sup>th</sup>.

Year End Financials and 4<sup>th</sup> Qtr. Update from Carie Edmiston. Report in Board Packet.  
We have an audit scheduled to start in November.

Webster Will update

We requested flexibility in the fund. We now have the information we need from Bank of America. Unfortunately, we did not get the flexibility, but we have a plan for moving forward.

PC Changes Graphic – in Board Packet

Suzy gave a presentation about what we have accomplished at Peninsula College this past year and what is to come to PC employees during Welcome Back week and at the Foundation Donor luncheon. She will also be sharing this with community groups.

Equity Plan – in Board Packet

SBCTC Legislative requests – in Board Packet

Board Handbook Updated Pages – a few of the documents from the Trustee Handbook needed to be updated; we gave the Board members updated pages to replace the pages.

#### **TRUSTEE UPDATE**

Legislative Action Report – Claire Roney is now the co-chair of the ACT Legislative Action Committee. Each college should have a primary and secondary member of the committee. The next ACT meeting is Nov. 16 & 17 in SeaTac.

#### **ITEMS FOR BOARD STUDY**

Presentation from Derek Leuzzi AAG – Open Public Meetings Act

Board Topic Calendar – in Board Packet

Suzy asked the Board to review, it can be changed as needed.

Policy 122 Board Operational Policy – in Board Packet

Emeritus Status – Jill Snyder and Cindy Lauderback – in Board Packet

Meritorious Service Status – Susan Herbert – in Board Packet

#### **ITEMS FOR BOARD ACTION**

Finalize 23-24 Board Meeting Dates – The Board meetings will be on the third Tuesday at 2pm. The Board discussed changing the dates of the November and December meetings because of the holidays.

**Tuesday Nov. 28 at 2pm (4<sup>th</sup> Tuesday)**

**Tuesday Dec. 19<sup>th</sup> 2pm (remain the 3<sup>rd</sup> Tuesday)**

**Motion made by Joe Floyd, Seconded by Claire Roney. All approved.**



2023-24 President Goals – in Board Packet

**Motion made to approve President Goals made by Joe Floyd, Seconded by Claire Roney. All approved.**

Regular Meeting ended at 4:17, at 4:20 the will board to go into executive session. Executive Session will end at 5:00, No action will be taken.

**EXECUTIVE SESSION**

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

Executive Session ended at 5:02.

**Motion made to adjourn meeting made by Joe Floyd, Seconded by Claire Roney. All approved.**

**Meeting adjourned at 5:04**

**NEXT MEETING**

**Tuesday Nov. 28 at 2pm (4<sup>th</sup> Tuesday) at Cornaby Center, A-12**

\_\_\_\_\_  
Michael Maxwell, Board Chair

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Suzy Ames, President

\_\_\_\_\_  
Date:

# Institutional Effectiveness Report

Board of Trustees Meeting  
November 2023

# Core Theme: Fostering Equity and Inclusion

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

# Campus Climate Assessment

## Purpose

In May of 2021, the Washington State Legislature enacted Senate Bill 5227 relating to diversity, equity, inclusion, and antiracism at institutions of higher education. Included in that bill (section 3) is the requirement for all colleges to conduct a campus climate assessment (CCA) every five years and campus listening and feedback sessions in non-survey years.

Results of the CCA and listening sessions are to be shared with faculty and staff and generate discussion to inform future DEI efforts including the Equity Strategic Plan and Listening Sessions.

# Campus Climate Assessment

- ▶ Also referred to as the DEI survey (and different from the employee climate assessment administered annually).
- ▶ SBCTC recommended tools were reviewed by a small workgroup of the Equity Standing Committee, with input from ASC, the First Nations student club, and as many others as we could find.
- ▶ Each tool had pros and cons; we chose the one that seemed best suited to our needs by the largest number of reviewers.
- ▶ Even so, we heard anecdotally after the fact that the survey was too long and that some of our students and staff felt that the survey “wasn’t for them.”

# Higher Education Data Sharing Consortium (HEDS) Diversity and Equity Survey

Survey ran from April 10 - 30, 2023

QR code was used for anonymity and confidentiality.

Approximately 2,100 individuals were invited to take the survey and 240 surveys were completed (11%). Another 178 people (8%) started the survey but did not finish it. Those surveys were not included in the results.

153 students (13% response rate, 64% of responses)

29 faculty (25% response rate, 12% of responses)

58 staff/admin (44% response rate, 24% of responses)

# Info about Respondents

|   | Students |     | Faculty |     | Staff/Admin |     |
|---|----------|-----|---------|-----|-------------|-----|
| Gender                                      |          |     |         |     |             |     |
| Man   | 45       | 31% | 12      | 48% | 17          | 29% |
| Woman                                       | 81       | 60% | 13      | 52% | 40          | 69% |
| Non-binary                                  | 13       | 9%  | *       | *   | *           | *   |
| Race/Ethnicity                              |          |     |         |     |             |     |
| White                                       | 97       | 67% | 20      | 83% | 42          | 74% |
| African Am./Black                           | *        | *   | 0       | 0%  | 0           | 0%  |
| Hispanic/Latino                             | 7        | 5%  | 0       | 0%  | *           | *   |
| Asian                                       | *        | *   | 0       | 0%  | *           | *   |
| Multi-racial                                | 24       | 17% | *       | *   | 9           | 16% |
| All other (incl. Native American and Int'l) | 12       | 8%  | *       | *   | *           | *   |
| Included above:                             |          |     |         |     |             |     |
| Native American                             | 16       | 11% | *       | *   | 6           | 11% |



# Results compared to other institutions

Computed by averaging the level of satisfaction that a person has with each of the elements from Question 1:

- Overall Campus Climate
- The campus experience/environment regarding diversity at PC
- The extent to which you experience a sense of belonging or community at PC
- The extent to which you feel all community members experience a sense of belonging or community at PC

|                        | Peninsula College | vs 2-year public institutions | vs all participating institutions |
|------------------------|-------------------|-------------------------------|-----------------------------------|
| Overall Results        | 3.91 (290)        | 3.97 (26k) ←                  | 3.67 (233k) ↑                     |
| <b>Results by Role</b> |                   |                               |                                   |
| Students               | 4.13 (130)        | 4.16 (12k) ←                  | 3.72 (105k) ↑↑                    |
| Faculty                | 3.54 (29)         | 3.84 (5k) ↓↓                  | 3.57 (37k) ←                      |
| Staff/Administrators   | 3.67 (58)         | 3.77 (6k) ↓                   | 3.66 (55k) ←                      |





# Student results compared to other institutions

|   | Peninsula College | vs 2-year public institutions | vs all participating institutions |
|---|-------------------|-------------------------------|-----------------------------------|
| Overall Results                         | 3.91 (290)        | 3.97 (26k) ←                  | 3.67 (233k) ↑                     |
| <b>Results by Race/Ethnicity*</b>       |                   |                               |                                   |
| White                                   | 4.28 (94)         | 4.17 (6k) ↑                   | 3.74 (71k) ↑↑↑                    |
| Multiple races                          | 3.87 (23)         | 4.10 (2k) ↓                   | 3.56 (18k) ↑↑                     |
| All other races (incl. Native American) | 4.00 (10)         | 4.02 (344) ←                  | 3.60 (2k) ↑↑                      |
| <b>Results by Gender Identity</b>       |                   |                               |                                   |
| Man (cisgender)                         | 4.19 (39)         | 4.13 (3k) ←                   | 3.84 (42k) ↑↑                     |
| Woman (cisgender)                       | 4.25 (82)         | 4.22 (8k) ←                   | 3.72 (74k) ↑↑↑                    |
| Non-binary                              | 3.76 (17)         | 3.70 (459) ←                  | 3.22 (6k) ↑↑↑                     |

\*does not include results from Black, Hispanic, or Asian students as the response groups were too low

## Overview

aggregate responses from students, faculty, staff, and administration

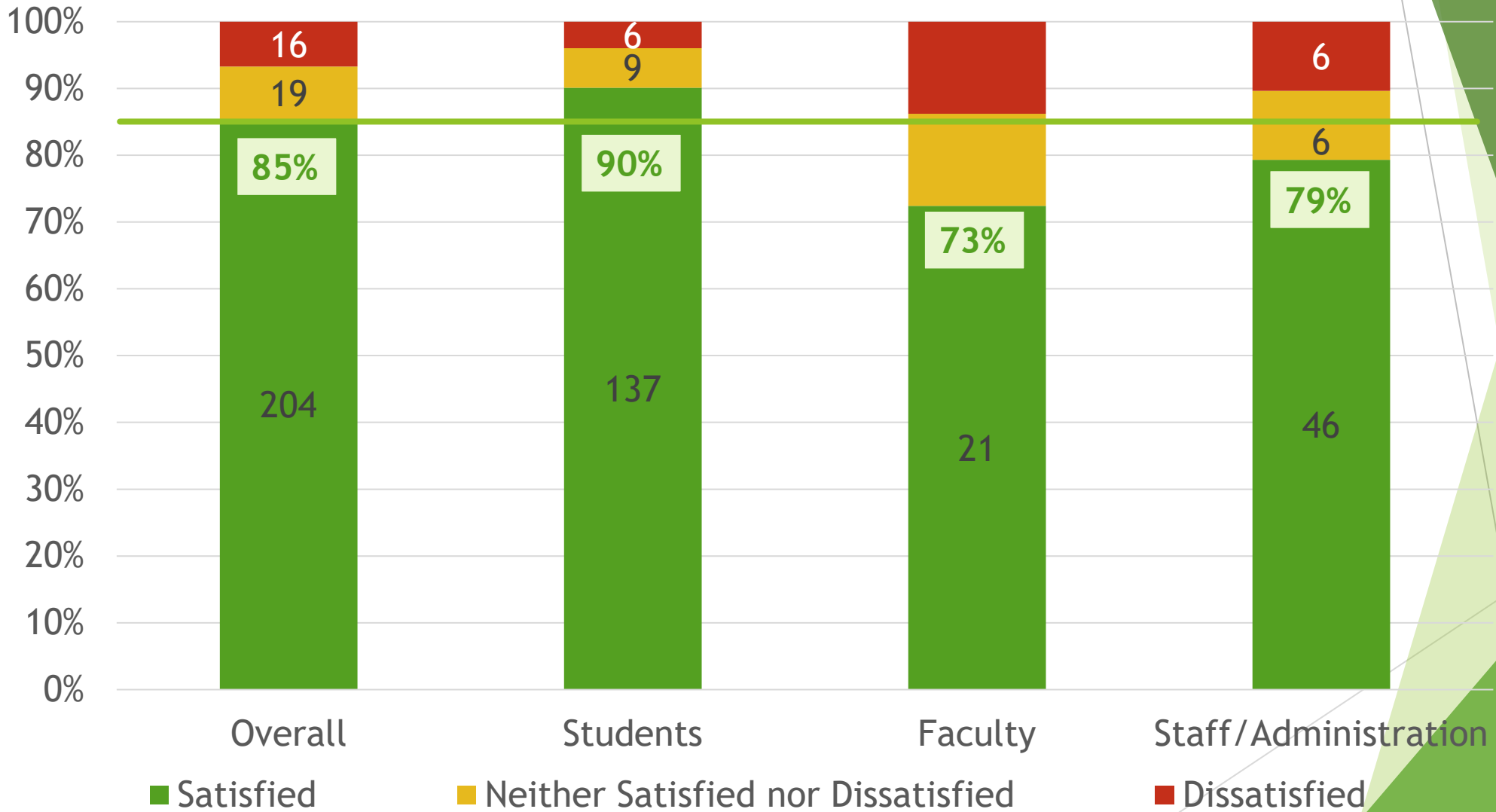
85% were generally or very satisfied with the overall campus climate.

73% experienced a sense of belonging or community at Peninsula College, while 11% did *not* experience a sense of belonging or community.

13% indicated they would be uncomfortable sharing their views on diversity and equity at Peninsula College.

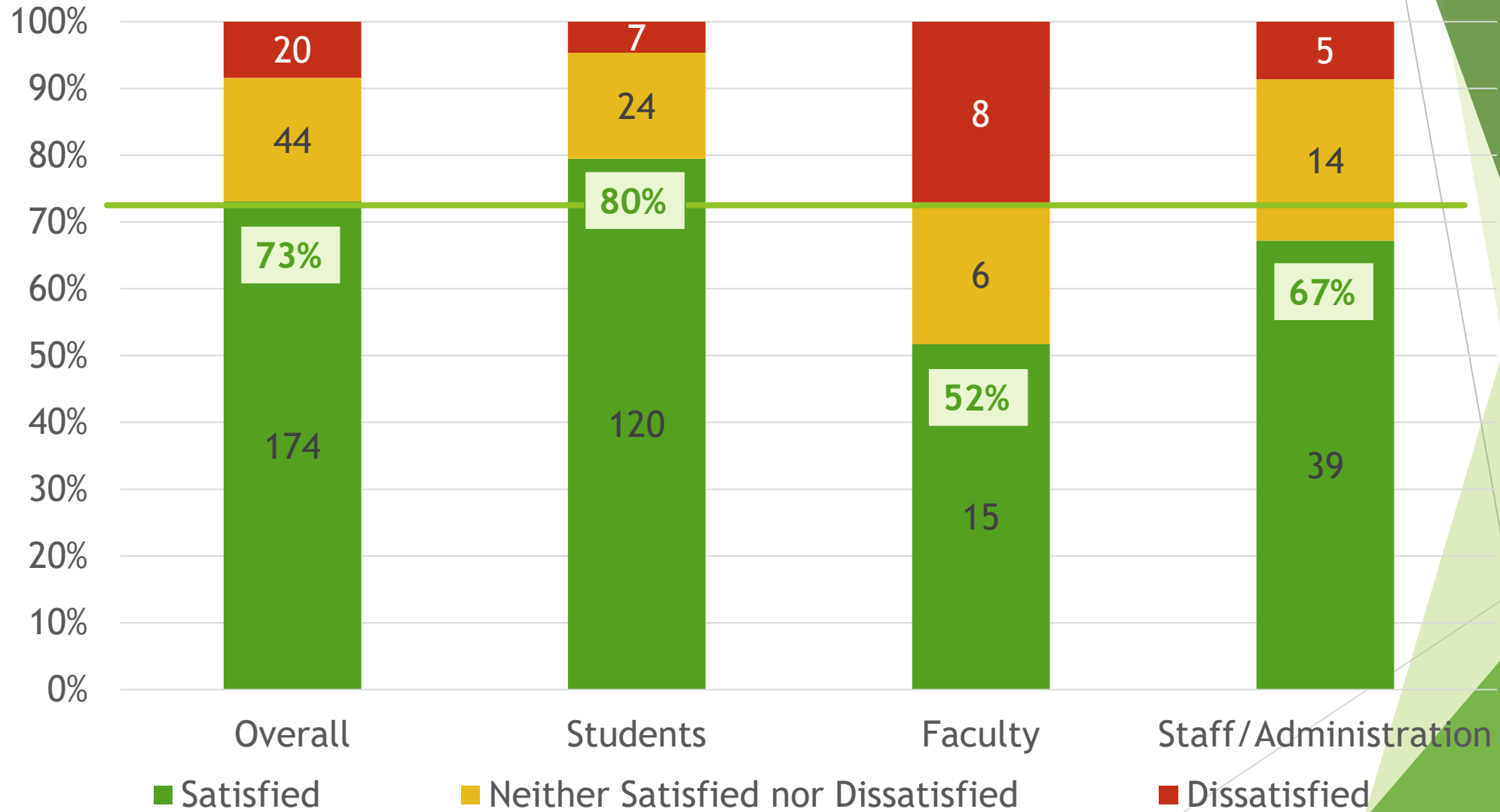


# Level of satisfaction with overall campus climate



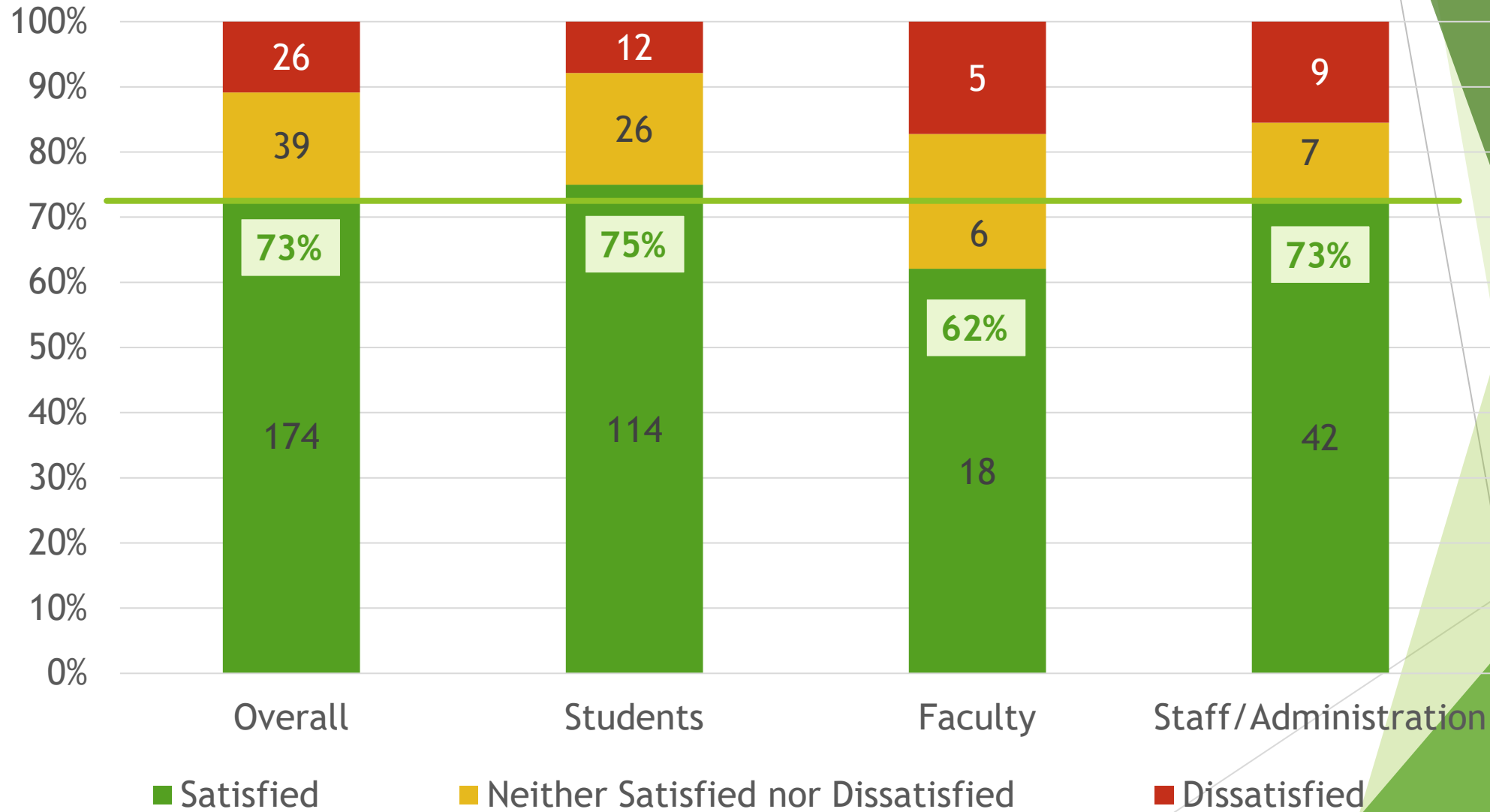


# The campus experience/environment regarding diversity at PC

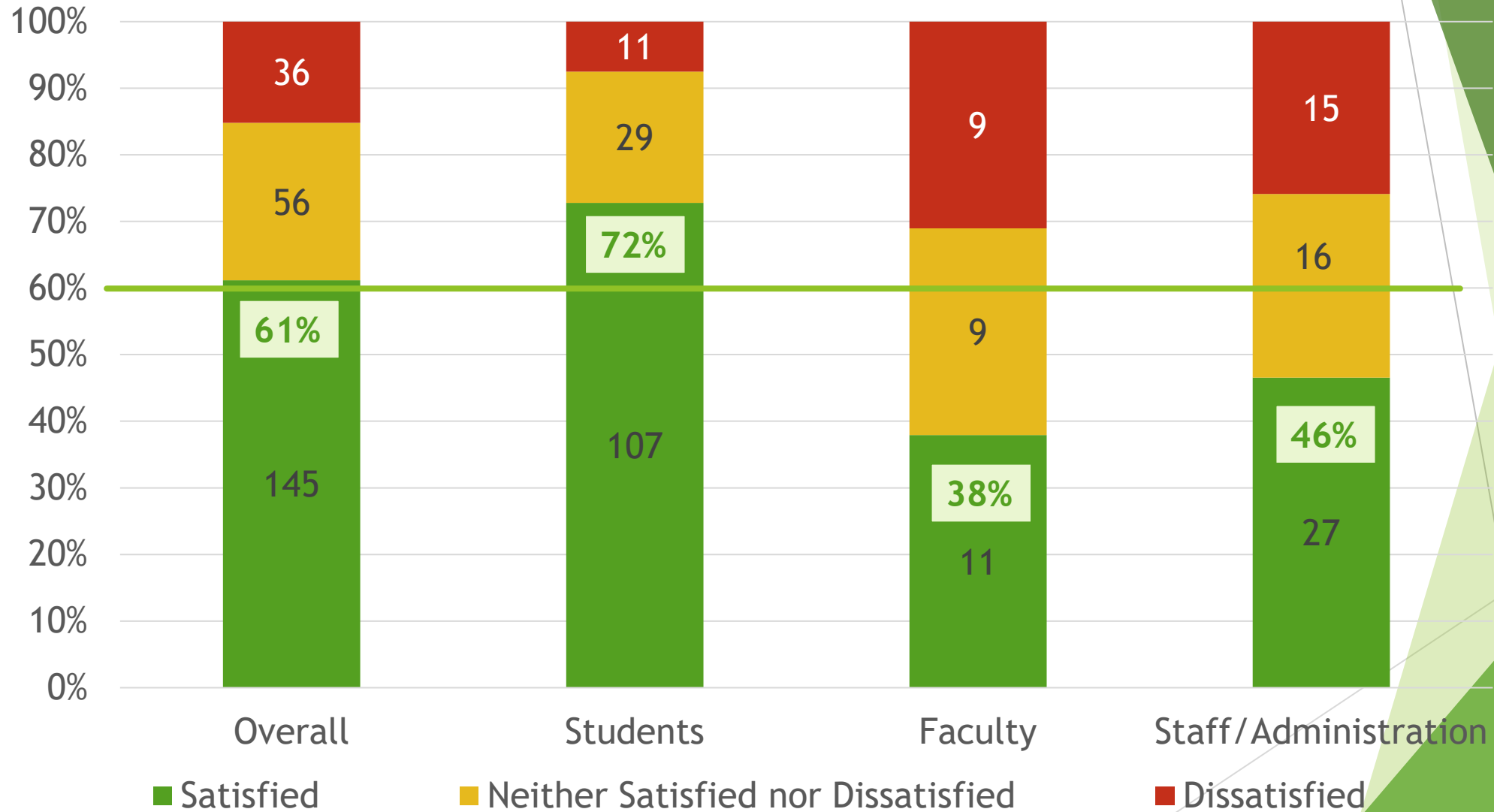




## The extent to which you experience a sense of belonging or community at PC

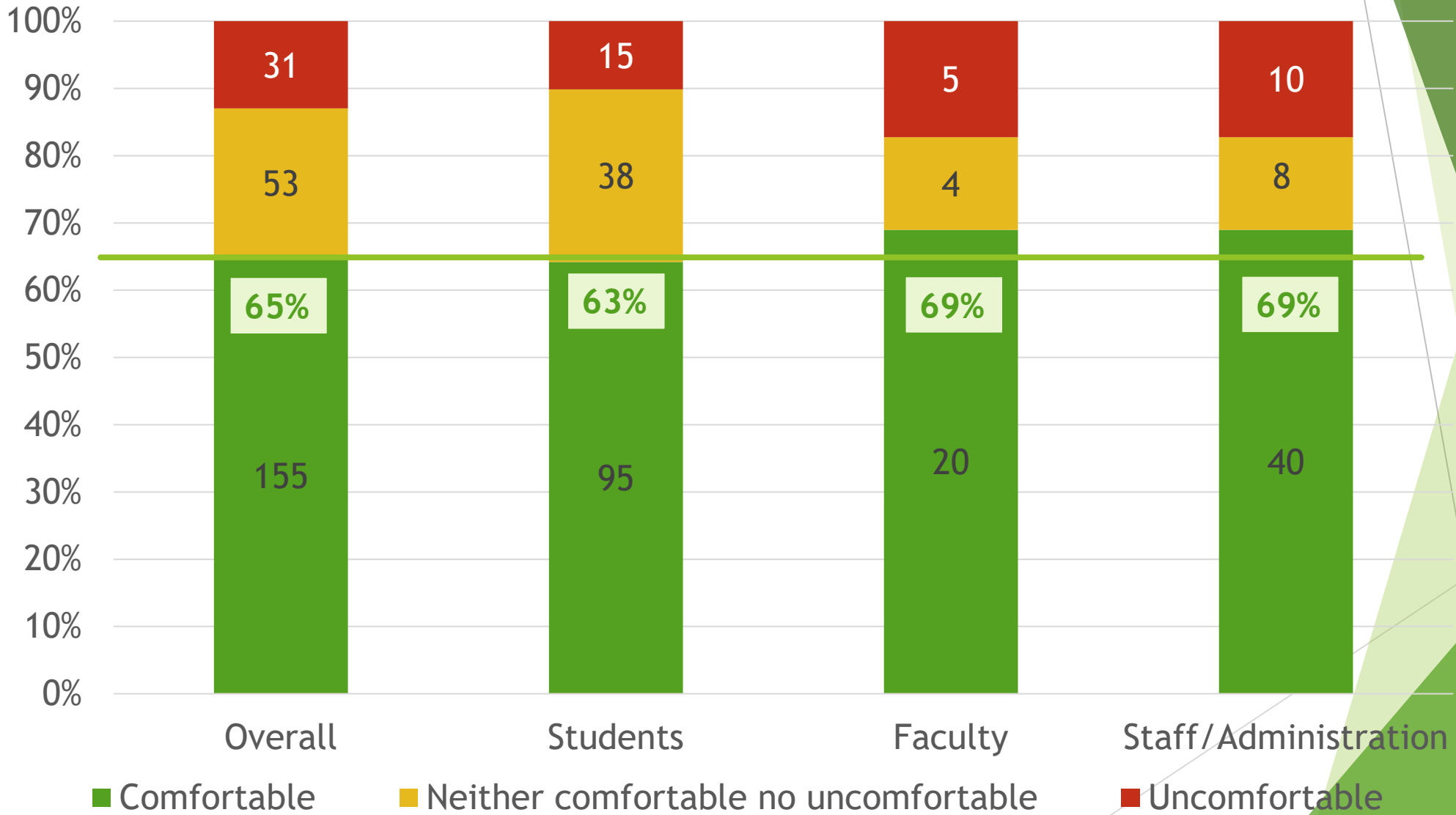


## The extent to which you feel all community members experience a sense of belonging or community at PC



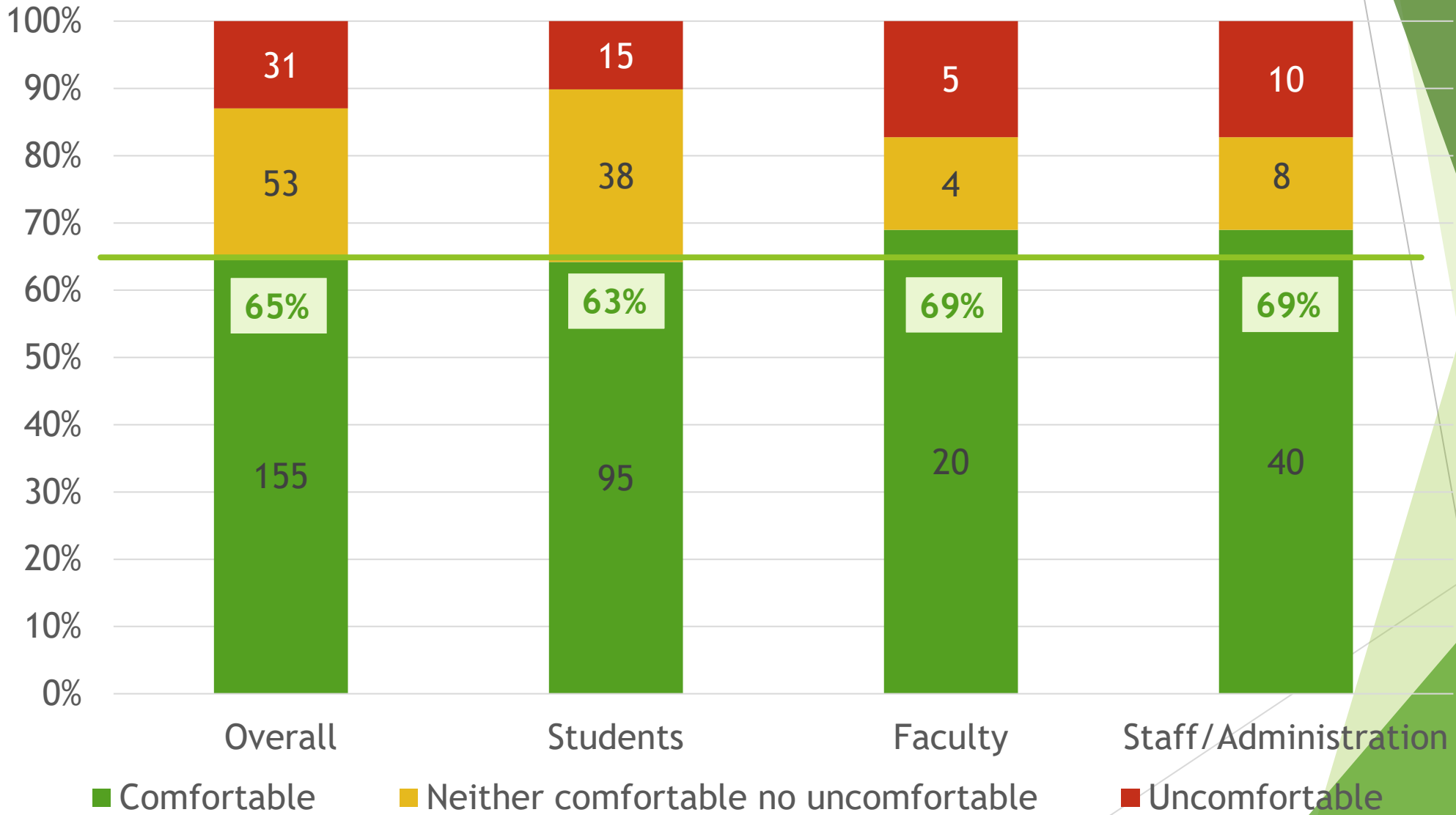


# Overall, how comfortable would you be sharing your views on diversity and equity at PC?





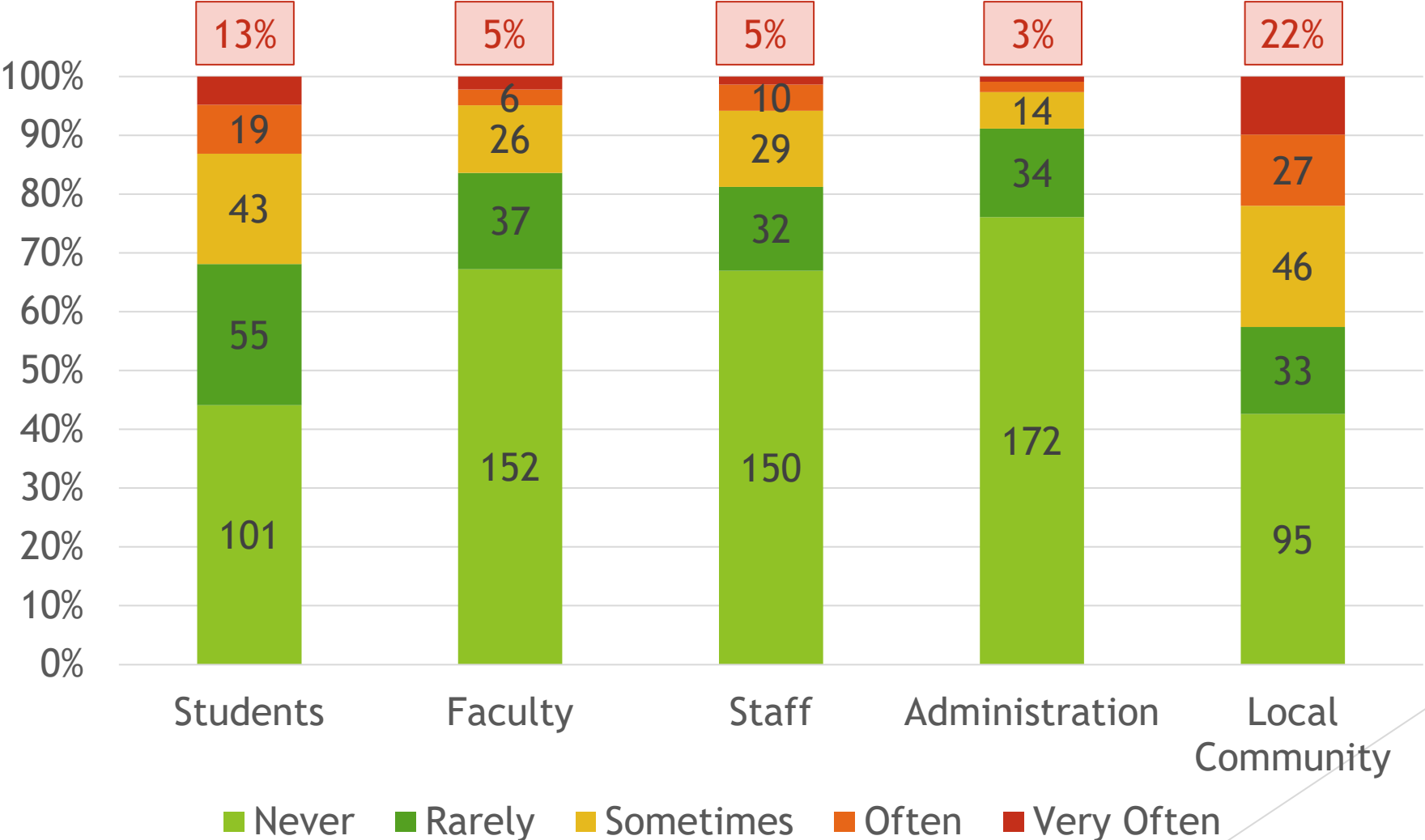
# Overall, how comfortable would you be sharing your views on diversity and equity at PC?





# Source of Insensitive Remarks

*“If you heard someone make an insensitive or disparaging remark, how often was the source of that remark a member of the following group?”*



# Subject of Insensitive Remarks

*“If you heard someone make an insensitive or disparaging remark, how often have you heard someone make an insensitive or disparaging remark about people from a particular...”*

*Sometimes, often, very often*

- ▶ Political affiliation or view - 40%
- ▶ Age or generation - 24%
- ▶ Gender or gender identify - 19%
- ▶ Religious background - 19%
- ▶ Racial and/or ethnic identify - 16%
- ▶ Socioeconomic background - 16%
- ▶ Sexual orientation - 15%
- ▶ Disability - 12%
- ▶ Immigrants - 11%
- ▶ English is not their native language - 9%

# Experienced Discrimination or Harassment

- ▶ 13% (30) of respondents said they had experienced discrimination or harassment on campus or at an off-campus program/event.
- ▶ 77% said they had not, while 10% said they were “unsure.”
- ▶ Of those who experienced discrimination or harassment in the past year, 62% were students, 15% were faculty, and 23% staff/administration.

# Source of Discrimination or Harassment

Of those who experienced discrimination or harassment in the past year, respondents said the source was:

- ▶ 32% said students were the source
- ▶ 25% said that faculty were the source
- ▶ 23% said that staff were the source
- ▶ 14% said that the local community was the source
- ▶ 7% said that administration was the source

*Actual numbers are very small, with less than 50 total responses.  
Respondents could choose more than one source.*

# Basis of discrimination or harassment

*“How often have you been discriminated against or harassed on the PC campus, at an off-campus residence, or at an off-campus program/event affiliated with PC for the following reasons?”*

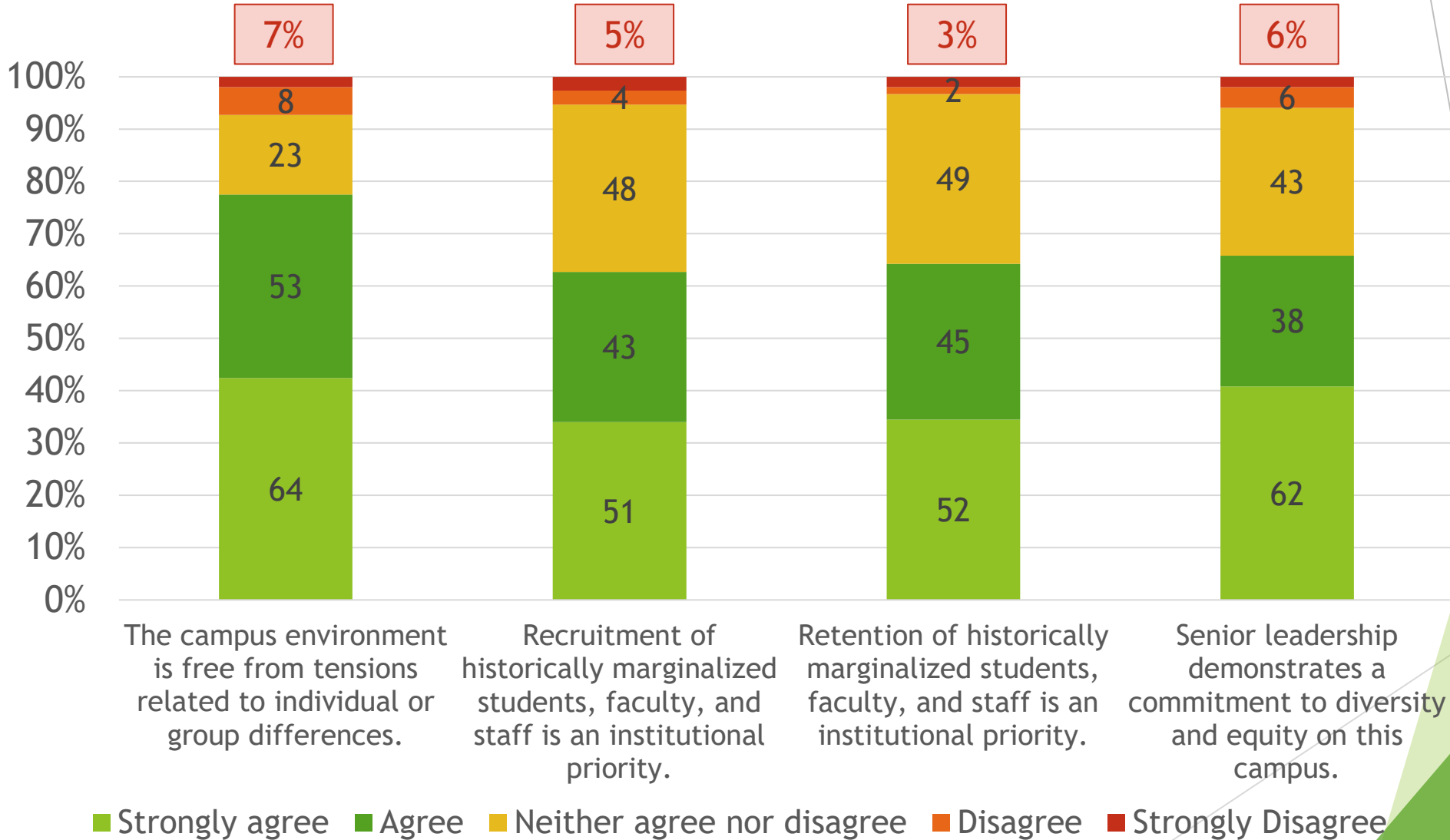
*Sometimes, often, very often*

- ▶ Some other aspect of my identity = 59%
- ▶ Age or generation = 44%
- ▶ Socioeconomic background = 35%
- ▶ Physical appearance = 33%
- ▶ Political affiliation or views = 29%
- ▶ Gender or gender identify = 26%
- ▶ Racial and/or Ethnic identify = 25%
- ▶ Religious background = 23%
- ▶ Disability = 22%
- ▶ Sexual orientation = 13%

*Actual numbers are very small, single digits for each category, with about 30 total responses. Respondents could choose more than one basis.*

# Institutional Support for Diversity and Equity

*student responses*



# Next Steps

- ❑ Post the results on our website
- ❑ Convene listening and feedback sessions focused on what we've learned
- ❑ Continue to use results as a springboard for ongoing dialogue and improvement across campus

# Discussion

- ❑ What does it mean to belong at PC?
- ❑ How can we engage students from all backgrounds in this discussion?
- ❑ How do we use the information we glean to improve inclusivity throughout the campus?
- ❑ What can *you* do to contribute to other's sense of belonging at Peninsula College?



Questions?



## Enrollment Highlights

as of November 20, 2023

### Fall 2023 Enrollment Highlights

State FTEs at 1168.5 are up 113.5 FTES or 10.8% 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 330.8 are down -8.4 FTES or -2.5% from Fall 2022.

- Corrections FTES are not all posted but are expected to be down from last year due to fewer students taking few credits especially in business and computer programming.

### Annualized FTE Enrollment Highlights

Fall and Summer 2023 compared to Fall and Summer 2022

-State FTEs are up 1.7% from YTD Fall 2022.

-Contract FTEs are down -2.2% from YTD Fall 2022.

-Self Support FTEs are up 16.0% from YTD Fall 2022.

-Transfer FTEs - 678.8 FTES - increased 6.3%

-Prof/Tech -836.2 FTES - increased by 29.0%.

-Transitional Studies -216.2 FTES - decreased by -16.5% - 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.

### 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.

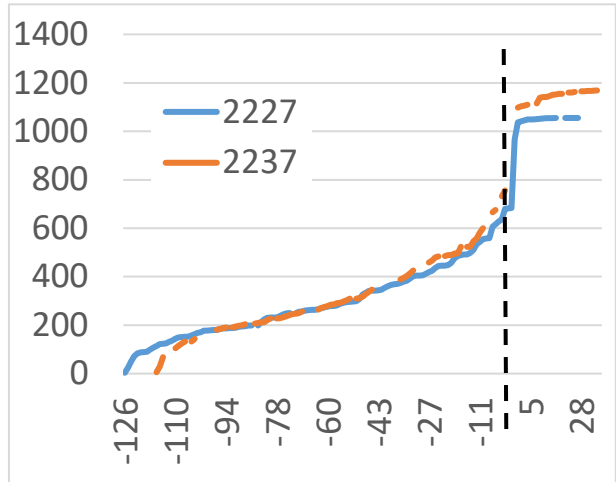
**Other** - All other students.



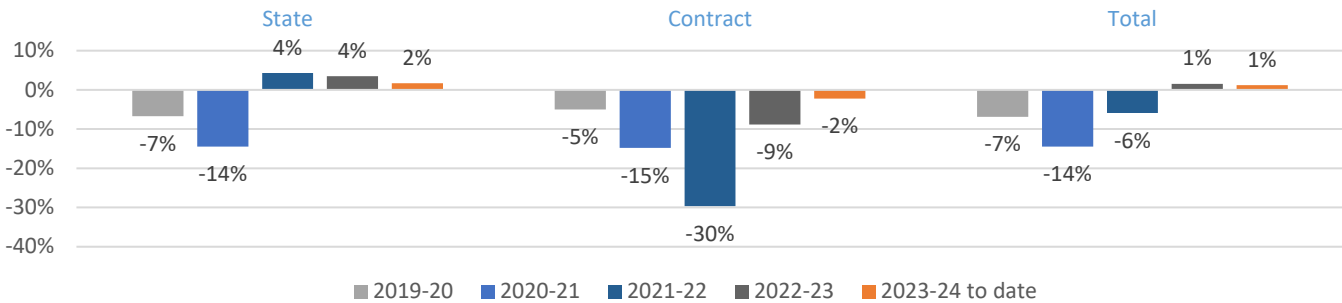
# FALL 2023 Enrollment Highlights

as of November 20, 2023

| FTEs              | State        | Contract     | Self         | Total       |
|-------------------|--------------|--------------|--------------|-------------|
| Fall 2022 to date | 1055         |              |              |             |
| Fall 2023 to date | 1169         | 331          | 33           | 1533        |
| <b>Difference</b> | <b>114</b>   |              |              |             |
|                   | <b>10.8%</b> |              |              |             |
| Fall 2022 Total   | 1055.0       | 339          | 34           | 1428        |
| <b>Difference</b> | <b>114</b>   | <b>-8</b>    | <b>-1</b>    | <b>105</b>  |
|                   | <b>10.8%</b> | <b>-2.5%</b> | <b>-2.0%</b> | <b>7.3%</b> |

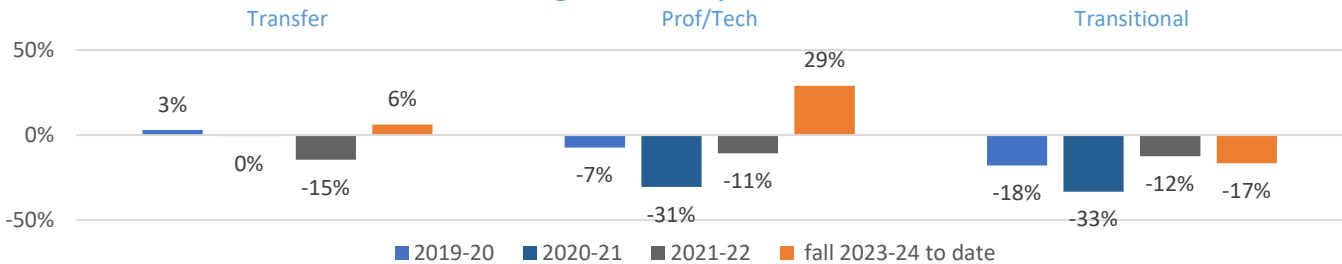


## Annual Change in FTE by Fund Source



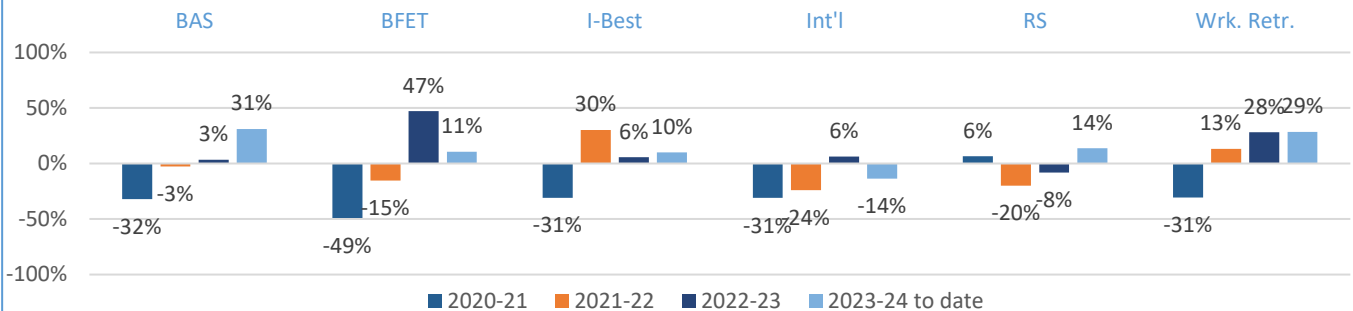
| 2022-23 Annual FTEs to date | State | Contract | Other | Total |
|-----------------------------|-------|----------|-------|-------|
|                             | 295.9 | 42.0     | 16.9  | 354.8 |

## 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

## Statement of Financial Position

For Quarter Ending September 30, 2023

|  | 1st Qtr 2024       | 1st Qtr 2023       |
|--|--------------------|--------------------|
| <b>ASSETS</b>                              |                    |                    |
| Cash                                       | 2,499,330          | 3,997,539          |
| Investments                                | 9,920,214          | 6,902,660          |
| Current Accounts Receivable                | 6,025,415          | 7,749,638          |
| 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         | 78,690,826         |
| Improvements other than Buildings          | 191,778            | 53,597             |
| Furnishings, Equipment & Libraries         | 919,653            | 592,272            |
| <b>Total Assets</b>                        | <b>101,104,902</b> | <b>101,043,622</b> |
| <b>LIABILITIES</b>                         |                    |                    |
| Current Liabilities                        | 7,189,731          | 7,139,819          |
| Long-Term Liabilities                      | 3,264,200          | 2,428,662          |
| <b>FUND BALANCES</b>                       |                    |                    |
| Equity Account Activity                    | 90,650,971         | 91,475,141         |
| <b>Total Liabilities and Fund Balances</b> | <b>101,104,902</b> | <b>101,043,622</b> |

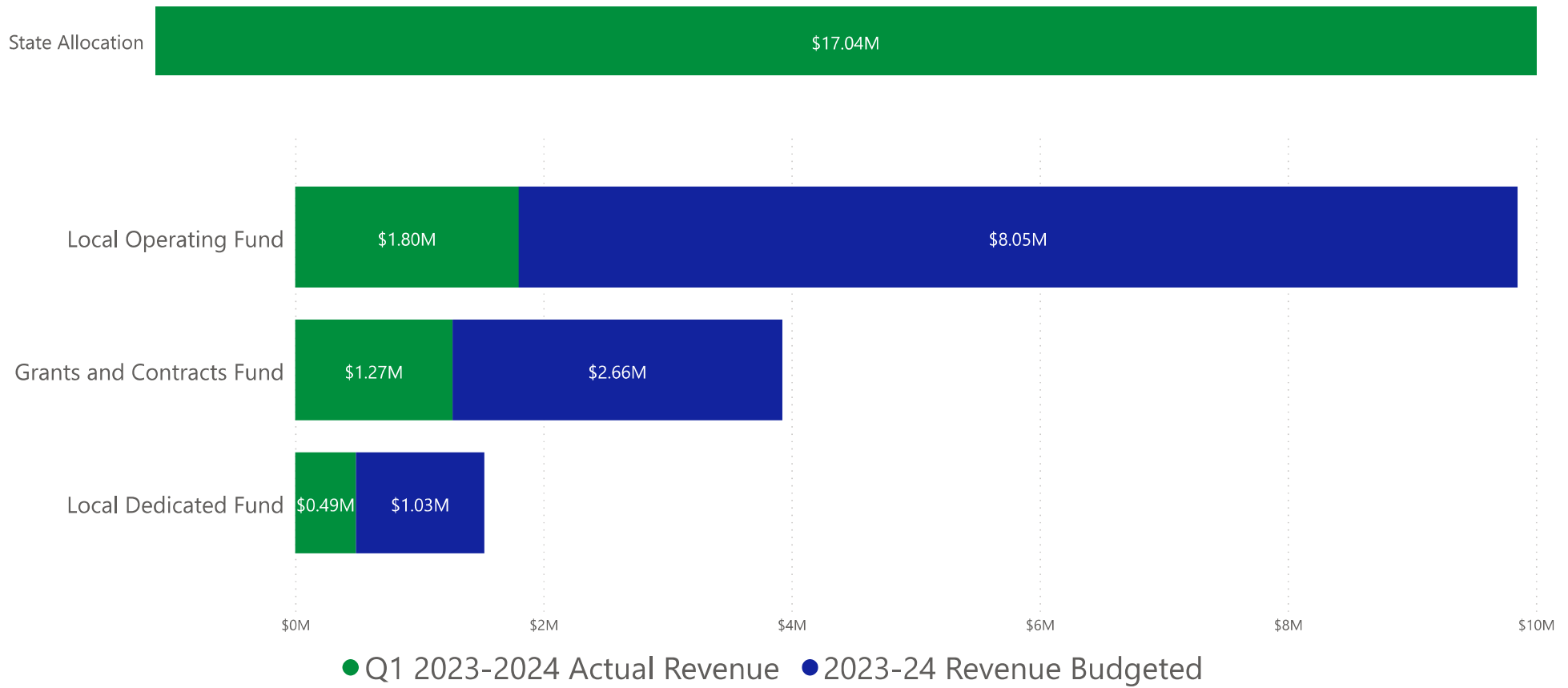


# PENINSULA COLLEGE

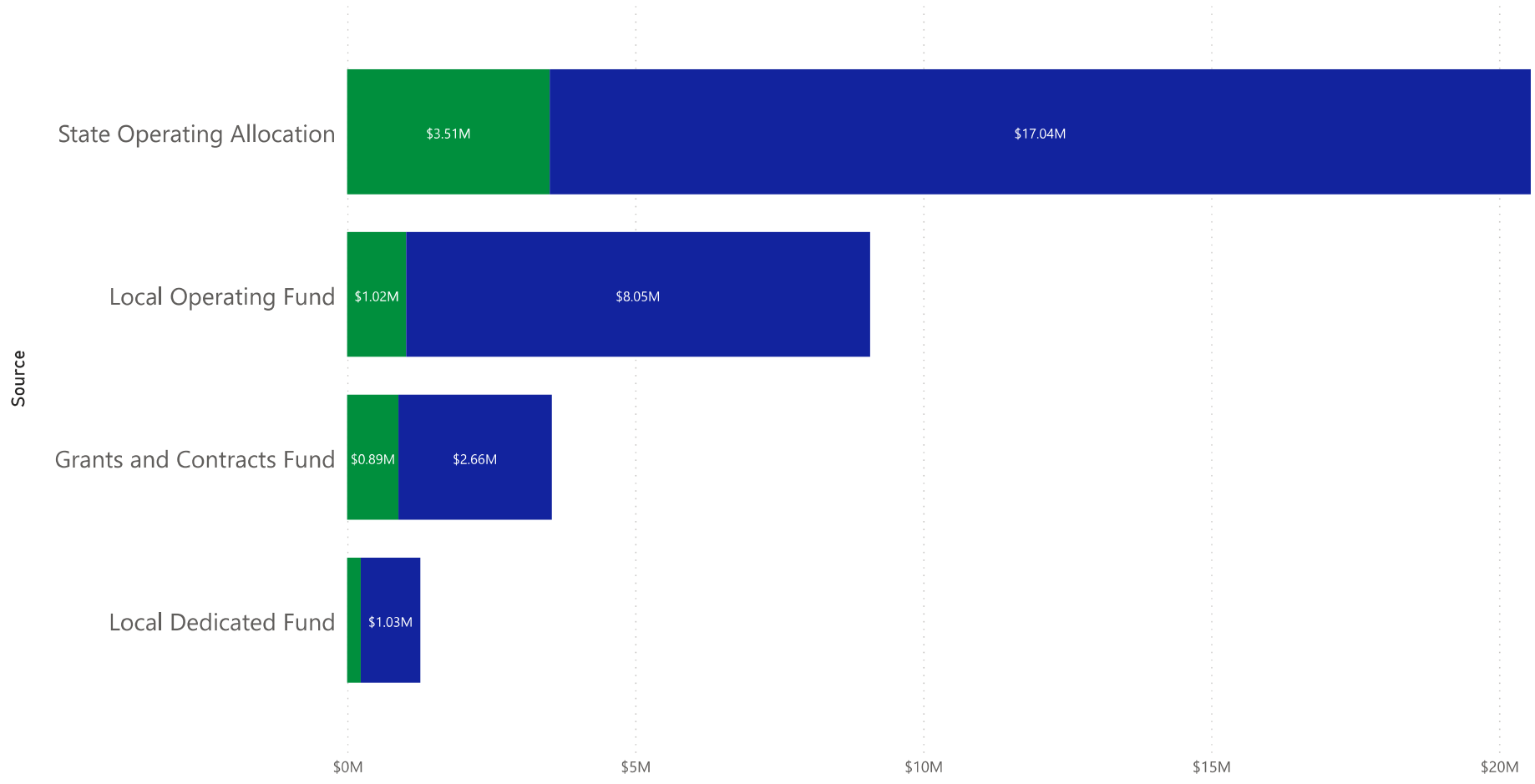
## COMPARISON OF ACTUAL REVENUE AND ACTUAL EXPENDITURES BY FUND

As of September 30, 2023

| REVENUE / EXPENDITURE CATEGORY        | Actual Revenue through Sept, 2023 | Actual Exp through Sept, 2023 | Rev minus Exp through Sept, 2023 | % of Exp vs Rev 2023-24 |
|---------------------------------------|-----------------------------------|-------------------------------|----------------------------------|-------------------------|
| <b>OPERATING FUNDS</b>                |                                   |                               |                                  |                         |
| <i>General Fund:</i>                  |                                   |                               |                                  |                         |
| State Operating Allocation            | 3,513,129                         | 3,513,129                     | 0                                | 100.0%                  |
| Local Operating Fund                  | 1,801,136                         | 1,022,774                     | 778,362                          | 56.8%                   |
| Sub-total General Fund:               | 5,314,265                         | 4,535,903                     | 778,362                          | 85.4%                   |
| Local Dedicated Fund                  | 489,852                           | 232,348                       | 257,504                          | 47.4%                   |
| Grants and Contracts Fund             | 1,268,898                         | 888,642                       | 380,256                          | 70.0%                   |
| <b>Sub-total Operating Funds</b>      | <b>7,073,015</b>                  | <b>5,656,893</b>              | <b>1,416,122</b>                 | 80.0%                   |
| <b>PROPRIETARY FUNDS</b>              |                                   |                               |                                  |                         |
| Associated Students                   | 245,309                           | 122,650                       | 122,659                          | 50.0%                   |
| Bookstore                             | 143,255                           | 121,416                       | 21,839                           | 84.8%                   |
| Parking                               | 13,894                            | 731                           | 13,163                           | 5.3%                    |
| Ancillary Services                    | 153,057                           | 76,144                        | 76,913                           | 49.7%                   |
| Food Service                          | 15,770                            | 27,270                        | (11,500)                         | 172.9%                  |
| <b>Sub-total Proprietary Funds</b>    | <b>571,284</b>                    | <b>348,210</b>                | <b>223,074</b>                   | 61.0%                   |
| <b>Total Annual College Funds</b>     | <b>7,644,300</b>                  | <b>6,005,103</b>              | <b>1,639,196</b>                 | 78.6%                   |
| <b>FIDUCIARY FUNDS</b>                |                                   |                               |                                  |                         |
| Grants In Aid                         | 2,051,060                         | 2,795,430                     | (744,370)                        | 136.3%                  |
| Student Loans                         | 351,000                           | 287,081                       | 63,919                           | 81.8%                   |
| Workstudy                             | 11,320                            | 21,144                        | (9,824)                          | 186.8%                  |
| Institutional Financial Aid           | 69,906                            | 51,446                        | 18,459                           | 73.6%                   |
| <b>Fiduciary Funds Total</b>          | <b>2,483,286</b>                  | <b>3,155,101</b>              | <b>(671,816)</b>                 | 127.1%                  |
| <b>CAPITAL PROJECTS</b>               |                                   |                               |                                  |                         |
| 23-25 State Appropriations            | 0                                 | 0                             | 0                                |                         |
| Local Capital Fund                    | 0                                 | 13,181                        | (13,181)                         |                         |
| <b>Total Biennial Capital Project</b> | <b>0</b>                          | <b>13,181</b>                 | <b>(13,181)</b>                  |                         |
| <b>GRAND TOTAL ALL FUNDS</b>          | <b>10,127,585</b>                 | <b>9,173,386</b>              | <b>954,199</b>                   | 90.6%                   |



● Q1 FY24 Actual Expenditures ● 2023-24 Expenditures Budgeted





## 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.<sup>1</sup> 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.<sup>2</sup> 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.<sup>3</sup> 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.





# 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.<sup>1</sup>

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

**PENINSULA COLLEGE  
BOARD INFORMATION**

Subject: TELEWORKING  
Policy Number: 232  
Date Adopted: 02/08/2000  
Date Revised: 1/4/2018  
Lead Administrator: Vice President for HR/DEI

**BACKGROUND:**

The college recognizes the need for flexibility in its ability to meet students and overall operational needs through the option of teleworking.

**PROPOSAL:**

Consideration for working remotely needs to align with specific needs of the college and or the department.

Applying to non-teaching classified, overtime-eligible and exempt staff\*.

(\*Bargaining unit staff should consult their collective bargaining agreement to review any teleworking provisions. If there is a conflict between the language in one of Peninsula's union contracts and this policy, the union contract shall prevail.)

The President recommends that the Board consider Policy 232 – Teleworking at the Nov 28, 2023, meeting of the Board of Trustees.

**RECOMMENDATION:** The President recommends that the Board reviews Policy 232 at the Nov. 28, 2023 meeting of the Board of Trustees.



# PENINSULA COLLEGE

## Board Policy

Subject: **Teleworking**

Subcategories of Board Policy not selected. Number: 232

Statutory Authority:

Date Adopted: February 8, 2000

[RCW 28B.50.090](#)

Date Revised: ~~01/04/2018~~Not Set

[RCW 70.94.547](#)

Reviewed: ~~04/15/2015~~Not Set

Lead Administrator: Vice President for HR/DEI

Category: ~~Subcategories of~~

~~Board Policy not selected, or no descriptions were entered.~~[Personnel](#)

The Board of Trustees authorizes the establishment of a teleworking program for Peninsula College. Teleworking is an alternative way to accomplish work tasks utilizing technology to enable an employee to work outside the traditional workplace. It can also involve a telework site near an employee's home. Teleworking is intended to ensure a continued high level of service and support to the College and its constituents.

Within a campus-based community such as Peninsula College, physical presence will always be required for most roles at certain times. A College is a people-based enterprise and interpersonal relationships will always need to be fostered actively, whether through in-person and on-campus interactions or through creative and intentional remote activities.

No College employee will be required to telework unless the College has instituted its continuity of operations plan. Selection for teleworking will proceed according to the criteria set out in the teleworking procedure.

Teleworking is a work arrangement in which employees are granted flexibility in work location and/or hours. Peninsula College recognizes the value of compressed work weeks, flexible arrangements and telework. ~~Teleworking is intended to ensure a high level of service and support to the College and its constituents. No employee will be required to telework and the~~Any consideration of teleworking must first be aligned with the College's mission and closely coordinated with the affected departments and colleges' specific needs. The nature of the work should be the primary guide for when and where work is carried out, but it is also the case that other factors will necessarily have to be considered, including, for example, the agreement has affected, either positively or adversely, workload and/or relations with the employee's colleagues and/or stakeholders, students and/or community. The College recognizes that not all positions or individuals are suitable for teleworking.

Peninsula College provides a robust time off policy that employees have access to in the absence of a Teleworking agreement and/or protection provided by federal, state, or local rules, laws and regulations.

This policy applies to non-teaching classified, overtime-eligible, and exempt staff. Bargaining unit staff should consult their collective bargaining agreement to review any teleworking provisions. If there is a conflict between the language in one of Peninsula's union contracts and this policy, the union contract shall prevail. Those who seek Teleworking Arrangements to manage a health situation for themselves or a family member should contact the HR (Human Resources) department to receive guidance on the College Reasonable Accommodations Process.



# PENINSULA COLLEGE

## Board Policy

Subject: **Teleworking**

Subcategories of Board Policy not selected. Number: 232

Statutory Authority:

Date Adopted: February 8, 2000

[RCW 28B.50.090](#)

Date Revised: Not Set

[RCW 70.94.547](#)

Reviewed: Not Set

Lead Administrator: Vice President for HR/DEI

Category: Personnel

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# PENINSULA COLLEGE

## **Board Policy**

Resources) department to receive guidance on the College Reasonable Accommodations Process.

Approval

**PENINSULA COLLEGE  
BOARD INFORMATION**

|  |
|--|
| Subject: <b>ADMINISTRATIVE/EXEMPT RESIGNATION</b><br>Policy Number: 297<br>Date Adopted: 12/13/1994<br>Date Revised: 01/19/2018<br>Lead Administrator: Vice President for HR/DEI |
|--|

**BACKGROUND:**

Current policy requires 60 days notice to be eligible for vacation hours payout.

**PROPOSAL:**

Changed from 60 days to 30 days AND noted any vacation days taken during the 30 days do not count towards the total 30 day notice.

The President recommends that the Board consider Policy 297 at the Nov 28, 2023 meeting of the Board of Trustees.

|  |
|--|
| <b>RECOMMENDATION:</b> The President recommends that the Board consider Policy 297 at the Nov 28, 2023 meeting of the Board of Trustees. |
|--|



# PENINSULA COLLEGE

## Board Policy

Subject: **Administrative/Exempt Resignation**

~~Subcategories of Board Policy not selected.~~ Number: 297

Statutory Authority:

Date Adopted: December 13, 1994

RCW 43.01.040

Date Revised: ~~01/19/2018~~Not Set

Reviewed: ~~01/19/2018~~Not Set

Lead Administrator: Vice President for HR/DEI

Category: ~~Subcategories of~~

~~Board Policy not selected, or no descriptions were entered.~~Personnel

An exempt employee shall give the president ~~at least sixty (60)~~adequate notice of resignation. Adequate notice of resignation shall be at least thirty (30) calendar days' notice of resignation; a shorter period may be approved by the president inclusive of holidays and weekends. Vacation days taken during this period will not count towards the thirty (30) calendar days' notice of resignation. Failure to provide adequate notice shall result in forfeiture of payout of accrued leave.



# PENINSULA COLLEGE

## Board Policy

Subject: **Administrative/Exempt Resignation**

Board Policy Number: 297

Date Adopted: December 13, 1994

Date Revised: Not Set

Reviewed: Not Set

Lead Administrator: Vice President for HR/DEI

Statutory Authority:

[RCW 43.01.040](#)

Category: Personnel

An exempt employee shall give the president adequate notice of resignation. Adequate notice of resignation shall be at least thirty (30) calendar days' notice inclusive of holidays and weekends. Vacation days taken during this period will not count towards the thirty (30) calendar days' notice of resignation. Failure to provide adequate notice shall result in forfeiture of payout of accrued leave.



**PENINSULA COLLEGE  
BOARD INFORMATION**

Subject: Subject: Academic Credit for Prior Learning (ACPL)  
Policy Number: 415  
Date Adopted: May 2, 1995  
Date Revised: April 4, 1996  
Lead Administrator: Vice President of Student Services

**BACKGROUND:**

Changes that were made to Policy 415 include adding the RCWs, our equity statement, changing the title, and a more detailed explanation of what Academic Credit for Prior Learning consists of to make it clear to the college community. This policy has not been changed for a very long time, so revisions were needed.

**PROPOSAL:**

The President recommends that the Board review and approve the suggested changes to Board Policy 415, Academic Credit for Prior Learning (ACPL).

**RECOMMENDATION:** The President recommends that the Board consider Policy 415, at the November 28, 2023 meeting of the Board of Trustees.



# PENINSULA COLLEGE

## Board Policy

Subject: Academic Credit for Prior Learning (ACPL)

Board Policy Number: 415

Statutory Authority:

Date Adopted: May 2, 1995

RCW 28B.77.230 CW 28B30

Date Revised: Not Set

RCW 28B.10.057 0.057

Reviewed: Not Set

Lead Administrator: Vice President - Student Services

Category: Students

Subject: ~~Equivalency Credit Through Challenge~~

Subcategories of Board Policy not selected. Number: 415

Statutory Authority:

Date Adopted: May 2, 1995

Date Revised: 09/27/2017

Reviewed: 09/27/2017

Lead Administrator: Vice President - Student Services

Category: Subcategories of

Board Policy not selected, or no descriptions were entered.

Peninsula College accepts values and centers equity in the collective sum of the individual differences, life experiences, knowledge, unique capabilities, and talent of our students. We accept equivalency credit awarded by approved testing methods which reflect previous training, private study, work taken at non-accredited institutions, or other bona fide qualifications and indicate the student has knowledge or abilities equivalent to course completers through standardized tests, course challenge examination, portfolio assessment, and crosswalks between work-based learning and college courses which reflect work experience, life experience, military experience, formal and informal education, and training from in-state, out-of-state, tribal, or foreign schools demonstrating the student has knowledge or abilities equivalent to the course outcomes as assessed by subject area faculty.



# PENINSULA COLLEGE

## Board Policy

Subject: **Academic Credit for Prior Learning (ACPL)**

Board Policy Number: 415

Statutory Authority:

Date Adopted: May 2, 1995

[RCW 28B.77.230](#)

Date Revised: Not Set

[RCW 28B.10.057](#)

Reviewed: Not Set

Lead Administrator: Vice President - Student Services

Category: Students

Peninsula College values and centers equity in the collective sum of the individual differences, life experiences, knowledge, unique capabilities, and talent of our students. We accept equivalency credit awarded through standardized tests, course challenge examination, portfolio assessment, and crosswalks between work-based learning and college courses which reflect work experience, life experience, military experience, formal and informal education, and training from in-state, out-of-state, tribal, or foreign schools demonstrating the student has knowledge or abilities equivalent to the course outcomes as assessed by subject area faculty.

**PENINSULA COLLEGE  
BOARD INFORMATION**

Subject: **Peninsula College Accessible Technology Policy**  
Policy Number: 506  
Date Adopted: New Policy  
Date Revised: New Policy  
Lead Administrator: Vice President - Finance and Administration

**BACKGROUND:**

New Board Policy. The policy was developed by the Accessibility Work Group to comply with State Board Mandated WA TECH OCIO Policy 188. This policy establishes the expectation for state agencies that people with disabilities have access to and use of information and data and be provided access to the same services and content that is available to persons without disabilities unless providing direct access is not possible due to technical or legal limitations.

**PROPOSAL:**

The President recommends that the Board consider Policy 506 – Peninsula College Accessible Technology at the Nov. 28, 2023, meeting of the Board of Trustees.

**RECOMMENDATION:**

The President recommends that the Board consider Policy 506 – Peninsula College Accessible Technology at the Nov. 28, 2023, meeting of the Board of Trustees.



# PENINSULA COLLEGE

## Board Policy

Subject: **Peninsula College Accessible Technology Policy**

Board Policy Number: 506

Statutory Authority:

Date Adopted: {Month dd, yyyy)

[See Below](#)

Date Revised: Not Set

Reviewed: Not Set

Lead Administrator: Vice President - Finance and Administration Category: General

Peninsula College strives to ensure that people with disabilities have access to the same services and content that are available to people without disabilities. Technology resources procured, developed, maintained, and used by Peninsula College will provide substantially similar functionality, experience, and information access to individuals with disabilities as to others.

Peninsula College is guided by principles of equity and inclusion, and is committed to ensure all students, employees, and community members, from a broad range of backgrounds, abilities and life experiences are able to participate in all college activities.

“Accessibility” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain educational resources as fully, equally and independently as a person without a disability.

Statutory Authority:

[Section 504 of the Rehabilitation Act of 1973](#)

[The Americans with Disability Act of 1990 together with its 2008 Amendments](#)

[Washington State OCIO Policy #188 – Accessibility](#)

[SBCTC Accessible Technology Policy](#)

**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 approve Policy 122 at the Nov. 28, 2023, meeting of the Board of Trustees.



# PENINSULA COLLEGE

## Board Policy

Subject: **Board Operational Policy**

~~Subcategories of Board Policy not selected.~~ 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: ~~Subcategories of~~

~~Board Policy not selected, or no descriptions were entered.~~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 Policy

Subject: **Board Operational Policy**

Board Policy Number: 122

Statutory Authority:

Date Adopted: January 15, 1975

Date Revised: Not Set

Reviewed: 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
- ✓ 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. 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 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.

### **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 two weeks before the meeting in order to receive consideration for



# PENINSULA COLLEGE

## Board Policy

inclusion on the agenda. The chair or secretary may, at their discretion present a matter of 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.

**PENINSULA COLLEGE  
BOARD INFORMATION**

|   |
|---|
| Subject: <b>EMERITUS STATUS</b> – Cindy Lauderback and Jill Snyder<br><b>MERITORIOUS STATUS</b> – 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

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| <b>RECOMMENDATION:</b> The President recommends that the Board approve the Emeritus Status of Cindy Lauderback and Jill Snyder and Meritorious Service Status of Susan Herbert. |
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