PENINSULA COLLEGE

Dr. Suzanne Ames, President

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Hello Trustees,

The holidays are in full swing as we wrap up a busy Fall Quarter. This month's meeting will have fewer presentations because faculty are not on contract, having started their Winter Break. Here are some highlights of what to expect at the meeting.

Presentations:

- You will meet a Peninsula College employee who is taking on a new role.
- Our new Student Outreach and Enrollment Manager Alle Potter will present strategies and initiatives created in this newly expanded office. (Note: According to your meeting calendar, this would be the month to present about the Indigenous Integrated Pathway. Since faculty are on break, we will plan this for later in the academic year. As requested by Trustee Roney, a presentation our Workforce outreach efforts is now scheduled for your March meeting.)

Standing Reports:

- Amelie Mantchev, Associated Student Council Vice President – Will present a report.
- Lara Starcevich, Faculty Senate First Speaker – Written report
- Tim Williams, Peninsula College Faculty Association – No report
- Ethan VanZant, Institutional Researcher – Will present on *Strategic Goal 1: Increase enrollments to meet State FTE targets*. We have results from a New Student Experience survey and the Community College Survey of Student Engagement to share.
- Getta Rogers, Foundation Executive Director – Will present a report
- President's Report. I will report on:
  - Updated SBCTC Legislative requests and PC Talking Points
  - Accreditation and Strategic Planning timeline
  - Sabbatical award for 2024-24
  - Battelle gift
  - Olympic Community of Health award

Trustee Update

Item for Board Study

- None

Item for Board Action

- You will have several policies to consider that were presented for Board Study at your

last meeting. Please let me know if you have any questions I can answer in advance. You will have an opportunity to discuss them at the meeting.

Executive Session

- There will not be an executive session this month.

PENINSULA COLLEGE

ROLL CALL and DETERMINATION OF QUORUM

PUBLIC COMMENT/CORRESPONDENCE

MODIFICATION TO THE AGENDA

APPROVAL OF MINUTES
November 28, 2023

INTRODUCTIONS
New Employees

PRESENTATIONS
Outreach – Alle Potter, Student Outreach and Enrollment Manager

STANDING REPORTS:
- ASC – ASC Vice President Amelie Mantchev
- Senate – Lara Starcevich, Faculty Senate First Speaker, Report in Board Packet.
- PCFA – Tim Williams, No report.
- Institutional/Enrollment Report – Strategic Goal 1: Increase enrollments to meet State FTE targets. New Student Experience survey and the Community College Survey of Student Engagement Results – Ethan VanZant
- Foundation – Getta Rogers and Paul Cunningham, Foundation Board President

PRESIDENT'S REPORT
Updates
Legislative Requests and PC Talking Points
Timeline for Accreditation Strategic Planning

TRUSTEE UPDATE

ITEMS FOR BOARD STUDY

ITEMS FOR BOARD ACTION
Resolution 2023-07
Policy 232 Teleworking
Policy 297 Administrative/Exempt Resignation
Policy 415 Academic Credit for Prior Learning
Policy 506 Accessible Technology

EXECUTIVE SESSION
None

NEXT MEETING
Tue. February 20, 2024

PENINSULA COLLEGE

Meeting of the Board of Trustees
Minutes
November 28, 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.

ROLL CALL and DETERMINATION OF QUORUM

Mike Maxwell, Chair – present
Joe Floyd, Vice Chair – present
Claire Roney – present
Celeste Schoenthaler – excused
Glenn Ellis, Jr. – present

PUBLIC COMMENT/CORRESPONDENCE
None

MODIFICATION TO THE AGENDA
None

APPROVAL OF MINUTES
October 17, 2023
Motion made by Joe Floyd seconded by Claire Roney. All Approved.

INTRODUCTIONS
New Employees

Student Services – Introduced by Brad Baranowski and Sophia Iliakis-Doherty
Julie Huebner – Services for Students with Disabilities Manager
Penguin Revik – Pirate Central
Erin Kate Murphy – International and Veterans Academic Advisor

Instruction – Introduced by Bruce Hattendorf
Teresa McCaffrey – Administrative Assistant for Professional Technical Education
Anne Higdon – Benefits Navigator
Migizi Miigwan/Nicole Nesberg – Integrated Indigenous Studies Faculty

Office of the President – Introduced by Suzy Ames
Trish Tisdale – Webmaster
Aimee Gordon – Director of Marketing and Communications

PRESENTATIONS
Multicultural and Inclusion Advising – Sam Della-DeVoney and students Amara Yallup and Sarah Robbins.

Sam Della-DeVoney is the Multicultural and Inclusion Advisor. She shared some of what they are working on, such as a Potlach Planning Math in Society class, with the goal of place-based learning experiences. Sam is also on the equity committee. Sam acknowledges that diversity, equity and inclusion work is hard, and the equity committee is working on ways to support the staff and faculty doing the work. Sam also does one on one advising with students.

Sarah Robbins is in the BAS – Behavioral Health program and is a peer mentor. The peer mentors have experience as college students and life in the real world. Students can ask them questions about anything, and the peer mentors help connect students to resources. They also do workshops such as mental health and scholarships. They serve all students, but their focus is on first year students. The Peer Mentors will be doing a Studium General in February, there will be a panel of students.

Amara Yallup is a second year student; she is also a Work Study student in the Longhouse. Sam Della-DeVoney is Amara's advisor. Amara is a member of the Makah Tribe. Amara was overwhelmed in her first quarter and with being away from home. She was not successful in her first quarter, but has been supported by Sam Della-DeVoney and the other faculty and staff and is now doing well and is excited to help others.

STANDING REPORTS:
- ASC – Hannah Wagner
  The ASC had their first successful Escape Room, and they had a great black light dodgeball competition. They had a fully booked blood drive on Halloween and are planning another Blood Drive on Valentines Day. The ASC is planning Pirate Pete week and working on increasing the offerings at the Pirate Pantry.

- Senate – Lara Starcevich, Faculty Senate First Speaker
  Lara was not able to attend but Faculty Senate has not met since the last board meeting so there are no updates.

- PCFA – Tim Williams
  Collective Bargaining has started. The bargaining is on a three-year cycle, this cycle can pose a challenge with the timeline of college decision making. It looks like collective bargaining is becoming more of an integral part of college decision making which is promising. Suzy mentioned that the most important part of Collective Bargaining is

relationships and Tim noted that faculty is in agreement on this.

- Institutional/Enrollment Report – Strategic Goal 3, Fostering Equity, and Inclusion: Diversity and Equity Survey Results – Terye Senderhauf. Report in Board Packet.

  Joe Floyd was surprised about the low faculty response rate. He thinks that Peninsula College should consider using a different/our own survey. He is concerned about the percentage of faculty feeling like they don't belong and the perception of the faculty on how others feel about belonging at Peninsula College. Suzy mentioned that it is not clear if the faculty that responded are full time or part time faculty. It is typical for part time faculty to feel less engaged in a college.

  Claire Roney asked if she could see the survey questions.

  The PACE faculty/staff survey is going on now and there are also DEI questions as part of that survey.

- Foundation – Getta Rogers
  Today is Giving Tuesday; the Foundation had a fun cart with donuts and coffee today to share info about employee giving and to thank the employees that already give.

  The Foundation has given $1,186,000 to PC so far this academic year—nearly $550,000 for students and $637,000 for programs. This is $409,000 more than all of last year, and with more funds to come, it will be a banner year for giving.

  The Foundation is making a big push to close out their $1 million *ForPC, Forward Endowment* Campaign. They have received a matching donation; they are close to meeting their goal.

  On January 1, Kathy Charlton will be the Foundation President, and Jeanne Martin will begin another 2-year term as Co-Treasurer.

PRESIDENT'S REPORT

1st Quarter Financials – Carie Edmiston is out today so Suzy gave the report, Report in Board Packet.

Updates
- Earlier today Suzy was at Peninsula College, Forks with the Olympic Community of Health to discuss wrap around services at Peninsula College and it was inspiring and successful.
- Worker Retraining enrollments are at an all-time high at Peninsula College. We are fully staffed in our outreach team, and they are going out into Clallam and Jefferson county to reach out to people where they are. Claire Roney is interested in a board presentation more about this.
- Our increased enrollment also means an increase in distributing Financial Aid.

- Our soccer teams did amazing this year. The men won the NWAC championship and Jake Hughes was named Coach of the Year. The woman had a heartbreaking loss in the semi-final, it came down to a shootout, they had a great season.
- November 6-7, WSAC had their board meeting at Peninsula College. Many of the members had never been to the Olympic Peninsula before. This visit will put us in a good position for a Regional Challenge Grant that will be open for applications in January.
- On November 7th the Gates Foundation did a site visit, we are a finalist for a grant. A staff member at the Gates Foundation was inspired by the work that we are doing and the trip to Neah Bay and said that he would like to fund our Culture Fair in the Longhouse.
- The EDC applied for a Recomplete grant, there were a lot of applications.
- We submitted a Department of Labor Grant for Marine Manufacturing; good partnerships came out of the application of this grant. We will find out if we get the grant in March.
- Legislative Visits – Suzy will be reaching out to have a zoom call with Legislators. Suzy asked the Board to let her know if they are interested in being involved. Suzy will be inviting 2024 Candidates to come to Peninsula College for a tour and to give them an opportunity to get to know Peninsula College.
- Day on the Hill is January 25th.

SBCTC Supplemental Budget Requests – The statewide requests are in the Board Packet. Suzy will be putting together a document about how Peninsula College will be impacted.

TRUSTEE UPDATE
Legislative Action Report
Claire Roney encouraged the Board to attend the day on the Hill on Jan 25th.
Claire summarized the ACT conference and shared about a student that was on a panel, the student commented that the resources available don't always reach the students that need them. Claire would like to include more students in the Legislative process. Suzy would like to find a way to capture student voices without them having to travel to Olympia.
Claire shared a letter from Chris Bailey, President of Lower Columbia College that he wrote to his Board.

Celeste Schoenthaler and Claire Roney attended the ACT conference. Claire said that the networking is an important part of the conference.

ITEMS FOR BOARD STUDY
Policy 232 Teleworking
Policy 297 Administrative/Exempt Resignation
Policy 415 Academic Credit for Prior Learning
Policy 506 Accessible Technology

ITEMS FOR BOARD ACTION
Policy 122 Board Operational Policy
Motion made by Joe Floyd seconded by Glenn Ellis, Jr. All Approved.

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

Motion made by Joe Floyd, seconded by Glenn Ellis, Jr. All Approved.

EXECUTIVE SESSION
None

NEXT MEETING
Tue. December 19, 2023
Glenn Ellis, Jr. will not be able to attend.

Meeting Adjourned at 4:05

_____   _____
Michael Maxwell, Board Chair   **Date:**

_____   _____
Suzy Ames, President   **Date:**

Faculty Senate Report
December 2023

I wish I could be there but unfortunately, I will be on the road at that time. The main item I wanted to share was that the faculty had some good insights into a document that Cheryl Crane had asked us to review. It was a document that the AAG had put out to provide guidance on updating policies that affect faculty and students regarding disruptive behavior on campus and in the classroom. The faculty had some constructive feedback regarding the necessity for more precise language in the document, so this feedback will be shared with Cheryl at the next division head meeting.

Otherwise, on a different note, I wanted to share that the panto play 'Ethel Mermaid and the Varying Degrees of Evil' has been having a great run and it's been a pleasure to build stronger ties with the community since the PC Drama dept has been working closely with Nemesis Theater and JFFA to co-produce this show. Audiences seem to really enjoy this family fun show and it even received wonderful feedback from an adjudicator from KCACTF (the American College Theater Festival), too.

Thank you!

Lara

Dr. Lara E. Starcevich (she, her)
Professor, Speech and Drama

Institutional Effectiveness Report

Board of Trustees Meeting

December 2023

Core Theme: Advancing Student Success

Strategic Goal 1: Increase enrollments to meet State FTE targets

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

Student Survey Schedule

Fall
- New Student Experience Survey (every year)

Winter
- CCSSE (odd years) or
- Student Satisfaction Survey (even years)

Spring
- DEI/Campus Climate Survey (every 5 years) or
- Listening Sessions (intervening years)

Community College Survey of Student Engagement (CCSSE) - Winter 2023

▶ National, standardized survey

▶ Provides weighted benchmarks to peers

▶ Went back to paper-and-pencil survey after COVID for in-person classes – 746 students, 213 submitted surveys (28% response rate)

▶ Students taking only online classes got the online survey – 644 students, 110 submitted surveys (17% response rate)

CCSSE Standardized Weighted Benchmark Scores

▶ Benchmarks are groups of conceptually related survey items that address key areas of student engagement, and provide a useful starting point for looking at institutional results and gauge performance in areas central to our work

▶ Weights are calculated based on IPEDS data for enrollment and gender identity to address bias introduced by the sampling process (FT students are more likely to be sampled) and online response behavior (respondents tend to be disproportionately full-time and women)

▶ Provides comparisons to peer groups – small colleges, top 10% of the entire cohort, and peers who administered the survey in the same year (Centralia College, Grays Harbor College, Klamath Community College, South Mountain Community College)

Active and Collaborative Learning
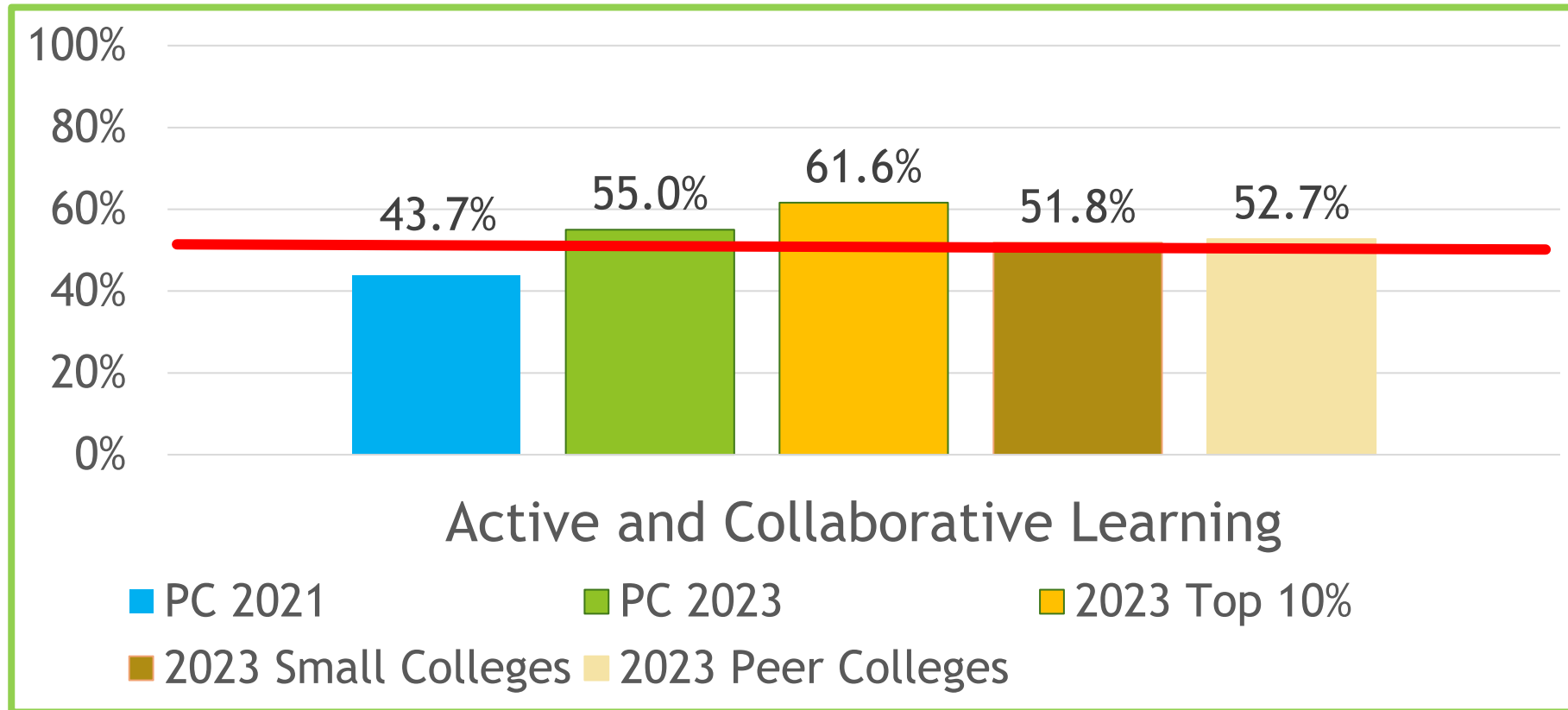
Includes questions about student's activities in class, such as asking questions in class, making a class presentation, and working with other students on projects in and out of class.

Student Effort
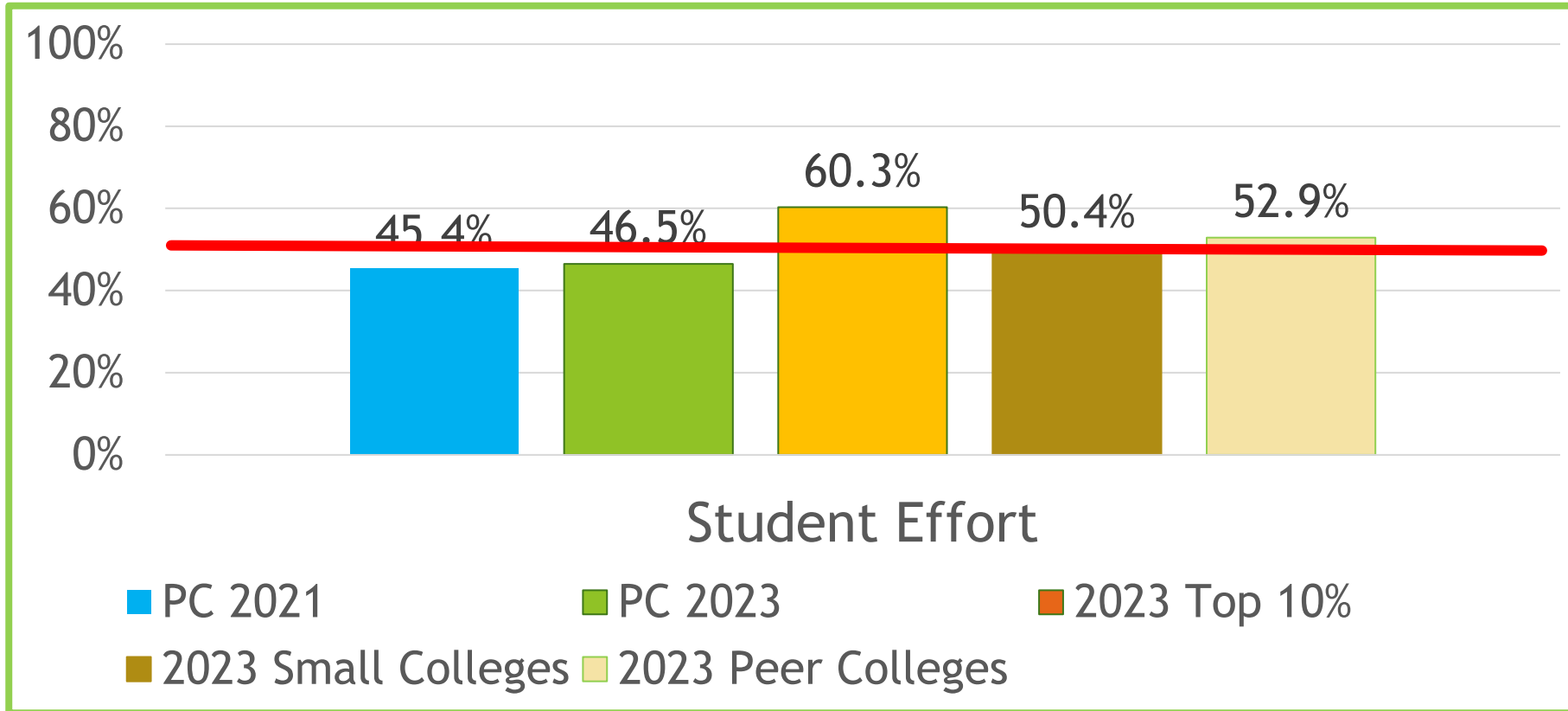
Includes questions about student effort to prepare for class including preparing two or more drafts of a paper, coming to class without completing assignments, and how often they have used services such as tutoring, skills labs, and computer lab.

Academic Challenge
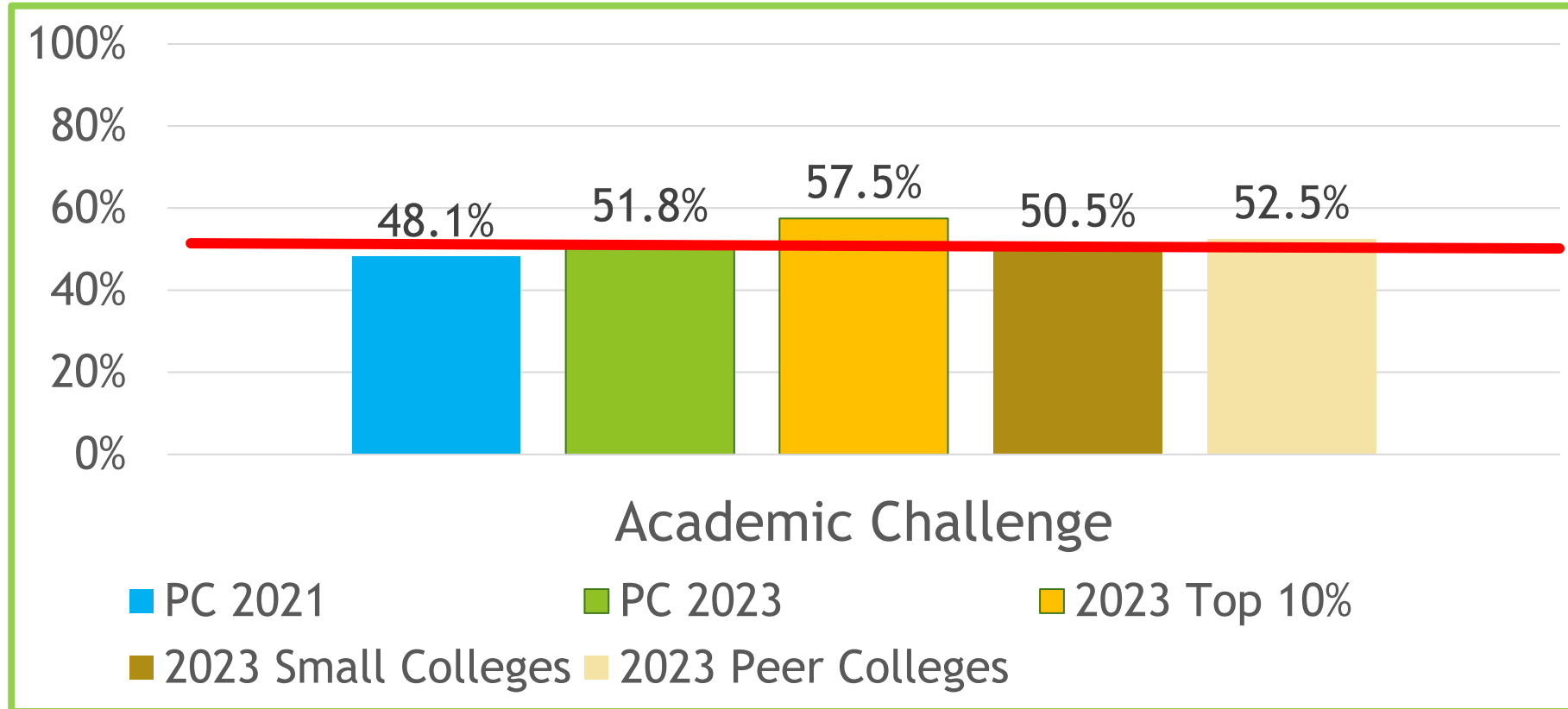
Includes questions about how much student's course work emphasized mental activities, how hard students worked to meet instructors' expectations, and how much reading and writing students have done for class.

Student-faculty Interaction
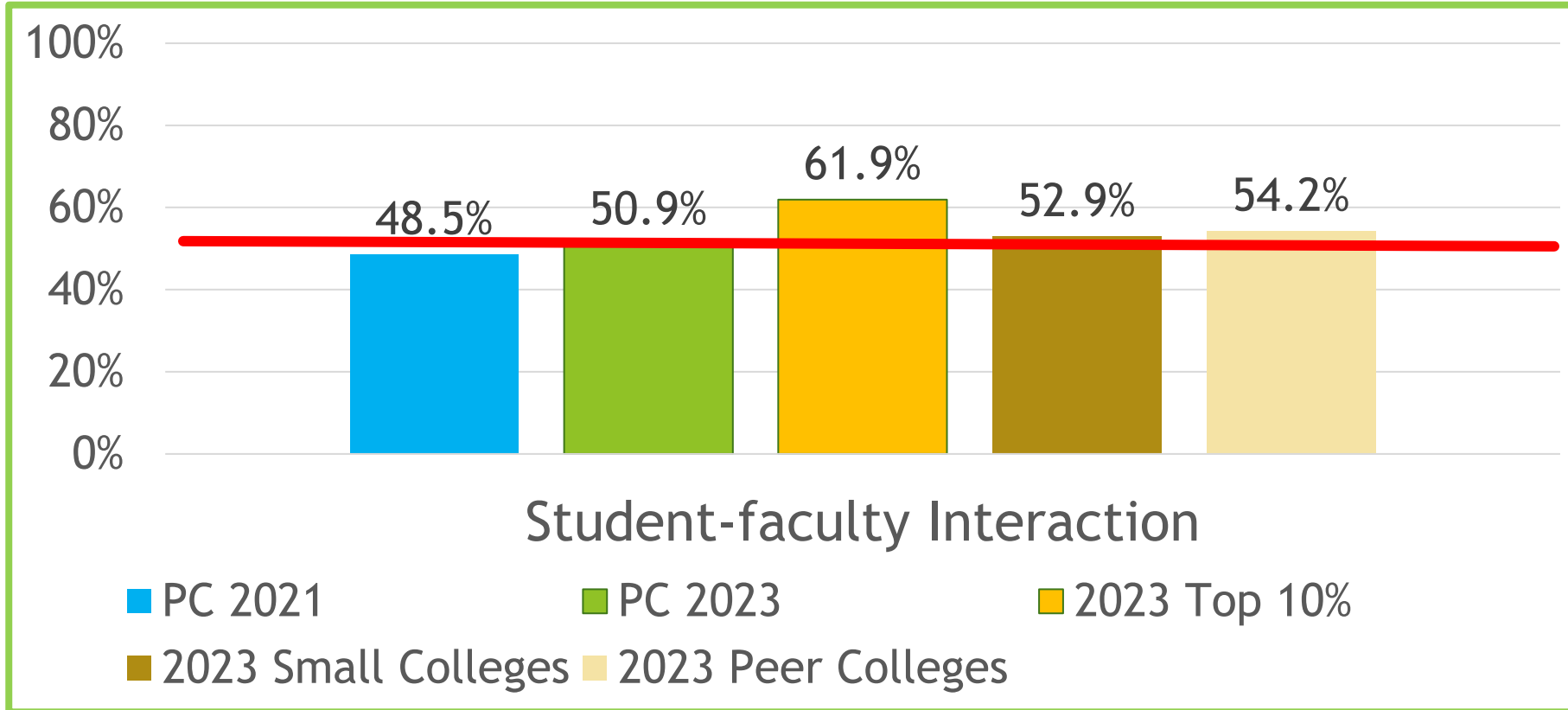
Includes questions about student's interactions with faculty such as emailing instructors, discussing grades or assignments inside or outside of class, talking about career plans, receiving prompt feedback, and working with instructors on activities other than coursework.

Support for Learners
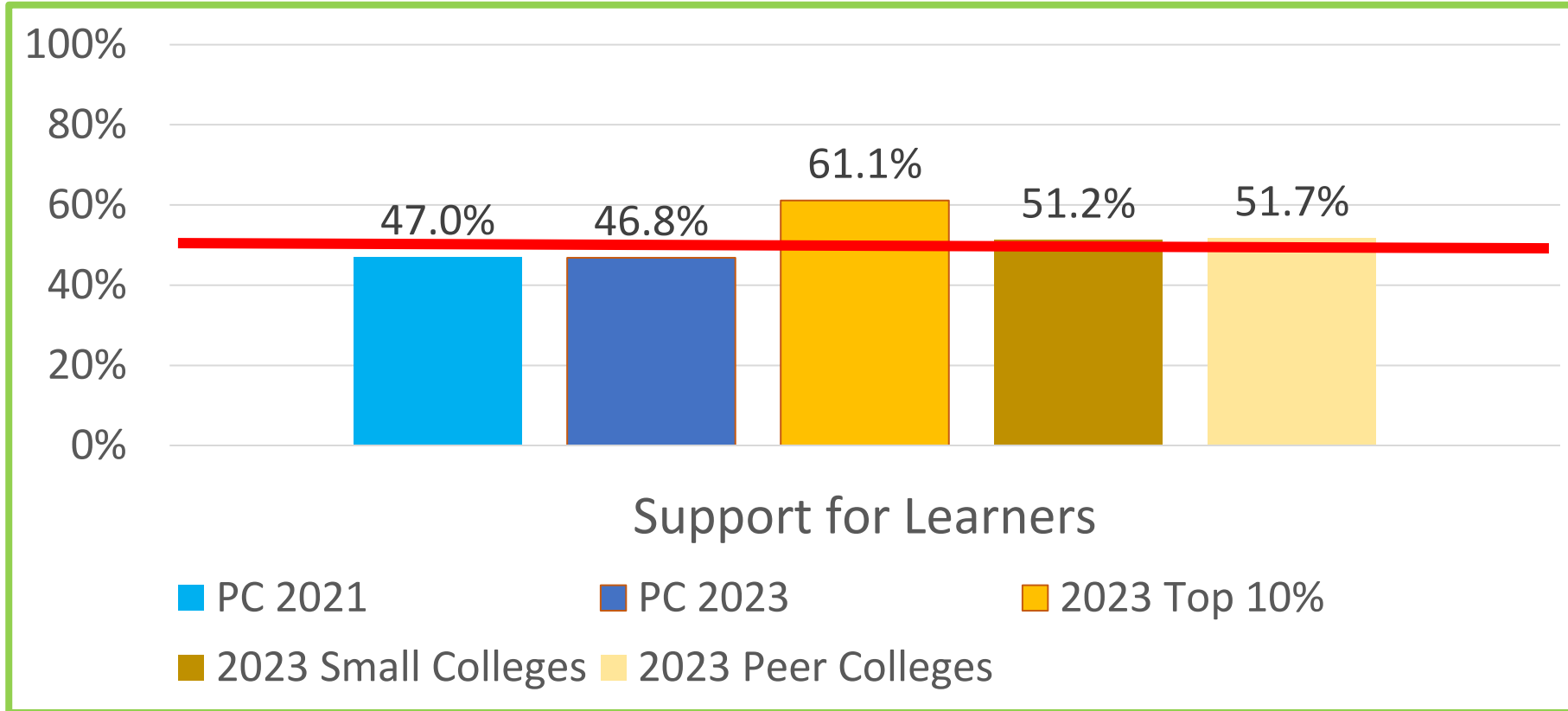
Includes questions about student's perception of the college's emphasis on providing academic, non-academic, social, and financial support, and asks how often students have used academic advising and career counseling support services.

Highest Aspects of Student Engagement
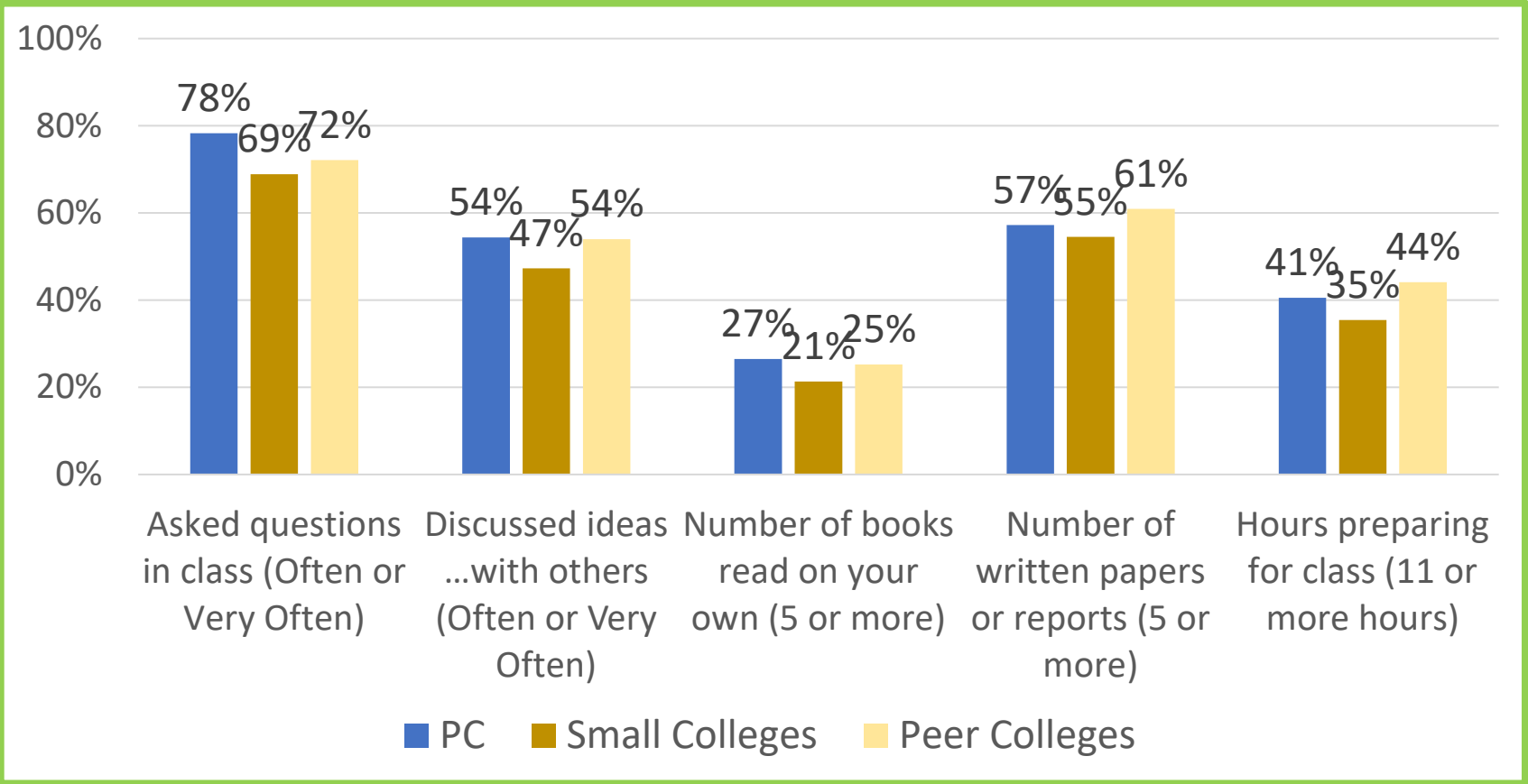
The five questions for which the college scored the highest compared to the 2023 Cohort.

Lowest Aspects of Student Engagement
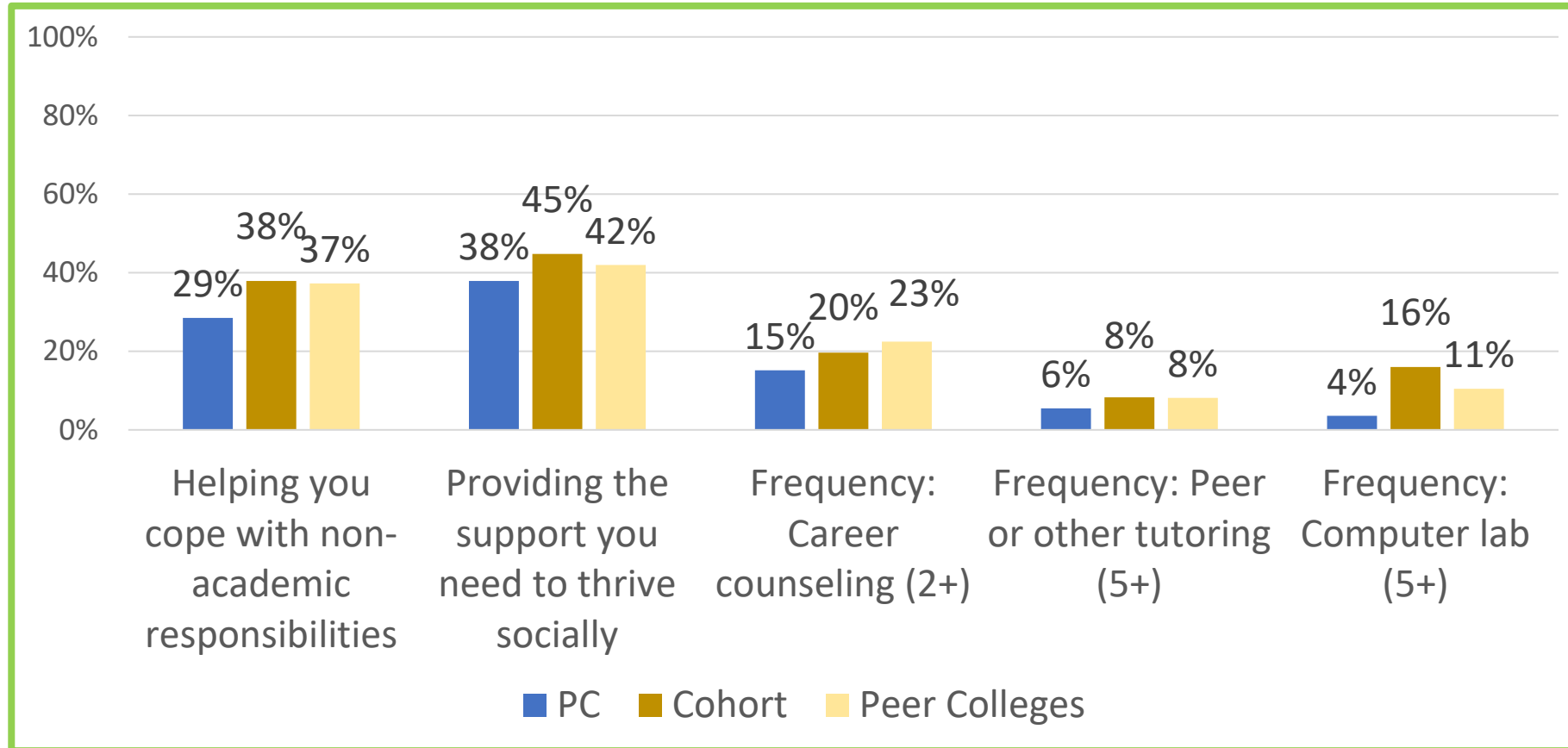
The five questions for which the college scored the lowest compared to the 2023 Cohort.

New Student Experience Survey
Fall 2023

- ▶ Survey developed internally and administered by PC annually

- ▶ Questions regarding overall experience at PC as well as specific aspects of the onboarding process including placement, advising, financial aid, and NSO

- ▶ 181/597 completed surveys = 30% response rate

- ▶ 1/3 Running Start students

- ▶ Remainder split between Academic Transfer and Prof/Tech students, with a smattering of Transitional Studies and Bachelor's degree students

Features that influenced decision to enroll

Students are asked to choose one to three features that influenced their decision to enroll at PC. These are the top five consistently over the past three years that we have administered the survey.

▶ Affordability

▶ Availability of the desired degree or certificate program

▶ Transfer options with 4-year colleges and universities

▶ A blend of in-person and online instruction

▶ Classes offered online

Sense of Belonging
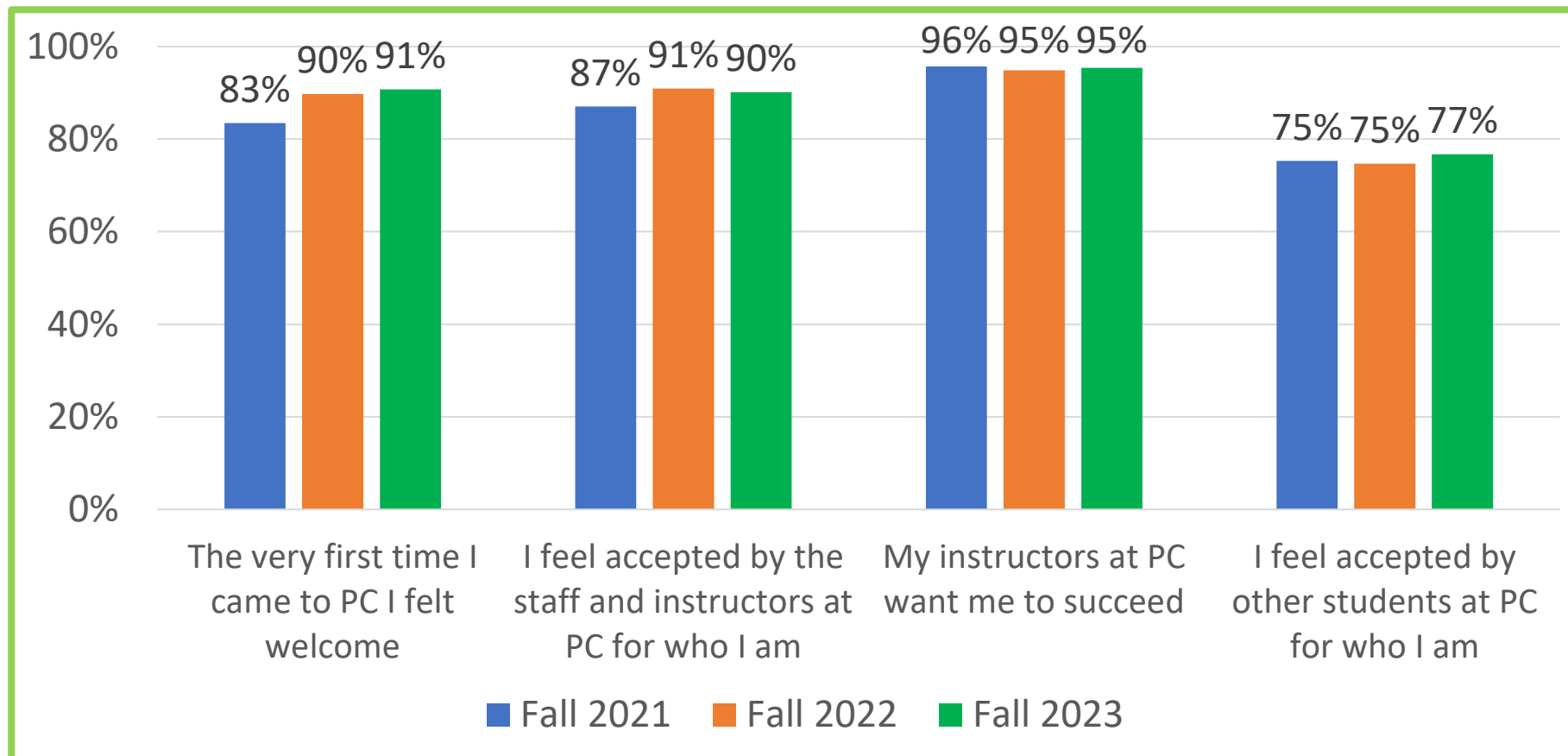
Students were asked "How much do you agree with the following statements…"
Results include "Strongly Agree and Somewhat Agree"

Efficacy of onboarding process
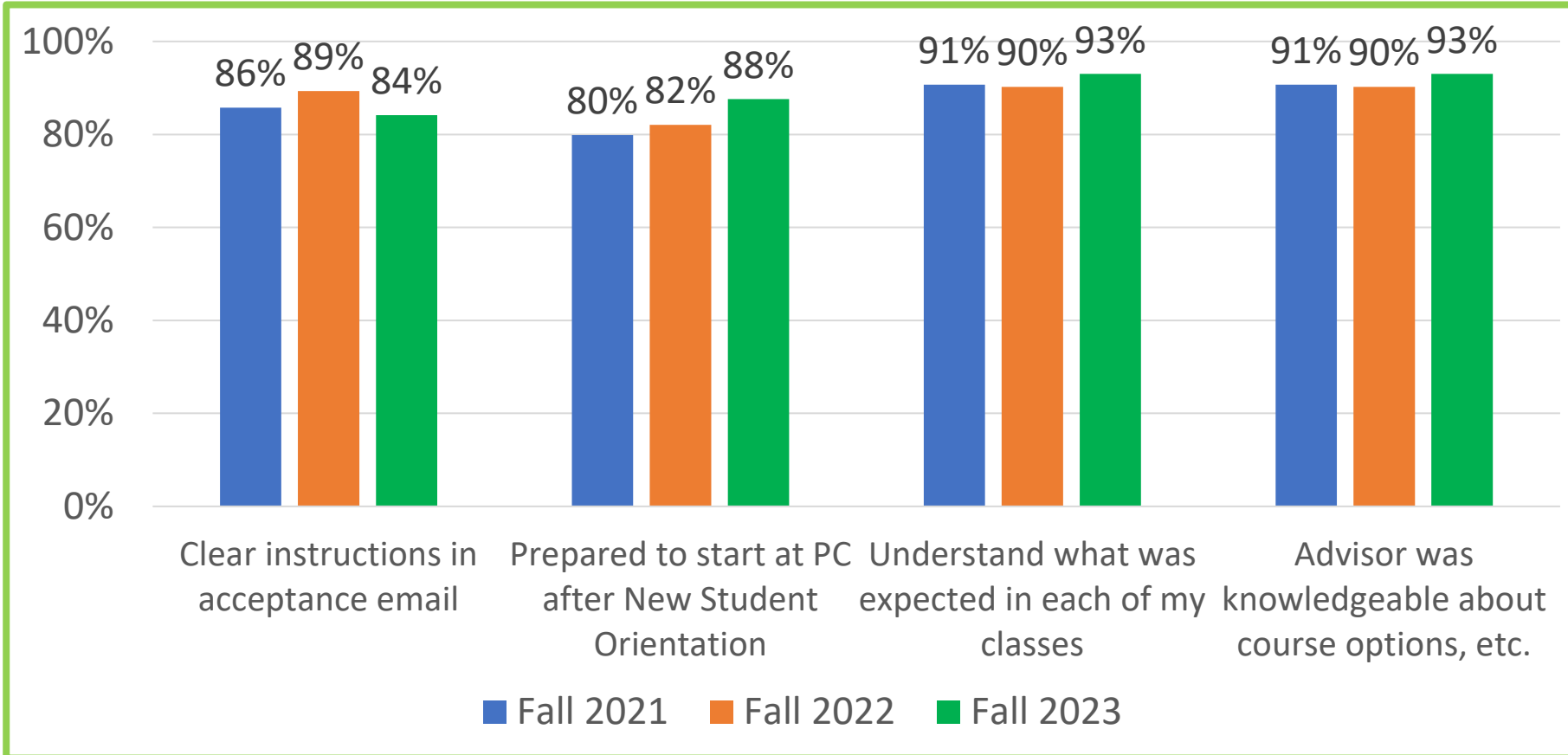
Students were asked questions about the onboarding process. Although each question was worded slightly differently, results include positive responses "very" and "somewhat".

Satisfaction with aspects of onboarding
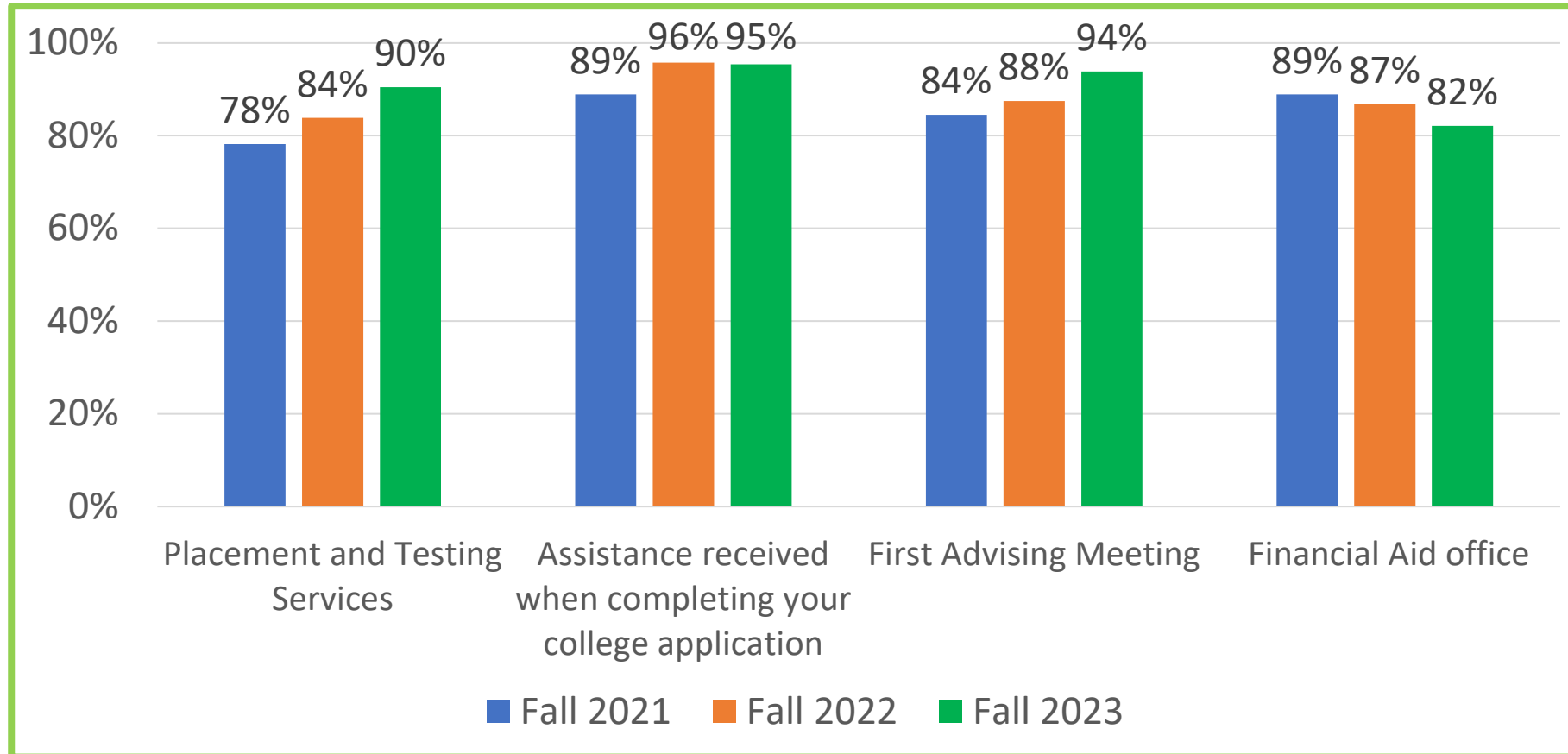
Students were asked to rate their satisfaction with the onboarding process. Responses include "Very Satisfied" and "Somewhat Satisfied."

Where can I find survey results?

- DataMart https://pencol.sharepoint/sites/DataMart
- Surveys/Student Surveys
  - CCSSE
    - PDF files (benchmarks, frequencies, peer comparisons)
    - CCSSE Tableau dashboard
  - New Student Experience Survey
    - NSES PDF file with overall results
    - NSES Tableau dashboard

Questions?

Enrollment Highlights
as of December 11, 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 amd Cybersecurity appear to be making up the difference.

Contract FTEs at 330.8 are down -8.4 FTES or -2.5% from Fall 2022.

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 up 13.9% from YTD Fall 2022.

-Self Support FTEs are up 19.9% from YTD Fall 2022.

Kind of Student or Student Intent (unverified data are estimates subject to change)

-Transfer FTEs - 680.9 FTES - increased 6.6%

-Prof/Tech -882.9 FTEs - increased by 36.2%.

-Transitional Studies -235.8 FTEs - decreased by -9.0%

   (may be calculation error; State FTES are up by an estimated 34 FTES, or 15%)

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.

Winter 2024

- Estimated State FTES at 590.0 are 44.4% higher than this day last year (408.8 FTES)

 and about 56% of Winter 2023 State FTES (1041).

Spring 2024

- Registering if fall for spring quarter has begun for the first time, so we have no comparison
to last year. Estimated State FTES at 345 are about 37% of spring 2023 FTES (946).

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.

Kind of Student or 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 December 11, 2023

PENINSULA COLLEGE

FTES	State	Contract	Self	Total
Fall 2022 to date	1055			
Fall 2023 to date	1169	331	33	1533
Difference	**114**			
	10.8%			
Fall 2022 Total	1055.0	339	34	1428
Difference	**114**	**-8**	**-1**	**105**
	10.8%	**-2.5%**	**-2.0%**	**7.3%**

Annual Change in FTE by Fund Source

State ■2019-20 ■2020-21 ■2021-22 ■2022-23 ■2023-24 to date
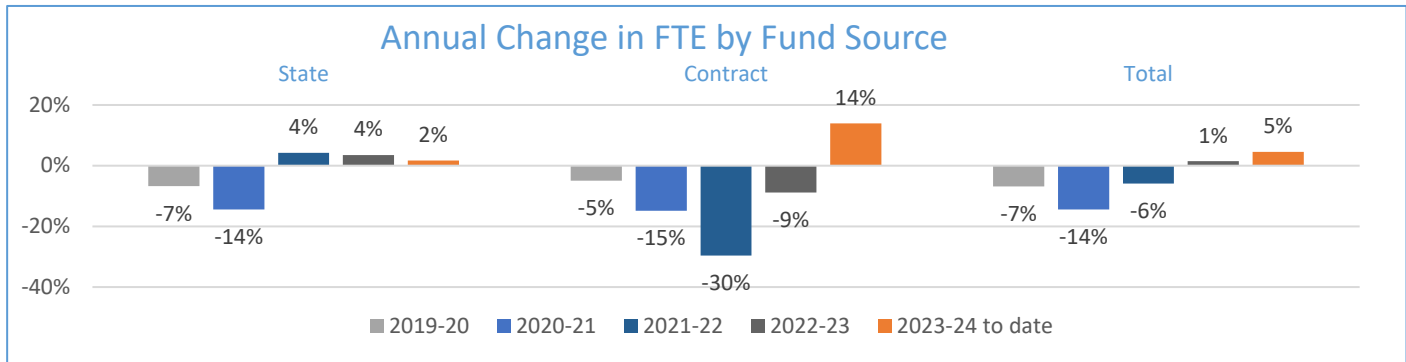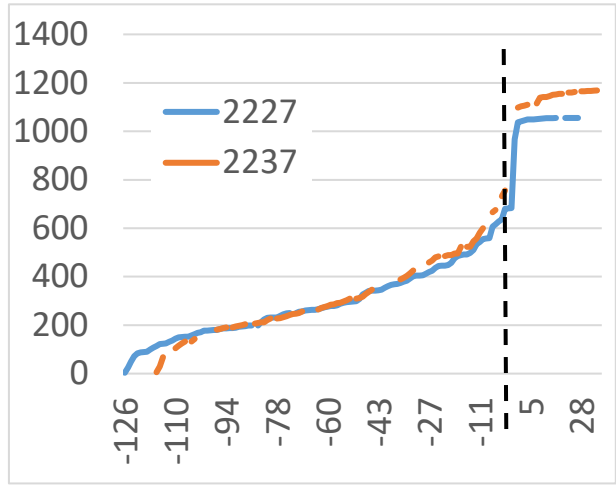
2023-24 Annual FTEs to date	State	Contract	Other	Total
	1464.3	434.5	51.9	1950.7

Annual Change in FTE by Student Intent

■2019-20 ■2020-21 ■2021-22 ■fall 2023-24 to date
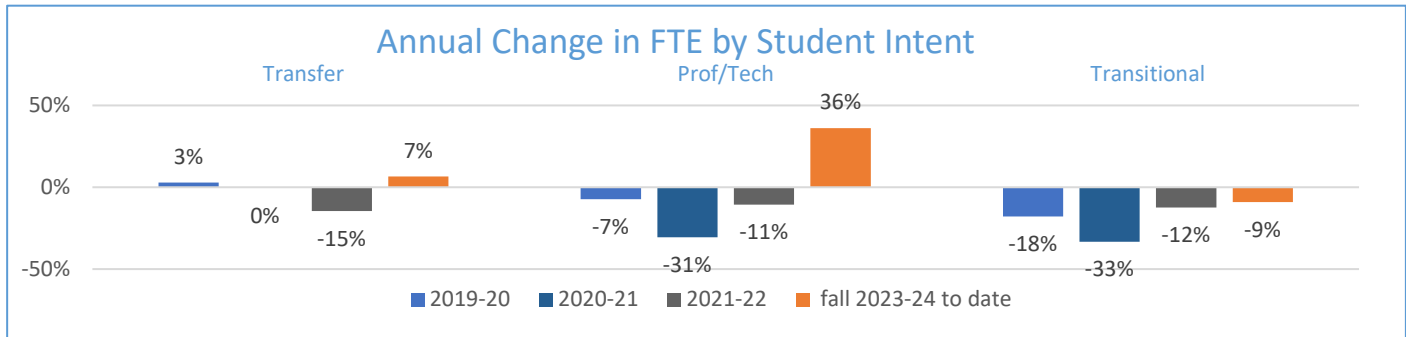
2023-24 Annual FTEs to date	Transfer	Prof/Tech	TS	Other	Total
	680.9	882.9	235.8	151.2	1950.8

Annual Change in FTE by Selected Program

■2020-21 ■2021-22 ■2022-23 ■2023-24 to date
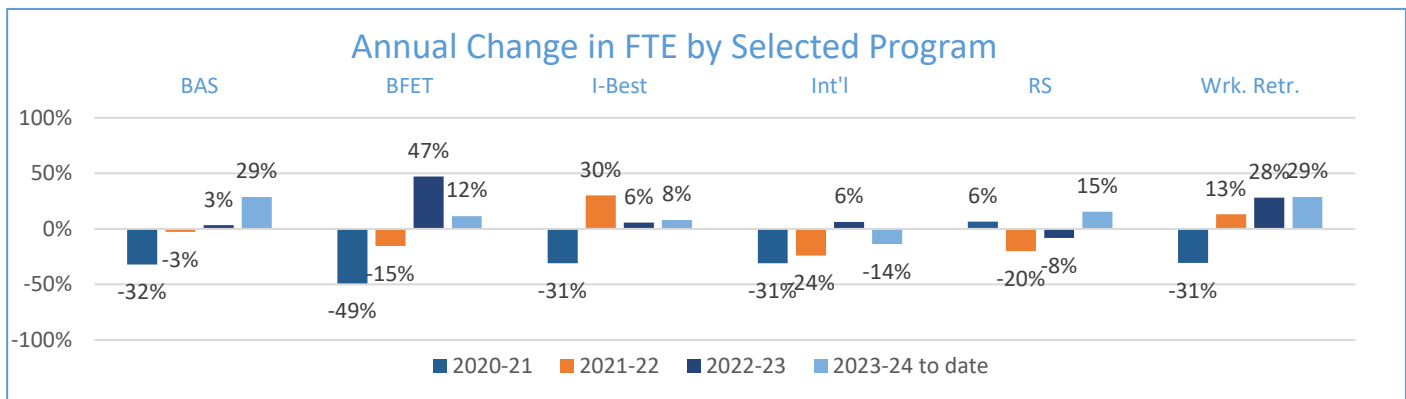
2023-24 Annual FTEs to date	BAS	BFET	I-Best	Int'l	RS	Wrk Retr.	*(enrollments are not mutually exclusive)*
	55.4	125.3	146.6	49.0	296.9	235.0	

2024 SUPPLEMENTAL OPERATING BUDGET REQUEST

DECEMBER 3, 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 a critical workforce need: preparing more Washington residents to fill jobs in the fast-growing computer science field while building a diverse, high-tech workforce.

Strengthening the Computer Science Workforce ($9 million)

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.

High tech, low capacity

The demand for high-tech workers in Washington is high. Our state ranks first in the nation for the concentration of tech workers relative to the overall employment base: Nearly one in 10 workers (9.4%) in Washington is employed in the tech industry. High tech careers pay well: The median annual salary for people employed in tech occupations in Washington is $130,000.[1]

Despite this good news, local employers looking for tech talent continue to encounter a skills shortage. Colleges and universities do not have the capacity to educate enough students to keep up with employer demand. Additionally, access to high-paying jobs is not equitably distributed; Black, Hispanic, and women workers are under-represented in the high tech industry.' According to a 2023 report by CompTIA, in Washington:

- Black or African American employees make up 5% of workers in all jobs but 3% in tech jobs.
- Hispanic or Latino employees make up 12% of workers in all jobs but 5% in tech jobs.
- Women make up 48% of workers in all jobs but 25% in tech jobs.[2]

Expanding access to computer science bachelor's degrees will help fill skill gaps for Washington employers and provide community and technical college students —half of whom are students of color — access to these in-demand degrees right within their local communities.

Sources: 1) CompTIA. (2023). State of the Tech Workforce. Downers Grove, IL: CompTIA; 2) Ibid

CONTACT INFORMATION

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Interim Operating Budget Director
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email: swinner@sbctc.edu

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

PENINSULA COLLEGE

2024 Legislative Talking Points

Operating Budget – Computer Science Bachelor's Degree

- Funding from the state would provide start-up costs for an IT-focused bachelor's degree, including curriculum development and IT equipment.
- Peninsula College faculty and staff are considering joining a collaboration with community colleges across the state to develop a shared IT-focused bachelor's degree.
- A collaboration saves money through increased efficiency in curriculum development and IT purchases and overcomes the challenge of finding qualified IT faculty with advanced degrees.

Capital Budget – Energy meters

- To be in compliance with the 2019 Clean Buildings Act (HB 1257) and expanded legislation (SB 5622), Peninsula College must install two energy submeters in Keegan Hall. The meters will measure the gas and heating loop energy usage. Other buildings across campus already have meters in compliance with the new laws.
    - Cost: $40,000
- This legislative request will also help pay for the required external energy auditor to analyze the data.

Accreditation/Strategic Planning Timeline 2023-2026

March 1, 2024 Policies, Regulations, and Financial Review

February?? 2025 Year 7 Report Due

Spring 2025 Year 7 Visit

Summer/Fall 2025 Strategic Planning Community Engagement

Fall 2025 Strategic Planning College Community/Board Engagement, Goal development

December 2025 Board approves Strategic Plan goals

January – June 2026 College develops Strategic Plan Strategies/Budget alignment

Spring 2026 Board Approves Strategic Plan Goals, Strategies, Budget

July 2026 New Strategic Plan starts

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

Resolution 2023-07

A resolution recognizing Paul Cunningham's committed service
to Peninsula College, the Community, and the State of Washington
as Board President of Peninsula College Foundation.

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WHEREAS Paul Cunningham has been a member of the Peninsula College Foundation Board since 2015; and

WHEREAS Paul Cunningham will complete his second and final two-year term as President of the Peninsula College Foundation Board on December 31, 2023; and

WHEREAS Paul Cunningham has provided exceptional leadership to Peninsula College Foundation, giving generously of his time to benefit students, faculty and staff at Peninsula College; and

WHEREAS Paul Cunningham has led by example in demonstrating the merits of giving to the Peninsula College Foundation; and

FURTHER, that as President of the Peninsula College Foundation Board, Paul Cunningham consistently endeavored to achieve the Mission and Vision of the Foundation and College, thereby setting a tone of confidence when navigating the many accomplishments of his tenure.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Peninsula College, District One, in recognition of Paul Cunningham's generous service to the people of this District, do extend to Paul the gratitude of the College Community for his service as Acting President of the Peninsula College Foundation Board from May through December 2019, then as President from January 2020 through December 2023, and for his continuing service as a Board Member.

ADOPTED by the Board of Trustees of Peninsula College, District No. 1, on this nineteenth day of December in the year 2023.

Signed and Attested This Date: _____

_____   _____
Michael Maxwell, Board Chair   Suzy Ames, President

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PENINSULA COLLEGE
BOARD INFORMATION

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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 approve Policy 232 – Teleworking at the Dec. 19, 2023, meeting of the Board of Trustees.

RECOMMENDATION: The President recommends that the Board approve Policy 232 at the Dec. 19, 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: Not Set   RCW 70.94.547
Reviewed: Not Set
Lead Administrator: Vice President for HR/DEI   Category: 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. 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.

Date Revised: April 14, 2015

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	

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PENINSULA COLLEGE
BOARD INFORMATION

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Subject: **ADMINISTRATIVE/EXEMPT RESIGNATION**
Policy Number: 297
Date Adopted: 12/13/1994
Date Revised: 01/19/2018
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 approve Policy 297 at the Dec. 19, 2023 meeting of the Board of Trustees.

RECOMMENDATION: The President recommends that the Board approve Policy 297 at the Dec. 19, 2023 meeting of the Board of Trustees.

PENINSULA COLLEGE

Board Policy

Subject: **Administrative/Exempt Resignation**	
Board Policy Number: 297	Statutory Authority:
Date Adopted: December 13, 1994	RCW 43.01.040
Date Revised: Not Set	
Reviewed: Not Set	
Lead Administrator: Vice President for HR/DEI	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 Policy

Subject: **Administrative/Exempt Resignation**

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

Statutory Authority:

Date Adopted: December 13, 1994
Date Revised: ~~01/19/2018~~Not Set
Reviewed: ~~01/19/2018~~Not Set
Lead Administrator: Vice President for HR/DEI
~~Board Policy not selected, or no descriptions were entered.~~Personnel

RCW 43.01.040

Category: ~~Subcategories of~~ 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 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 approve Policy 415 at the Dec. 19, 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 Date Revised: Not Set Reviewed: Not Set	RCW 28B.77.230 RCW 28B.10.057
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.

Date Revised: April 4, 1996

PENINSULA COLLEGE

Board Policy

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

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Board Policy Number: 415

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Statutory Authority:

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<tr><td>

Date Adopted: May 2, 1995

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RCW 28B.77.230 CW 28B30

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Date Revised: Not Set

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RCW 28B.10.057 0.057

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Reviewed: Not Set

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Lead Administrator: Vice President - Student Services

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Category: Students

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~~Subject:~~ **Equivalency Credit Through Challenge**

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~~Subcategories of Board Policy not selected. Number: 415~~

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~~Statutory Authority:~~

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~~Date Adopted: May 2, 1995~~

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~~Date Revised: 09/27/2017~~

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~~Reviewed: 09/27/2017~~

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~~Lead Administrator: Vice President - Student Services~~

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~~Category: Subcategories of~~

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

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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 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 approve Policy 506 – Peninsula College Accessible Technology at the Dec. 19, 2023, meeting of the Board of Trustees.

RECOMMENDATION:
The President recommends that the Board approve Policy 506 – Peninsula College Accessible Technology at the Dec. 19, 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

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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