

Hello Trustees,

Fall is here! I'm looking forward to kicking off the season and start of the school year with you. This meeting will mark the beginning of Dr. Joe Floyd's tenure as Chair of the Board. You will be operating as a Board of four, as the Governor has not yet named a replacement for Dr. Mike Maxwell.

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

Presentations:

- You will have an opportunity to meet our outstanding soccer players and coaches, and new employees.
- Vice President of Instruction Dr. Bruce Hattendorf and Vice President of Student Services Krista Francis will give you an overview of Guided Pathways

Standing Reports:

- Gemma Rowland, Associated Student Council President
- Lara Starcevich, Faculty Senate First Speaker – Written report in Board Packet
- Tim Williams, Peninsula College Faculty Association
- Institutional Effectiveness – Our new Data Analyst Amar Chinthapalli will give a progress report on Strategic Goal 4: Strengthening Fiscal Stability: Students served, grants and new programming, economic impact
- Cheryl Crane, Foundation Executive Director – Written report in Board Packet
- President's Report. I will report on:
 - Year End Financials and 4th quarter update
 - Facilities Master Plan
 - [Clery Report \(Annual Security & Fire Safety Report\)](#) is updated and on our website.
 - President Ames 2024-2025 Goals
 - Accreditation Policies, Regulations, and Financial Review
 - SBCTC budget request/Legislative relations/one pagers
 - Other updates

Trustee Update

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

Item for Board Study

- You'll review the employees up for consideration for emeriti status

Item for Board Action

- Policy 511 – Use of College Facilities
- Policy 514 – Purchasing
- Extension of Emergency Rule for WAC 132A-127, Peninsula College Student Rights and Responsibilities
- The April Board meeting is during the Accreditation Visit, I suggest that we move the meeting to April 22nd.

Executive Session

- There will be an executive session this month to discuss a real estate transaction.



Trustees:

- Joe Floyd, Chair*
- Claire Roney, Vice-Chair*
- Celeste Schoenthaler*
- Glenn Ellis, Jr.*

ROLL CALL and DETERMINATION OF QUORUM

- Joe Floyd, Chair
- Claire Roney, Vice-Chair
- Celeste Schoenthaler
- Glenn Ellis, Jr.

PUBLIC COMMENT/CORRESPONDENCE

MODIFICATION TO THE AGENDA

APPROVAL OF MINUTES

September 4, 2024

INTRODUCTIONS

- Soccer Players
- New Employees

PRESENTATIONS

Guided Pathways

STANDING REPORTS:

- ASC – ASC President
- Senate – Lara Starcevich, Faculty Senate First Speaker, report in Board Packet
- PCFA – Tim Williams
- Institutional/Enrollment Report – Strategic Goal 4: Strengthening Fiscal Stability: Students served, grants and new programming, economic impact – Amar Chinthapalli, Data Analyst
- Foundation – Cheryl Crane, report in Board Packet

PRESIDENT’S REPORT

- Year End Financials and 4th quarter update
- Facilities Master Plan
- [Clery Report \(Annual Security & Fire Safety Report\)](#) is updated and on our website.
- President Ames 2024-2025 Goals
- Accreditation Policies, Regulations, and Financial Review
- SBCTC budget request/Legislative relations/one pagers
- Other Updates

TRUSTEE UPDATE

⁴ **ITEMS FOR BOARD STUDY**

Emeriti Status

Board Topic Calendar

ITEMS FOR BOARD ACTION

Policy 511 – Use of College Facilities

Policy 514 – Purchasing

Extension of Emergency Rule for WAC 132A-127, Peninsula College Student Rights and Responsibilities

Change date of April Board Meeting

EXECUTIVE SESSION

To consider the selection of a site or the acquisition of real estate by lease or purchase (RCW 4.30.1101b)

NEXT MEETING

November 19, 2024 – 2:00pm Cornaby Center, Port Angeles

**Trustees:***Mike Maxwell, Chair**Joe Floyd, Vice Chair**Claire Roney**Celeste Schoenthaler**Glenn Ellis, Jr.*

Mike Maxwell called meeting to order at 9:04am

ROLL CALL and DETERMINATION OF QUORUM

Mike Maxwell, Chair – present

Joe Floyd, Vice Chair – present

Claire Roney – present

Celeste Schoenthaler – present

Glenn Ellis, Jr. – arrived at 10:00am

PUBLIC COMMENT/CORRESPONDENCE

None

MODIFICATION TO THE AGENDA

Suzy added ACT Legislative Action Committee

APPROVAL OF MINUTES

June 11, 2024

Motion to approve June 11, 2024 minutes made by Claire Roney, seconded by Joe Floyd. All approved.

July 29, 2024

Motion to approve July 29, 2024 minutes made by Claire Roney, seconded by Joe Floyd. All approved.

ITEMS FOR BOARD ACTION

Policy 431 – Code of Student Rights and Responsibilities

Motion to approve Policy 431 made by Claire Roney seconded by Joe Floyd. All approved.

2024-2025 Board Meeting Dates

All agreed the current dates would work for the coming year.

Motion to approve 2024-2025 Meeting Dates made by Joe Floyd seconded by Claire Roney. All approved.

ITEMS FOR BOARD STUDY

Policy 511 – Use of College Facilities

Policy 514 – Purchasing

Board Self-Assessment

Trustee Handbook Review

Topics of Interest for Board Presentations

Enhancements to tenure process

Preparation for Year 7 Accreditation Visit – Spring 2025

DEI Listening Session Summary Report

ACCT Presentation

ACT Legislative Action Committee

PRESIDENT’S REPORT

Updates

Parks update/Fort Worden

WORKING LUNCH

TRUSTEE UPDATES

EXECUTIVE SESSION

None

NEXT MEETING

Tuesday, October 15, 2024, Cornaby Center at 2pm

Mike Maxwell adjourned the meeting at 2:40pm

Joe Floyd, Board Chair

Date:

Suzy Ames, President

Date:

Faculty Senate Update from Lara Starcevich
October 2024

We discussed several agenda items:

- 1) the role and purpose of faculty senate for the future,
- 2) committee reports, and
- 3) discussion with Suzy about the concept of shared governance.

Key takeaways are that the faculty decided to table the discussion of the future of senate until a group of faculty meet in one month to brainstorm together. Since I am stepping down as faculty senate speaker, ideas were floated around like a possible rotating leadership amongst faculty. 2) Not many committees have met since it's the beginning of the year except Curriculum committee which announced their deadlines, the Foundation committee which met and had a robust discussion regarding a growing endowment, and PCFA which will be focusing on closing the pay gap for part-time faculty this year. 3) Finally, Suzy and the faculty talked about 'shared governance' and the crucial role that Suzy sees faculty senate playing in that conversation. Having a lively and active faculty senate gives her a chance to check the pulse of the students and faculty and address instructional concerns as well as tech needs as they arise. Suzy is 100% in support of the continuance of faculty senate. The faculty greatly appreciated her input, and they will continue the discussion next month for how to set up a structure to make faculty senate more relevant and responsible to the needs of full and part-time faculty in the future.

Thank you!

Dr. Lara E. Starcevich (she, her)

Professor, Speech and Drama

Peninsula College

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Institutional Effectiveness Report

Board of Trustees Meeting
October 2024

Core Theme: Strengthening Communities

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

2023-24 New Grants

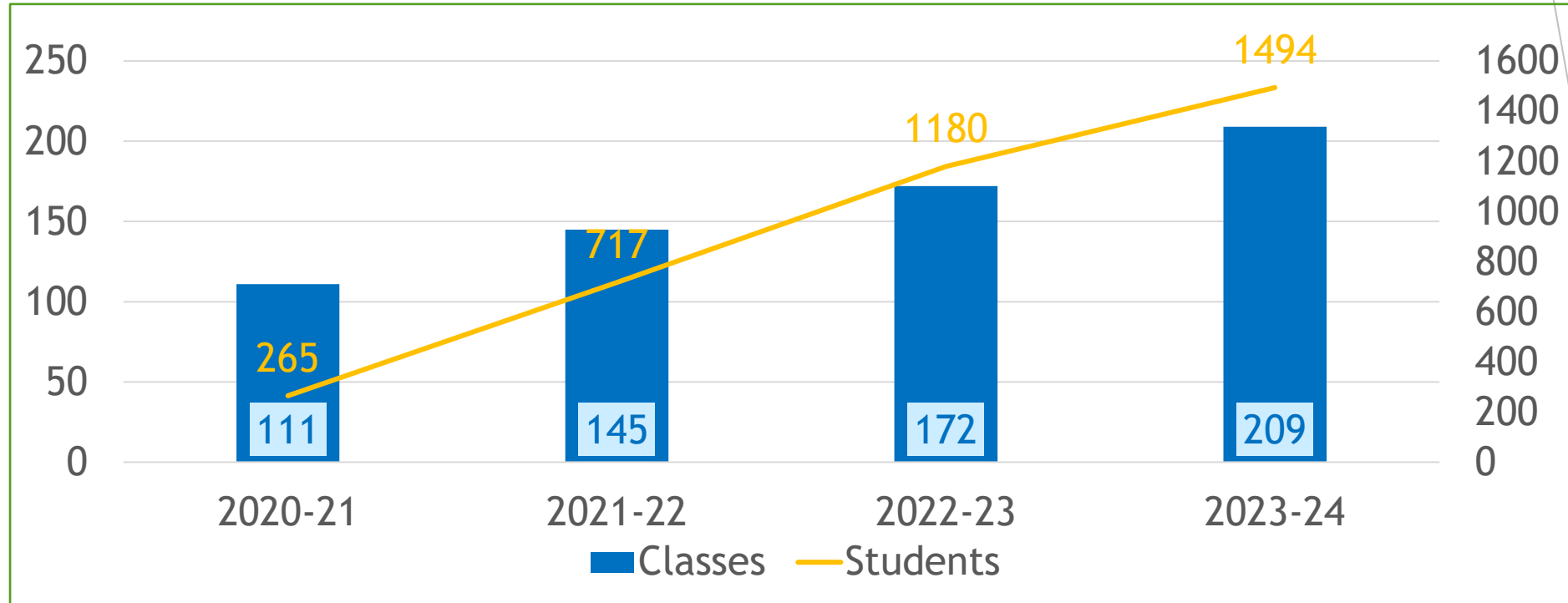
- ▶ Olympic Community of Health (OCH)
 - Career Ladders (17 months) \$84k
- ▶ OCH - Mobile Health Unit (17 months) \$32k
- ▶ PNNL / Battelle - Natural Resources (12 months) \$25k
- ▶ Benjamin Phillips Mem. Fund - EV charger (12 months) \$18k
- ▶ PNNL / Battelle - Neah Bay Hub (12 months) \$13k
- ▶ Clallam County - Recompete Workforce Study (3 months) \$25k

Total \$198k

2023-24 New State Allocations

▶ SBCTC via DOE - BEDA Leadership block grant	\$ 6k
▶ SBCTC via DOE - BEDA master Grant	\$190k
▶ SBCTC & DOC - Correctional Education Grant	\$1.3M
▶ SBCTC - Early Achievers	\$ 25k
▶ SBCTC via WTECB from DOE	
▶ - Perkins Leadership Block Grant	\$ 17k
▶ SBCTC via DSHS - WorkFirst Grant	\$260k
Total	\$2.0M

Community Education



Flagging, ceramics, and welding remain very popular. Classes in Classical Guitar Ensemble, Belly Dance, Wilderness First Aid and Responder, were added, and Rachel Anderson brought back Quilting. Customized Training offerings and Summer Camps for Kids were expanded. The CDL grant provided for more Commercial Drivers License courses as well as grant funding for students.

Peninsula College Economic Impact in Clallam and Jefferson Counties

Direct Impact

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

Indirect Impact

- ▶ Increased earning potential

2023-24 Operating Expenses

\$6,984,035*

65% spent in district

purchased services

supplies and materials

utilities

furniture and equipment

other operating expense

*audit not complete

**~ \$4.5 million
spent in district**

2023-24 Personnel

323 employees

63	FT faculty
113	PT faculty
68	exempt
77	classified

One of the
largest
employers in
Clallam County

2023-24 Salaries and Wages

\$18,165,204*

93% living in district

rental expense

non-housing expenditures

*audit not complete

~ \$5.7 million
spent in district

2023-24 Students

2,837[^] students

84% living in-district

books

transportation

room and board

misc. expenses

~ \$11.7 million
spent in district

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

Direct Economic Benefit

Operating exp ~ \$4.5 million

Employee ~ \$5.8 million

Student ~ \$11.7 million

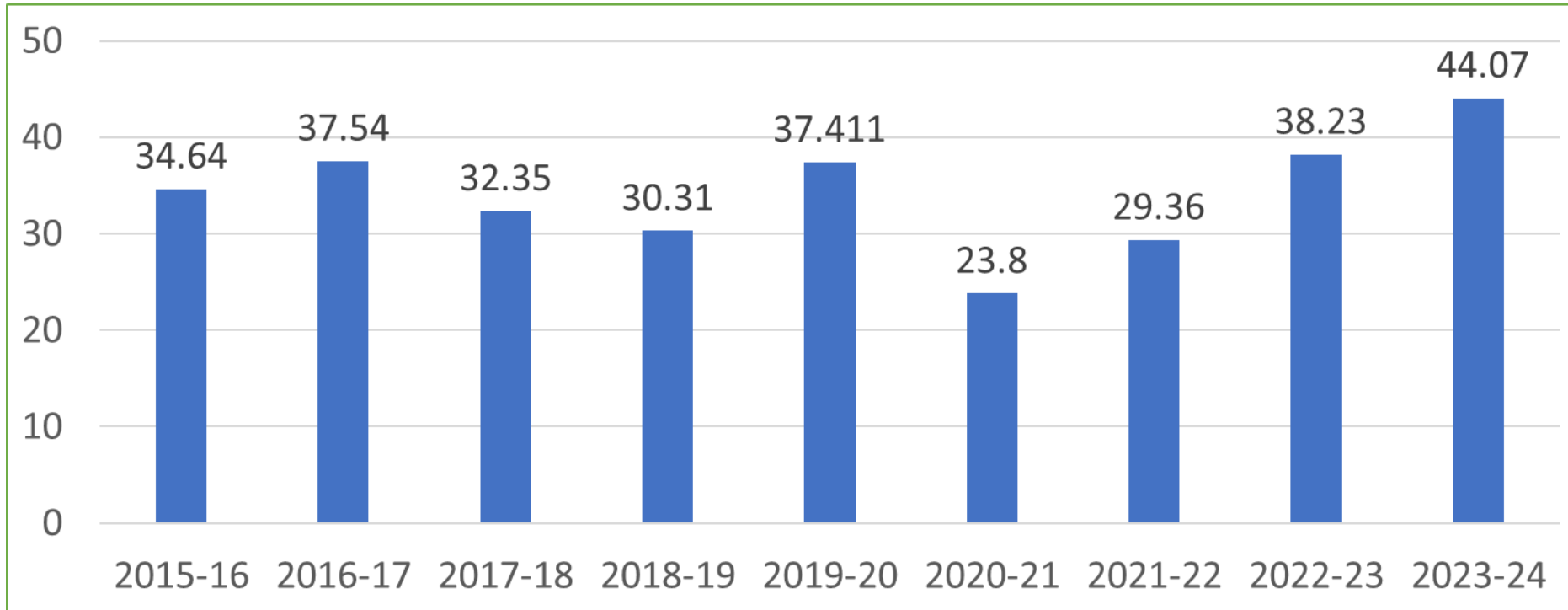
Total ~ \$22.0 million

* Multiplier effect (2)

In-district spending ~\$44.0 million

Direct Economic Benefit

(millions)



Indirect Economic Benefit

- ❑ 15 - Bachelor of Applied Science (BAS) degrees
- ❑ 302 - Associate degrees
- ❑ 58 - HS/GED certificates
- ❑ 903 - some college credits (new students)

~ \$7.9 million
increased earning potential

Questions?



Enrollment Highlights

as of October 7, 2024

Fall 2024 Enrollment Highlights

State FTEs at 1386.5 are up 211.1 FTES or 18.3% from Fall 2023 end-of-quarter.

- IBEST and TS are not complete ~ 30 - 50 add'l FTE still to come.
- new programs such as BAS and Cybersecurity are continuing to enroll at high numbers.

Contract FTEs at 376.5 are down -15.8 FTES or -4.0% from Fall 2023.

- Corrections enrollments are down due to two instructors out on FMLA.

Annualized FTE Enrollment Highlights

Fall and Summer 2024 compared to Fall and Summer 2023

- State FTEs - 1945.8 FTES - are up 32.3% from YTD Fall 2023.
- Contract FTEs - 459.72 FTES - are up 5.9% from YTD Fall 2023.
- Self Support FTEs - 45.67 FTES - are down -12.2% from YTD Fall 2023.

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

- Transfer FTEs - 715.1 FTES - increased 7.0%.
- Prof/Tech -1286.8 FTES - increased by 49.2%.
- Transitional Studies -338.8 FTES - increased by 21.4%.

Summer 2024

State FTEs in summer 2024 (549) are 253 FTES more than summer 2023, an 85% increase, due primarily to an increase 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 2 in winter, 3 in spring.

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.

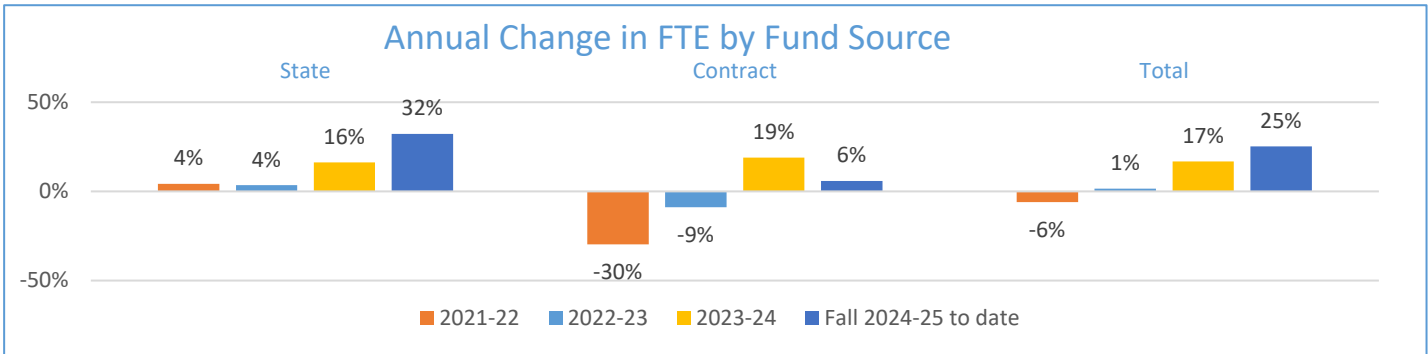
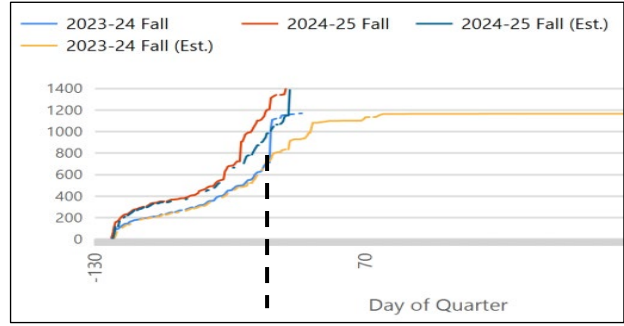
Other - All other students.



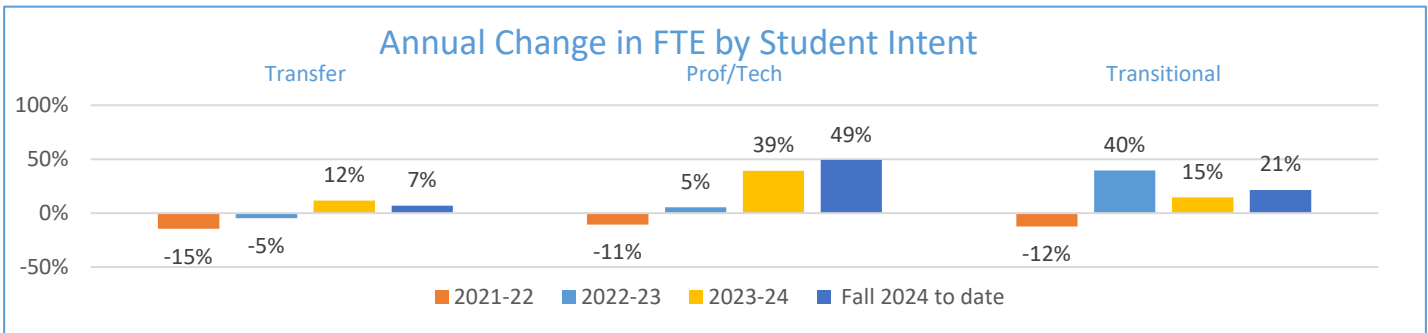
FALL 2024 Enrollment Highlights

as of October 7, 2024

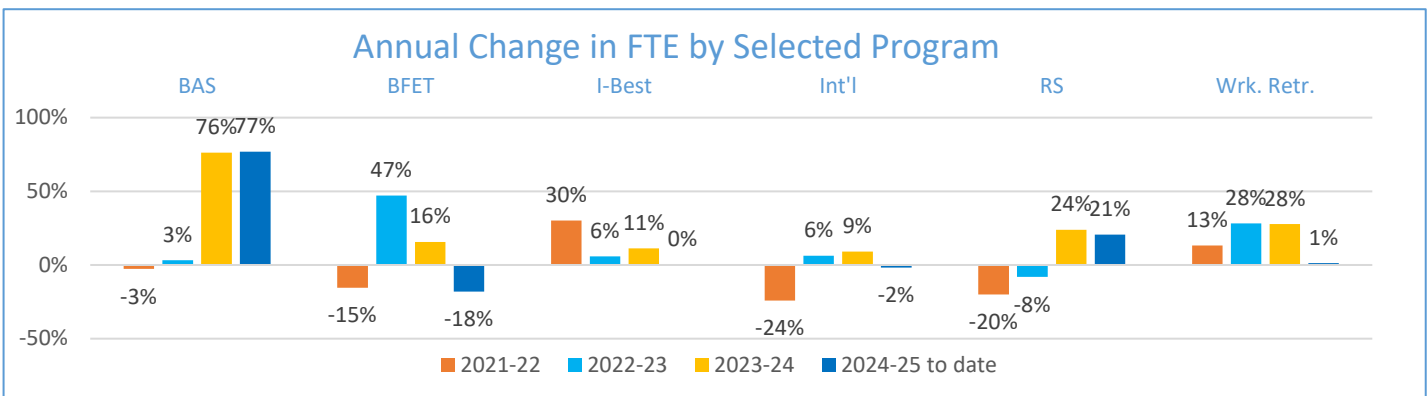
FTES	State	Contract	Self	Total
Fall 2023 to date	1155			
Fall 2023 to date	1387	377	36	1799
Difference	231			
	20.0%			
Fall 2022 Total	1175.4	392	35	1603
Difference	211	-16	1	196
	18.3%	-4.0%	2.5%	12.2%



2024-25 Annual FTEs to date	State	Contract	Other	Total
	1945.8	459.7	45.7	2451.2



2024-25 Annual FTEs to date	Transfer	Prof/Tech	TS	Other	Total
	715.1	1286.8	338.8	110.6	2451.3



2024-25 Annual FTEs to date	BAS	BFET	I-Best	Int'l	RS	Wrk Retr.	(enrollments are not mutually exclusive)
	98.0	102.8	0.0	48.1	358.0	238.1	



Peninsula College Foundation Report

Board of Trustees—October 15, 2024

I. 2024 Fall Spectacular

- a. The Foundation sponsored the 2024 Fall Spectacular hosted by the College on Saturday, September 7th. Foundation board members volunteered at the event handing out popsicles and welcoming visitors to campus.

II. 2023-24 Financial Audit

- a. The Foundation Board of Directors voted to approve the audited 2023-24 financials and the 990 tax filing at the Thursday, September 26th meeting.
- b. The Foundation ended the 2023-24 fiscal year with \$7,712,622 in assets, including \$1,515,578 in cash revenue for the year ending June 30, 2024.
- c. The audit, conducted by Aiken & Sanders CPA, reported no findings.
- d. The digital copies of the audit and 990 filings will be posted on the Foundation's website for public review.

III. 2024-25 PC Foundation Board—Officer Updates

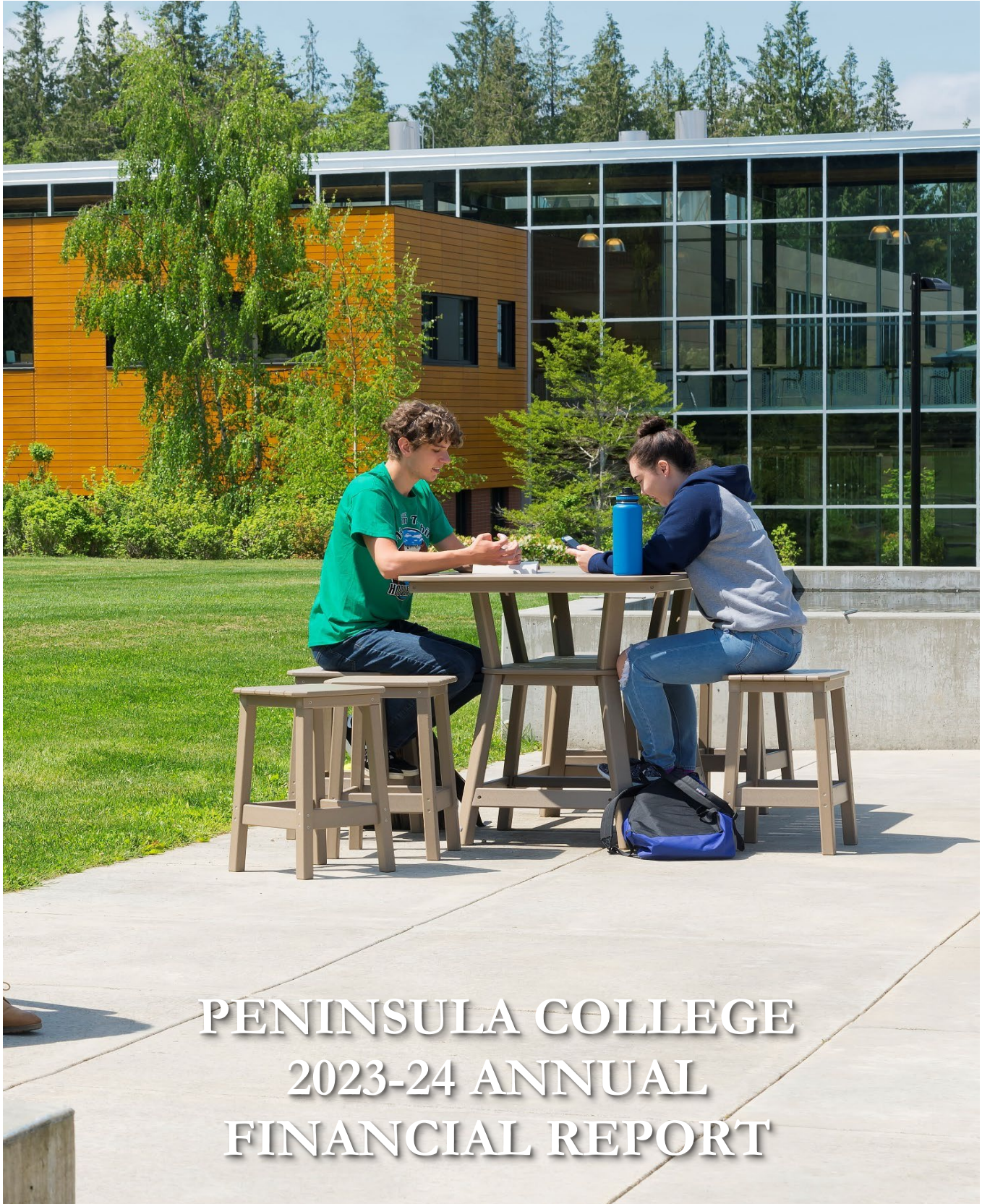
- a. Kathy Charlton, board president, is taking personal leave from board service, effective September 19, 2024.
- b. Ray Gruver, formerly president-elect, will serve as president through the remainder of Kathy's term through December 31, 2025.
- c. Bridgette Graham, now president-elect, will assume role of president on January 1, 2026.
- d. Other officers (Jeanne Martin—Treasurer, Val Fratus—Secretary, Paul Cunningham—Past President) remain unchanged.

IV. 2024 Scholarship Donor Celebration

- a. The Foundation hosted the Scholarship Donor Celebration on Monday, October 7th.
- b. Sixty donors, board members, and scholarship recipients were in attendance.
- c. Speakers included Dr. Suzy Ames, Bridgette Graham (president-elect of the Foundation's board), and three students—Gemma Rowland, Daniel Shearling, and Camryn Kennedy.

V. Increased Collaboration for 2024-25

- a. Monthly all-Foundation team meetings to provide planning and support for Pirate Athletics Association fundraising.
- b. Quarterly all-Foundation and Marketing & Communications team meetings for strategic planning and promotion of Foundation's projects and priorities.



PENINSULA COLLEGE
2023-24 ANNUAL
FINANCIAL REPORT



TABLE OF CONTENTS

Statement of Financial Position	Page 1
Statement of Fund Balances	Page 2
Investments	Page 3
Bookstore	
Comparative Statement of Revenues & Expenses	Page 4
Comparative Statement of Financial Position	Page 5
Parking	
Comparative Statement of Revenues & Expenses	Page 6
Comparative Statement of Financial Position	Page 7
Food Services	
Comparative Statement of Revenues & Expenses	Page 8
Comparative Statement of Financial Position	Page 9

Notes:

Long Term Asset = Sum of Vacation & Sick Leave Liabilities and Certificate of Participation (type of loan) for the Forks site purchase.



PENINSULA COLLEGE

STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
ASSETS		
CURRENT ASSETS		
TOTAL CASH & CASH EQUIVALENTS	941,218	916,518
TOTAL INVESTMENTS	9,651,478	8,796,029
Total Receivables, Net	9,781,711	10,156,575
Total Inter/Intra Gov. Receivables	914,989	697,832
TOTAL ACCOUNTS RECEIVABLE	10,696,700	10,854,407
Total Inventories	<u>196,117</u>	<u>198,555</u>
TOTAL CURRENT ASSETS	21,485,513	20,765,509
TOTAL LONG TERM ASSETS	3,201,974	3,348,298
CAPITAL ASSETS		
Total Land	371,368	371,368
Total Building & Infrastructure	76,448,138	77,822,070
Total Furniture, Equipment & Library Resources	<u>1,036,949</u>	<u>919,653</u>
TOTAL CAPITAL ASSETS	<u>77,976,478</u>	<u>79,113,091</u>
TOTAL ASSETS	<u>102,663,966</u>	<u>103,226,898</u>
LIABILITIES AND EQUITY		
CURRENT LIABILITIES		
Total Accounts Payable	1,894,056	1,578,146
Total Accrued Liabilities	825,893	948,623
Total Inter/Intra Gov Payable	296,024	146,892
Total Current Install/Lease Payable	90,000	85,000
Total Other Current Liabilities	<u>5,174,775</u>	<u>5,133,693</u>
TOTAL CURRENT LIABILITIES	8,280,747	7,892,354
LONG TERM LIABILITIES		
Total LT Install/Lease Payable	1,535,000	1,665,000
Total Other Long Term Liabilities	<u>1,602,383</u>	<u>1,599,200</u>
TOTAL LONG TERM LIABILITIES	<u>3,137,383</u>	<u>3,264,200</u>
TOTAL LIABILITIES	<u>11,418,130</u>	<u>11,156,554</u>
FUND EQUITIES		
TOTAL FUND EQUITIES	<u>91,245,835</u>	<u>92,070,344</u>
TOTAL LIABILITIES AND FUND EQUITIES	<u>102,663,966</u>	<u>103,226,898</u>



PENINSULA COLLEGE

STATEMENT OF FUND BALANCE

For the Year Ended June 30, 2024

PROPRIETARY FUNDS	June 30, 2023			June 30, 2024
	Balance	Disbursements	Receipts	Balance
460 Motor Pool	91	-	-	91
522 Associated Students	117,555	677,572	625,136	65,119
524 Bookstore	92,558	523,441	401,927	(28,957)
528 Parking	159,420	25,102	40,934	175,251
570 Other Auxiliary Enterprises	1,445,118	626,128	715,633	1,534,624
573 Housing & Food Service	6,934	149,956	157,039	14,017
FIDUCIARY FUNDS				
846 Grants in Aid	364,300	8,220,893	8,132,677	276,084
849 Student Loan	57,778	1,216,346	1,228,698	70,130
860 Long-Term Loan	477,428	180,586	189,777	486,618



PENINSULA COLLEGE

INVESTMENT REPORT

For the Year Ended June 30, 2024

STATE TREASURER'S OFFICE

Local Government Investment Pool (LGIP)	9,651,478
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TOTAL INVESTMENTS

9,651,478

Interest Earned in the Year Ended June 30, 2024

556,188



PENINSULA COLLEGE

BOOKSTORE COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
REVENUE FROM SALES		
Net Sales	<u>400,646</u>	<u>371,321</u>
COST OF GOODS SOLD		
*Merchandise Inventory, July 1	185,463	169,751
Plus Net Cost of Purchases	332,432	286,246
*Less Merchandise Inventory, June 30	185,818	185,463
COST OF GOODS SOLD	<u>332,077</u>	<u>270,534</u>
GROSS MARGIN ON SALES	<u>68,569</u>	<u>100,787</u>
OPERATING EXPENSES		
Salaries & Wages	126,820	114,104
Benefits	37,722	36,553
Goods & Services	26,055	14,625
Travel	238	688
Depreciation/Bad Debts	0	0
TOTAL OPERATING EXPENSES	<u>190,835</u>	<u>165,970</u>
NET OPERATING INCOME (LOSS)	<u>(122,266)</u>	<u>(65,183)</u>
OTHER REVENUE		
Investment/Interest Income	0	0
Miscellaneous Income	752	947
Cash Over/Short	0	170
Trsfer in from Auxillary Reserve	0	
TOTAL OTHER REVENUE	<u>752</u>	<u>1,117</u>
NET PROFIT (LOSS)	<u><u>(121,514)</u></u>	<u><u>(64,066)</u></u>

* Cost Method of Inventory



PENINSULA COLLEGE

BOOKSTORE COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
ASSETS		
Current Assets:		
Cash/Undeposited Cash	0	0
Petty Cash	1,700	1,700
Current Accounts Receivable	16,501	6,522
Merchandise Inventory	185,818	185,463
Total Current Assets	204,019	193,685
Fixed Assets:		
Furniture/Equipment	5,761	5,761
Less Accumulated Depreciation	5,761	5,761
Total Fixed Assets	0	0
TOTAL ASSETS	<u>204,019</u>	<u>193,685</u>
 LIABILITIES AND CAPITAL		
Current Liabilities:		
Accounts Payable	79,750	41,808
Unearned Revenue	414	382
Accrued Salaries Payable	6,099	7,482
Long term Accrued Vac/Leave	6,452	4,343
Sales Tax Payable	1,820	1,669
Due Other Agencies	34	36
Due Other Funds	127,887	35,259
Gift Certificates/Customer Deposits	10,521	10,148
Total Current Liabilities	232,976	101,127
Net Position		
Accumulated Net Position from Prior Yr	92,558	156,623
Plus Net Profit (Loss)/Current Yr	(121,514)	(64,066)
Accumulated Net Position Current Year	(28,957)	92,558
TOTAL LIABILITIES AND NET POSITION	<u>204,019</u>	<u>193,685</u>



PENINSULA COLLEGE

PARKING COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
REVENUE		
Fines	0	0
Fees	35,337	31,775
TOTAL GROSS REVENUE	<u>35,337</u>	<u>31,775</u>
OPERATING EXPENSES		
Salaries & Wages	13,098	10,779
Benefits	4,501	4,851
Goods and Services	3,189	29,956
Depreciation/Bad debt	4,314	4,627
TOTAL OPERATING EXPENSES	<u>25,102</u>	<u>50,212</u>
NET OPERATING INCOME (LOSS)	<u>10,235</u>	<u>(18,437)</u>
OTHER REVENUE		
Interest Income	5,597	5,534
NET PROFIT (LOSS)	<u><u>15,832</u></u>	<u><u>(12,903)</u></u>



PENINSULA COLLEGE

PARKING COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
ASSETS		
Current Assets:		
Cash	123,522	102,915
Current Accounts Receivable	309	667
Total Current Assets	123,832	113,453
Fixed Assets:		
Improvements other than Buildings	85,000	85,000
Furniture & Equipment	21,062	21,062
Less Accumulated Depreciation	54,430	50,116
Total Fixed Assets	51,632	60,573
TOTAL ASSETS	175,463	174,026
LIABILITIES AND CAPITAL		
Current Liabilities:		
Current Liabilities	(60)	(60)
Unearned Revenue	272	168
Total Current Liabilities	212	1,703
Net Position		
Accumulated Net Position from Prior Yr	159,420	172,322
Plus Net Profit (Loss) - Current Yr	15,832	(12,903)
Accumulated Net Position Current Year	175,251	159,420
TOTAL LIABILITIES AND NET POSITION	175,463	174,026



PENINSULA COLLEGE

FOOD SERVICES COMPARATIVE STATEMENT OF REVENUES & EXPENSES

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
REVENUE		
Net Sales	131,432	114,647
Catering	25,702	23,720
TOTAL GROSS REVENUE	<u>157,134</u>	<u>138,367</u>
COST OF GOODS SOLD		
*Merchandise Inventory, July 1	13,092	14,171
Plus Net Cost of Purchases	62,905	60,491
*Less Merchandise Inventory, June 30	10,299	13,092
COST OF GOODS SOLD	<u>65,697</u>	<u>61,570</u>
GROSS MARGIN ON SALES	<u>91,436</u>	<u>76,797</u>
OPERATING EXPENSES		
Salaries & Wages	57,402	67,670
Benefits	22,376	26,615
Goods & Services	3,551	5,166
Travel	402	402
TOTAL OPERATING EXPENSES	<u>83,730</u>	<u>99,852</u>
NET OPERATING INCOME (LOSS)	<u>7,706</u>	<u>(23,055)</u>
OTHER REVENUE		
Trsfer in from Auxillary Reserve	0	0
Cash Over/Short	(95)	2
TOTAL OTHER REVENUE	<u>(95)</u>	<u>2</u>
NET PROFIT (LOSS)	<u><u>7,611</u></u>	<u><u>(23,053)</u></u>



PENINSULA COLLEGE

FOOD SERVICES COMPARATIVE STATEMENT OF FINANCIAL POSITION

For the Years Ended June 30, 2023 and June 30, 2024

	<u>2023-2024</u>	<u>2022-2023</u>
ASSETS		
Current Assets:		
Petty Cash	1,300	1,300
Cash	139	
Current Accounts Receivable	1,030	308
Merchandise Inventory	10,299	13,092
Total Current Assets	12,768	14,700
Fixed Assets:		
Buildings	13,729	13,729
Less Accumulated Depreciation	13,729	13,729
Total Buildings	0	0
Equipment	31,564	31,564
Less Accumulated Depreciation	29,523	29,121
Total Equipment	2,041	2,443
Total Fixed Assets	2,041	2,443
TOTAL ASSETS	14,809	17,143
LIABILITIES AND CAPITAL		
Current Liabilities:		
Accounts Payable	2,498	2,494
Accrued Salaries Payable	2,595	4,016
Sales Tax Payable	812	731
Due Other Funds	17,001	25,225
Gift Certificates/Customer Deposits	160	57
Long term Accrued Vac/Leave	2,952	2,911
Total Current Liabilities	26,018	35,434
Net Position		
Accumulated Net Position from Prior Yr	(18,291)	4,762
Prior Year Correction	(528)	
Plus Net Profit (Loss) - Current Yr	7,611	(23,053)
Accumulated Net Position Current Year	(11,208)	(18,291)
TOTAL LIABILITIES AND NET POSITION	14,809	17,143



PENINSULA COLLEGE

Statement of Financial Position

For Quarter Ending June 30, 2024

	<u>4th Qtr 2024</u>	<u>4th Qtr 2023</u>
ASSETS		
Cash	941,218	916,518
Investments	9,651,478	8,796,029
Accounts Receivable	10,696,700	10,854,407
Long Term Accounts Receivable	630,000	670,000
Inventories	196,117	198,555
General Long-Term Obligations	2,571,974	2,678,298
Land	371,368	371,368
Buildings	75,504,282	77,630,292
Improvements other than Buildings	1,063,879	191,778
Furnishings, Equipment & Libraries	1,036,949	919,653
Total Assets	<u>102,663,966</u>	<u>103,226,898</u>
LIABILITIES		
Current Liabilities	8,280,747	7,892,354
Long-Term Liabilities	3,137,383	3,264,200
FUND BALANCES		
Equity Account Activity	91,245,835	92,070,344
Total Liabilities and Fund Balances	<u>102,663,966</u>	<u>103,226,898</u>



PENINSULA COLLEGE

COMPARISON OF BUDGETED VS. ACTUAL REVENUE BY FUND

As of June 30, 2024

REVENUE CATEGORY	2023-24 Revenue Budget	Actual Revenue thru June 2024	Actual Over/(Under) Budget	% of Actual to FY 2023-24 Budget
OPERATING FUNDS				
<i>General Fund:</i>				
State Operating Allocation	17,556,104	17,477,716	(78,388)	99.6%
Local Operating Fund	8,216,079	6,919,111	(1,296,968)	84.2%
Sub-total General Fund:	25,772,183	24,396,826	(1,375,357)	94.7%
Local Dedicated Fund	1,034,516	1,348,025	313,509	130.3%
Grants and Contracts Fund	2,656,789	4,682,773	2,025,984	176.3%
Sub-total Operating Funds	29,463,488	30,427,624	964,136	103.3%
PROPRIETARY FUNDS				
522 Associated Students	410,000	476,581	66,581	116.2%
522 Fitness Center	130,000	148,555	18,555	114.3%
524 Bookstore	590,679	401,927	(188,752)	68.0%
528 Parking	60,600	40,934	(19,666)	67.5%
570 Ancillary Services	365,277	715,633	350,356	195.9%
573 Market & Deli	153,409	157,039	3,630	102.4%
Sub-total Proprietary Funds	1,709,965	1,940,668	230,703	113.5%
Total Annual College Funds	31,173,453	32,368,293	1,194,840	103.8%
FIDUCIARY FUNDS				
846 Grants In Aid	0	8,241,404	8,241,404	
849 Student Loans	0	1,228,698	1,228,698	
850 Work Study	0	134,282	134,282	
860 Financial Aid 3.5%	0	189,777	189,777	
Fiduciary Funds Total	0	9,794,160	9,794,160	
CAPITAL PROJECTS				
23-25 State Appropriations	2,477,105	353,518	(2,123,587)	14.3%
Local Capital Fund	222,735		(222,735)	
Total Biennial Capital Project	2,699,840	353,518	-2,346,322	13.1%
GRAND TOTAL ALL FUNDS	33,873,293	42,515,970	8,642,677	125.5%



PENINSULA COLLEGE

COMPARISON OF BUDGETED VS. ACTUAL EXPENDITURES BY FUND

As of June 30, 2024

EXPENDITURE CATEGORY	2023-24 Expense Budget	Actual Expenses thru June 2024	Actual Over/(Under) Budget	% of Actual to FY 2023-24 Budget
OPERATING FUNDS				
<i>General Fund:</i>				
State Operating Allocation	17,556,104	17,477,716	(78,388)	99.6%
Local Operating Fund	8,216,079	8,389,125	173,046	102.1%
Sub-total General Fund:	25,772,183	25,866,840	94,657	100.4%
Local Dedicated Fund	1,034,516	1,434,905	400,389	138.7%
Grants and Contracts Fund	2,656,789	4,006,202	1,349,413	150.8%
Sub-total Operating Funds	29,463,488	31,307,947	1,844,459	106.3%
PROPRIETARY FUNDS				
Associated Students	410,000	459,474	49,474	112.1%
Fitness Center/Student Life	130,000	218,098	88,098	167.8%
Bookstore	447,516	523,441	75,925	117.0%
Parking	14,000	25,102	11,102	179.3%
Ancillary Services	263,384	626,128	362,744	237.7%
Market & Deli	153,409	149,956	(3,453)	97.7%
Sub-total Proprietary Funds	1,418,309	2,002,198	583,889	141.2%
Total Annual College Funds	30,881,797	33,310,146	2,428,349	107.9%
FIDUCIARY FUNDS				
Grants In Aid	0	8,220,893	8,220,893	
Student Loans	0	1,216,346	1,216,346	
Work Study	0	136,321	136,321	
Financial Aid 3.5%	0	180,586	180,586	
Fiduciary Funds Total	0	9,754,147	9,754,147	
CAPITAL PROJECTS				
23-25 State Appropriations	2,477,105	353,518	(2,123,587)	14.3%
Local Capital Fund	222,735	54,323	(168,412)	24.4%
Total Biennial Capital Project	2,699,840	407,840	(2,292,000)	15.1%
GRAND TOTAL ALL FUNDS	33,581,637	43,472,133	9,890,496	129.5%



PENINSULA COLLEGE

COMPARISON OF ACTUAL REVENUE AND ACTUAL EXPENDITURES BY FUND

As of June 30, 2024

REVENUE / EXPENDITURE FUND CATEGORY	Actual Revenue thru June 2024	Actual Expenses thru June 2024	Actual Over/(Under) Revenue Spend	% of Exp vs Rev 2023-24
OPERATING FUNDS				
<i>General Fund:</i>				
State Operating Allocation	17,477,716	17,477,716	0	100.0%
Local Operating Fund	6,919,111	8,389,125	(1,470,014)	121.2%
Sub-total General Fund:	24,396,826	25,866,840	(1,470,014)	106.0%
Local Dedicated Fund	1,348,025	1,434,905	(86,880)	106.4%
Grants and Contracts Fund	4,682,773	4,006,202	676,571	85.6%
Sub-total Operating Funds	30,427,624	31,307,947	(880,323)	102.9%
PROPRIETARY FUNDS				
Associated Students	476,581	459,474	17,106	96.4%
Fitness Center	148,555	218,098	(69,542)	146.8%
Bookstore	401,927	523,441	(121,514)	130.2%
Parking	40,934	25,102	15,832	61.3%
Ancillary Services	715,633	626,128	89,506	87.5%
Market & Deli	157,039	149,956	7,083	95.5%
Sub-total Proprietary Funds	1,940,668	2,002,198	(61,530)	103.2%
Total Annual College Funds	32,368,293	33,310,146	(941,853)	102.9%
FIDUCIARY FUNDS				
Grants In Aid	8,241,404	8,220,893	20,511	99.8%
Student Loans	1,228,698	1,216,346	12,352	99.0%
Work Study	134,282	136,321	(2,039)	101.5%
Financial Aid 3.5%	189,777	180,586	9,190	95.2%
Sub-total Fiduciary Total	9,794,160	9,754,147	40,013	99.6%
CAPITAL PROJECTS				
23-25 State Appropriations	353,518	353,518	-	100.0%
Local Capital Fund	-	54,323	(54,323)	
Total Biennial Capital Project	353,518	407,840	(54,323)	115.4%
GRAND TOTAL ALL FUNDS	42,515,970	43,472,133	(956,162)	102.2%



PENINSULA COLLEGE
PORT ANGELES CAMPUS



5YR Facilities Master Plan

Summer 2024



ACKNOWLEDGEMENTS

Land Acknowledgment:

Peninsula College formally acknowledges that we are on traditional nəxʷsááyám' (Klallam/S'Klallam) territory. We honor and respect the sovereign status of Tribes and uphold our relationship with the Tribal governments of the Olympic Peninsula. In partnership with these Tribes, we wrap our arms around all Indigenous and non-Indigenous students.

The Port Angeles campus is home to ʔaʔkʷustəjáwtxʷ House of Learning, Peninsula College Longhouse. This is the first longhouse in the nation built on a community college campus. The vision of the Longhouse as a center for cultural expression and educational achievement for all students and community members has been woven together by Peninsula College and six Tribes: Hoh, Quileute, Makah, Port Gamble S'Klallam, Jamestown S'Klallam, and Lower Elwha Klallam.

Project Acknowledgment:

The following faculty, staff, students and stakeholders are acknowledged for their various contributions to this 2024 Peninsula College Master Plan. These individuals contributed their time to a process striving to reflect the condition and needs of the campus and its' community for this long-range plan. Everyone's efforts have made this planning effort a success and are greatly appreciated.

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CONTENTS

BACKGROUND	PP. 05-22
Purpose	PP. 05
Mission and Core Objectives	PP. 06
Enrollment	PP. 07
Physical Context	PP. 08
Campus Map	PP. 09
Campus Design	PP. 10
Materials	PP. 11
Land Use & Zoning	PP. 12
Future Development	PP. 14
Parking Requirements	PP. 15
Vehicular Parking / Accessible Parking	PP. 16
Vehicular Access / Fire Lane	PP. 17
Pedestrian Route / Accessible Route	PP. 18
Electrical Infrastructure	PP. 19
Stormwater Infrastructure	PP. 20
Water / Wastewater Infrastructure	PP. 21
Existing Building Conditions	PP. 22
5 YEAR FACILITIES MASTER PLAN	PP. 23-26
Main Campus	PP. 24
Building	PP. 25
Forks Campus / Port Townsend Campus	PP. 26
Future Development	PP. 27
APPENDIX/RELATED SUBMITTAL ITEMS	PP. 28-207
2023 Facility Condition Survey Peninsula College	PP. 29-176
2023 Stormwater Report Insp. Maps Parking lot, Soccer field, Allied Health Building	PP. 177-198
PEC Master Plan Meeting Notes Summary	PP. 199-206

BACKGROUND

Peninsula College serves Clallam and Jefferson Counties and strives to meet the needs of four very distinct and unique communities – Port Angeles, Forks/west end of Clallam County, Port Townsend/eastern Jefferson County, and Sequim. The college service area includes many communities that are rural, isolated, and more than 50 miles from the campus in Port Angeles.

Peninsula College, with its main campus located in the foothills of the Olympic Mountains and overlooking the Strait of Juan deFuca, provides a vital center for higher education and diverse cultural opportunities, enhancing and strengthening community bonds for the residents of the North Olympic Peninsula. College programs include traditional academic transfer offerings, professional-technical training, applied baccalaureate degrees, Transitional Studies, adult continuing education, and on-line learning courses, which provides students many educational options.

Peninsula College is committed to providing college/community connections and has numerous partnerships and collaborations in the community with the City of Port Angeles, the Port of Port Angeles, the area school districts, the Clallam and Jefferson county economic development councils, local tribes, private businesses, community-based organizations and others. The college offers classes, training and resources in both counties, workforce development and community enrichment. The college currently serves over 2,500 students and employs 189 full-time faculty and staff and approximately 233 part-time faculty and staff.

In addition to the main campus in Port Angeles, the Forks campus provides educational services to the west end of the district, focusing primarily on Transitional Studies and transfer coursework. Leased facilities in Sequim focus on Transitional Studies for adults. The Port Townsend campus in east Jefferson County offers programs in Transitional Studies, professional/technical training and transfer courses.

The college is exploring a partnership with the Port of Port Angeles to start a Marine Technology program while it waits for the building to be constructed on campus.

Peninsula College continues to improve campuses and community partnership-based services sites to meet short and long-range goals. Building on the foundation of the past decade, the college continues to transform lives in the Port Angeles community and strengthening its strong reputation of excellence in serving the residents of Clallam and Jefferson Counties. Peninsula College is committed to developing programs and facilities to serve the educational and workforce needs of the future.

PURPOSE

The Peninsula College Campus Facilities Master Plan functions as both an internal college planning tool as well as a tool for external communications with local community and state stakeholders. This Master Plan will assist the Washington State Board of Community and Technical Colleges (SBCTC) to establish the development and funding priorities that support the continued future planning, growth and maintenance of campus facilities for the next 5 years and beyond. This document also serves as the Master Plan Update for the City of Port Angeles for formal adoption to serve current and future building entitlements over the next five years.

MISSION & CORE OBJECTIVES

Vision:

Peninsula College is a destination of cultural and environmental diversity where academic excellence transforms students' lives and strengthens communities.

Mission:

Peninsula College educates diverse populations of learners through community-engaged programs and services that advance student equity and success.

Core Themes:

- Advancing Student Success
- Achieving Academic Excellence
- Fostering Equity and Inclusion
- Strengthening Communities

Core Theme Objectives:

- Peninsula College supports students in achieving their educational goals.
- Peninsula College provides engaging, high-quality academic and professional technical programs.
- Peninsula College strives to eliminate systemic disparities in educational outcomes.
- Peninsula College strengthens the economic and cultural vitality of its service region and beyond.



ENROLLMENT

Figure 1 - Enrollment Information:

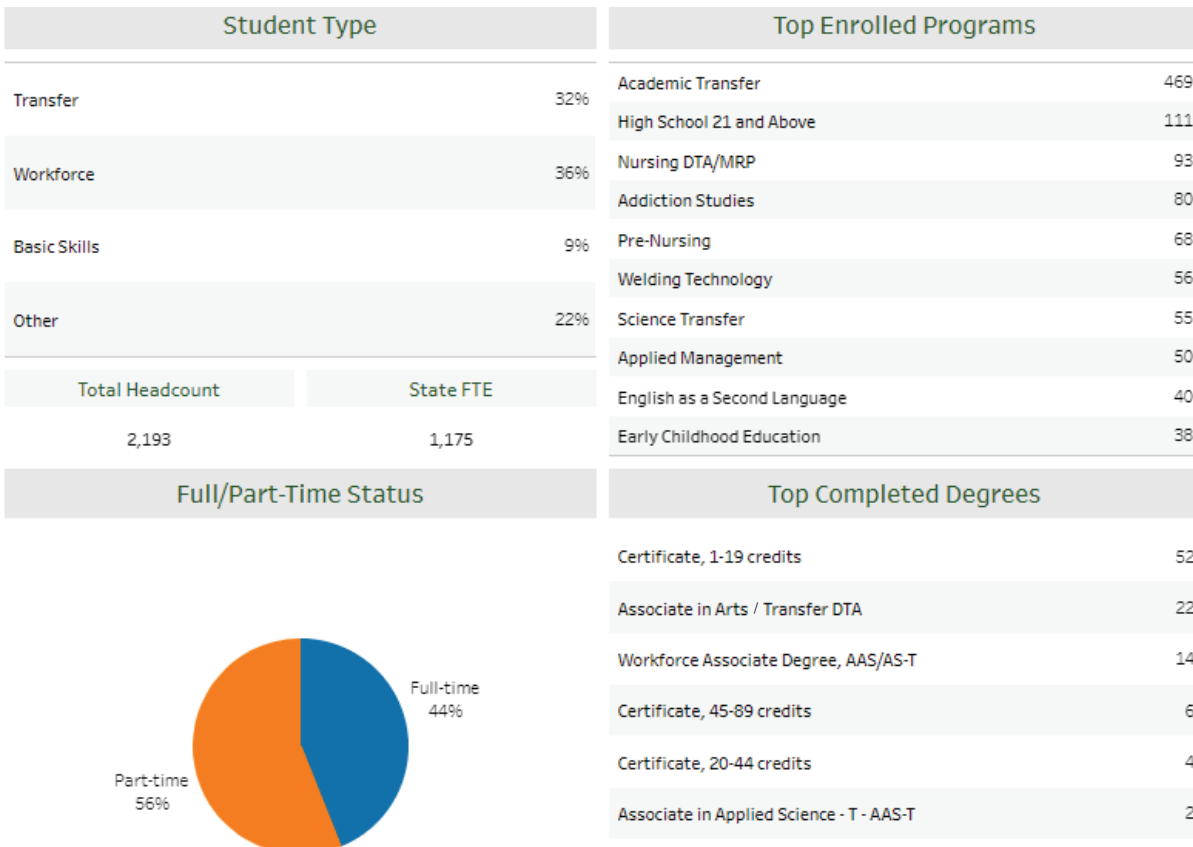
ENROLLMENT	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
TOTAL FTE	1992	1857	1589	1495	1517	1763
STATE FTE	1327	1266	1059	1104	1142	1328

Total FTE includes State funded, contract, continuing education, corrections. 1 FTE = 45 credits

HEADCOUNT BY QUARTER	SUMMER	FALL	WINTER	SPRING
2018-2019	892	2508	2352	2377
2019-2020	830	2263	2296	1919
2021-2022	709	1909	1909	1858
2022-2023	748	2066	2069	1932
2023-2024	735	2307	2436	2486

Includes all FTE types (including corrections)

Figure 2 - 2023-2024 Academic Year, Fall Quarter



PHYSICAL CONTEXT

The Port Angeles campus of Peninsula College is located north of the Olympic Mountain foothills on a north facing gentle slope at an elevation of approximately 350 feet above sea level. The college campus encompasses 75 acres of generally flat terrain with small rolling slopes with 25 assorted buildings and various public open spaces for the use of students, faculty, and visitors. There are several environmentally sensitive areas on campus that have been identified including White Creek and its' ravine, which runs along the entire east side of the campus, and the adjacent forest and bogs will remain resources to be protected as well as enjoyed. Wetlands and other sensitive areas in the heavily wooded area to the south of campus limit the sites available for additional construction. A well-developed, mature residential area abuts the campus to the north and the electrical substation owned by Bonneville Power blocks further development to the west.

Forks Campus

The Forks campus of Peninsula College is located in a renovated former bank building on 1.48 acres at the west end of the Olympic Peninsula in downtown Forks. The campus resides on the corner of Highway 101 and E Street near Forks High School and the Clallam Transit Center and consists of a single building with associated parking.

Port Townsend Campus

The Port Townsend campus is located in leased space in Building 202, a historic building located in the beautiful 434-acre Fort Warden State Park overlooking Admiralty Inlet on Puget Sound.



PORT ANGELES CAMPUS



FORKS CAMPUS



PORT TOWNSEND CAMPUS

Figure 3 - Campus Map



KEY TO MAP FEATURES

A CORNABY CENTER	LH ΖΑΓΚ*ΥΣΤΘΗΑΩΤΧ* HOUSE OF LEARNING PC LONGHOUSE
B LIBRARY MEDIA CENTER	M KEEGAN HALL
C FACULTY ADMINISTRATION	N SIGMAR ATHLETIC COMPLEX
D STUDENT SERVICES	P WORKFORCE PROGRAMS
E MAIER HALL	Q WELDING & AUTOMOTIVE
F QUAD	T SHIPPING & RECEIVING
G ROBINS GREEN	U INFORMATION TECHNOLOGY
J PIRATE UNION BLDG. (PUB)	V CLASSROOMS
K ALLIED HEALTH & EARLY CHILDHOOD EDUCATION	

CAMPUS DESIGN

The architectural style and materials at the Port Angeles campus blends historical and modern materials. The original buildings, constructed in the 1960s and 70s, prominently featured cedar siding with a rustic, lodge-like aesthetic. This was a nod to the region's rich timber industry, offering a natural aesthetic that harmonizes with the surrounding landscape. Paving and landscaping was rustic as well, utilizing broken concrete retaining walls and organic paving patterns around the main plaza.



ORGANIC PAVING PATTERNS



MINIMAL / RUSTIC LANDSCAPING



ABUNDANCE OF WINDOWS



RED BRICK / DOMINANT FEATURE



RELATIONSHIP BETWEEN INTERIOR SPACES AND NATURAL ENVIRONMENT

MATERIALS

As the campus expanded, newer buildings introduced a more modern, collegiate and durable palette of materials. Red brick has become a dominant feature, providing a classic, timeless look that evokes traditional academic architecture. The warm, earthy tones of traditional brick complement the older cedar structures while imparting a sense of permanence and stability. Newer buildings feature an abundance of windows and storefronts, introducing an element of transparency and light, fostering a connection between interior spaces and the natural environment.



LAND USE & ZONING

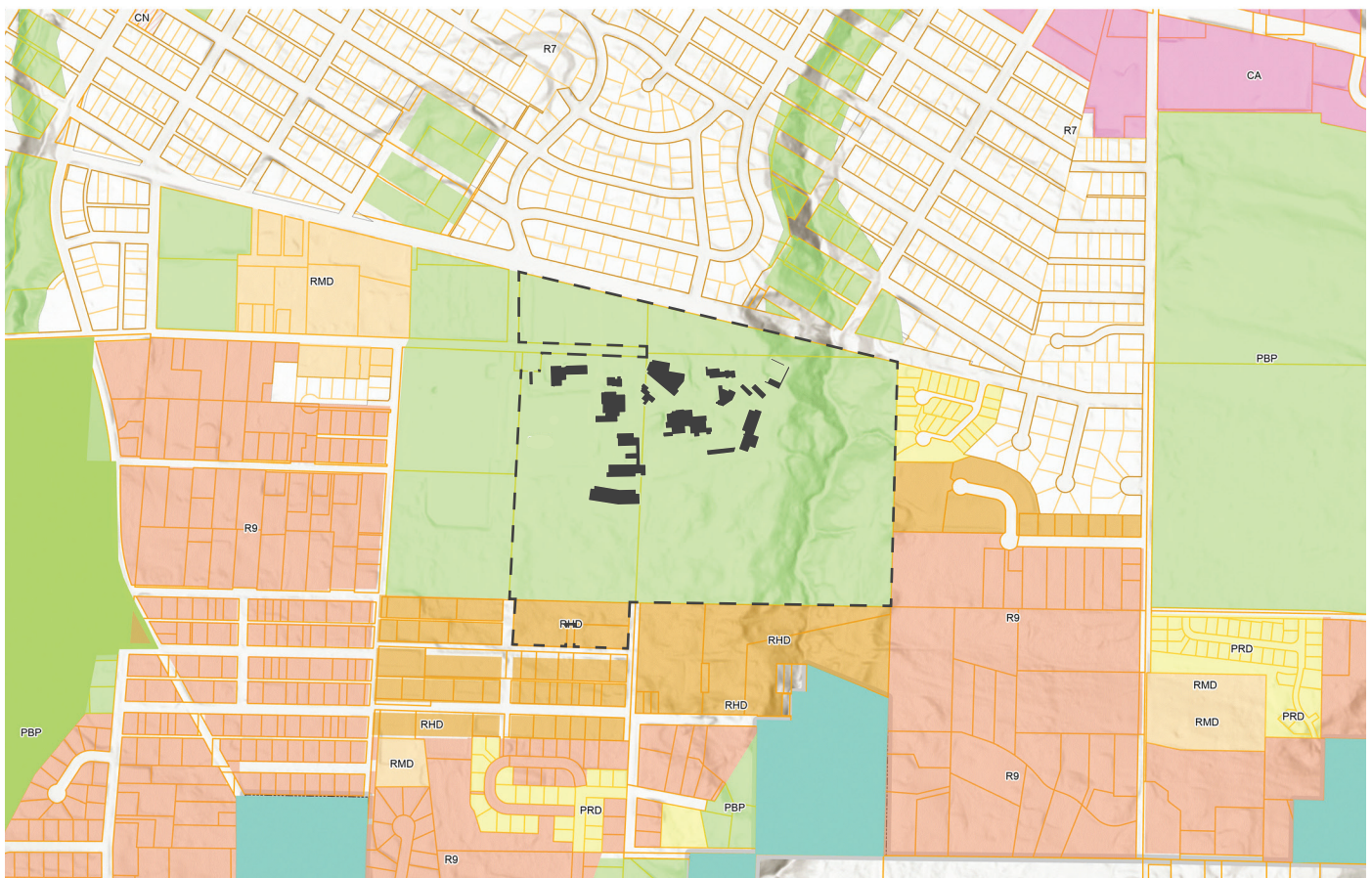
The City of Port Angeles Comprehensive Plan identifies eight planning areas within the city, and Peninsula College lies in the East Planning Area. This area includes a mix of older and newer residential, developments, part of the Front Street Commercial Corridor, and the Peninsula Golf Club. The Port Angeles campus is zoned PBP, Public Buildings and Parks, and School, Civic buildings and related structures are allowed uses without a Conditional Use Permitting process. Any future development within this zone must meet the specific requirements outlined in the City of Port Angeles Municipal Code chapter 17.40 PBP Public Buildings and Parks.

Minimum development restrictions are as follows:

- A. Minimum lot area: None.
- B. Minimum lot width: None.
- C. Setbacks: Minimum yard setbacks shall be no less than the adjacent zoning requirements, except that in the event the adjacent zone is PBP, setbacks shall be zero feet.
No structure shall be placed within 15 feet of an alley.
- D. Maximum lot coverage: 50 percent.
- E. Maximum building height: 35 feet.

No change to the current use of the site as a college campus is proposed. It serves a variety of occupancy groups across multiple buildings including but not limited to Business, Education, and Assembly, for academic and support purposes.

Figure 4 - Zoning Map
















LAND USE & ZONING

CITY OF PORT ANGELES MUNICIPAL CODE
CHAPTER 17.03 - ESTABLISHING MAPPED ZONES AND REGULATIONS





ZONING COPA

	17.10	R7	Residential, Mixed Density
	17.11	R9	Residential, Low Density
	17.12	R11	Residential, Low Density
	17.13	RTP	Residential Trailer Park Overlay Zone
	17.14	RMD	Residential, Medium Density
	17.15	RHD	Residential, High Density
	17.19	PRD	Planned Residential Development Overlay Zone
	17.20	CO	Commercial, Office
	17.21	CN	Commercial, Neighborhood
	17.22	CSD	Community Shopping District
	17.24	CBD	Central Business District
	17.25	CR	Commercial, Regional
	17.30	IP	Industrial Park
	17.31	PID	Planned Residential Development Overlay Zone
	17.32	IL	Industrial, Light
	17.34	IH	Industrial, Heavy
	17.36		Industrial, Marine
	17.40		Public Building - Park
	17.44*		Planned Low Impact Development Zone
	17.45*		Infill Overlay Zone

ZONING UGA

	GC
	LD
	M
	MD
	OS
	P
	PTANGELES
	RLC
	RNC
	UNC
	URC
	VLD
	VLD/LD

PROPERTY

	PARCEL
	OLYMPIC NATIONAL PARK
	CITY BOUNDARY
	COUNTY UGA BOUNDARY

FUTURE DEVELOPMENT

The Peninsula College campus boasts a mix of potential parcels for future development, yet it grapples with several geographical and land use constraints. Along its southern boundary, a 200-foot-wide electrical easement traverses the southwest portion of the campus, prohibiting structures or development within its bounds. Although this easement facilitates maintenance of existing power lines and other electrical infrastructure, it effectively isolates a portion of the otherwise developable campus area. Furthermore, ecologically sensitive wetlands occupy the southern vicinity adjacent to Maier Hall and extend westward toward the Allied Health building. Environmental regulations safeguard these wetlands, imposing

limitations on any development within their boundaries. On the far southeastern border of the campus lies another parcel of developable land. However, this area remains disconnected from the existing campus due to the presence of the White Creek ravine—a significant geological feature that runs from north to south. Access to this eastern parcel would necessitate a bridge connection from the main campus. Once on the other side of the ravine, this level land could serve various purposes. As Peninsula College contemplates future development, it must carefully navigate local zoning regulations, environmental laws, and campus policies while prioritizing the preservation of its unique natural resources.


Figure 5 - Future Development Map



KEY TO MAP FEATURES

A	CORNABY CENTER	LH	ΛΑΓΚ*ΥΣΤΘΗΑΨΤΧ* HOUSE OF LEARNING PC LONGHOUSE
B	LIBRARY MEDIA CENTER	M	KEEGAN HALL
C	FACULTY ADMINISTRATION	N	SIGMAR ATHLETIC COMPLEX
D	STUDENT SERVICES	P	WORKFORCE PROGRAMS
E	MAIER HALL	Q	WELDING & AUTOMOTIVE
F	QUAD	T	SHIPPING & RECEIVING
G	ROBINS GREEN	U	INFORMATION TECHNOLOGY
J	PIRATE UNION BLDG. (PUB)	V	CLASSROOMS
K	ALLIED HEALTH & EARLY CHILDHOOD EDUCATION		

KEY TO MAP FEATURES

	FUTURE DEVELOPMENT AREAS
	BUILDINGS
	CAMPUS PROPERTY

PARKING

Campus Parking is exclusively composed of surface lots with the main parking lot located north of the campus, and several smaller lots throughout the campus. There are currently approximately 692 parking stalls. Accessible parking for the Maeir Hall Auditorium is located on the south side of the building, however the number of accessible stalls provided has been deemed insufficient to accommodate visitors for performances. In addition, the access to the area provided for loading/unloading of equipment into the building is not adequate to allow trucks to safely maneuver. Additional accessible parking stalls are to be added along the SE

driveway, and the access road to be looped around to the west side of the building. Additional parking/drop-off improvements are also needed at the Allied Health & Early Education Building. Pedestrian safety is a concern for picking up and dropping off children at the Early Education Daycare program. The College is also adding a Dental Hygiene program, which will be open to the public. With both these programs located in the Allied Health building, the need for additional parking and parking layout improvements will be important to provide greater separation between vehicles and pedestrians.

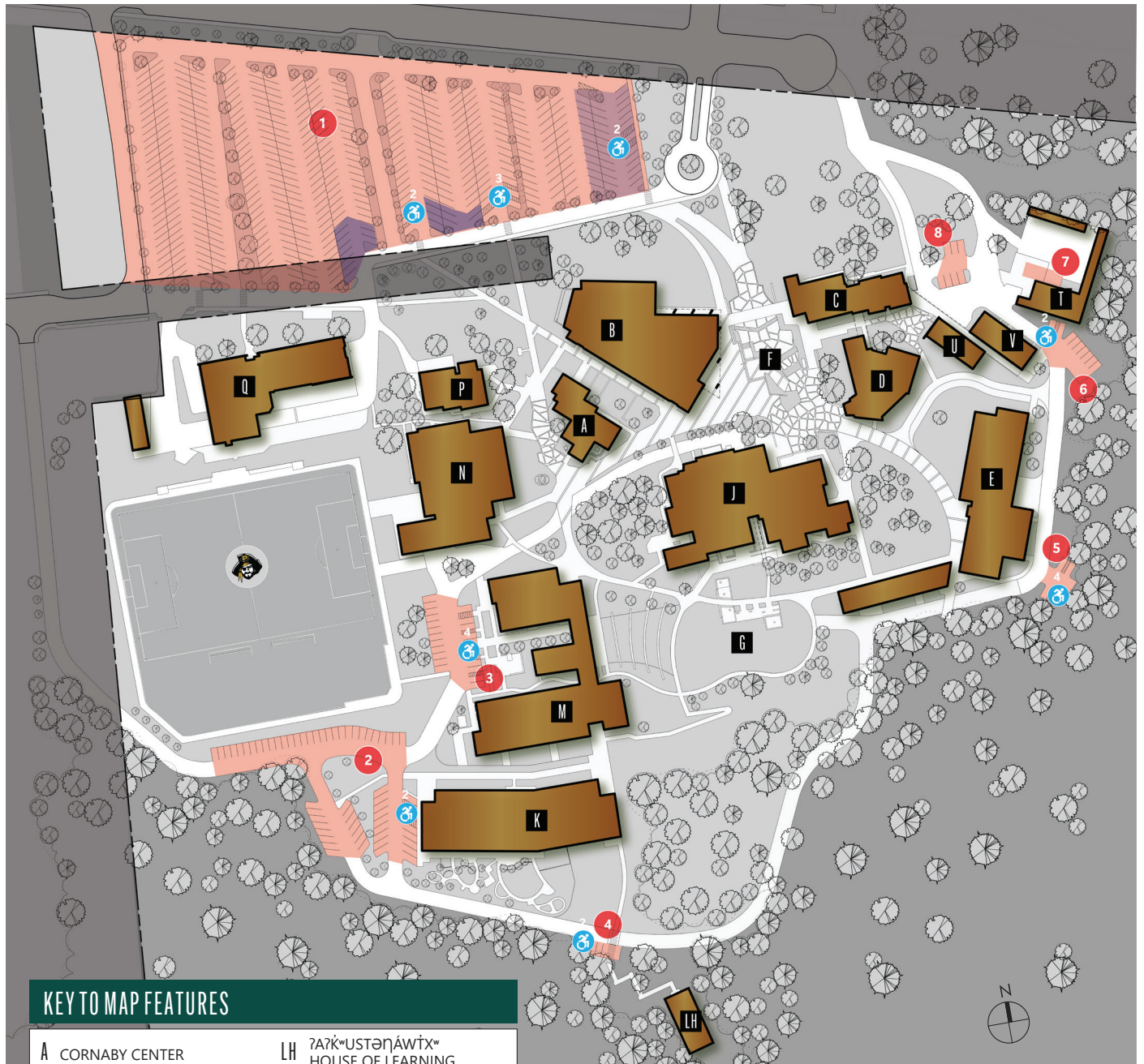
Figure 6 -Parking Quantities

	LOT DESIGNATION	REG.	ADA	CAR POOL	STAFF	VISITOR	VISITOR 30 MIN	ELEC (EV)	MAINT / SECURITY	TOTAL
1	Main Parking	397	11	20	83	1	5	0	0	517
2	Allied Health	51	3	0	26	0	8	0	0	88
3	Keegan Hall	13	8	0	14	0	0	0	0	35
4	Longhouse	2	2	0	0	1	0	0	0	5
5	Maier Hall	0	4	0	0	0	0	0	0	4
6	Building T	13	0	0	6	0	0	0	0	19
7	Faculty Admin	7	0	0	17	0	0	0	0	24
	SUBTOTAL	483	28	20	146	2	13	0	0	692

PROPOSED										
	LOT DESIGNATION	REG.	ADA	CAR POOL	STAFF	VISITOR	VISITOR 30 MIN	ELEC (EV)	MAINT / SECURITY	TOTAL
1	Main Parking	397	11	20	83	1	5	3	0	520
2	Allied Health	62	3	0	26	0	8	0	0	99
3	Keegan Hall	10	8	0	14	0	0	2	1	35
4	Longhouse	2	2	0	0	1	0	0	0	5
5	Maier Hall	12	8	0	0	0	0	0	1	21
6	Building T	13	0	0	6	0	0	0	0	19
7	Faculty Admin	7	0	0	17	0	0	0	0	24
	SUBTOTAL	503	32	20	146	2	13	5	2	723
	NET CHANGE									31

*Per WAC 51-50-0429 Section 429.1-429.2, electric charging stations will be added to existing lots as needed for new Group B occupancy buildings. The quantity and location will be determined during the design of each project.

Figure 7 - Vehicular Parking / Accessible Parking



KEY TO MAP FEATURES

- | | |
|--|---|
| A CORNABY CENTER | LH ΖΑΓΚ*ΥΣΤΘΗΑΩΤΧ*
HOUSE OF LEARNING
PC LONGHOUSE |
| B LIBRARY MEDIA CENTER | M KEEGAN HALL |
| C FACULTY ADMINISTRATION | N SIGMAR ATHLETIC COMPLEX |
| D STUDENT SERVICES | P WORKFORCE PROGRAMS |
| E MAIER HALL | Q WELDING & AUTOMOTIVE |
| F QUAD | T SHIPPING & RECEIVING |
| G ROBINS GREEN | U INFORMATION TECHNOLOGY |
| J PIRATE UNION BLDG. (PUB) | V CLASSROOMS |
| K ALLIED HEALTH & EARLY
CHILDHOOD EDUCATION | |

KEY TO MAP FEATURES






- | | |
|---|---|
|  VEHICLE PARKING |  ACCESSIBLE PARKING |
|  CARPOOL PARKING |  PARKING AREA NUMBER |
|  VISITOR PARKING | |

Figure 8 - Vehicular Access / Fire Lane



KEY TO MAP FEATURES

- | | |
|--|---|
| A CORNABY CENTER | LH ΖΑΓΚ*ΥΣΤΘΗΑΥΤΧ*
HOUSE OF LEARNING
PC LONGHOUSE |
| B LIBRARY MEDIA CENTER | M KEEGAN HALL |
| C FACULTY ADMINISTRATION | N SIGMAR ATHLETIC COMPLEX |
| D STUDENT SERVICES | P WORKFORCE PROGRAMS |
| E MAIER HALL | Q WELDING & AUTOMOTIVE |
| F QUAD | T SHIPPING & RECEIVING |
| G ROBINS GREEN | U INFORMATION TECHNOLOGY |
| J PIRATE UNION BLDG. (PUB) | V CLASSROOMS |
| K ALLIED HEALTH & EARLY
CHILDHOOD EDUCATION | |

KEY TO MAP FEATURES

-  VEHICLE ACCESS
-  FIRE ACCESS

Figure 9 - Pedestrian Route / Accessible Routes



KEY TO MAP FEATURES

- | | |
|--|---|
| A CORNABY CENTER | LH ΖΑΓΚ*ΥΣΤΘΗΑΩΤΧ*
HOUSE OF LEARNING
PC LONGHOUSE |
| B LIBRARY MEDIA CENTER | M KEEGAN HALL |
| C FACULTY ADMINISTRATION | N SIGMAR ATHLETIC COMPLEX |
| D STUDENT SERVICES | P WORKFORCE PROGRAMS |
| E MAIER HALL | Q WELDING & AUTOMOTIVE |
| F QUAD | T SHIPPING & RECEIVING |
| G ROBINS GREEN | U INFORMATION TECHNOLOGY |
| J PIRATE UNION BLDG. (PUB) | V CLASSROOMS |
| K ALLIED HEALTH & EARLY
CHILDHOOD EDUCATION | |

KEY TO MAP FEATURES




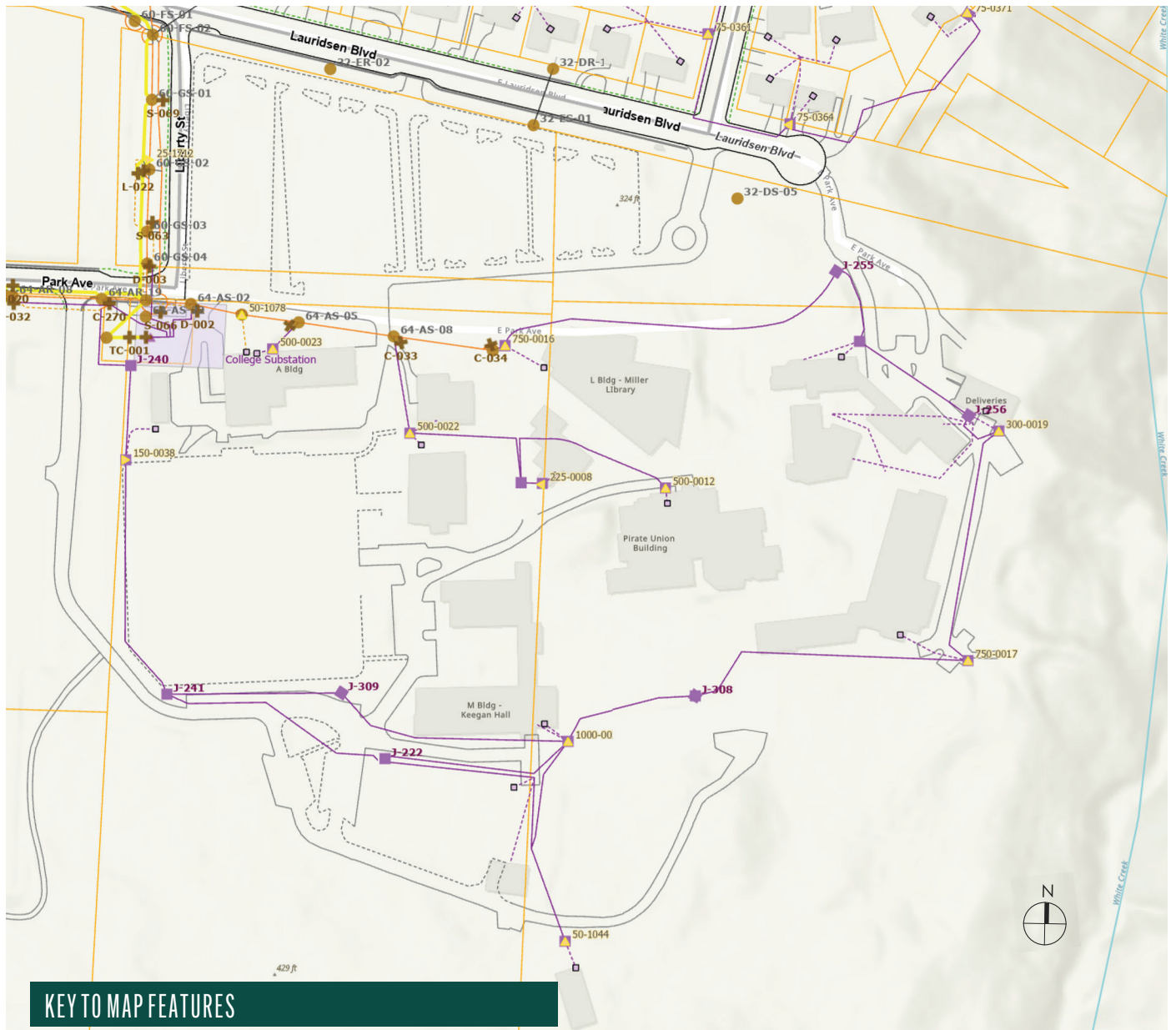
-  MAJOR PEDESTRIAN PATHWAY
-  PEDESTRIAN PASS THRU
-  ACCESSIBLE ROUTE

Figure 10 - Electrical Infrastructure



KEY TO MAP FEATURES

Electrical












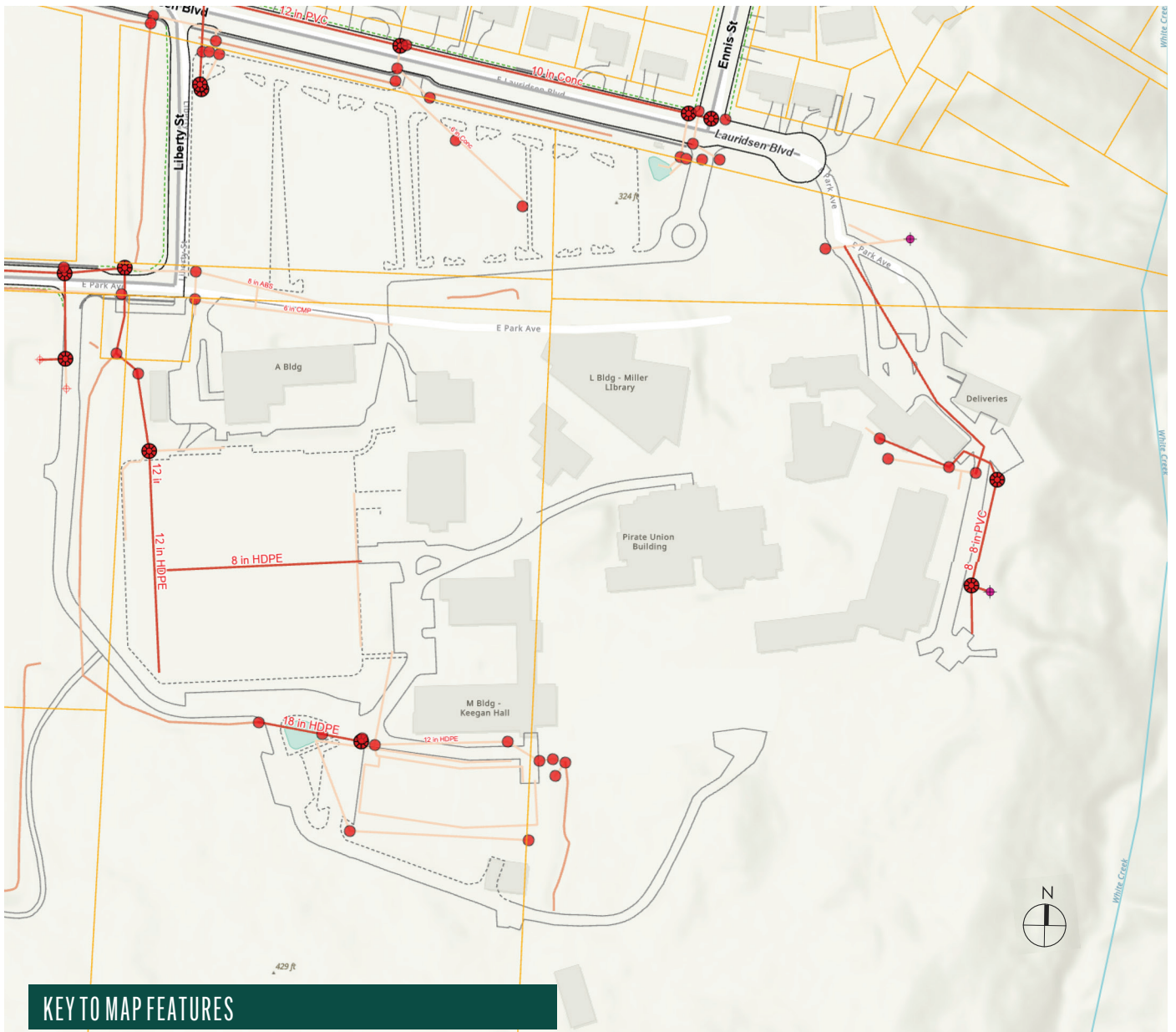
- | | | |
|--|---|--|
|  Transformer |  Primary UG |  Substation |
|  Switch |  Primary OH |  Substation Transformer |
|  Pole |  SECONDARY O/H | |
|  Meters |  SECONDARY U/G | |
|  Junction Box | | |

Figure 11 - Stormwater Infrastructure

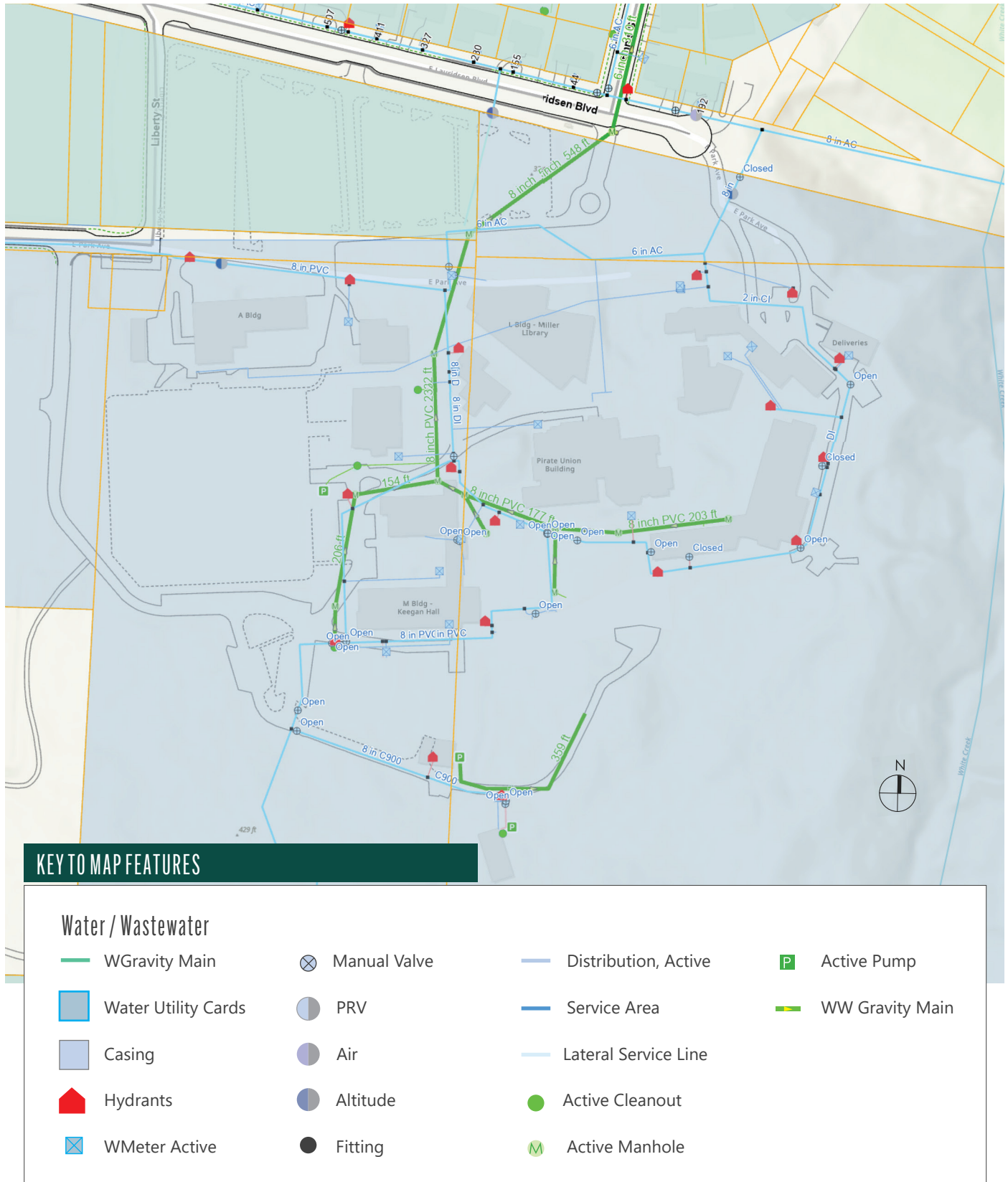


KEY TO MAP FEATURES

Stormwater

-  Outfall Ck
-  Active Catch Basin
-  Cav Filter Strip
-  Collector
-  Culvert
-  Ditches
-  Inline Storage
-  Interceptor
-  Main
-  Outfall
-  Over flow
-  DMain Unknown Status

Figure 12 - Water / Wastewater Infrastructure



EXISTING BUILDING CONDITIONS

All campus buildings are reviewed by the State Board for Community and Technical Colleges (SBCTC) utilizing the Facility Condition Survey (FCS). The FCS identifies minimum acceptable standards for building systems conditions. The standards provide a series of benchmarks that focus on:

- Maintaining a facility in a weather tight condition;
- Providing an adequate level of health and safety for occupants;
- Safeguarding capital investment in facilities;
- Helping meet or exceed the projected design life of key facility systems;
- Providing a baseline for maintenance planning.

Building deficiencies identified as:

Immediate: A deficiency that immediately impacts facility systems or programs and should be corrected as soon as possible. This type of deficiency is recommended to be included in the 2025-2027 proposed capital budget.

Deferrable: A deficiency that does not immediately impact facility systems or programs where repairs or replacement can be deferred. This type of deficiency is recommended to be included in the capital budget immediately following the 2025-2027 biennium.

Future: A deficiency that does not immediately impact facility systems or programs where repairs or replacement can be deferred beyond the next two biennia.

Figure 13 - Existing Building Conditions

EXISTING BUILDING NAME	BUILDING ID	SIZE	FCS SCORE	FUNDING NEED			NOTES
				IMMEDIATE	DEFERABLE	FUTURE	
ALLIED HEALTH & EARLY CHILDHOOD EDUCATION	K	41,650	146 ●			\$	Replace HVAC Units
MAIER HALL	E	62,950	154 ●	\$			Replace failed propane vaporizer
LIBRARY MEDIA CENTER	B	26,680	155 ●				Repair HVAC Units
Ἡ Ἐπιπέδου Ἐργασίας Ἐργαστήριο HOUSE OF LEARNING-PC LONGHOUSE	LH	2,988	160 ●				
KEEGAN HALL	M	5,600	161 ●				
FORKS BRANCH CAMPUS	FK	12,452	171 ●	\$			Replace heat pumps
FACULTY ADMINISTRATION	C	10,846	192 ●				
STUDENT SERVICES	D	15,770	228 ●	\$			Replace partial roof
CLASSROOMS	V	3,510	237 ●				
CORNABY CENTER	A	5,728	266 ●	\$			Replace rotten wood siding
INFORMATION TECHNOLOGY	U	2,220	277 ●				
PIRATE UNION BUILDING (PUB)	J	29,511	292 ●	\$	\$		Replace 2 HVAC units / Repair partial roof and parapet / Replace skylights
WORKFORCE PROGRAMS	P	4,550	309 ●				
SIGMAR ATHLETIC COMPLEX	N	16,896	319 ●				
SHIPPING & RECEIVING	T	6,594	320 ●	\$			Repair structural floor
STEEL BUILDING	R	1,800	374 ●				
WELDING & AUTOMOTIVE	Q	18,002	415 ●	\$			Building past its useful life / Replace oil separator
QUAD	F						
ROBINS GREEN	G						
MAIN CAMPUS				\$			Replace UPS system/Replace failing concrete in quad/Repair failing catch basins

FCS Building Score maximum points is 730

- 146-175 Superior
- 176-275 Adequate
- 276-350 Needs Improvement Additional Maintenance
- 351-475 Needs Improvement-Renovation
- 476-730 Replace or Renovate

5 Year Facilities Master Plan

The 5-year Master Plan, reflects capital requests that respond to the anticipated needs of Peninsula College and to the funding criteria of the State Board of Community and Technical Colleges (SBCTC). The list of projects have been identified as needed to continue to support the Mission and Core Objectives of the college, and is derived from the SBCTC Facilities Assessment, input from Peninsula College Facilities staff, Facilities Committee, and President's Cabinet and other avenues to allow for faculty and staff input. It is understood this list may be revised over the next five years and needs and priorities change.

To plant a seed today is to believe in tomorrow

Anonymous



MAIN CAMPUS

BUILDING CONSTRUCTION

- New Advanced Technology Center
- Demolition of aged Buildings P (Workforce), Q (Welding, Automotive & Construction), U (IT) and V (Classrooms)
- Development of a Maritime Program in collaboration with the Port of Port Angeles
- Gym Roof Repairs
- Greenhouse addition at Keegan Hall for Science & Technology

SECURITY

- Install additional cameras at building entrances, parking lots, including the entrances into the Sigmar Gymnasium Building & the Library.
- Improve the ability to lock down buildings and teaching spaces to address Active Threats. This should include adding electronic access at exterior entrances that do not currently have them and replacing door hardware in teaching spaces that currently do not allow doors to be locked from inside the room.

MECHANICAL SYSTEMS

- Add campus-wide DDC controls
- Improve the heating/cooling in the second floor of building C (Administration)
- HVAC unit replacements in buildings B (Library), D (Student Services)
- Heat pump replacements in buildings A (Cornaby Center), C (Administration), D (Student Services), J (Student Center), N (Gymnasium) P (Art/Workforce)
- Improve Rest Room ventilation in several buildings on campus
- Address issues with the geothermal loops in buildings B (Library), E (Maier Hall)
- Address issues with the cooling tower on building K (Allied Health)
- Replace propane vaporizer in building M (Keegan Hall)

ELECTRICAL SYSTEMS

- Replace building service distribution panels in several buildings
- Install building metering to comply with the Clean Building Act
- Add an emergency generator for building N (Gymnasium)
- Upgrade older lighting to LED



MAIN CAMPUS *(Continued)*

ACCESSIBILITY

- Replace older knob-style door knobs with lever-actuated devices
- Replace older lavatory faucets with lever-actuated devices
- Replace and update automated access doors across campus
- Improve accessible route to the Longhouse Medicinal Garden
- Update hearing-assist systems in Maier Hall and the Theater
- Improve acoustics in the Building A (Cornaby Center) Board Room

PARKING AND PEDESTRIAN CIRCULATION

- Replace plaza pavement and failing retaining walls at the Quad
- Accessible Ramp Improvements between Robins Green and Keegan Hall
- Accessible Parking and Equipment access Around Maier Hall
- Visitor parking/dropoff improvements at Allied Health & Early Education Building
- Sidewalk along the backside of soccer field along the road for safer walking access

SIGNAGE

- Complete signage for native landscape areas
- Add building identification signage at all building entries and rename campus building designations
- Add exterior wayfinding signage from parking areas into campus
- Add signage directing visitors to the Childcare and Dental spaces at Building K (Allied Health)
- Improve directional signage to the Auditorium at Maier Hall for visitors for performances
- Improve interior wayfinding signage across campus buildings

LANDSCAPING

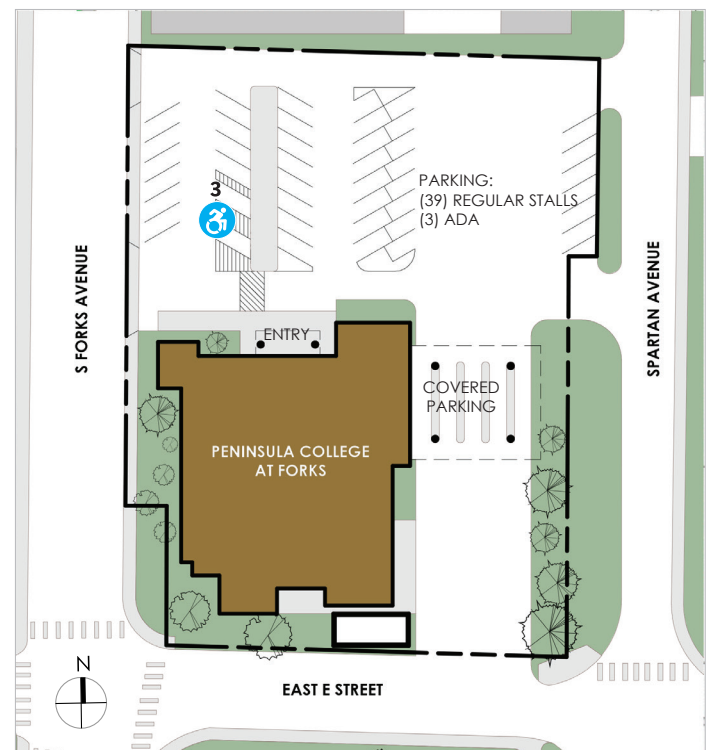
- Campus-wide irrigation controls automation upgrades and integration
- Provide native plantings.
- Add covered bike parking, sized to include E-Bikes
- Add EV charging stations



FORKS CAMPUS

- Replacement of failing asphalt pavement at parking lots and driveway
- Art project in collaboration with the Tribes for building entrance columns
- Update the drive-through covered parking
- Replace heat pumps
- Upgrade and modernize the Science Classroom
- Add a security camera to the rear entry door

Figure 14 - FORKS CAMPUS



PORT TOWNSEND CAMPUS

- Repair and painting of decking
- Update doors and hardware to meet ADA accessibility
- Improvements to certain classrooms



Figure 15 - 5 Year Facilities Master Plan



KEY TO MAP FEATURES

- | | |
|--|---|
| A CORNABY CENTER | LH ΖΑΓΚ*ΥΣΤΗΝΑΨΙΧ*
HOUSE OF LEARNING
PC LONGHOUSE |
| B LIBRARY MEDIA CENTER | M KEEGAN HALL |
| C FACULTY ADMINISTRATION | N SIGMAR ATHLETIC COMPLEX |
| D STUDENT SERVICES | P WORKFORCE PROGRAMS |
| E MAIER HALL | Q WELDING & AUTOMOTIVE |
| F QUAD | T SHIPPING & RECEIVING |
| G ROBINS GREEN | U INFORMATION TECHNOLOGY |
| J PIRATE UNION BLDG. (PUB) | V CLASSROOMS |
| K ALLIED HEALTH & EARLY
CHILDHOOD EDUCATION | |

PROJECTS

The following projects have been identified as priorities for funding in the next 5 years.

- 1** New Advanced Technology Center
- 2** Demolition of Buildings U (IT) and V (Classrooms) & Creation of Additional Parking
- 3** Parking/Dropoff Improvements at Allied Health & Early Education Building
- 4** Additional ADA and standrd parking at Maier Hall

Dr. Suzy Ames Goals 2024-25

Dear Trustees,

Below is a set of goals I created for the 2024-25 academic year and beyond. I look forward to reviewing them with you.

I never could have imagined the rapid growth of Peninsula College that we are experiencing. It is inspiring and rewarding, and inherent challenges come with it. I look forward to leading the college through this transition.

Strategic Goals:

Guide successful implementation of large-scale grants, which are tied directly to each Strategic Plan goal:

- Regional Challenge Grant Resource Co-Ops Strategic Plan
 - Strategic Plan 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.
- Gates Foundation Post Secondary Regional Equity on the Peninsula Strategic Plan
 - Strategic Plan Goal 2: Institutionalize the Guided Pathways model at scale to improve student success.
 - Objective 2.2. Integrate career, transfer, and academic planning across the student experience
- NOAA Tribal Stewards Project
 - Strategic Plan Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion.
 - Objective 3.2. Increase enrollment among diverse and special populations, including expanding tribal and community partnerships.
 - Objective 3.3. Expand the use of inclusive practices and incorporate indigenous and global perspectives across the curriculum
- Commerce Recompete Workforce Development
 - Strategic Goal 4; Strengthen fiscal stability by cultivating innovative responses to rapid disruptive changes in technology, economics, and higher education.
 - Objective 4.1. Expand and leverage community partnerships to incorporate community-engaged programming into credit and non-credit instruction.

Lead the college to achieve sustainable growth

- Strategic Plan Goal 1: Increase enrollments to meet State FTE targets.
 - Identify new key positions necessary to support sustainable growth
 - Develop long-range budget sustainability that supports growth

Lead the implementation of retention efforts

- Strategic Plan Goal 1: Increase enrollments to meet State FTE targets.
- Strategic Plan Goal 2: Institutionalize the Guided Pathways model at scale to improve student success
 - Infuse the Science of Hope throughout the College
 - Support Instruction and Student Services in continued Guided Pathways holistic implementation

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

- Strategic Plan Goal 3: Deploy resources and develop policies and procedures that foster equity and inclusion
 - Lead full implementation of a Belonging framework to the college
 - Support the implementation of accessibility tools and training across the college.
 - Support Instruction with the identification of a DEI learning outcome.

Operational Goals:

Goal: Lead the college through a successful Year 7 accreditation visit

- Lead the production of a comprehensive self-study assessment
- Prepare the College for the in-person visit
- Set the stage for producing the next Strategic Plan

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

- Support the implementation of LEAN process improvement to achieve efficiencies necessary to sustain enrollment growth
- Develop comprehensive internal communication strategies to convey new process implementation and overall college awareness



July 12, 2024

Dr. Suzanne Ames
 President
 Peninsula College
 1502 East Lauridsen Boulevard
 Port Angeles, WA 98362

Dear President Ames:

Attached please find the Spring 2024 Policies, Regulations, and Financial Review (PRFR) Evaluation Committee's review of Peninsula College. The attached review documents areas where the institution was found to be in compliance with the NWCCU Standards for Accreditation and where additional opportunities for improvement exist. Please note that the Year Seven Evaluation of Institutional Effectiveness (EIE) Evaluation Team will receive a copy of this report, as will the NWCCU Board of Commissioners at your EIE evaluation by the Commission in roughly one year's time.

Please address any areas of needed improvement that the PRFR Evaluation Committee has noted as findings in this report in your EIE self-evaluation. Please feel free to reach out to your NWCCU Staff Liaison if you have further questions.

Type 1: Standards Substantially in Compliance but in Need of Improvement

- Finding Type 1: Spring 2024 Policies, Regulations, and Financial Review - The following standards are areas substantially in compliance but where improvement is needed. (2020 Standard(s) 2.C.4;2.G.7)

Future Evaluations

- Year 7 - Evaluation of Institutional Effectiveness Spring 2025
 - Finding Type 1: Spring 2024 Policies, Regulations, and Financial Review

Thank you for your commitment to the process of peer evaluation and continuous quality improvement. If you have questions about any of the information in this letter, please contact your staff liaison, Dr. Ron Larsen, at rlarsen@nwccu.org.

Sincerely,

Aaron Christopher
 Vice President for Administration and Finance

cc: Dr. Bruce Hattendorf, Vice President of Instruction
 Dr. Joe Floyd, Board Chair
 Mr. Michael Meotti, Executive Director, Washington Student Achievement Council
 Mr. Paul Francis, Executive Director, Washington State Board for Community and Technical Colleges



Peer Evaluation for: Peninsula College

Standard 2: Governance, Resources, and Capacity

The institution articulates its commitment to a structure of governance that is inclusive in its planning and decision-making. Through its planning, operational activities, and allocation of resources, the institution demonstrates a commitment to student learning and achievement in an environment respectful of meaningful discourse.

Standard 2.A.1

The institution demonstrates an effective governance structure, with a board(s) or other governing body(ies) composed predominantly of members with no contractual, employment relationship, or personal financial interest with the institution. Such members shall also possess clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities shall have, with respect to such boards, written and clearly defined contractual authority, roles, and responsibilities for all entities. In addition, authority and responsibility between the system and the institution is clearly delineated in a written contract, described on its website and in its public documents, and provides the NWCCU accredited institution with sufficient autonomy to fulfill its mission.

Team Verification:

- Compliant

Evidence:

- Institutional governance policies and procedures **_Y_**
- Board's calendar for reviewing institutional and board policies and procedures **_N_**
- Bylaws and Articles of Incorporation referencing governance structure **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.A.2

The institution has an effective system of leadership, staffed by qualified administrators, with appropriate levels of authority, responsibility, and accountability who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness.

Team Verification:

- Compliant

Evidence:

- Leadership organizational chart **_Y_**
- Curriculum vitae of executive leadership **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.A.3

The institution employs an appropriately qualified chief executive officer with full-time responsibility to the institution. The chief executive may serve as an ex officio member of the governing board(s) but may not serve as its chair.

Team Verification:

- Compliant

Evidence:

- Curriculum vitae of President/CEO **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.A.4

The institution's decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.

**Team Verification:**

- Compliant

Evidence:

- Institutional governance policies and procedures (see 2.A.1) _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.B.1

Within the context of its mission and values, the institution adheres to the principles of academic freedom and independence that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.

Team Verification:

- Compliant

Evidence:

- Academic freedom policies and procedures (evidence could include samples of negotiated agreements with faculty and/or staff, where appropriate) _Y_
- Evidence that the students also have academic freedom _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.B.2

Within the context of its mission and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to test and examine all knowledge and theories, thought, reason, and perspectives of truth. Individuals within the institution allow others the freedom to do the same.

Team Verification:

- Compliant

Rationale:

Sufficient evidence was provided.

Standard 2.C.1

The institution's transfer-of-credit policy maintains the integrity of its programs and facilitates the efficient mobility of students desirous of the completion of their educational credits, credentials, or degrees in furtherance of their academic goals.

Team Verification:**Compliant****Evidence:**

- Transfer of credit policies and procedures _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.C.2

The institution's policies and procedures related to student rights and responsibilities should include, but not be limited to, provisions related to academic honesty, conduct, appeals, grievances, and accommodations for persons with disabilities.

Team Verification:

- Compliant

Evidence:

Documentation of student's rights and responsibilities policies and procedures, which include:

- Academic honesty _Y_
- Conduct _Y_
- Appeals, grievances _Y_
- Accommodations for persons with disabilities _Y_

Rationale:

Sufficient evidence was provided.



Standard 2.C.3

The institution's academic and administrative policies and procedures should include admission and placement policies that guide the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities to ensure a reasonable probability of student success at a level commensurate with the institution's expectations. Such policies should also include a policy regarding continuation in and termination from its educational programs, including its appeal and re-admission policy.

Team Verification:

- Compliant

Evidence:

- Policies and procedures for recruiting, admitting, and placing students Y
- Policies/procedures related to continuation and termination from educational programs including appeal process and readmission policies/procedures Y

Rationale:

Sufficient evidence was provided.

Standard 2.C.4

The institution's policies and procedures regarding the secure retention of student records must include provisions related to confidentiality, release, and the reliable backup and retrievability of such records.

Team Verification:

Type 1 Finding

Evidence:

- Policies/procedures regarding secure retention of student records, (i.e., back-up, confidentiality, release, protection from cybersecurity issues or other emergencies) Y

Rationale:

While the State of Washington through ctc link does have abilities and protocols in place to retrieve data, more documentation or evidence should be created to show what the role and responsibilities are at the College. There were descriptions of in person record retention, privacy and security procedures, however, it is unclear if these are formally documented as formal procedures of the College.

Standard 2.D.1

The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to ensure accuracy and integrity in all representations about its mission, programs, and services.

Team Verification:

- Compliant

Evidence:

- Policies/procedures for reviewing published materials (print or websites) that assures institutional integrity Y

Rationale:

Sufficient evidence was provided.

Standard 2.D.2

The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations, including in its dealings with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.

Team Verification:

- Compliant

Evidence:

- Policies/procedures for reviewing internal and external complaints and grievances Y

Rationale:

Sufficient evidence was provided.

Standard 2.D.3

The institution adheres to clearly defined policies that prohibit conflicts of interest on the part of members of the governing board(s), administration, faculty, and staff.

Team Verification:

- Compliant

**Evidence:**

- Policies/procedures prohibiting conflict of interests among employees and board members **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.E.1

The institution utilizes relevant audit processes and regular reporting to demonstrate financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission

Team Verification:

- Compliant

Evidence:

- Policies/procedures that articulate the oversight and management of financial resources **_Y_**
- Latest external financial audit including management letter **_Y_**
- Cash flow balance sheets **_Y_**
- Audited financial statements **_Y_**
- Tuition and fees, educational, and auxiliary revenue for undergraduate and graduate enrollments **_Y_**
- Significant contracts/grants **_Y_**
- Endowment and giving reports **_Y_**
- Investment revenue **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.E.2

Financial planning includes meaningful opportunities for participation by stakeholders and ensures appropriate available funds, realistic development of financial resources, and comprehensive risk management to ensure short term financial health and long-term financial stability and sustainability.

Team Verification:

- Compliant

Evidence:

- Policies / procedures for planning and monitoring of operating and capital budgets, reserves, investments, fundraising, cash management, debt management, transfers and borrowing between funds **_Y_**
- Sample of meeting agendas, minutes, and/or other documentation as evidence of meaningful opportunities for participation by stakeholders **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.E.3

Financial resources are managed transparently in accordance with policies approved by the institution's governing board(s), governance structure(s), and applicable state and federal laws.

Team Verification:

- Compliant

Evidence:

- Description of internal financial controls **_Y_**
- Board approved financial policies, state financial policies, or system financial policies **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.F.1

Faculty, staff, and administrators are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

Team Verification:

- Compliant

Evidence:

- Human resource policies / procedures **_Y_**



- Policies/procedures related to teaching, scholarship, service, and artistic creation _Y_
- Policies/procedures for apprising employees of working conditions, rights and responsibilities, evaluation, retention, promotion, and termination _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.F.2

The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.

Team Verification:

- Compliant

Evidence:

- Employee professional development policies/procedures _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.F.3

Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.

Team Verification:

- Compliant

Evidence:

- Documentation about engagement and responsibilities specified for faculty and staff, as appropriate _Y_
- Personnel hiring policy/procedures _Y_
- Academic organizational chart _Y_
- Administrator/staff /faculty evaluation policies/procedures _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.F.4

Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.

Team Verification:

Compliant

Evidence:

- Administrator/staff/faculty evaluation policies/procedures _Y_

Rationale:

Sufficient evidence was provided.

Standard 2.G.1

Consistent with the nature of its educational programs and methods of delivery, and with a particular focus on equity and closure of equity gaps in achievement, the institution creates and maintains effective learning environments with appropriate programs and services to support student learning and success.

Team Verification:

- Compliant

Evidence:

- Listing of programs and services supporting student learning needs _Y_

Rationale:

Sufficient evidence was provided.



Standard 2.G.2

The institution publishes in a catalog, or provides in a manner available to students and other stakeholders, current and accurate information that includes: institutional mission; admission requirements and procedures; grading policy; information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings; names, titles, degrees held, and conferring institutions for administrators and full-time faculty; rules and regulations for conduct, rights, and responsibilities; tuition, fees, and other program costs; refund policies and procedures for students who withdraw from enrollment; opportunities and requirements for financial aid; and the academic calendar.

Team Verification:

- Compliant

Evidence:

Catalog (and/or other publications) that provides information regarding:

- Institutional mission Y
- Admission requirements and procedures Y
- Grading policy Y
- Information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion Y
- Names, titles, degrees held, and conferring institutions for administrators and full-time faculty Y
- Rules and regulations for conduct, rights, and responsibilities Y
- Tuition, fees, and other program costs Y
- Refund policies and procedures for students who withdraw from enrollment Y
- Opportunities and requirements for financial aid Y
- The academic calendar Y

Rationale:

Sufficient evidence was provided.

Standard 2.G.3

Publications and other written materials that describe educational programs include accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. Descriptions of unique requirements for employment and advancement in the occupation or profession shall be included in such materials.

Team Verification:

- Compliant

Evidence:

Samples of publications and other written materials that describe:

- Accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered Y
- Descriptions of unique requirements for employment and advancement in the occupation or profession shall be included in such materials Y

Rationale:

Sufficient evidence was provided.

Standard 2.G.4

The institution provides an effective and accountable program of financial aid consistent with its mission, student needs, and institutional resources. Information regarding the categories of financial assistance (such as scholarships, grants, and loans) is published and made available to prospective and enrolled students.

Team Verification:

- Compliant

Evidence:

- Published financial aid policies/procedures including information about categories of financial assistance Y
- Information to students regarding repayment obligations Y
- Policies / procedures for monitoring student loan programs Y

Rationale:

Sufficient evidence was provided.

Standard 2.G.5

Students receiving financial assistance are informed of any repayment obligations. The institution regularly monitors its student loan programs and publicizes the institution's loan default rate on its website.

**Team Verification:**

- Compliant

Evidence:

- Published financial aid policies/procedures including information about categories of financial assistance **_Y_**
- Information to students regarding repayment obligations **_Y_**
- Policies / procedures for monitoring student loan programs **_Y_**
- Loan default rate published on website **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.G.6

The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program and graduation requirements, and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities of advisors are defined, published, and made available to students.

Team Verification:

- Compliant

Evidence:

- Description of advising program, staffing, and advising publications (Student handbook or Catalog; links to webpages – please note specific pages or areas) **_Y_**
- Systematic evaluation of advising **_Y_**
- Professional development policies / procedures for advisors **_Y_**

Rationale:

Sufficient evidence was provided.

Standard 2.G.7

The institution maintains an effective identity verification process for students, including those enrolled in distance education courses and programs, to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialled. The institution ensures that the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.

Team Verification:

- Type 1 Finding

Evidence:

- Policies/procedures for ensuring the student who registers in a distance education course/program is the same student who participates in the course and receives credit **_N_**
- Policies/procedures make it clear that these processes protect student privacy **_N_**
- Notification to students at the time of registration of any additional charges associated with verification procedures **_N_**
- Academic policies/procedures for instructors to implement requirements for *regular and substantive interaction* in distance education courses/programs **_Y_**

Rationale:

The narrative of the report states that the College has established procedures for verifying identity of distance learning students. The evidence provided does not clearly show where or how these established procedures are codified. The College should make more clear how students are being oriented to verification procedures and expectations for participation in distance education courses and programs.

Standard 2.H.1

Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.

Team Verification:

- Compliant

Evidence:

- Procedures for assessing adequacy of library collections **_Y_**
- Library planning committee and procedures for planning and collection development **_Y_**
- Library instruction plan; policies/procedures related to the use of library and information resources **_Y_**
- Library staffing information; policies/procedures that explains faculty/library partnership for assuring library and information resources are integrated into the learning process **_Y_**

**Rationale:**

Sufficient evidence was provided.

Standard 2.1.1

Consistent with its mission, the institution creates and maintains physical facilities and technology infrastructure that are accessible, safe, secure, and sufficient in quantity and quality to ensure healthful learning and working environments that support and sustain the institution's mission, academic programs, and services.

Team Verification:

- Compliant

Evidence:

Facilities master plan, including:

- Equipment replacement policies/procedures Y
- Procedures for assessing sufficiency of physical facilities Y
- Policies and procedures for ensuring accessible, safe, and secure facilities Y
- Policies/procedures for the use, storage, and disposal of hazardous waste Y
- Technology master plan and planning processes Y

Rationale:

Sufficient evidence was provided.

Concluding Comments

The overall evidence provided was sufficient. There were a few areas where more clarity of evidence would help in strengthening the report. The college has a robust set of services for students that address holistic support needs - including collaboration between areas like the Library and IT. The college's next steps feel aligned to making some gain toward overarching goals including a focus on assessment for student learning and efforts such as the Integrated Indigenous Pathway degree that reflects support to the federally recognized tribe in its service district.



2025-27 OPERATING BUDGET REQUEST

October 8, 2024

Washington's 34 community and technical colleges request additional funding in the 2025-27 operating budget to ensure competitive staff compensation and meet operational needs. These investments are vital for delivering high-quality instruction and services to our 290,000 students, as well as for supporting the local communities and employers that rely on their skills and contributions.



Provide Fully Funded, Competitive Compensation (\$183 million)

Community and technical colleges prepare students of all ages, backgrounds, and skills to enter careers and universities, building a stronger workforce and economy for Washington. Faculty and staff are at the heart of our students' success, but we are losing them to better paying jobs in private industry, K-12 schools, and other colleges and universities. Along with faculty, we are struggling to hire and retain administrative and classified staff who serve in crucial roles in financial aid, business operations, and advising.

The hollowing out of our employee ranks has a direct impact on students, who need access to programs and the personal touch of experienced staff. A salary increase of 6.5% for each year of the biennium, for a total wage increase of 13%, would help colleges provide competitive compensation, fill vacant positions, and reduce turnover. We are very grateful for the Legislature's decision to provide full funding for compensation in the 2023-25 budget and urge you to continue this vital policy.

Support College Operations (\$90 million)

Community and technical colleges urgently need additional, core operational support to cover the true cost of running a college. College operating costs have increased dramatically over the past five years and Washington's tuition formula has not kept pace with the increases. Rising costs and capped tuition rates have squeezed college operating budgets and, within those narrow funding margins, colleges must dedicate a significant portion to unavoidable costs: About 80% of college funding is dedicated to salaries and a significant amount is tied to specific purposes under legislative provisos.

Faced with rising costs, capped tuition rates, and inflexible funding, colleges are unable to secure, or shift, resources to meet the unique local needs of their students and communities.

Operating costs are rising not just because of inflation, but because higher education has changed dramatically. For example, colleges must upgrade technology infrastructure to provide more online learning, bolster cybersecurity, increase safety and security, and pay for increasingly expensive software subscriptions and leases. Complex federal mandates, such as the new Title IX and web accessibility rules, add to the financial strain. Legislative funding for core operational support would help cover essential costs, ensuring sufficient funding for student programs and services and enabling colleges to meet their unique local needs.



2025-27 CAPITAL BUDGET REQUEST

OCTOBER 7, 2024

Preserve, Optimize, Modernize

In today's rapidly changing higher education landscape, community and technical colleges need to offer safe, modern spaces for teaching and learning and provide the best training ground for new and emerging career fields. Our community and technical college system's \$652.8 million capital budget request is designed to meet both those goals.

Who We Serve

Anchored in local communities across Washington, our 34 community and technical colleges collectively served about 290,000 students in the 2023-24 academic year. We proudly serve a very diverse student population. Our students are more likely to be the first in their families to attend college, come from lower-income families, be people of color, hold down jobs while enrolled, and care for parents or children. The median age is 26.

Minor Works

Our request prioritizes minor works projects ahead of all other work to prevent or delay more costly renovations and replacement projects in the future.

In this request, our state's 34 community and technical colleges would receive funding for high-priority facility repairs — such as repairing or replacing roofs, windows, elevators, boilers, and mechanical systems — and to proactively replace campus infrastructure that is beyond its useful life, before it fails.

All colleges would also receive funding to modernize existing spaces to ensure they continue to be viable, relevant, and useful.

Major Projects

Our capital budget request includes funding for 12 major projects, starting with a study of possible solutions for Lake Swano dam at Grays Harbor College. Considered “high hazard” by the Department of Ecology, the dam poses an imminent threat to public safety in the south Aberdeen area. A dam failure would significantly disrupt campus operations by cutting off utilities and access to several buildings and by eliminating the college's alternate tsunami evacuation route.

The remaining projects on the list support space for instruction, labs, student services, and vocational programs in high-demand fields like clean energy, automotive technology, advanced manufacturing, and allied health. Nearly 241,000 square feet of the college system's oldest and least functional teaching and learning spaces would be replaced or renovated.

Clean Buildings Act Compliance

Our college system seeks funding for each college to inventory energy-consuming equipment on campus — such as HVACs, boilers, and lighting systems — in order to develop Energy Management and Operations and Maintenance plans required by the 2019 Clean Buildings Act.

Owners of buildings that need to comply with the Clean Buildings Act are required to have a qualified person submit compliance reports for affected buildings, with the first report due in 2026. A second part of this request is to enable colleges to either train staff to become qualified to submit compliance reports or contract with others who are qualified.



2025-27 Capital Budget Request

Priority	College	Project	Funding Phase	Request amount	Cumulative request
1	Systemwide	Preventive Facility Maintenance and Building System Repairs	2003 operating fund swap	\$ 22,800,000	\$ 22,800,000
2	Systemwide	Minor Works - Preservation (25-27)	Design & Construction	\$ 33,325,000	\$ 56,125,000
3	Systemwide	Minor Repairs - Roof (25-27)	Design & Construction	\$ 12,153,000	\$ 68,278,000
4	Systemwide	Minor Repairs - Facility (25-27)	Design & Construction	\$ 47,554,000	\$ 115,832,000
5	Systemwide	Minor Repairs - Site (25-27)	Design & Construction	\$ 4,771,000	\$ 120,603,000
6	Systemwide	Minor Repairs - Infrastructure (25-27)	Design & Construction	\$ 43,400,000	\$ 164,003,000
7	Systemwide	Minor Works - Program (25-27)	Design & Construction	\$ 45,446,000	\$ 209,449,000
8	Grays Harbor	Lake Swano Dam Study	Planning/Design	\$ 1,000,000	\$ 210,449,000
9	Olympic	Innovation & Technology Learning Center	Construction	\$ 31,232,000	\$ 241,681,000
10	Lower Columbia	Center for Vocational and Transitional Studies	Construction	\$ 45,388,000	\$ 287,069,000
11	Columbia Basin	Performing Arts Building Replacement	Design & Construction	\$ 54,868,000	\$ 341,937,000
12	Whatcom	Technology and Engineering Center	Design & Construction	\$ 51,457,000	\$ 393,394,000
13	Cascadia	CC5 Gateway building	Construction	\$ 40,208,000	\$ 433,602,000
14	Edmonds	Triton Learning Commons	Construction	\$ 43,900,000	\$ 477,502,000
15	Renton	Health Sciences Center	Construction	\$ 52,078,000	\$ 529,580,000
16	Bellingham	Engineering Technology Center - Bldg J Replacement	Design & Construction	\$ 18,676,000	\$ 548,256,000
17	Centralia	Teacher Education and Family Development Center	Construction	\$ 12,854,000	\$ 561,110,000
18	Spokane	Apprenticeship Center	Construction	\$ 43,501,000	\$ 604,611,000
19	Skagit	Library/Culinary Arts Building	Construction	\$ 37,580,000	\$ 642,191,000
20	Systemwide	Clean Buildings Compliance - Equipment Inventory and Reporting	Data & Compliance	\$ 10,612,000	\$ 652,803,000

Certificate of Participation/Alternative Financing Requests

Columbia Basin	Student Housing Construction	Design & Construction	\$ 18,000,000
Edmonds	Student Housing Acquisition	Acquisition	\$ 9,000,000

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: **EMERITUS STATUS** – Michael Cassella-Blackburn, Getta Rogers
MERITORIOUS SERVICE STATUS – Michael Edwards

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 10 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. Classified staff who serve Peninsula College for at least 10 years and retire in good standing; and
2. Classified staff who die prior to retirement from service, but who have served at least 10 years in good standing.

PROPOSAL:

The Board consider granting Emeritus Status to:

- Michael Cassella-Blackburn, History Faculty, started at Peninsula College 10/1/2003, retirement date 9/1/2024.
- Getta Rogers, Foundation Director, started at Peninsula College 5/17/2010, retirement date 3/30/2024.

The Board consider granting Meritorious Service Status to:

- Michael (Mike) Edwards, Maintenance Mechanic, started at Peninsula College 7/30/2001, retirement date 10/1/2004.

RECOMMENDATION: The President recommends that the Board review the Emeritus Status of Michael Cassella-Blackburn and Getta Rogers and Meritorious Service Status to Mike Edwards.

2024-2025 Board Topic Calendar

15 October Port Angeles Main Campus	Introductions:	Soccer Players, New Hires
	Presenters:	Guided Pathways
	IE Report:	Strategic Goal 4: Strengthening Fiscal Stability: Students served, grants and new programming, economic impact
	President's Report:	Year End Financials and 4th Qtr. update, Legislative advocacy, Board topic calendar, Facilities Master Plan
	Board Report:	
	Board Study:	Emeriti Status, Policy first reading (if applicable)
	Board Action:	Board Policy (if applicable)
19 November Port Angeles Main Campus	Introductions:	New Hires
	Presenters:	Inclusive Pedogogy - Olivia Heeter
	IE Report:	Strategic Goal 3: Fostering Equity and Inclusion: Results from Student Satisfaction Survey
	President's Report:	1st Quarter Financials
	Board Report:	ACCT and ACT recap, Invite to Winter Celebration employee potluck
	Board Study:	Policy first reading (if applicable)
	Board Action:	Emeriti Status and Meritorious Status, Board Policy (if applicable)
17 December Port Angeles Main Campus	Introductions:	New Hires
	Presenters:	Student Housing
	IE Report:	Strategic Goal 1: Increase enrollments to meet State FTE targets. Results from New Student Experience Survey.
	President's Report:	
	Board Report:	
	Board Study:	Policy first reading (if applicable)
	Board Action:	Board Policy (if applicable)
18 February Port Angeles Main Campus	Introductions:	New Hires, Basketball Players, All-WA
	Presenters:	Implementation of Grants - Jessica Irvine
	IE Report:	Strategic Goal 2: Advancing Student Success: Statewide basic needs survey results
	President's Report:	2nd Quarter Financials
	Board Report:	ACT and ACCT recap
	Board Study:	Tenure Notebooks, Policy first reading (if applicable)
	Action:	Board Policy (if applicable)
18 March Port Angeles Main Campus	Introductions:	New Hires
	Presenters:	Financial Aid (FAFSA, Workforce Pell Needs, scholarships)
	IE Report:	Strategic Goal 2: Advancing Student Success: Transfer out, enter workforce, IPEDS (comparisons), Measurable Skills Gains, Completions within 3 years, Math/English in the 1st year, VFA (comparisons)
	President's Report:	
	Board Report:	
	Board Study:	Policy first reading (if applicable)
	Board Action:	Tenure vote, President Evaluation Template, Board Policy (if applicable)

2024-2025 Board Topic Calendar

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

**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: Use of College Facilities
Policy Number: 511
Date Adopted: April 11, 1995
Date Revised: Feb. 15, 2018
Lead Administrator: Vice President – Finance and Administration

BACKGROUND:

The College uses its facilities and equipment to support its broad educational mission.

PROPOSAL

As part of the periodic review process, minor updates to policy 511 – Use of College Facilities including updates to the Statutory Authority and formatting.

RECOMMENDATION: The President recommends that the Board approve Policy 511 – Use of College Facilities at the Oct. 15, 2024, meeting of the Board of Trustees.



Board Policy

Subject: Use of College Facilities

Board Policy Number: 511

Statutory Authority: See Below

Date Adopted: April 11, 1995

Date Revised: Not Set

Reviewed: Not Set

Lead Administrator: Vice President - Finance and Administration

Category: General

Statutory Authority:

[WAC 292-110-010](#)

[RCW 43.82.055](#)

[RCW 84.3628B.50](#)

[WAC 458-16-270](#)[RCW 42.52](#)

[RCW 28B.50](#)[WAC 132A-140](#)

[RCW 42.52](#)

[WAC 458-16-165](#)

Peninsula College uses its facilities[‡] and equipment to support its broad educational mission. The College will make no arrangements which may interfere with or operate to the detriment of its mission and is under no obligation to make public facilities and equipment available for other purposes.

The College reserves the right to establish procedures for the use of College facilities and equipment, including but not limited to activity type, availability, and fees to offset costs to the College related to its use and to waive or reduce such fees as applicable.

A College facility includes all College owned or leased property; land, buildings and grounds.

The use of College facilities for fundraising activities is exclusive to the College Foundation and Associated Student Council.

The College will adhere to the space use guidelines of the [Office of Financial Management Policy 1.01](#) for strategic space use.

[‡]—A College facility includes all College owned or leased property; land, buildings and grounds



PENINSULA COLLEGE

Board Policy

Subject: **Use of College Facilities**

Board Policy Number: 511

Statutory Authority: See Below

Date Adopted: April 11, 1995

Date Revised: Not Set

Reviewed: Not Set

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

Statutory Authority:

[WAC 292-110-010](#)

[RCW 43.82.055](#)

[RCW 28B.50](#)

[RCW 42.52](#)

[WAC 132A-140](#)

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**PENINSULA COLLEGE
BOARD INFORMATION**

Subject: Purchasing
Policy Number: 514
Date Adopted: June 13, 2006
Date Revised: Feb. 15, 2018
Lead Administrator: Vice President – Finance and Administration

BACKGROUND:

Peninsula College will adhere to the rules and regulations with regard to the acquisition of materials, supplies, services, equipment and minor public works.

PROPOSAL:

As part of periodic review of Policy 514 – Purchasing, changes were made in the names of the overseeing agencies and the statutory authority.

RECOMMENDATION: The President recommends that the Board approve Policy 514 – Purchasing at the October 15, 2024 meeting of the Board of Trustees.



PENINSULA COLLEGE

Board Policy

Subject: Purchasing

Board Policy Number: 514

Statutory Authority:

Date Adopted: June 13, 2006

RCW 39

Date Revised: Not Set

RCW43

Reviewed: Not Set

WAC 200

Lead Administrator: Vice President - Finance and Administration

Category: General

~~Peninsula College will adhere to the rules and regulations of Washington State Office of General Administration, Office of Financial Management and the Department of Information Services as applicable with regard to the acquisition of materials, supplies, services, equipment and minor public works.~~

Peninsula College will adhere to the rules and regulations of Washington State Department of Enterprise Services, Office of Financial Management and the Office of the Chief Information Officer as applicable with regard to the acquisition of materials, supplies, services, equipment and minor public works.



PENINSULA COLLEGE

Board Policy

Subject: **Purchasing**

Board Policy Number: 514

Date Adopted: June 13, 2006

Date Revised: Not Set

Reviewed: Not Set

Lead Administrator: Vice President - Finance and Administration

Statutory Authority:

RCW 39

RCW43

WAC 200

Category: General

Peninsula College will adhere to the rules and regulations of Washington State Department of Enterprise Services, Office of Financial Management and the Office of the Chief Information Officer as applicable with regard to the acquisition of materials, supplies, services, equipment and minor public works.



RULE-MAKING ORDER EMERGENCY RULE ONLY

CR-103E (December 2017) (Implements RCW 34.05.350 and 34.05.360)

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: August 06, 2024

TIME: 11:30 AM

WSR 24-16-127

Agency: PENINSULA COLLEGE

Effective date of rule:

Emergency Rules

- Immediately upon filing.
- Later (specify)

Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

- Yes
 - No
- If Yes, explain:

Purpose: To bring the college's student conduct code (the code) into compliance with a new Final Rule governing sex discrimination grievance procedures recently adopted by the United States Department of Education and to update the code to ensure its prohibited conduct and procedures adequately protect the interests of the college community and the constitutional and procedural rights of individual students.

Citation of rules affected by this order:

- New: 132A-127
- Repealed: 132A-126
- Amended:
- Suspended:

Statutory authority for adoption: RCW 28B.50.140(13)

Other authority:

EMERGENCY RULE

Under RCW 34.05.350 the agency for good cause finds:

- That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding: On April 19, 2024, the U.S. Department of Education released its Final Rule under Title IX. This rule requires institutions of higher education to adopt student disciplinary procedures addressing sex discrimination, including sex-based harassment. The deadline for implementing this new rule is August 1, 2024.

These new definitions of prohibited behavior and updated procedures are necessary to address conduct that may pose a threat to the general welfare of the college community and/or college operations and to protect the constitutional and procedural rights of individual students.

**Note: If any category is left blank, it will be calculated as zero.
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.**

The number of sections adopted in order to comply with:

	Federal statute:	New	<u>17</u>	Amended	___	Repealed	<u>29</u>
	Federal rules or standards:	New	___	Amended	___	Repealed	___
	Recently enacted state statutes:	New	___	Amended	___	Repealed	___

The number of sections adopted at the request of a nongovernmental entity:

New ____ Amended ____ Repealed ____

The number of sections adopted on the agency's own initiative:

New ____ Amended ____ Repealed ____

The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New ____ Amended ____ Repealed ____

The number of sections adopted using:

Negotiated rule making:	New	____	Amended	____	Repealed	____
Pilot rule making:	New	____	Amended	____	Repealed	____
Other alternative rule making:	New	____	Amended	____	Repealed	____

Date Adopted: 8/6/2024	Signature: 
Name: Trisha Haggerty	
Title: Rules Coordinator, Peninsula College	