



Hello Trustees,

I'm looking forward to seeing you in Port Townsend this month. Dr. Maxwell will not be able to join us at this meeting; Dr. Floyd will Chair the meeting.

Here are some highlights of what to expect at the meeting.

Presentations:

- Anna Forrestal, Director of Peninsula College Port Townsend, will give an overview of Port Townsend happenings and you'll hear from students about their experiences.

Standing Reports:

- Hannah Wagner, Associated Student Council President – Report in Board Packet
- Lara Starcevich, Faculty Senate First Speaker – Report in Board Packet
- Tim Williams, Peninsula College Faculty Association
- Terye Senderhauf, Director of Grants and Institutional Effectiveness – Will present data on Strategic Goal 3: Deploy Resources and develop policies and procedures that foster equity and inclusion
- Cheryl Crane, Foundation Executive Director – Will present a report.
- President's Report. I will report on:
 - 3rd Quarter Financials, with support from Carie Edmiston – in your packet
 - 2024-25 Operational Plan– in your packet
 - Satir Change Model – in your packet
 - Nursing re-accreditation
 - Dental Hygiene accreditation progress
 - Veterans Administration audit
 - Year 7 NWCCU Accreditation April 14-16, 2025
 - End of year events – Commencement and End of Year Celebration

Trustee Update

- This is time for you to share any updates/meetings you've attended.

Item for Board Study

- Policy 537 – Travel
- Peninsula College Faculty Association Collective Bargaining Agreement – Krista Francis and Tim Williams will walk you through the new contract, with the hope that you'll approve it at your June meeting. It received 100% approval from the faculty.



Dr. Suzanne Ames, President

sames@pencol.edu
(360) 417-6200 Direct
(360) 417-6220 Fax

Item for Board Action

- My performance review template – After this meeting Trisha will send you a link to fill it out electronically.

Executive Session

- There will be an executive session this month to begin your review of my performance and to discuss a legal matter.



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

April 16, 2024

INTRODUCTIONS

New Employees

PRESENTATIONS

Port Townsend Campus Updates/Student Panel

STANDING REPORTS:

- ASC – ASC President Hannah Wagner – Report in Board Packet
- Senate – Lara Starceвич, Faculty Senate First Speaker – Report in Board Packet
- PCFA – Tim Williams
- Institutional/Enrollment Report – Strategic Goal 3 – Fostering equity and inclusion. But the data points are enrollment parity, staff and faculty demographics, and retention parity – Terye Senderhauf
- Foundation – Cheryl Crane

PRESIDENT'S REPORT

Updates

3rd Quarter Financials

2024-25 Operational Plan

Satir Model of Change

Commencement Instructions

Invite to End of Year Celebration – June 3, 2024 2pm in PUB

Veterans Administration Compliance Survey

Nursing Re-accreditation

Dental Hygiene accreditation process

Year 7 Accreditation Visit April 14-16, 2025

TRUSTEE UPDATE

ITEMS FOR BOARD STUDY

Policy 537 – Travel

Peninsula College Faculty Administration Collective Bargaining Agreement 2024-2027

ITEMS FOR BOARD ACTION

President’s performance review template

EXECUTIVE SESSION

Review the performance of a public employee (RCW 42.30.110 (1)(g)) -30 minutes

Discuss a legal matter (RCW 42.30.110(1)(i)) – 30 minutes

NEXT MEETING

Tuesday June 11, 2024, 1:00 Student Awards in PUB, 2:00pm Board Meeting in 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 – present
Glenn Ellis, Jr. – excused

Mike Maxwell called the meeting to order at 2:00pm.

PUBLIC COMMENT/CORRESPONDENCE

None

MODIFICATION TO THE AGENDA

None

APPROVAL OF MINUTES

March 19, 2024

Motion to Approve minutes made by Celeste Schoenthaler, seconded by Joe Floyd. All Approved.

INTRODUCTIONS

New Employees

Introduced by Aimee Gordon, Director of Marketing and Communications
Amanda Gainer – Strategic Marketing Manager
Jared Scott – Web and Digital Media Manager

Introduced by Bruce Hattendorf, Vice President of Instruction
Melanie Stonebreaker – Customer Support Specialist, Forks Campus

PRESENTATIONS

Forks Campus Updates/Student Panel

Becca Schwartz

The Professional Technical programs at PC Forks are growing, there is a cohort of pre-nursing,⁵ welding, addiction studies, business and AA students. PC Forks has 36 new Running Start juniors,

their largest number of Quileute Tribal Students, full ESL classes, and they are looking to grow the high school plus program this year. They had 2 CDL classes in 2023, a flagging class and a self-defense class is scheduled for May. Two ASC members are now students from Forks, they have quarterly activities for students at the Forks campus.

They are working on scholarship clinics and transfer planning. There is a Financial Aid outreach staff member at the Forks campus, Alajiah Estes, she is working hard to get as much funding as possible for eligible students.

The Forks Campus held their 2nd annual Dia de Culturas Latin-X cultural celebration in September. They had over 300 in attendance, and there was a performance by the traditional Aztec dancers from Portland. They also held our 2nd annual Indigenous Culture Celebration in March, Tribal members shared stories, songs, and dances. They had more than 150 in attendance.

Becca introduced three students:

Aliya Gillet is a PC Running Start student and Forks High School Junior; her goal is to be a teacher. She feels really supported by the Forks staff and tutoring. Aliya is also a Forks ASC rep.

Ryan Anderson is a PC Running Start Student and Forks High School Senior, he struggled at the high school and is doing better at PC, there is a lot of support, and the instructors hold him accountable. He also has more flexibility for work and his volunteer service as a fire fighter. Ryan is a Forks ASC rep, working on more events in Forks. He has found the scholarship workshops very helpful. He is working on transfer planning with Becca. Ryan is interested in being a diesel mechanic.

Flora Horejsi spends a lot of time at the PC Forks campus, she does her schoolwork here. There are quiet places to work, the teachers are very helpful, and the building is nice. Flora would like to own her own business.

Campus Climate Survey, Hanan Zawideh – Report in Board Packet

Joe Floyd thanked and acknowledged Suzy for finding and implementing this survey tool. He appreciated the questions about the President in the survey, this information will be helpful to the board when doing the evaluation of the President.

Peninsula College is focused on improving our two lowest scoring factors, processes/procedures and communications. The college is starting on LEAN process improvement and has a new Marketing/Communication team that is making internal communication a priority.

FAFSA Simplification update, Krista Francis

There are a lot of changes with the FAFSA (Free Application for Federal Student Aid). Krista shared a paper that she co-wrote with the Vice President for Student Services at Tacoma Community College. This year will be challenging because of the late roll out, especially for summer quarter. We will not have the data until June and summer quarter starts July 1. It is a work in progress. The Foundation has allocated up to \$90,000 to help students who are negatively impacted. Student Services and the PC team has all hands-on deck to decrease the impact on summer quarter students as much as possible. This will affect all colleges. PC expects to have the issues resolved before fall quarter.

STANDING REPORTS:

- ASC – ASC President Hannah Wagner – Report in Board Packet
- Senate – Lara Starceovich, Faculty Senate First Speaker – Report in Board Packet
- PCFA – Tim Williams – No Report, they are making progress with bargaining.
- Institutional/Enrollment Report – Strategic Goal 1: Achieving Academic Excellence and Strategic Goal 2, Advancing Student Success: Retention, Enrollment Retention, course success

rates, student/faculty ratio, student learning outcomes (SLOs) – Terye Senderhauf, Report in Board Packet

- Foundation – Cheryl Crane

Cheryl Crane is continuing to learn and meet donors. The application is open for 24-25 student scholarships, we have over \$150,000 in scholarships to award. The Foundation Board is having their retreat this weekend at Field Hall.

PRESIDENT’S REPORT

Updates

- The Financial Audit has been completed and the results have been sent to the Board and are available on our website, there were no findings.
- PC Running Start – Email communication from Suzy Ames to local school district superintendents is in the board packet.
- Gates Horizon Grant – We are thrilled to partner with West Sound Stem and local organizations with this opportunity.
- Congressional Support for Dental Hygienist Program – We received funding for our Dental Hygiene program from congress, press release in board packet. We will continue with the accreditation process with a goal of a Fall 2025 start.

TRUSTEE UPDATE

Claire Roney hosted the ACT Trustee Tuesday today; the topic was an overview of the 2024 Legislative Session.

Suzy Ames invited the local Legislative Candidates to Peninsula College to learn more about Peninsula College, Claire Roney joined in most of these meetings.

Joe Floyd made a comment about academic freedom being critical in education.

ITEMS FOR BOARD STUDY

SBCTC Legislative Survey – The results from the first survey are in the board packet in addition to the second survey. Peninsula College Cabinet and PC Union Presidents have already given feedback on the survey. This second survey asks colleges to rank the items. Suzy will be submitting the survey, please reach out to Suzy if you have feedback on this.

Performance review template – The tool was created last year, it is in the board packet. The tool will be voted on in May and there will be an executive session for how to use the tool for the President’s evaluation.

ACCT Conference Presentation Proposal – The suggested proposal is in the board packet. Please let Suzy and Mike Maxwell know if you have any recommendations/changes.

ITEMS FOR BOARD ACTION

Policies to Review with No Suggested Changes

- 301 Academic Freedom
- 305 Use of Human Subjects
- 310 Academic Policies and Procedures
- 312 Credit Hour Policy
- 330 Faculty Orientation and In-Service Education
- 510 Meals w/ Meetings & Light Refreshments
- 517 Capital Construction
- 561 Relationships & Partnerships

Motion to Approve policies 301, 305, 310, 312, 330, 510, 517 and 561 made by Joe Floyd, seconded by Celeste Schoenthaler. All Approved.

Consider changing the date of the June 18th Board Meeting.

Motion to move the June board meeting to June 11th at 2pm made by Claire Roney, 2nd by Joe Floyd. All Approved. The President's medal ceremony will be at 1pm in the PUB.

EXECUTIVE SESSION

None

NEXT MEETING

Tuesday May 21, 2024, 2:00pm Port Townsend Campus – Mike Maxwell will not be able to attend.

Meeting Adjourned by Mike Maxwell at 4:00.

Michael Maxwell, Board Chair

Date:

Suzy Ames, President

ASC Board Report – May

The ASC had a slower time during April and the beginning of May but have a lot going on at the end of May and beginning of June. We had a few fun earth themed events to celebrate earth week. We started off by volunteering at the Dungeness River Center in Sequim and restored their native rain garden. Also during earth week we put together a new fun event of decorating reusable water bottles with stickers and charms. Another major project we had in April and May was approving the budget for the 2024-2025 school year. Finally, we had a successful food drive which thanks to very generous donors helped us stock our pirate pantry and our grab and go bin in the ASC office.

Looking into the future a little bit, we have a fun and exciting event on May 22nd called Spring Bash. There will be a giant inflatable slip and slide, volleyball, tie dye, and a BBQ so if you're on campus from 11-3 stop by for some fun!

We are also putting together our yearly sidewalk chalk contest on June 5th so if you want to enjoy some live music, a BBQ, and look at all the amazing chalk art Peninsula College is the place to be.

Thank you,
Hannah Wagner

Faculty Senate Update – May 2024

Faculty Senate's April meeting was mainly focused on the potential changes that the architects would be bringing to the campus. They explained all of the future aspects that would take place and invited our feedback along with any other requests for changes we needed, too. They were very accommodating and took copious notes. In other news, we had committee reports from various groups including news from PCFA regarding the upcoming new contracts as well as news from College Council about new policies regarding telework. and new courses submitted to the Curriculum committee. Thank you!

Dr. Lara E. Starcevich (she, her)
Professor, Speech and Drama
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Port Angeles, WA 98382
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Institutional Effectiveness

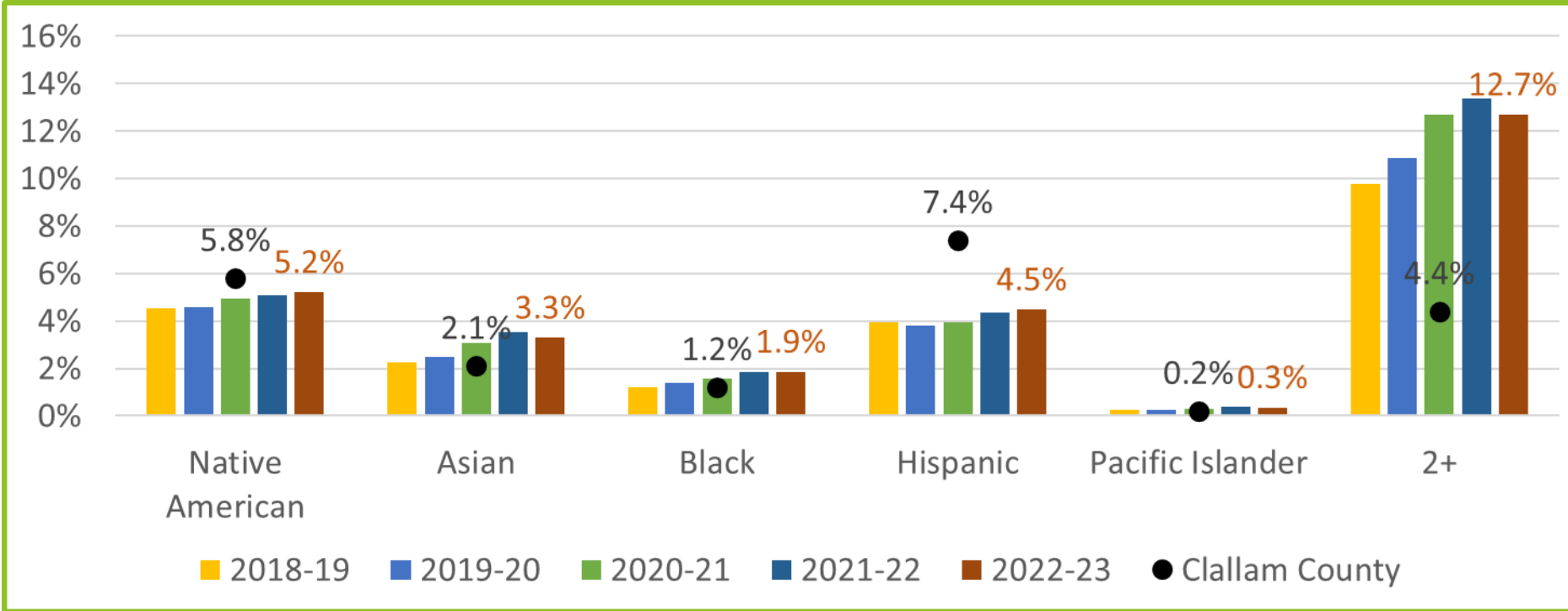
Board of Trustees Meeting

May 21, 2024

Core Theme: Fostering Equity and Inclusion

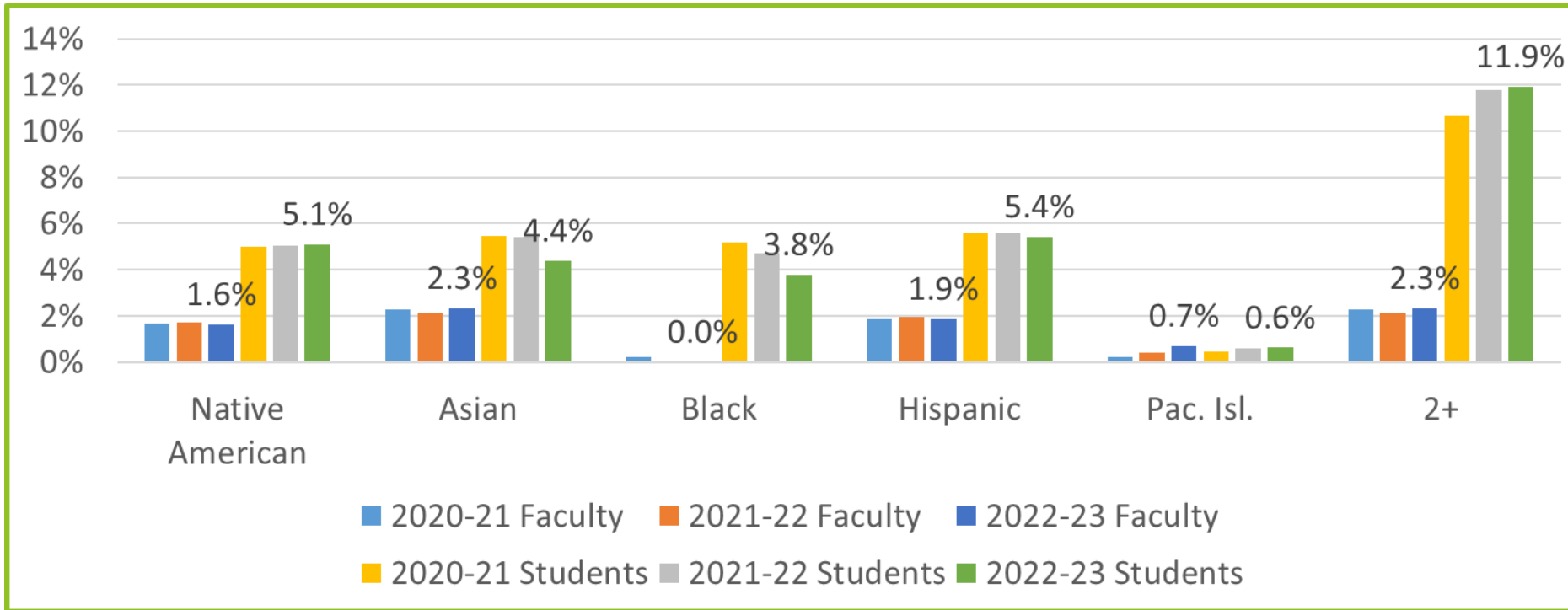
Strategic Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion.

Enrollment by Race/Ethnicity



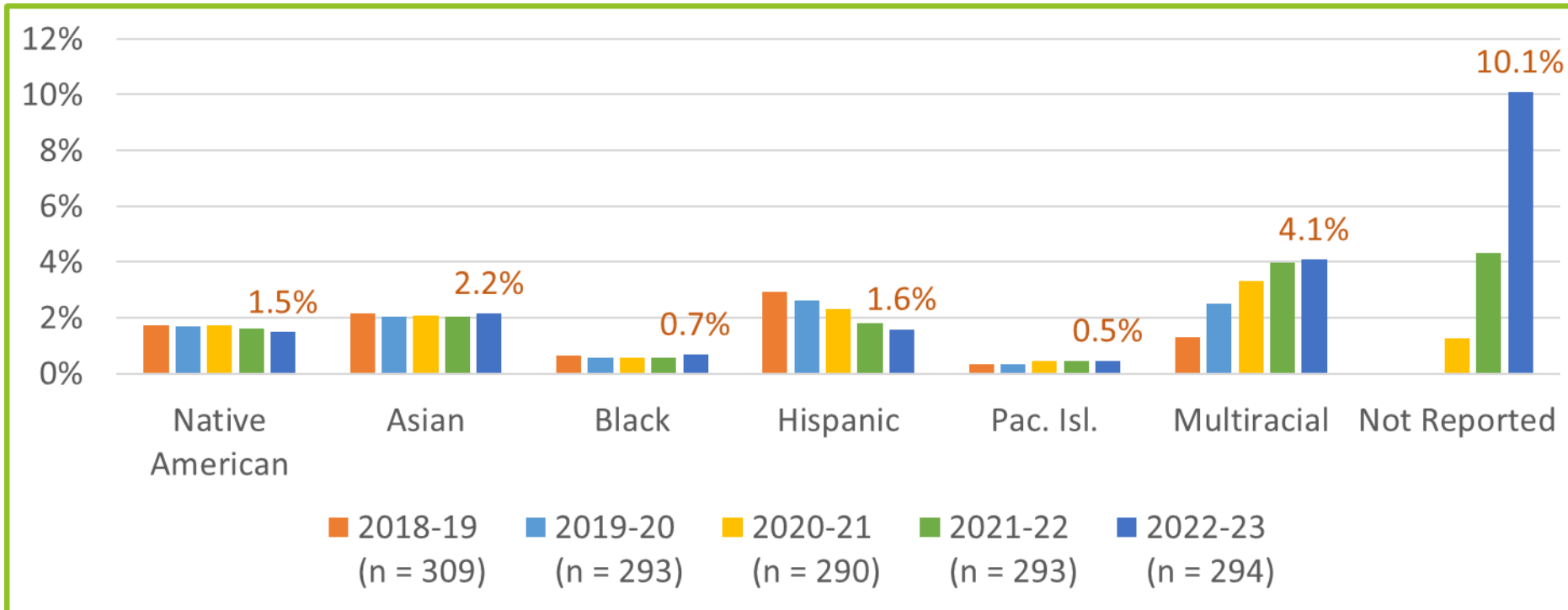
Enrollment in each race/ethnicity group has increased very slightly over the past five years. With the exception of Hispanic students, PC rates are comparable to Clallam County rates. These data do not include incarcerated (6%), white (51%), or international (1%) students, or those who did not report race/ethnicity (24% in 2022-23). *Data Source: SBCTC Public Enrollment Dashboard 3-year average and [U.S. Census Bureau QuickFacts: Clallam County, Washington](#) 2023.*

Faculty vs. Student Diversity



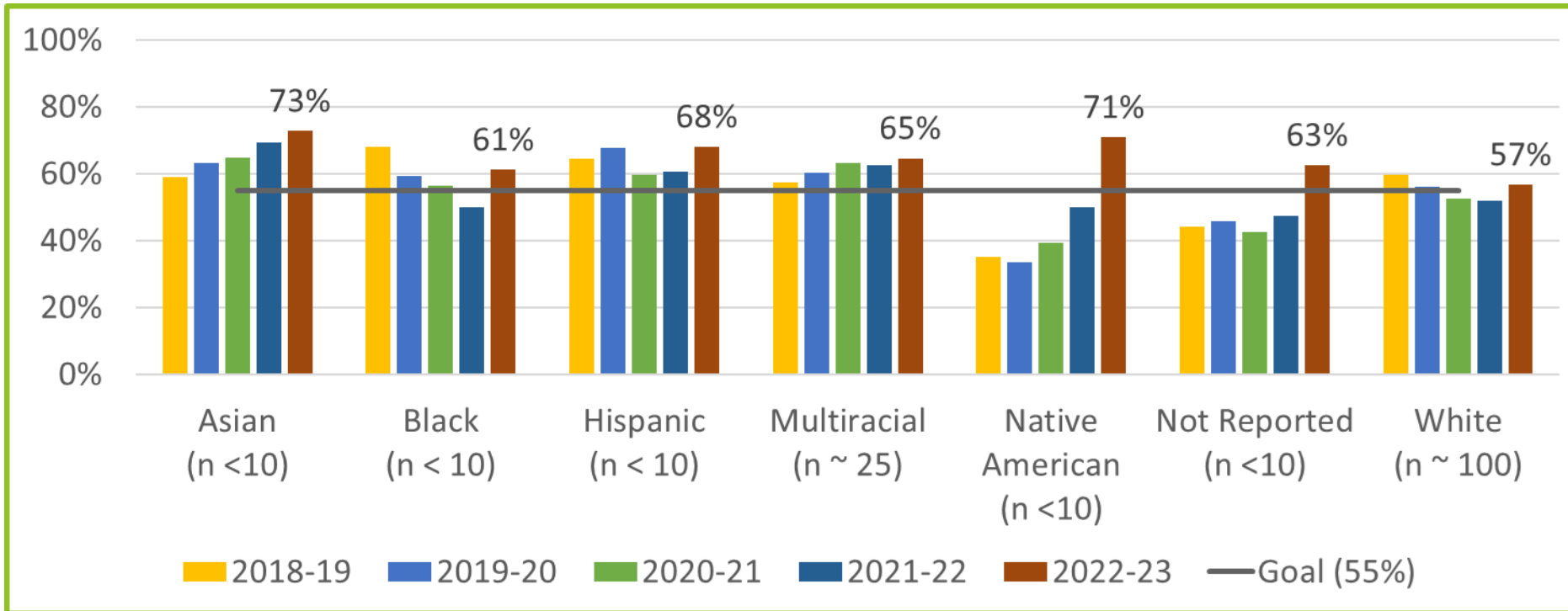
Faculty that reflect the diversity of the student population is correlated with students' perception of inclusion and equity. Peninsula College is committed to matching or exceeding student diversity. *Data Source: SBCTC Public Faculty and Staff Dashboard and Public Enrollment Dashboard, 3-year average.*

Faculty, Staff, and Administration



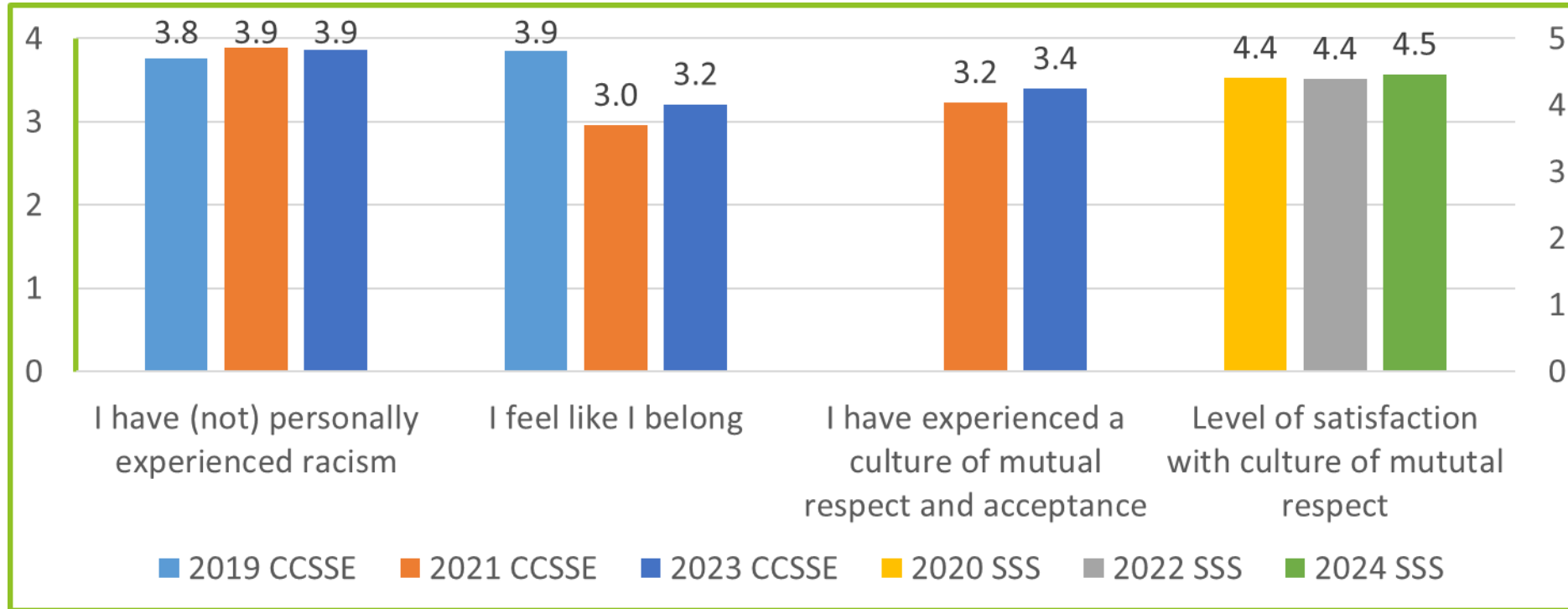
Small datasets for each category besides white means that the difference between one or two people may make a large percentage change, but Peninsula College is committed to improving these results in upcoming years. *Data Source: SBCTC Public Faculty and Staff Dashboard, 3-year average.*

Retention or Completion by Race/Ethnicity



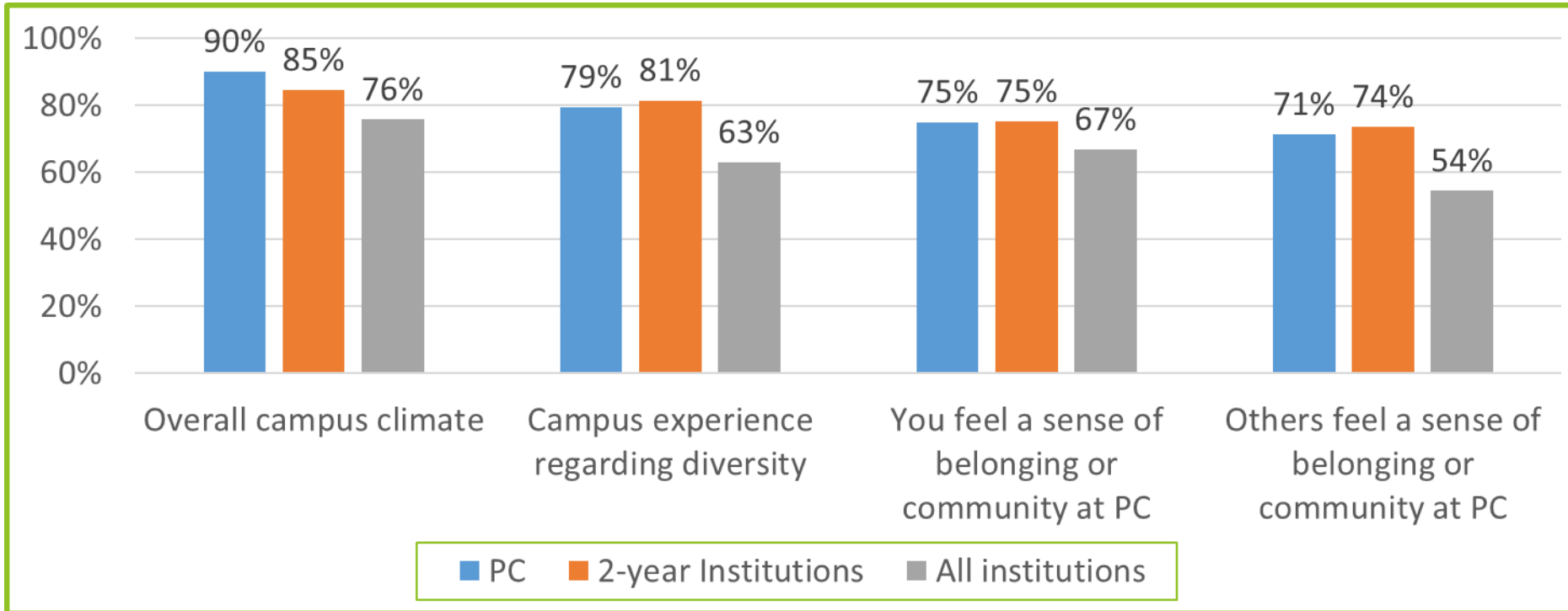
Each group has experienced an improvement in retention/completion for the 3-year period ending 2022-23, which shows recovery from pandemic-related stop-outs. The 55% goal shown represents the goal for overall retention. *Data Source: FTEC Outcomes dataset, first-time ever in college cohort, 3-year average.*

Campus Climate Results



The 2019 CCSSE survey included specific questions around racism and inclusion, which were removed from the main survey in later years as CCSSE piloted the Race/Ethnicity survey. PC added them back to the CCSSE survey through the supplemental questions. In alternating years, a student satisfaction survey is conducted which includes a similar question about the culture of respect and acceptance at PC. *Data Source: CCSSE, PC Student Satisfaction Survey.*

2023 HEDS Survey - student results



The 2023 HEDS survey was administered to faculty, staff, administration, and students. Full results were reported in November 2023. Student responses are reported here with comparisons to 2-year institutions and all institutions completing the HEDS survey in the same survey cycle. There was not a statistically significant difference between our student results and other 2-year institutions overall. There was a small positive difference between PC student results and students at all other institutions.

DEI Strategic Plan

- ▶ Deploy DEI training for all employees and students to foster equity and inclusion.
 - ▶ Get Inclusive training mandatory for all new hires; offered to all faculty, staff, administration, and students (through new student orientation).
- ▶ Develop or enhance policies and procedures that foster equity and inclusion and engage PC students in DEI efforts to help PC better understand and be accountable for the barriers and concerns expressed by underrepresented students.
 - ▶ HEDS survey administered spring 2023
 - ▶ Listening Sessions being held next week
 - ▶ Curriculum audit and faculty listening sessions on inclusive practices
 - ▶ Policy review through new Equity Lens tool

DEI Strategic Plan

- ▶ Improve hiring practices through the Diversity & Equity in Hiring & Professional Development (DEHPD) to recruit and retain employees from all racial, ethnic, and cultural backgrounds.
 - ▶ New hiring manual and onboarding process being piloted end-to-end in spring 2024
 - ▶ Require *Search Advocacy* or *Implicit Bias* training for all hiring committees
 - ▶ Include DEI language in job postings
 - ▶ Redact names from resumes and other application materials
 - ▶ Deliberate placement of job postings

DEI Strategic Plan

- ▶ Identify and establish positions and programs to support DEI efforts through strategic enrollment management.
 - ▶ MC&I Advisor hired
 - ▶ Peer mentor program expanded and institutionalized under MC&I
 - ▶ Guided Pathways workgroups focused on Onboarding
 - ▶ Getting Started
 - ▶ New Student Orientation
 - ▶ Placement
 - ▶ Advising

DEI Strategic Plan

- ▶ Offer faculty professional development to infuse equity and inclusion in the classroom through inclusive pedagogy.
 - ▶ Anti-racist assessment and grading - CETL continues to support work, resources available.
 - ▶ Four Connections learning community 2024

Questions?



Enrollment Highlights

as of May 13, 2024

Spring 2024 Enrollment Highlights*

State FTEs at 1256.2 are up 310.7 FTES or 32.9% from Spring 2023.

- New BAS, Cybersecurity, and Natural Resources programs contribute to higher enrollment.

Contract FTEs at 304.9 are up 7 FTES or 2.4% from Spring 2023.

- Corrections FTES have not yet been calculated

Annualized FTE Enrollment Highlights*

2022-23 compared to 2023-24 to date (spring enrollment not yet complete)

- State FTEs are up 16.0% from YTD Spring 2023.
- Contract FTEs are up 12.4% from YTD Spring 2023.
- Self Support FTEs are up 10.6% from YTD Spring 2023.

Kind of Student or Student Intent *

- Transfer FTEs - 590.1 FTES - increased by 11.6%
- Prof/Tech -787.7 FTES - increased by 37.3%.
- Transitional Studies -246 FTES - increased by 7.8%

Summer 2023

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

Fall 2023

-State FTEs in fall 2023 (1175.4) were 120.4 more than fall 2022 (1055), 11.4% increase

Winter 2024

-State FTEs in winter 2024 (1246.4) were 205.4 more than winter 2023 (1041), 19.7% increase

* Estimated data, subject to change

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 enrolled in exclusively pre-college courses.

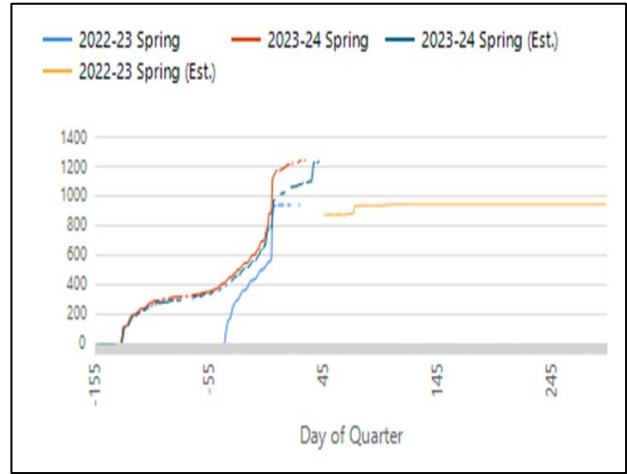
Other - All other students.



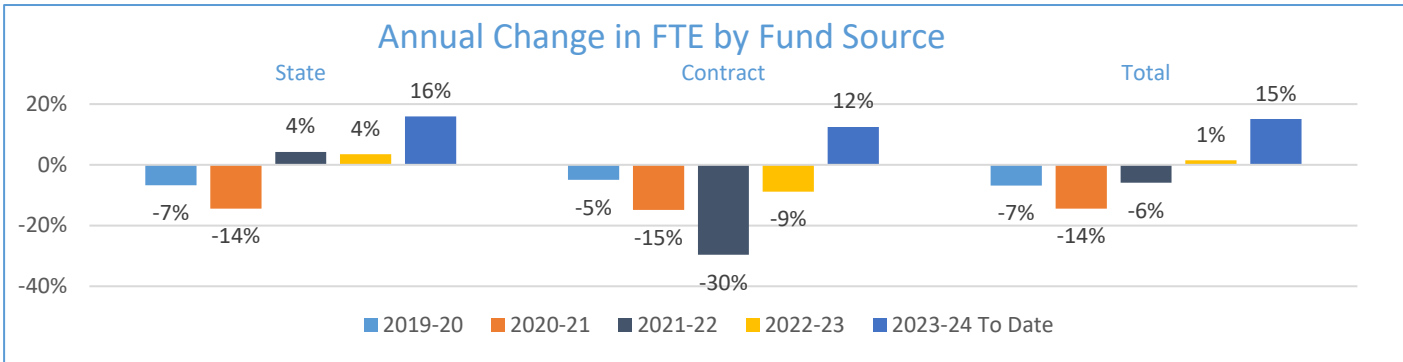
PENINSULA COLLEGE

SPRING 2024 Enrollment Highlights

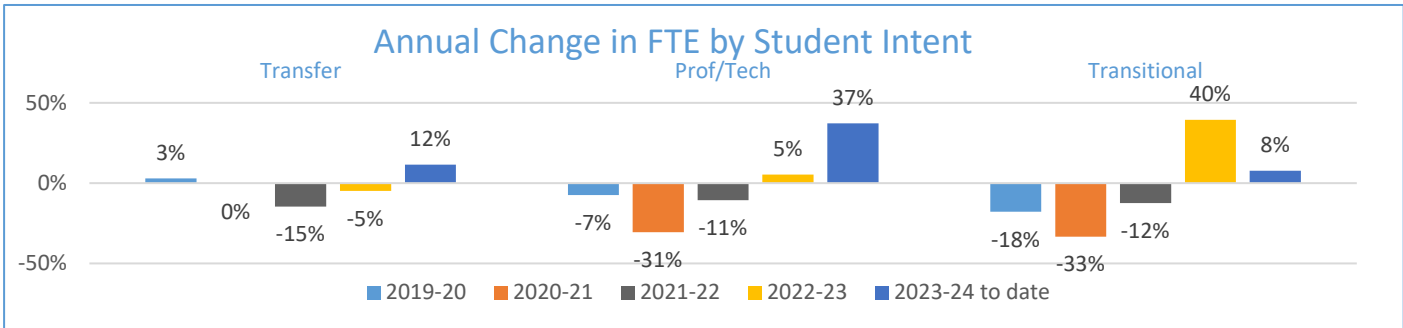
as of May 13, 2024



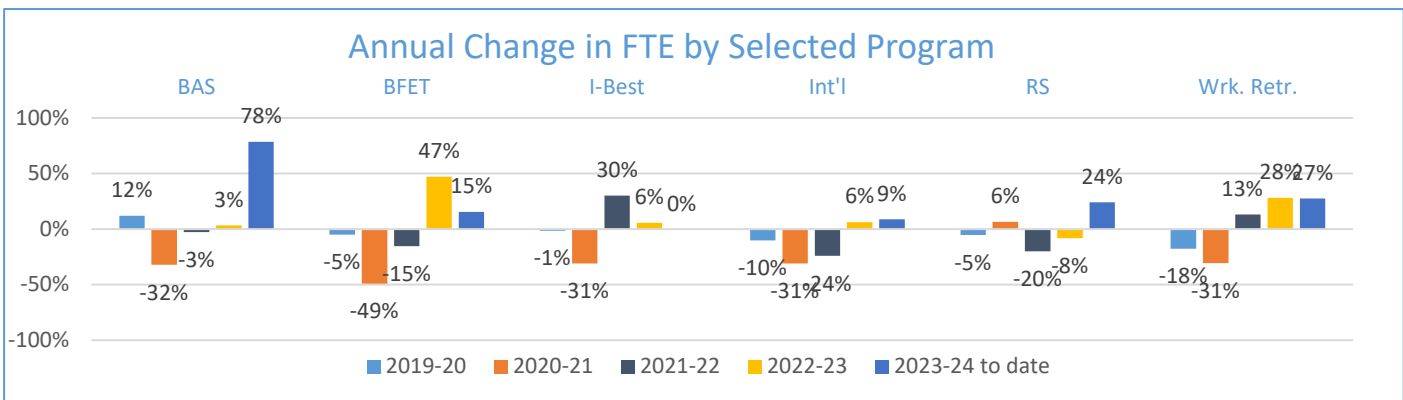
| FTEs | State | Contract | Self | Total |
|---------------------|--------------|-------------|-------------|--------------|
| Spring 2023 to date | 946 | | | |
| Spring 2024 to date | 1256 | 305 | 43 | 1604 |
| Difference | 311 | | | |
| | 32.9% | | | |
| Spring 2023 Total | 945.5 | 298 | 43 | 1286 |
| Difference | 311 | 7 | 0 | 318 |
| | 32.9% | 2.4% | 0.7% | 24.7% |



| 2023-24 Annual FTEs to date | State | Contract | Self | Total |
|-----------------------------|--------|----------|------|--------|
| | 1324.6 | 380.8 | 39.9 | 1745.3 |



| 2023-24 Annual FTEs to date | Transfer | Prof/Tech | TS | Other | Total |
|-----------------------------|----------|-----------|-------|-------|--------|
| | 590.1 | 787.7 | 246.0 | 121.5 | 1745.3 |



| 2023-24 Annual FTEs to date | BAS | BFET | I-Best | Int'l | RS | Wrk Retr. | (enrollments are not mutually exclusive) |
|-----------------------------|------|-------|--------|-------|-------|-----------|--|
| | 64.6 | 110.7 | 150.4 | 44.3 | 282.6 | 213.9 | |



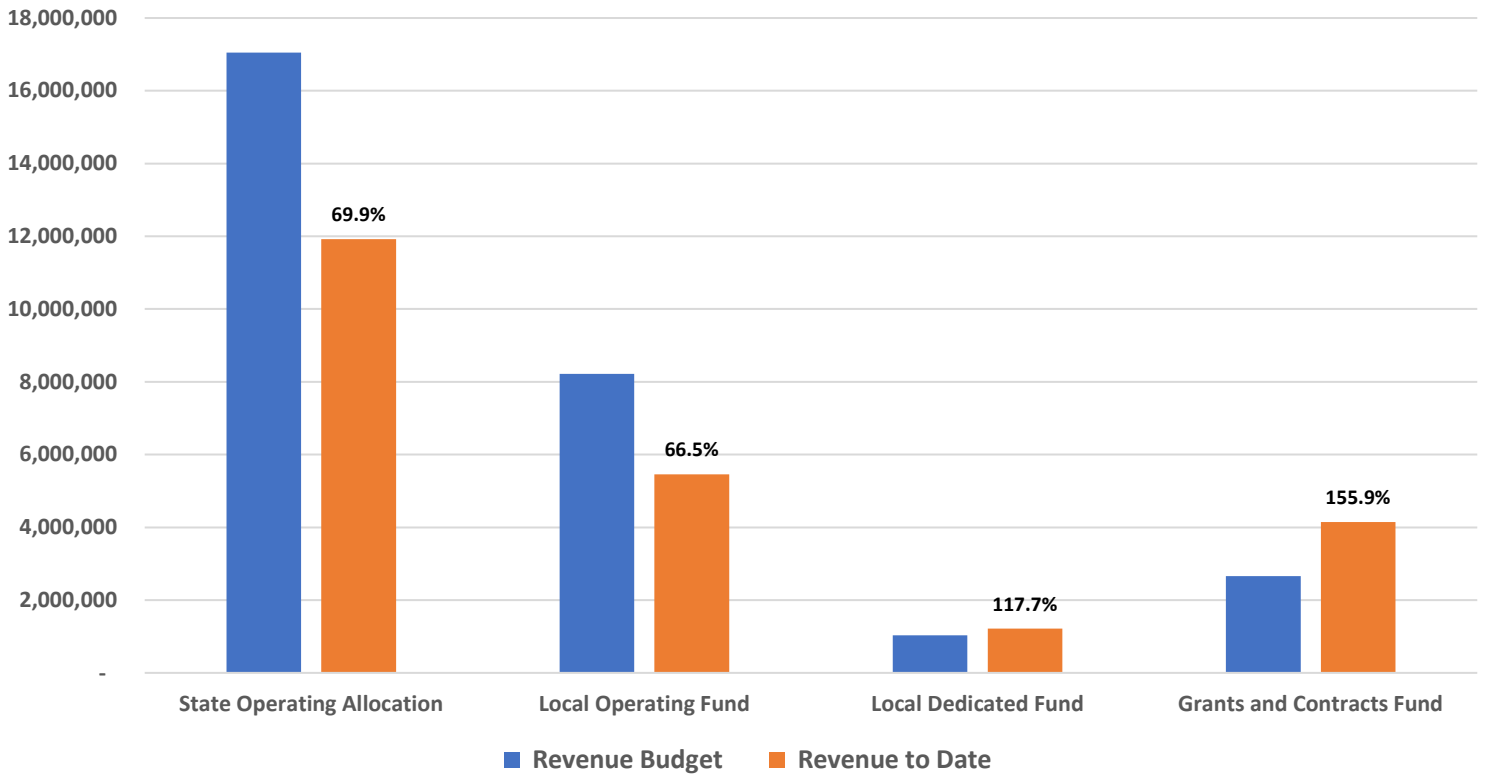
PENINSULA COLLEGE

Statement of Financial Position

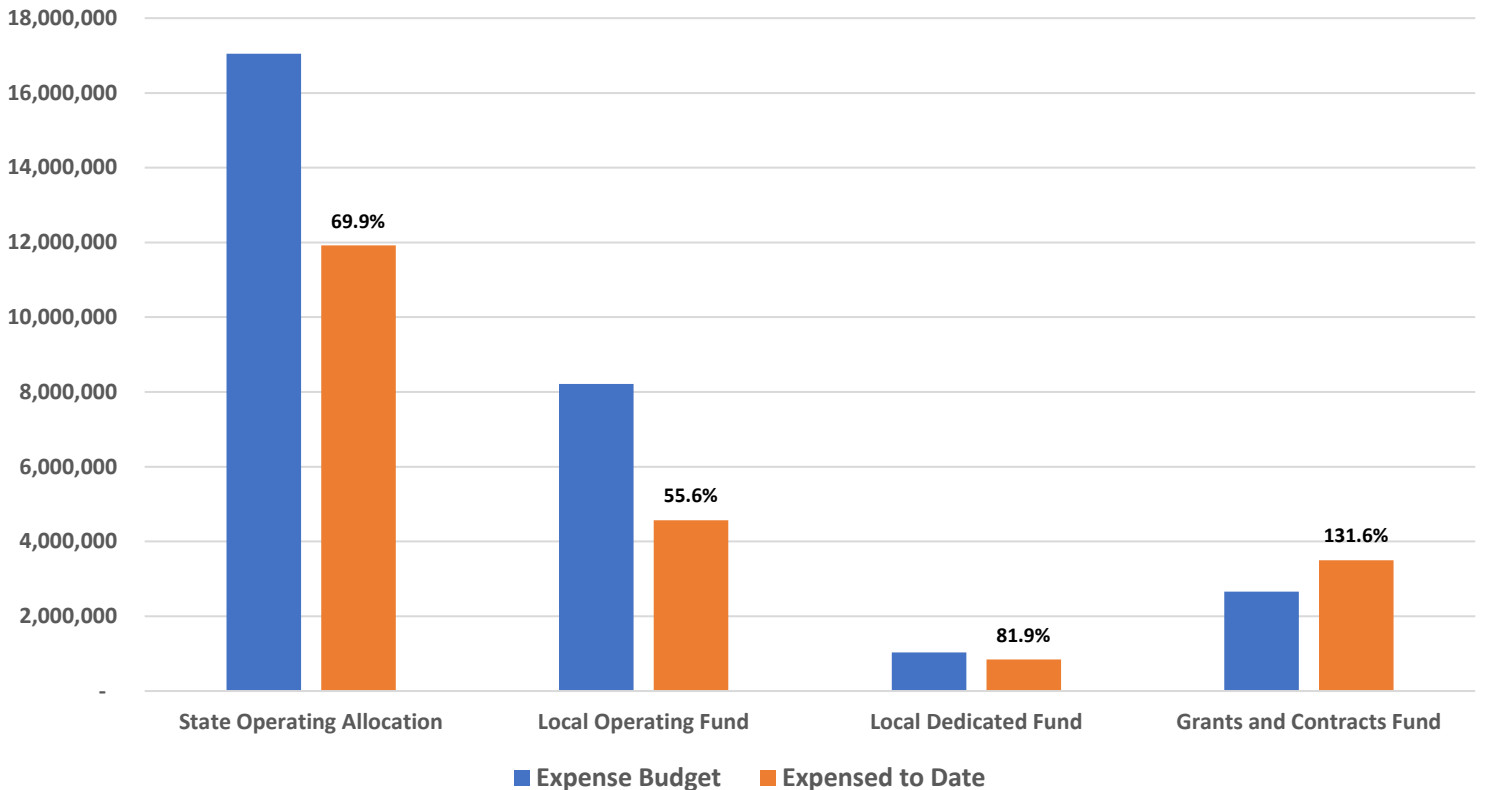
For Quarter Ending March 31, 2024

| | <u>3rd Qtr 2024</u> | <u>3rd Qtr 2023</u> |
|--|---------------------------|---------------------------|
| ASSETS | | |
| Cash | 1,137,780 | 1,003,103 |
| Investments | 9,360,854 | 9,576,727 |
| Accounts Receivable | 11,536,821 | 9,313,071 |
| 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 |
| Total Assets | <u>104,695,399</u> | <u>102,286,687</u> |
| LIABILITIES | | |
| Current Liabilities | 6,982,957 | 8,084,923 |
| Long-Term Liabilities | 3,264,200 | 2,428,662 |
| FUND BALANCES | | |
| Equity Account Activity | 94,448,241 | 91,773,102 |
| Total Liabilities and Fund Balances | <u>104,695,399</u> | <u>102,286,687</u> |

Operating Fund Revenue Budget vs Actual as of March 31, 2024



Operating Fund Expense Budget vs Actual as of March 31, 2024





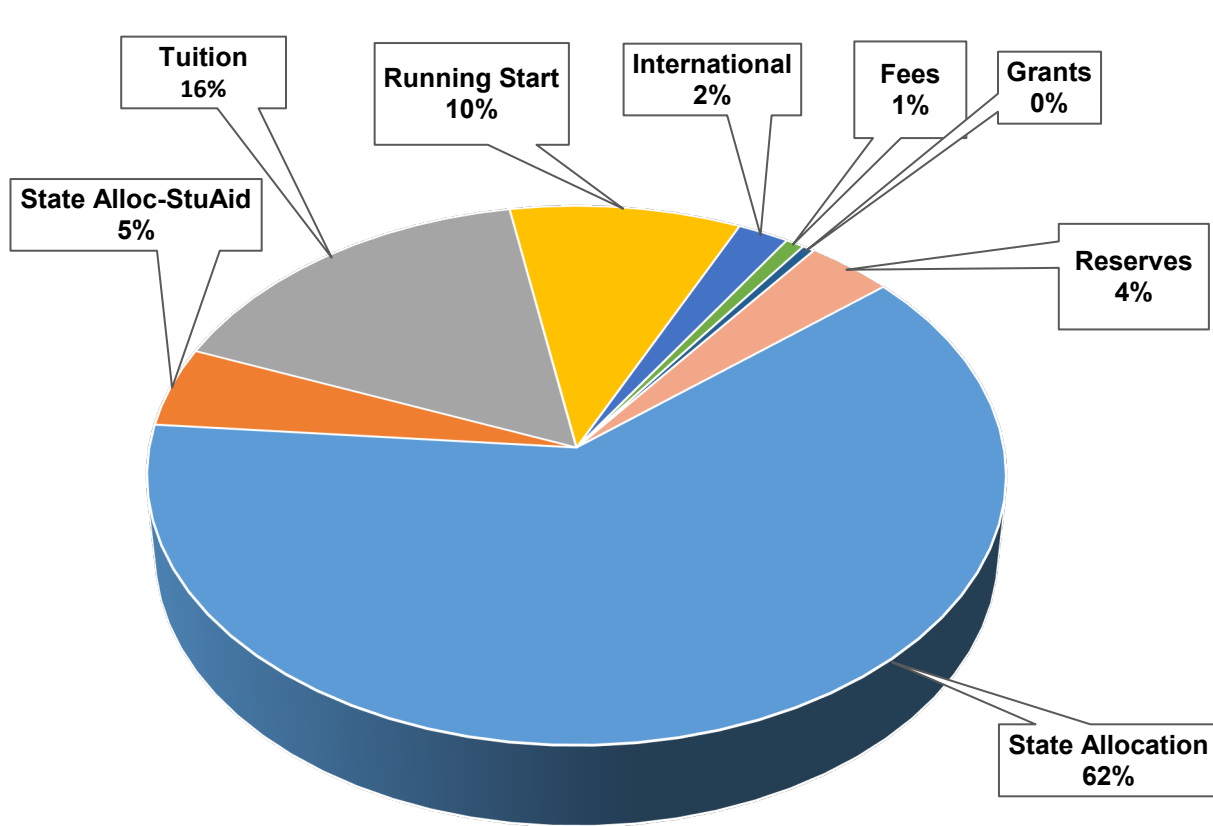
PENINSULA COLLEGE

COMPARISON OF ACTUAL REVENUE AND ACTUAL EXPENDITURES BY FUND

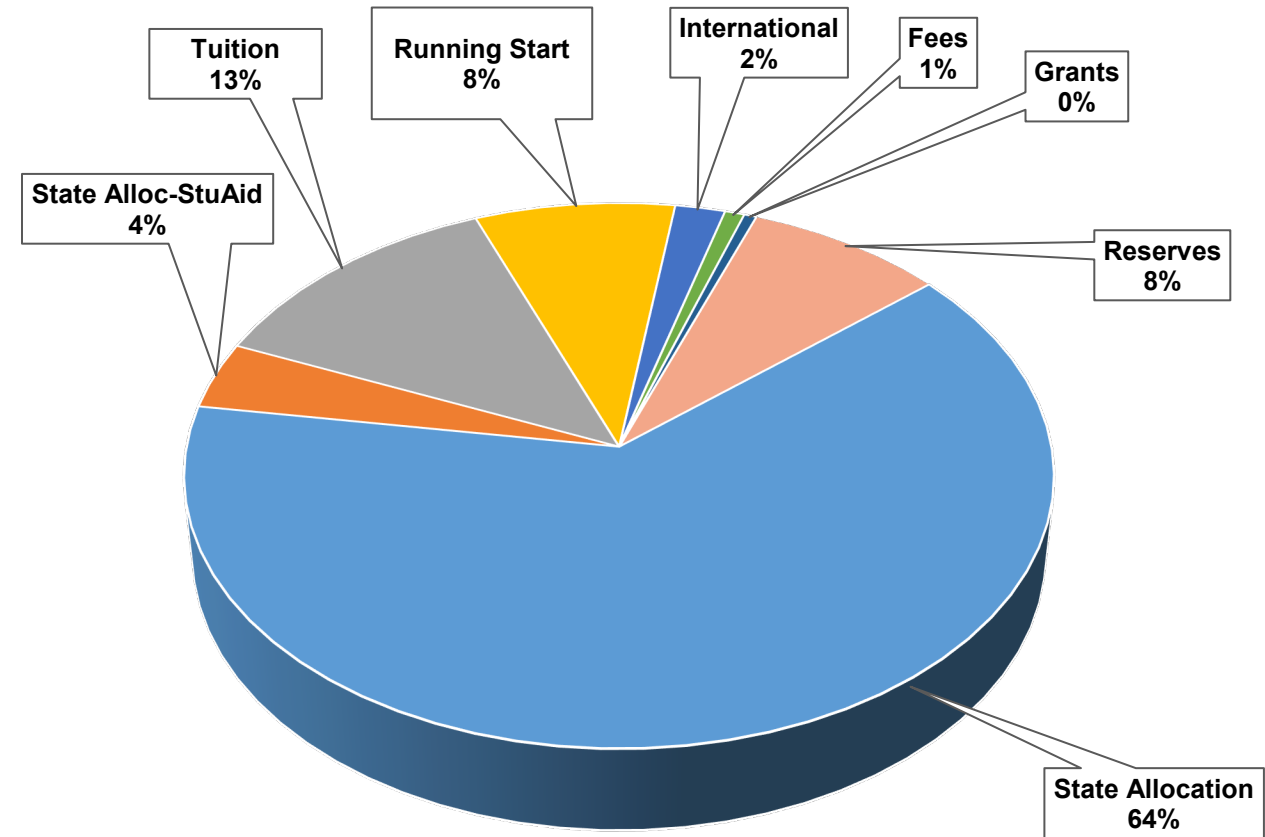
As of March 31, 2024

| REVENUE / EXPENDITURE CATEGORY | Actual Revenue through Mar, 2024 | Actual Exp through Mar, 2024 | Rev minus Exp through Mar, 2024 | % of Exp vs Rev 2023-24 |
|---------------------------------------|-------------------------------------|---------------------------------|------------------------------------|----------------------------|
| OPERATING FUNDS | | | | |
| <i>General Fund:</i> | | | | |
| State Operating Allocation | 11,921,127 | 11,921,127 | 0 | 100.0% |
| Local Operating Fund | 5,460,602 | 4,569,803 | 890,799 | 83.7% |
| Sub-total General Fund: | 17,381,729 | 16,490,929 | 890,799 | 94.9% |
| Local Dedicated Fund | 1,217,500 | 846,815 | 370,684 | 69.6% |
| Grants and Contracts Fund | 4,143,230 | 3,495,143 | 648,087 | 84.4% |
| Sub-total Operating Funds | 22,742,458 | 20,832,888 | 1,909,570 | 91.6% |
| PROPRIETARY FUNDS | | | | |
| Associated Students | 624,128 | 435,766 | 188,362 | 69.8% |
| Bookstore | 331,559 | 362,689 | (31,130) | 109.4% |
| Parking | 38,889 | 2,002 | 36,886 | 5.1% |
| Ancillary Services | 554,378 | 400,854 | 153,525 | 72.3% |
| Food Service | 105,576 | 102,088 | 3,488 | 96.7% |
| Sub-total Proprietary Funds | 1,654,530 | 1,303,399 | 351,130 | 78.8% |
| Total Annual College Funds | 24,396,988 | 22,136,287 | 2,260,701 | 90.7% |
| FIDUCIARY FUNDS | | | | |
| Grants In Aid | 7,953,248 | 7,936,847 | 16,401 | 99.8% |
| Student Loans | 1,087,339 | 1,102,968 | (15,629) | 101.4% |
| Work Study | 98,416 | 98,416 | 0 | 100.0% |
| Financial Aid 3.5% | 183,048 | 146,767 | 36,281 | 80.2% |
| Sub-total Fiduciary Total | 9,322,051 | 9,284,999 | 37,052 | 99.6% |
| CAPITAL PROJECTS | | | | |
| 23-25 State Appropriations | 232,974 | 232,974 | 0 | 100.0% |
| Local Capital Fund | 0 | 53,808 | (53,808) | |
| Total Biennial Capital Project | 232,974 | 286,782 | (53,808) | 123.1% |
| GRAND TOTAL ALL FUNDS | 33,952,013 | 31,708,067 | 2,243,946 | 93.4% |

FY 2024-2025 Initial Revenue Estimates \$26.1 Million



FY 2023-2024 Current Revenue Budget \$25.3 Million



2024-2025 Operational Plan Priorities

Mandated

- Skim budget increases
- Fund 2024-2027 Negotiated Faculty Collective Bargaining Agreement
- Increase Services for Students with Disabilities budget
- Continue one time DEI money
- Fully fund Title III positions

High

- Supporting the college through a successful 7-year accreditation visit
 - Improve Student Learning Outcome (SLO) reports, program review, and Gen Ed assessment processes.
- Institutionalize Guided Pathways
- Improve employee life cycle experience
- Implement comprehensive employee evaluations
- Maximize Salesforce
- Improve business processes collegewide
- Improve internal communication
- Implement new PCFA contract
- Strengthen equity and inclusion
- Continue to find ways to support the extension sites
- Increase Data Analyst Salary
- Increase Facility and Capital Planning Salary
- Move IREPO to State Funding – Student Success Mgr., IST and Consultants for IIS Courses
- FT Data and Assessment Program Specialist 2 for Transitional Studies
- Faculty Counselor – Mental Health
- Administrative Assistant for the Office of Instruction
- PT Test proctoring support
- Review Instructional administrator position placements: Directors and Associate Deans
- FT IBEST Faculty
- FT Security Guard
- Performance Review Software
- Increasing funding for position recruiting and advertising
- Funding to support % of Bookstore
- Maximize Target X
- Cabinet review exempt position titles/salary ranges for consistency across college
- Evaluate course student fees to ensure that they support student consumables and program needs for each program. Establish process and timeline.

Medium

- FT Maintenance Mechanic 2
- FT Learning and Development Manager in Human Resources

- FT College 101 Faculty
- Library materials for new programming
- PT Faculty Advisor
- Develop a student transportation plan

Low

- Grounds and Nursery 3
- Reclass Maintenance Mechanic 3 to 4
- Increase Longhouse Program Capacity
- Replace truck for skilled trades
- Increase Assistant Coach Stipends
- Athletic Trainer or Physical Therapist

An element of the Satir System is a five-stage change model (see Figure 1) that describes the effects each stage has on feelings, thinking, performance, and physiology. Using the principles embodied in this model, you can improve how you process change and how you help others process change.

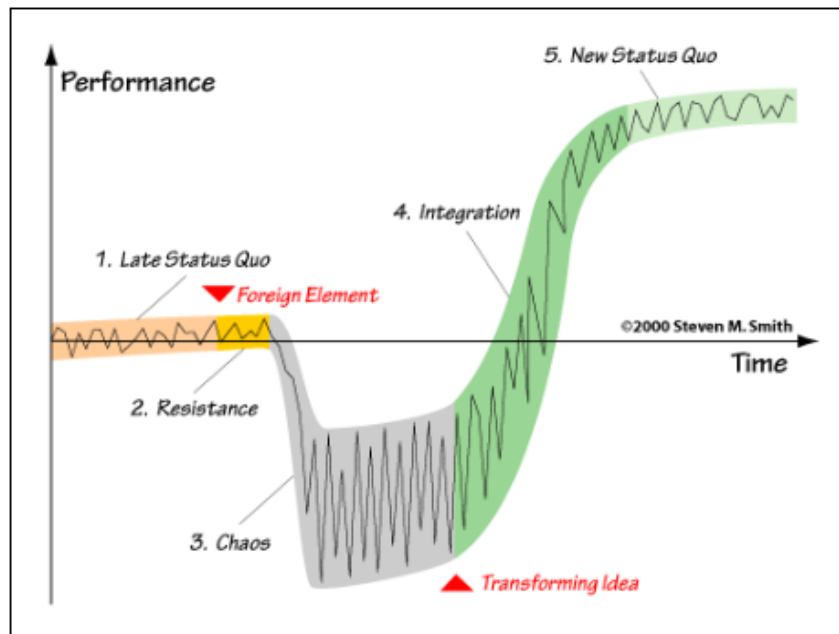


Figure 1. The impact on group performance of a well assimilated change during the five stages of the Satir Change Model.

<https://stevenmsmith.com/ar-satir-change-model/>

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: Travel
Policy Number: 537
Date Adopted: May 18, 1977
Date Revised: Feb. 15, 2018
Lead Authority: Vice President - Finance and Administration

BACKGROUND:

The primary purpose of this policy is to communicate to the Board Members, employees, and students that Peninsula College must follow the state required policies for travel.

PROPOSAL:

We would like to update this policy to align with RCW28B.10.29 and Chapter 10 of the State Administrative and Accounting Manual (SAAM).

RECOMMENDATION: The President recommends that the Board study for approval Policy 537.



PENINSULA COLLEGE

Board Policy

Subject: **Travel**

Reference #: 537 _____ Statutory

Authority:

Date Adopted: May 18, 1977

[RCW 28B.10.029](#)

Date Revised: 02/15/2018

Reviewed: 02/15/2018

Lead Administrator: Vice President - Finance and Administration

Category: General

Staff Travel is encouraged for the following purposes:

- ~~1. **Institutional:** Attendance at those meetings or conferences which are necessary to the proper and efficient conduct of state and college operations. Institutional travel may ordinarily be defined as official college business.~~
- ~~2. **Professional:** Attendance at meetings of professional societies and at conferences, conventions, and seminars which will contribute to the professional growth of individual staff members.~~

~~The trustees delegate to the president or the president's designee the authority to approve or disapprove staff requests for authorized travel within the limits of funds currently budgeted and available for the purpose. Peninsula College Board members, employees and volunteers shall adhere to the State of Washington's Office of Financial Management travel requirements and restrictions as published in Chapter 10 of the State Administrative and Accounting Manual (SAAM).~~

Date Revised: Jan 10, 1995



PENINSULA COLLEGE

Board Policy

Subject: Travel

Reference #: 537

Date Adopted: May 18, 1977

Date Revised: Not Set

Reviewed: Not Set

Lead Administrator: Vice President - Finance and Administration

Statutory Authority:

RCW 28B.10.029

Category: General

Peninsula College Board members, employees and volunteers shall adhere to the State of Washington's Office of Financial Management travel requirements and restrictions as published in [Chapter 10 of the State Administrative and Accounting Manual \(SAAM\)](#).

Date Revised: Jan 10, 1995

2024-2027 contract (tentative agreement) highlights

- Increased part-time faculty course rate.
- Increased full-time faculty salaries.
- Developed a new course assignment priority to reduce reliance on overload assignments.
- Renegotiated high-demand/WEIA compensation to accommodate timely part-time faculty payments and new high-demand program development.
- Developed faculty-led evaluation process that emphasizes professional development.
- Revised committee service assignment process to ensure broader engagement in governance and fair distribution of committee work.
- Revised intellectual property language.

2024-2025 Faculty Compensation Schedule

| FTF Step (24-25) | | PTF (24-25) | | | | Hourly Rate | Overload | | |
|--|---------------|-------------|-------|------------|--------------------------|-------------|----------|-------|------------|
| A1 | DISCONTINUED | Credits | Hours | Rate | WEIA/HB 2158 | \$43.17 | Credits | Hours | Rate |
| A | \$70,206 | 1 | 1 | \$1,014.09 | Nurse Ed | | 1 | 1 | \$944.96 |
| B | \$73,283 | 1 | 2 | \$1,488.96 | plus \$300/CR | | 1 | 2 | \$1,393.65 |
| C | \$76,360 | 2 | 2 | \$2,028.18 | Other high-demand | | 2 | 2 | \$1,889.92 |
| D | \$79,435 | 2 | 3 | \$2,503.05 | plus \$75/CR | | 2 | 3 | \$2,338.61 |
| E | \$82,511 | 2 | 4 | \$2,977.92 | | | 2 | 4 | \$2,787.30 |
| F | \$85,586 | 3 | 3 | \$3,042.27 | | | 3 | 3 | \$2,834.88 |
| G | \$88,663 | 3 | 4 | \$3,517.14 | | | 3 | 4 | \$3,283.57 |
| H | \$91,738 | 3 | 5 | \$3,992.01 | | | 3 | 5 | \$3,732.26 |
| I | \$94,816 | 3 | 6 | \$4,466.88 | | | 3 | 6 | \$4,180.95 |
| J | \$97,889 | 4 | 4 | \$4,056.36 | | | 4 | 4 | \$3,779.84 |
| | | 4 | 5 | \$4,531.23 | | | 4 | 5 | \$4,228.53 |
| | | 4 | 6 | \$5,006.10 | | | 4 | 6 | \$4,677.22 |
| | | 4 | 8 | \$5,955.84 | | | 4 | 8 | \$5,574.60 |
| WEIA/HB 2158 | | 5 | 5 | \$5,070.45 | | | 5 | 5 | \$4,724.80 |
| NURS | plus \$21,000 | 5 | 6 | \$5,545.32 | | | 5 | 6 | \$5,173.49 |
| ACCT, CJ, CONSTR, MEDIA, STEM, WELD, IT, CS, CSIA, BASiM | plus \$9,000 | 5 | 7 | \$6,020.19 | | | 5 | 7 | \$5,622.18 |
| | | 6 | 6 | \$6,084.54 | | | 6 | 6 | \$5,669.76 |
| | | 6 | 7 | \$6,559.41 | | | 6 | 7 | \$6,118.45 |
| | | 6 | 8 | \$7,034.28 | | | 6 | 8 | \$6,567.14 |

All WEIA wage increases, including retention bonuses, are contingent upon funding from the Workforce Education Investment Act (HB 2158).

Key compensation changes:

Step A1 eliminated, and those faculty will advance 2 salary steps during the first year of the new contract (July 1) and 1 step each contract year thereafter. All other FTF advance one step per year (24-27). After COLAs are applied, this will exceed \$20,000 in salary advancement over three years. The PTF credit rate is now set at 65% of step A/45 credits, where 5% of that increase compensates adjuncts for attending required meetings and completing 1 SLO report per quarter when assigned to teach. When the WA State Legislature fully funds part-time equity compensation, PC’s PTF credit rate shall be no less than 90% of step A. WEIA/high-demand

program compensation tiers for non-nurse educators were combined due to program development and a need to pay part-time high-demand faculty in a more timely manner.

Faculty Compensation 2024-2027

| STEP | 21-24 Contract | | | 24-27 Contract | | | Credits | Hours | PTF Per Credit Rates | | | FT Overload Rates |
|-----------|----------------|----------|----------|----------------|-----------|-----------|---------|--------|----------------------|------------|------------|-------------------|
| | COLA | 4.74% | 8.91% | 5.83% | TBA% | TBA% | | | 24-25 | 25-26 | 26-27 | 24-27 |
| | | | | | | | 1 | 1 | \$1,014.09 | \$1,040.44 | \$1,068.44 | \$944.96 |
| A1 | | | \$61,612 | \$67,206 | \$69,206 | \$71,206 | 1 | 2 | \$1,488.96 | \$1,513.88 | \$1,541.88 | \$1,393.65 |
| A | \$56,555 | \$59,235 | \$64,519 | \$70,206 | \$72,206 | \$74,206 | 2 | 2 | \$2,028.18 | \$2,080.88 | \$2,136.88 | \$1,889.92 |
| B | \$59,102 | \$61,903 | \$67,426 | \$73,283 | \$75,206 | \$77,206 | 2 | 3 | \$2,503.05 | \$2,554.32 | \$2,610.32 | \$2,338.61 |
| C | \$61,650 | \$64,572 | \$70,332 | \$76,360 | \$78,283 | \$80,206 | 2 | 4 | \$2,977.92 | \$3,027.76 | \$3,083.76 | \$2,787.30 |
| D | \$64,197 | \$67,240 | \$73,238 | \$79,435 | \$81,360 | \$83,283 | 3 | 3 | \$3,042.27 | \$3,121.32 | \$3,205.32 | \$2,834.88 |
| E | \$66,745 | \$69,908 | \$76,144 | \$82,511 | \$84,435 | \$86,360 | 3 | 4 | \$3,517.14 | \$3,594.76 | \$3,678.76 | \$3,283.57 |
| F | \$69,292 | \$72,576 | \$79,051 | \$85,586 | \$87,511 | \$89,435 | 3 | 5 | \$3,992.01 | \$4,068.20 | \$4,152.20 | \$3,732.26 |
| G | \$71,840 | \$75,245 | \$81,957 | \$88,663 | \$90,586 | \$92,511 | 3 | 6 | \$4,466.88 | \$4,541.64 | \$4,625.64 | \$4,180.95 |
| H | \$74,387 | \$77,913 | \$84,865 | \$91,738 | \$93,663 | \$95,586 | 4 | 4 | \$4,056.36 | \$4,161.76 | \$4,273.76 | \$3,779.84 |
| I | \$76,935 | \$80,581 | \$87,769 | \$94,816 | \$96,738 | \$98,663 | 4 | 5 | \$4,531.23 | \$4,635.20 | \$4,747.20 | \$4,228.53 |
| J | | | | \$97,889 | \$99,816 | \$101,738 | 4 | 6 | \$5,006.10 | \$5,108.64 | \$5,220.64 | \$4,677.22 |
| K | | | | | \$102,889 | \$104,816 | 4 | 8 | \$5,955.84 | \$6,055.52 | \$6,167.52 | \$5,574.60 |
| L | | | | | | \$107,889 | 5 | 5 | \$5,070.45 | \$5,202.20 | \$5,342.20 | \$4,724.80 |
| | | | | | | | 5 | 6 | \$5,545.32 | \$5,675.64 | \$5,815.64 | \$5,173.49 |
| | | | | | | | 5 | 7 | \$6,020.19 | \$6,149.08 | \$6,289.08 | \$5,622.18 |
| | | | | | | | 6 | 6 | \$6,084.54 | \$6,242.64 | \$6,410.64 | \$5,669.76 |
| | | | | | | | 6 | 7 | \$6,559.41 | \$6,716.08 | \$6,884.08 | \$6,118.45 |
| | | | | | | | 6 | 8 | \$7,034.28 | \$7,189.52 | \$7,357.52 | \$6,567.14 |
| | | | | | | | | Hourly | \$43.17 | \$43.17 | \$43.17 | \$43.17 |
| | | | | | | | | | incl. 5.834% | plus COLA | plus COLA | plus COLA |

Major changes by Article:

Article 6: Academic freedom redefined: “Teachers are entitled to academic freedom in the classroom when discussing their subjects. In the spirit of the scientific method, they are free to question and encourage academic inquiry. However, scholarly consensus should inform their questioning. Teachers should avoid promoting matter which does not advance academic inquiry in their subject or that dismisses current best evidence. Within the parameters of academic freedom, teachers are expected to maintain effective and inclusive learning environments to support student learning and success.

College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.”

Article 8: “Travel: All academic employee travel during contracted time must be approved by their direct supervisor. Faculty will be reimbursed for approved travel according to state guidelines.”

Article 10: FT advisors and head coaches are now written into the contract (previously a memorandum); all faculty complete 1 SLO report per quarter when assigned to teach; all academic employees attend required academic employee meetings & onboarding; student advising & appointment hours: 6 per week (up from 5), 3 of which must take place in approved on-campus locations (e.g. assigned office); advising week eliminated to clarify the expectation that faculty advising takes place throughout the academic year; faculty are now assigned to committees by the PCFA President in consultation with Deans during Spring workload meetings.

Article 12: Eliminated sabbatical and professional development releases, all of which were underused. Faculty Professional Development Committee makes recommendations regarding faculty stipends. (Sabbatical and Stipends Committee eliminated from the faculty contract.)

Article 13: Developed clear, faculty-driven processes, criteria, and expectations around faculty evaluations & continuous professional development. Clarified criteria informing regular decisions about promoting part-time positions to annualized associate or full-time status.

Article 14: Intellectual Property language modeled after Green River College’s. Of note is that “Institutional Works” will be licensed under the Creative Commons. The specific license (CC-BY-NC-SA) requires attribution to the content creator, prohibits commercial use, and requires any derivative works or adaptations to use the same license. This allows course materials to be shared among faculty without the College (or others) owning our intellectual property.

Article 15: All faculty compensation and advancement renegotiated (see graphics on this document).

Peninsula College
PRESIDENTIAL PERFORMANCE REVIEW

The purpose of performance reviews is to assess and discuss performance of the President. This form contains a list of presidential functions and performance goals. The Board of Trustees, among themselves and with the president, discusses performance for each function and objective. During this process, the Board completes the rating scale in a manner that results in the consensus of the Board. The Chair signs the form on behalf of the Board for the permanent record.

1=Unacceptable 2=Below Average 3=Average 4=Above Average 5=Superior

- | | | | | | |
|---|----------|----------|----------|----------|----------|
| 1. Community/Legislative Relations | 1 | 2 | 3 | 4 | 5 |
|---|----------|----------|----------|----------|----------|
- a. Maintains effective relationships with the media and community leaders to make the community aware of college activities
 - b. Active in the community fostering relationships to create educational opportunities throughout the District
 - c. Actively communicate with legislators to convey local and statewide needs for community colleges

Comments _____

- | | | | | | |
|--------------------------------|----------|----------|----------|----------|----------|
| 2. Educational Planning | 1 | 2 | 3 | 4 | 5 |
|--------------------------------|----------|----------|----------|----------|----------|
- a. Manages enrollment consistent with or better than regional and statewide trends
 - b. Provides leadership in formal and informal assessment of educational opportunities in the community
 - c. Provides leadership in formal evaluation and assessment of educational program quality and innovative educational practices

Comments _____

- | | | | | | |
|----------------------------|----------|----------|----------|----------|----------|
| 3. Budget Oversight | 1 | 2 | 3 | 4 | 5 |
|----------------------------|----------|----------|----------|----------|----------|
- a. Provides oversight and management of college budget assuring proper allocations to meet college needs and management
 - b. Oversees collegewide engagement in budget development process through shared governance and effective decision making
 - c. Seeks external funding to augment state funding sources to foster innovation

Comments _____

- | | | | | | |
|---|----------|----------|----------|----------|----------|
| 4. Personnel and Labor Relations | 1 | 2 | 3 | 4 | 5 |
|---|----------|----------|----------|----------|----------|

- a. Supports and pursues good faith negotiations with employee groups and associations, and respects the role of the contract in labor relations
- b. Develops and promotes professional development activities for faculty and staff to support retention and employee growth
- c. Fosters an equitable hiring process that results in employees mirroring student demographics
- d. Creates an environment that supports shared governance, collaboration and involvement throughout the college community

Comments _____

5. College Operations **1 2 3 4 5**

- a. Assures the college's plant and facilities are adequate for daily operations
- b. Utilizes organization and critical thinking skills to plan ahead, evaluate complex situations, anticipate problems, make decisions and use resources effectively to solve challenges
- c. Assure college operations are in place to effectively serve students as they pursue their educational goals, including student services, instructional and financial services

Comments _____

6. Communication Skills **1 2 3 4 5**

- a. Regularly and effectively communicates with the college community regarding statewide higher education issues and the state of the college
- b. Regularly and effectively communicates with the college community to gather feedback and offer rationales for decision making
- c. Create a college environment that fosters input, feedback and collaborative decision making

Comments _____

7. Strategic Planning/Accreditation **1 2 3 4 5**

- a. Engages the entire college in execution of the strategic plan, including resource allocation and analysis of efforts
- b. Tracks progress toward strategic planning goals and effectively communicates progress to the college community, adjusting strategy along the way based on analysis
- c. Assures accreditation processes are proactive and in line with regional accreditation standards

Comments _____

8. Diversity, Equity and Inclusion **1 2 3 4 5**

- a. Develops and pursues specific action plan to put diversity, equity and inclusion at the forefront of the college
- b. Supports and promotes the recruitment and retention of diverse faculty and staff.
- c. Fosters a diverse, enriching, safe, inclusive, equitable working and learning environment

Comments _____

9. Board Relations

1 2 3 4 5

- a. Assists the Board in serving as advocates of the College to legislators and in the community
- b. Keeps the Board informed of statewide higher education issues and the state of the college
- c. Informs the Board of trends and issues impacting enrollment and the financial health of the college
- d. Provides the Board with data to assess the health of the institution, including the strategic plan core themes

Comments _____

10. College Community

1 2 3 4 5

- a. Assures college community has Guiding Principles at the forefront and culture is positive
- b. Accessible to employees and supports access to the President for all employees
- c. Accessible to students and concerned about their welfare

Comments _____

11. Professional Growth

1 2 3 4 5

- a. Utilizes professional organizations to keep abreast of new and innovative practices and programs
- b. Seeks opportunities for stretch and grow in leadership experiences
- c. Demonstrates willingness to take risks in attempting new and innovative practices and programs

Comments _____