

**COMMUNITY COLLEGE DISTRICT 1  
PENINSULA COLLEGE BOARD OF TRUSTEES  
REGULAR MEETING, March 10, 2020  
Port Angeles, Washington**

**CALL TO ORDER  
And  
DETERMINATION OF  
QUORUM**

Mike Maxwell called the regular meeting of the Board of Trustees of Peninsula College to order at 2:00 p.m. at Peninsula College, Port Angeles. Trustees in attendance: Erik Rohrer, Julie McCulloch, Mike Glenn and Dwayne Johnson. Also in attendance were Dr. Luke Robins, President, and Cathy Dodd, Assistant Attorney General. Quorum met.

**MODIFICATION OF  
AGENDA**

There were no modifications to the agenda.

**APPROVAL OF  
MINUTES**

Erik Rohrer moved to approve the minutes of the February 11, 2020 meeting. Mike Glenn seconded the motion. Minutes of the November Board of Trustees meeting were approved.

**INTRODUCTIONS**

Getta Workman introduced Ray Gruver, newest member of the Foundation Board.

**PRESENTATIONS**

None

**CORRESPONDENCE**

Release from Governor's office regarding planning for COVID-19 and how agencies will handle possible cases.

**PUBLIC FORUM**

There was no public comment.

**STANDING REPORTS**

- **ASC President** – Elita reported for Casandra White, ASC president. Not much has happened. Meeting at Traylor's regarding beach cleanup or feed homeless. Comedy show went well. Grab & Go pantry ran out of food a couple times a week. Doing a survey to find out when students would utilize grab & go. Cancelled massage days. New club chartered – health and fitness club.
- **Faculty Senate Report** - Tim Williams did not attend/no report.
- **PCFA** – No report
- **Classified Staff** - No report

**PRESIDENT'S  
REPORT**

Peninsula College President, Dr. Luke Robins shared with the Trustees that the college will continue with the mission of the college. Now more than ever it is important to model our Guiding Principles.

We will continue to follow the County's lead and external public health officials by following their recommendations and guidelines. Any decision to cancel events or closure of facilities will be based on their recommendations.

Local updates: Personnel attend the county's twice-daily briefings; in communication with K-12 districts as needed.

No confirmed cases in Clallam County. One confirmed case in Jefferson County. This individual travelled in Clallam County while contagious.

County Health officer is not recommending schools or other public entities to close, advising high-risk individuals to avoid public gatherings when possible.

Practice good personal hygiene and stay home if ill.

As of Tuesday morning, there are 160+ confirmed cases in WA state, 22 deaths, most connected to Kirkland nursing home. LWIT is currently closed due to some of their nursing students interning at the Kirkland nursing home. They have 45 employees that are in self-quarantine. King county has no plan for releasing/transitioning people from self-quarantine.

Governor met with health officials to consider conditions under which mandatory imposition of "social distancing" rules. Governor has restricted visitation to nursing/care facilities.

Everett, Green River, Cascadia, Seattle Colleges, & Shoreline are moving most classes online while keeping campuses open through the end of winter quarter; WLIT campus is currently closed. Most other colleges making contingency plans.

We are currently in the warning phase of our pandemic plan

Incident command team has met three times to review pandemic response plan.

Communication regarding universal precautions on website, via email & social media. We are in enhanced cleaning protocols at this time. Contingency planning for disruption of normal operations is ongoing.

Contingency planning for possible off-site work across college departments specific to their work requirements are currently in progress.

We need to prepare for the possibility of partial or full closure of campus in response to recommendations from health professionals.

Scenario A: transition to online course delivery where possible; campuses remain open to the public.

Scenario B: transition to online course delivery; campuses closed to the public.

Both scenarios affect Instruction, Business Services, and Student Services. In either scenario, we seek to minimize negative effects on teaching and learning and continue to fulfill other necessary functions.

Public Information Officer, Kari Desser is the primary disseminator of information & coordinates with the President at all times.

Marketing & Communications collaborate with local, regional, SBCTC & other experts when constructing messages to internal & external audiences.

Highest priority is providing prompt notifications of any immediate health & safety information including closures through PC Alert.

Reporting an illness through C.A.R.E is confidential & allows us to track information. Reports are secure & protected from public records requests.

Should a PC employee or student be diagnosed with COVID-19, all Clery Act, FERPA & HIPPA guidelines will apply to internal & external communication. We will not provide names of other identifying information in accordance with those regulations.

Providing our PC community with immediate clarification addressing inaccurate information is a high priority and is done in conjunction with Cabinet members.

Links to factual resources are available on the PC COVID-19 webpage.

All presidents are checking in on a regular basis. ICT meets regularly and will meet again Wednesday, March 11, 2020.

Legislature Sine Die is Thursday, March 12, 2020. Budget deals have largely been made, and compromise operating and capital budgets will be finalized today and tomorrow. Bills to protect undocumented students access and pilot bill to allow graduating running start students near degree completion to attend courses in the summer under running start funding passed and are on Governor's desk.

ctcLink update – decision was made in mid-February to split deployment group 3 (DG3) into two groups. Lower Columbia and Olympic went live on Monday, March 9, 2020. PC, Cascadia & Pierce will go live May 11, 2020. Early feedback suggests the go-live yesterday went fairly well. Pauline Marvin, Project Manager, is at Lower Columbia College to observe/assist.

We received a clean financial audit for 2018-19 fiscal year from the State Auditor's Office.



The penultimate draft of the 2020-25 Strategic Plan draft is one of the physical handouts the Trustees' received at today's meeting.

NWAC basketball tournament relocated/rescheduled; men and women play Thursday, March 12, 2020. Teams play at 8 pm.

VPI search is underway; committee has been selected. Process may be affected somewhat by COVID-19 response.

Scheduled Board of Trustee meetings for the remainder of the 2019-20 academic year are still scheduled as normal. Some events may need to have format modified.

#### **BOARD REPORTS**

There was no Board Report.

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

There were no items for Board Study.

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

There were five (5) items for Board Action: Faculty Tenure for Kathryn Bown; Dawnette Johnson; Joseph Johnson; Marina Shipova; Eric Waterkotte. Trustees voted unanimously to approve tenure for all 5 faculty members listed above. Dr. Mia Boster introduced tenure-track faculty to the Trustees. For more information on faculty members, see background documents in board packet.

#### **TENURE FACULTY COMMENTS**

Dawnette: "Thank you for the opportunity." Joe Johnson: "Thanks for raising a community gathering. Thanks to Mia for being tenure lead. This has been the best job I never wanted to have. I have grown to love this place so much."

Marina Shipova: "It is an incredible honor for me to be here today. I have difficulty communicating and I was sure no one would come back to my classes but they did." Eric Waterkotte: "My first introduction to tenure was from a professor that told me he would not change a grade and that he was tenured and nothing can be done about it. I am honored and will never treat my job as guaranteed, no matter what."

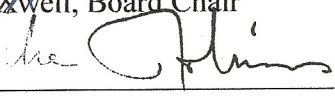
#### **ADJOURNMENT**

There being no further business, Erik Rohrer moved to adjourn the meeting. Julie McCulloch seconded. The Board of Trustees meeting adjourned at 3:05 pm. The next meeting of the Board of Trustees will be held on April 14, 2020, in Forks, WA.

  
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Michael Maxwell, Board Chair

May 5, 2020

Date

  
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Luke Robins, President

May 5, 2020

Date