

**COMMUNITY COLLEGE DISTRICT 1  
PENINSULA COLLEGE BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 5, 2020  
VIA ZOOM**

**CALL TO ORDER  
And  
DETERMINATION OF  
QUORUM**

Mike Maxwell called the virtual meeting of the Board of Trustees of Peninsula College to order at 2:06 p.m. Trustees on the zoom call: Erik Rohrer, Julie McCulloch, Mike Glenn and Dwayne Johnson. Also attending were Dr. Luke Robins, President, and Cathy Dodd, Assistant Attorney General. Quorum met.

**MODIFICATION OF  
AGENDA**

Addition of Resolution 2020-02 (Sharon Buck retirement) was added to the agenda.

**APPROVAL OF  
MINUTES**

Mike Glenn moved to approve the minutes of the March 10, 2020 meeting. Julie McCulloch seconded the motion. The Minutes of the March Board of Trustees meeting were approved.

**INTRODUCTIONS**

There were no introductions.

**PRESENTATIONS**

Anna Forrestal shared pictures and stories of two PC students in the nursing program. Heather Sebastian is a Registered Nurse at Life Care Center of Port Townsend. She was admitted into the PC nursing program in fall of 2017 and graduated in spring of 2019 as a member of the Alpha Delta Nu Honor Society. Jennifer Piskula is a first year nursing student who started at PC as a Running Start student in 1995. Jennifer has been chipping away at her pre-requisites and started Nursing classes fall of 2019.

**CORRESPONDENCE**

Letter dated April 14, 2020, from David Schumacher, Director of the Office of Financial Management, which provides a glimpse of the challenges ahead.

**PUBLIC FORUM**

Two questions were submitted prior to the meeting by Professor David Jones, which were read aloud and answered at the meeting: (1) If Fall 2020 is online, when would faculty be informed of this decision? (2) Is there a plan to survey students near the end of the present quarter, about how this quarter went for them? Will this information be shared with the faculty? If we have to do this for at least 1-2 more quarters, it would be great to have some student feedback.

**STANDING REPORTS**

- **ASC President** – Casandra White shared that ASC is focusing on staying connected with students to help in any way needed. They are working on a mental health awareness month and have been utilizing social media to keep people engaged with games and bingo.
- **Faculty Senate** – No report.
- **PCFA** – No report.
- **Classified Staff** - No report

**PRESIDENT'S  
REPORT**

Dr. Robins expressed thanks to the faculty, staff and students for their resilience during these difficult times. His report included local, regional and state updates, Response Phase, CARES Act Funding, State and College Budget, Revenue, etcLink and the VPI Search. Refer to attached presentation.

**BOARD REPORTS**

There was no Board Report.

**ITEMS FOR BOARD  
STUDY**

Items for Board Study include the 2020-21 Budget Development Revenue Estimate (Revenue Pie), 2020-21 Board Meeting Dates, and 2020e-21 Board Officers.

**ITEMS FOR BOARD  
ACTION**

There was one item for Board Action: Faculty Tenure for Michael Mills. Trustees voted unanimously to approve tenure for Professor Mills with motion by Dwayne Johnson and second by Julie McCulloch. Professor Mills thanked the Board and Dr. Robins.

Resolution 2020-02 honoring Sharon Buck and celebrating her retirement was read aloud. Sharon shared that she has thoroughly enjoyed her time at Peninsula College.

**EXECUTIVE  
COMMITTEE**

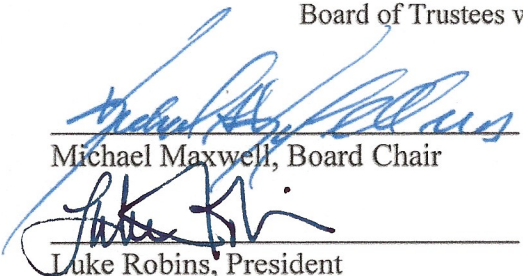
There being no further general business, President Robins, AG Dodd and Trustees moved into Executive Session at 4:13 p.m.

**ADJOURNMENT**

On adjournment of the Executive Session at 4:25 p.m., and there being no further business, Julie McCulloch moved to adjourn the meeting. Erik Rohrer seconded. The Board of Trustees meeting adjourned at 4:33 p.m. The next meeting of the Board of Trustees will be held on June 9, 2020.

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

June 9, 2020  
Date

  
\_\_\_\_\_  
Luke Robins, President

June 9, 2020  
Date



## President's Report Peninsula College Board of Trustees Meeting

May 5, 2020



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### Sticking to the College Mission

Along with health and well-being of our faculty, staff and students, helping our currently enrolled students persist and succeed remain our highest priorities.

PC faculty, staff, and students are to be commended for their determination, grace, and perseverance over the past two very challenging months

If there was ever a time when we should continue to focus on modeling our Guiding Principles, now is that time.



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## Latest Updates: Regional/State

- As of this morning there are 15,462 confirmed cases in WA state; 841 deaths
- K-12 districts are closed through the end of the school year; districts have transitioned to online/remote instruction, with particular focus on ensuring that current seniors can graduate on time
- All SBCTC colleges have transitioned to remote/online learning; nursing and CNA program were exempted as "critical" programs; additional programs linked to essential services exempted as of today
- All colleges are developing contingency plans for summer and fall quarters, based on current status of pandemic and expected developments over the next several months



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## Latest Updates: Local

- As of today's 10 am EOC briefing, there were 19 confirmed cases of COVID 19 in Clallam County; 28 confirmed in Jefferson
- We are still several weeks away from peaking in our service area, according to our County Health Officer
  - Projections complicated by loosening of executive order and data which indicate people are traveling more frequently and further from home in last 2 weeks
- Adherence to Governor Inslee's "Stay Home, Stay Healthy" executive order is our ethical responsibility to ourselves, our families, our colleagues, our students, and our community. As a college and as individuals, we must lead by example.



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## Response Phase

- We are currently in the response phase of our pandemic plan which includes employing/refining contingency plans developed during our planning stage
- College will remain closed to the public until at least May 31<sup>st</sup>; reopening will be dependent on lifting/extension of the governor's executive order
  - Prof-tech programs linked to essential occupations have been given permission to reopen under strict safety protocols
  - Medical assisting, welding, automotive programs will resume next week assuming acceptable protocols are in place
  - Enhanced cleaning of shop/lab spaces is part of those protocols.
- Remote work remains the expectation wherever possible; the approval process for employees (only) to be on campus will remain in effect until further notice



## Response Phase

- Business Office Response
  - Purchasing/Billing, etc. are working remotely when possible
  - Tracking COVID 19 expenses as part of response
  - Processing student payments
- Operational Response
  - IT: minimal crew on campus; social distancing, working remotely
  - Facilities: Focused on enhanced cleaning protocols; monitoring of systems; areas not being used regularly are cleaned and closed off to allow crews to focus on areas which are used by those who must be on campus
  - Security: Coordinating approved entry to campus buildings by employees, routine security of campus facilities
- HR Response
  - Providing info on available support services
  - Working remotely (primarily)



## Response Phase

- **Student Services Response**
  - Pirate Central: continuing to answer calls and online requests for assistance
  - Financial Aid: CARES act emergency funding
  - Admissions/registration/testing
  - Counselling and other student support services
- **Instructional Response**
  - "Pivot" to online/remote learning
  - Most courses are online; some are "remote" via Zoom
  - Deans/directors coordinating faculty access to facilities when absolutely necessary
  - All educational activities at DOC facilities suspended until further notice



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## CARES Act Funding

- CARES Act Includes \$90.7 m to SBCTC colleges for COVID-19 Response
  - PC's allocation is \$1.16m
  - \$580k is earmarked for direct emergency aid to students
  - Remainder is intended to fund COVID-19 expenses incurred by colleges
  - \$580k for students will flow through Title IV; we are reviewing applications and awarding funds
  - Remainder of funding to college will likely be delayed several weeks



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## Looking Ahead: State Budget

- Governor exercised “line item veto” authority to cut \$235m from next year’s state budget
  - We should expect little to no additional revenue from WIA (2158)
    - Guided Pathways
    - High Demand/Nursing compensation
    - Washington State Grant (formerly Washington State Need Grant)
    - Partial funding for COLA
- Revenue Estimate in early June will give some idea of magnitude of economic downturn in the state
- Office of Financial Management has advised state agencies to prepare for likely budget reductions for the 20/21 budget year



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## State Budget: What We Know/Don't Know

### Knowns:

- State Revenue is largely non-existent since Mid March
- Preliminary 1<sup>st</sup> Q revenue estimate on TH
- State on a reopening trajectory
- State Reserves insufficient to backfill lost revenue
- Special Session will be necessary (perhaps 2: one in June; one in fall)
- Unlikely to have a state budget before late summer/early fall
- A “continuing resolution” on a carry forward budget for the college with no reductions would significantly reduce our reserves and is not fiscally responsible

### Unknowns:

- How quickly/strongly might the economy recover?
- How big might allocation cut be?
- Will we be f2f or online in September, or some combination of both?
- Will enrollment be up or down?
- Will there be further Federal emergency aid to Higher Ed?



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## Looking Ahead: College Budget

- “Working” Revenue Estimate
  - Most modeling principles used to develop revenue estimate in past years are of limited value in new economic reality
- Anticipated Revenue + Strategic Goals Inform Budget Development
- Current focus is on “right sizing” the proposed budget to available revenue while avoiding bunker mentality
  - What parts of our budget (programs, services, activities) are core to mission?
  - What parts are justifiable financially?
  - What investments need to be made to position ourselves for recovery?



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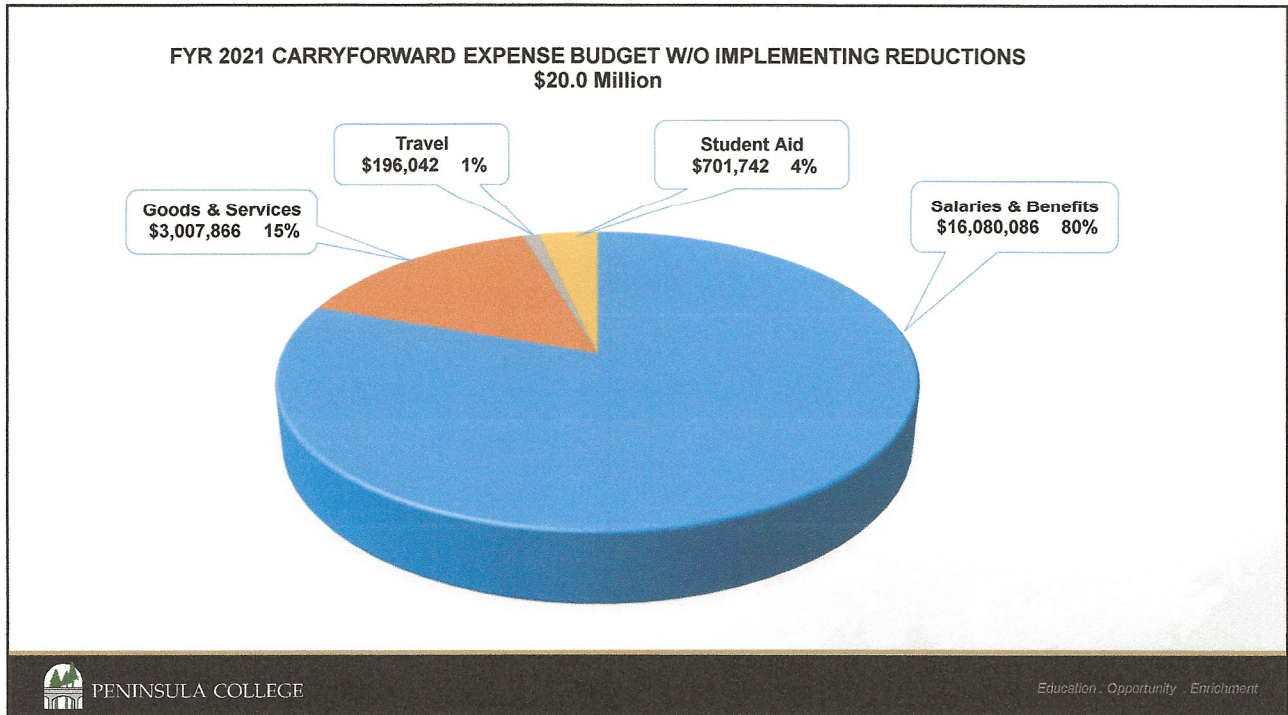
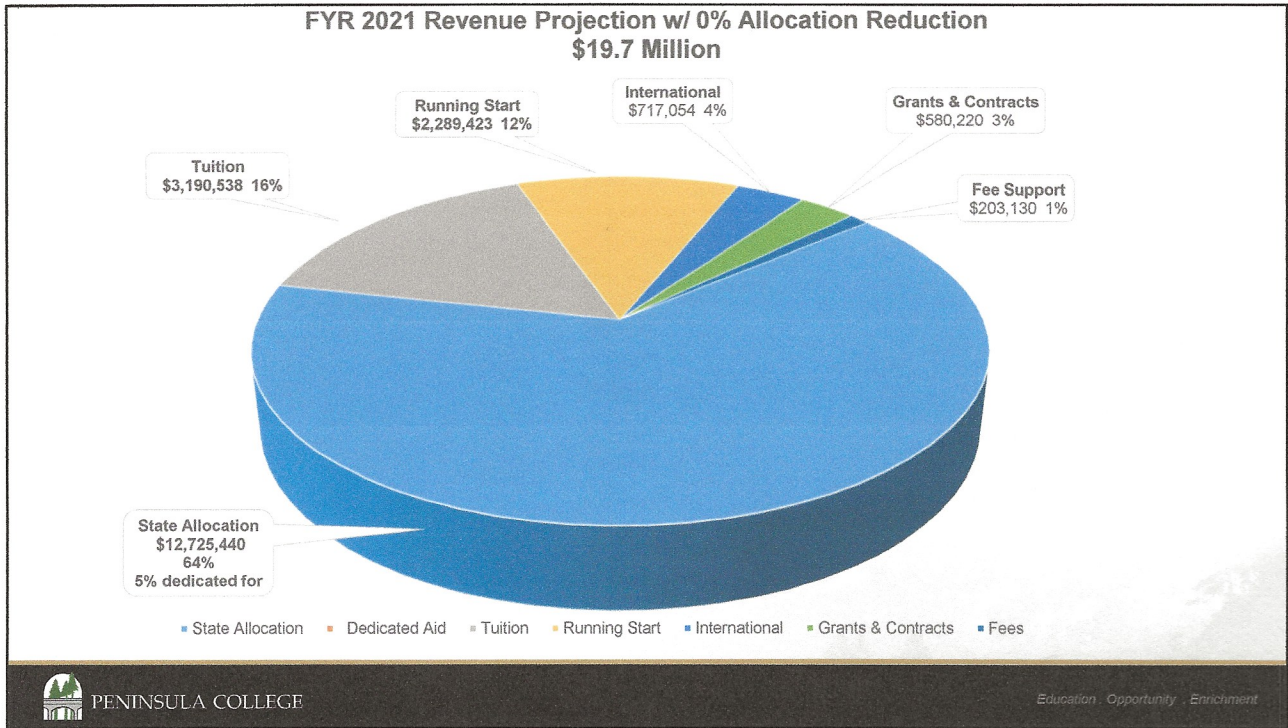
## Looking Ahead: College Budget

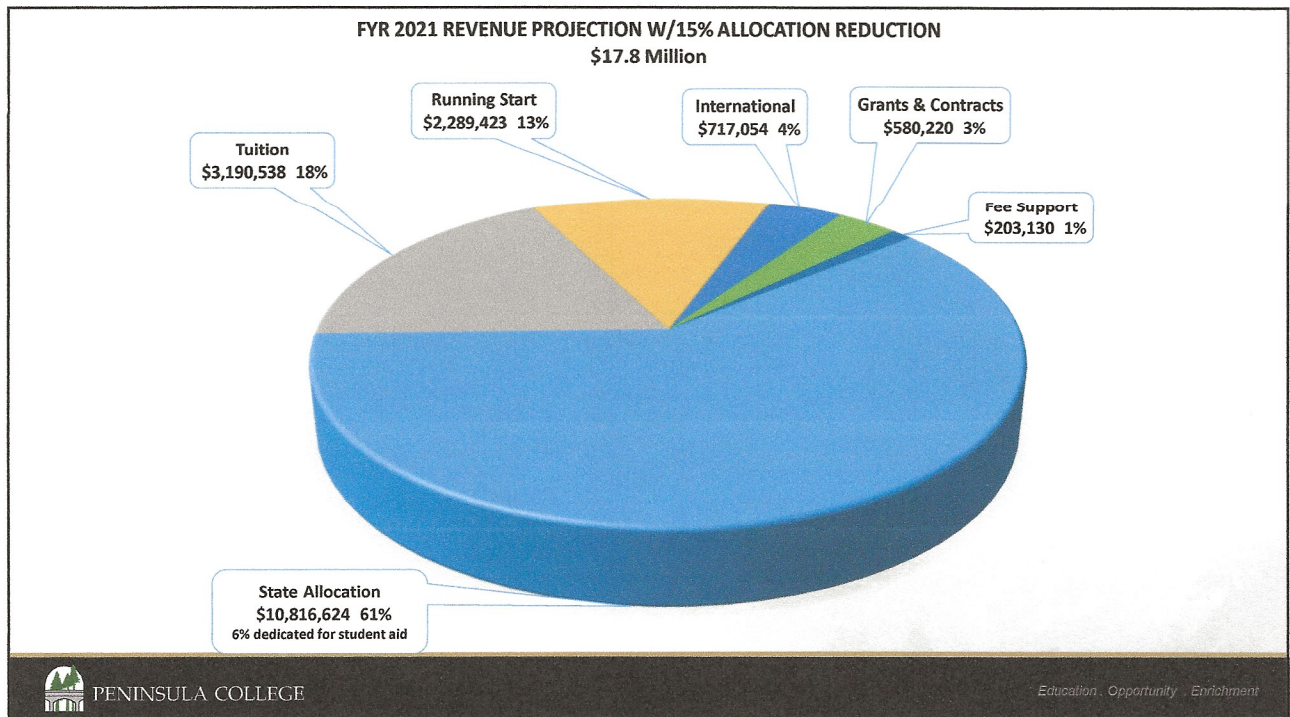
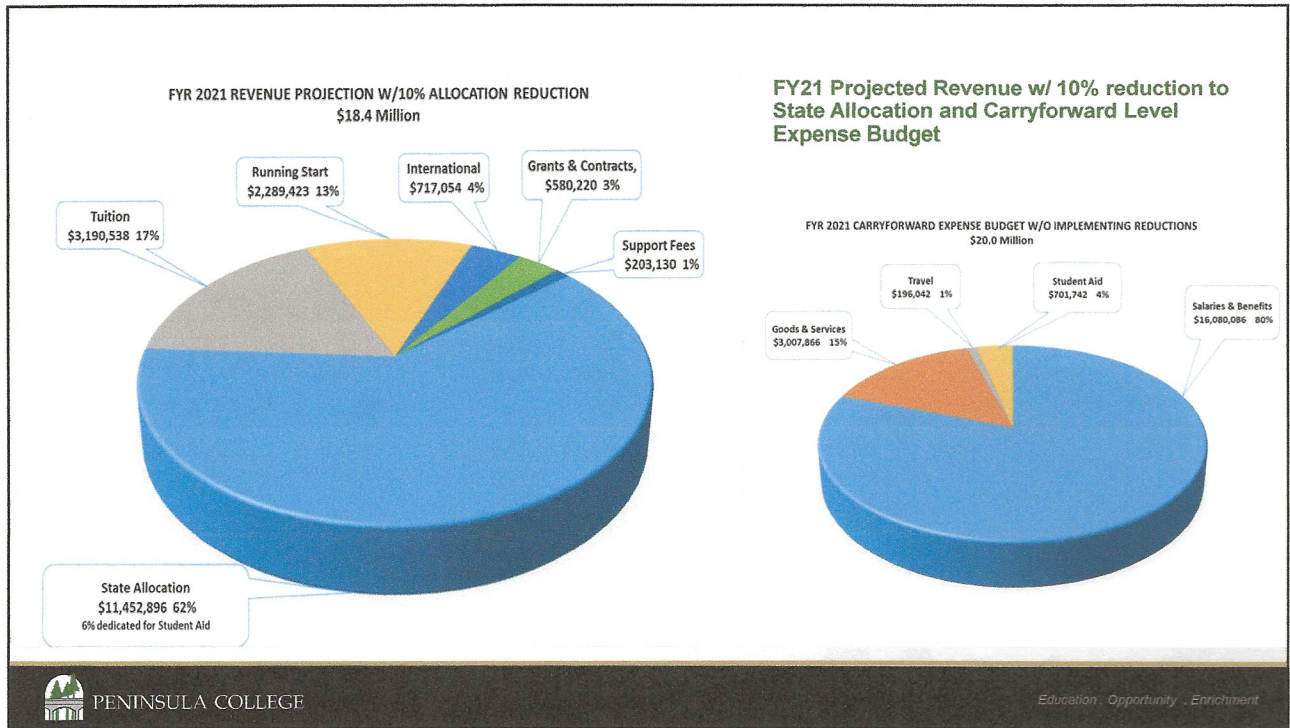
- Two potential budget scenarios:
  - Carry forward budget, assuming a revenue decline b/c of enrollment
    - Today, that's ~ \$700k/5% (this reflects lost revenue from tuition)
- “What if” Scenarios:
  - 10%--20% budget reduction (or more) based on state budget cuts to Higher Ed

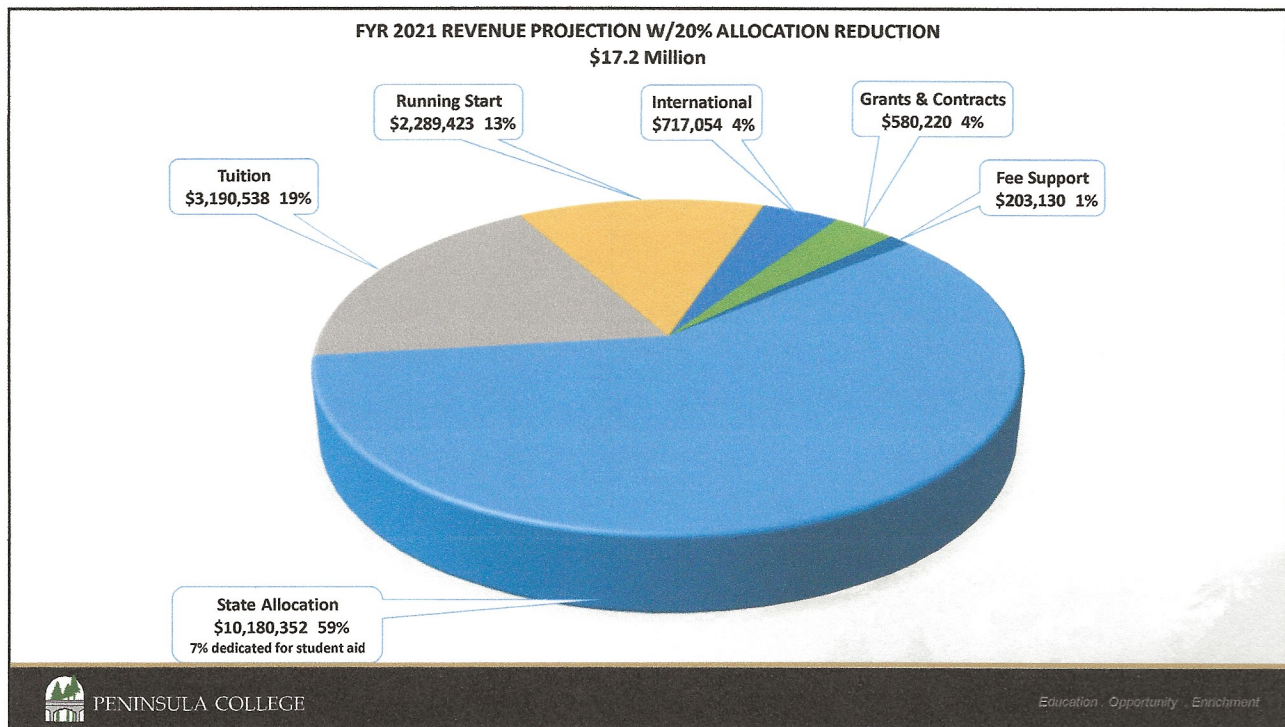


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## College Budget Timeline

- Working on budget which increases efficiency, reduces cost, and creates capacity for recovery
  - Will involve staff/program reductions
  - Minimizes tapping of college reserves: reserves should be employed strategically to preserve core functions and position the college for recovery
  - Goal is to complete this work and make necessary notifications by end of May
  - Timeline is complicated by ctcLink implementation in mid-May
  - Presentation to Board at June meeting
- Worst-case Scenario:
  - Ongoing planning for a potential 2<sup>nd</sup> round of cuts later in the 20/21 year if necessary
  - 2<sup>nd</sup> round likely triggered by reductions to state allocation



## ctcLink Update

- Go-Live is May 11
  - First-ever totally “remote” implementation of PeopleSoft
- “Mock” go-live completed April 20-24
- College will suspend all transactions in legacy systems as of Friday; no new transactions for at least two weeks after Go-Live
- Registration, aid distribution, payments, etc. will continue but will be manually recorded until new system is up and running
- PCLinked team members are to be congratulated for their incredible work through a challenging winter/spring run up to go-live, complicated by pandemic response



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## VPI Search Update

- Search Committee reviewed 57 applications that met “preferred” or “qualified” criteria
- Narrowed pool to 10 semifinalists; initial zoom interviews complete
- Finalists interviews this week; perhaps next
- Committee will meet after finalist interviews to review, make recommendations on next steps



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