COMMUNITY COLLEGE DISTRICT 1
PENINSULA COLLEGE BOARD OF TRUSTEES
REGULAR MEETING, November 9, 2021, 2:00 p.m.

Hybrid: via zoom and in person (J-47)

CALL TO ORDER And DETERMINATION OF QUORUM	Board Chair Mike Glenn called the meeting of the Board of Trustees of Peninsula College to order at 2:05p.m. Trustees in attendance: Mike Glenn, Dwayne Johnson, Mike Maxwell, Joe Floyd and Claire Roney. Also in attendance were Dr. Luke Robins, President, and Cathy Dodd, Assistant Attorney General (via zoom). Quorum met.
MODIFICATION OF AGENDA	Tim Williams, PCFA President and Tanya Knight, Faculty Senate First Speaker, are both unavailable and unable to present the standing PCFA report, as indicated on the agenda.
APPROVAL OF MINUTES	Trustee Johnson made a motion to approve the minutes of the October 12 Board meeting. Trustee Maxwell seconded the motion. Minutes were approved.
INTRODUCTIONS	New Trustees, Joe Floyd and Claire Roney were introduced, and Dr. Robins shared highlights from their bios. New full-time employees were introduced by appropriate Cabinet member.
PRESENTATIONS	Rick Ross introduced the men's and women's basketball coaches, Donald Rollman and Ali Crumb, who in turn introduced the assistant coaches Matthew Mayberry and Gabi Fenumia'i. Team introductions followed.
CORRESPONDENCE	AFSE Banking Change Notification
PUBLIC FORUM	There were no public comments.
STANDING REPORTS	• **ASC President.** Kascia Muscutt, ASC President, reported on an upcoming forum with Representative Derek Kilmer, and an upcoming Fall Fest to lift spirits, which ASC understands is an ongoing issue for students. • **Faculty Senate Report**. *No presentation* • **PCFA**. *No presentation*
PRESIDENT'S REPORT	Peninsula College President, Dr. Luke Robins provided the attached information (see attached). As part of the President's Report, June Whitaker presented an update on the Strategy Division and Steven Thomas presented on Instruction.
BOARD REPORTS	There was no board report.
ITEMS FOR BOARD STUDY	Based on conversation at a previous Board meeting, Dr. Robins and Carie Edmiston provided written Finance Committee Considerations for informational purposes.
ITEMS FOR BOARD ACTION	Emeritus and Meritorious status was granted to former employees Betts, Buchman, Croot, Scannell, Size and Yesiki. The Board approved the wording of the Presidential Profile as it relates to the presidential search.
EXECUTIVE SESSION	Executive Session was not held.
HR UPDATE	Krista Francis reviewed the high-level timeline related to the Presidential search, including a brief summary of the recent open forums and first meeting of the Search Committee.
ADJOURNMENT	There being no further business, Trustee Maxwell made a motion to adjourn the meeting. Trustee Johnson seconded the motion. The meeting of the Board of Trustees adjourned at 4:35p.m.

Mike Glenn

Mike Glenn, Board Chair — December 14, 2021 Date

Luke Robins, President — December 14, 2021 Date

President's Report

Peninsula College Board of Trustees Meeting

November 9, 2021

New Full-time Employees and Reclassifications

Student Services (Jack):
Nitasha Lewis, Upward Bound Director
Hilary Powers, Upward Bound Manager
Gage Jackson, Upward Bound Recruitment
Sheila Fullingim, Customer Service Specialist, Pirate Central
Annette Whaley, Program Assistant, Financial Aid
Donna Geer, Student Success Coordinator, IREPO

Instruction (Steven):
Marie Ethier, Director, Corrections Education
Julie Miller, Assistant Director, Worker Retraining
William Parnell, Library and Archives Paraprofessional, Library & Media
Amy McClain, Library Paraprofessional 3, Library & Media

Strategy (June):
Lucas Pettingill, Customer Relationship Management Systems Administrator

Finance/Administration (Carie):
Roy Lirio, Director, Fiscal Operations and Comptroller, Business Services

Fall Quarter Updates

- Fall Quarter activities ongoing with only minor adjustments to protocols
  - No reported outbreaks of COVID among students or staff to date
  - Students on campus demonstrating strong compliance with safety protocols
  - Approximately 18% of students enrolled for fall have not fully complied with vaccine mandate requirements
    - We are in communication with these students, advising them that they are out of compliance with mandate and Student Code of Conduct
    - Students are being notified that a hold will be placed on their Winter Quarter registration until they comply with attestation protocol
    - Most colleges in the system are following a similar process to encourage compliance for Winter Quarter

Winter Quarter Planning

- Winter Quarter planning is wrapping up within next couple of weeks
  - Winter Quarter schedule is being finalized: gradual increase in hybrid and f2f course offerings from fall/winter
  - Online offerings will continue to be robust through the balance of the year.
  - We're hopeful that pandemic will either stay at plateau or decrease over course of the winter quarter, allowing for easing of some protocols as recommended by our County Health Officer
  - Winter sports in NWAC (basketball for PC) are on course for full season: no masks on court, but required for sidelines and spectators.

Strategy Division Update

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Strategy Division Update

PC Foundation

- Hired Paul Pitkin as new Foundation Executive Director
- Record total funds at year-end—nearly $7.4 million
- Offering a $1,000 award for every newly-enrolled Career Education students this fall
- Every Nursing Assistant Certified (NAC) student this fall will receive full attendance costs. Every nursing student (1st and 2nd year) will receive $1,000.
- $25,000 First Federal Grant – Transitional Studies
- Donor Recognition Garden

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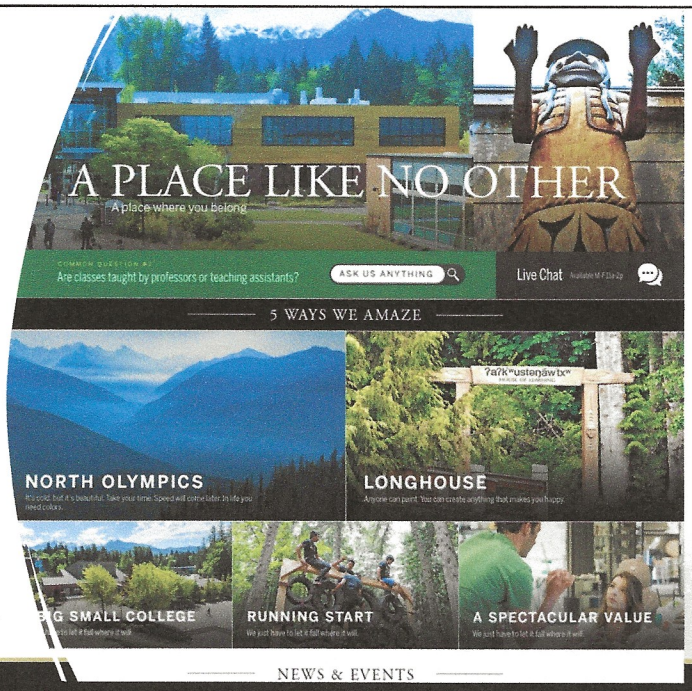
Strategy Division Update

Strategic Marketing & Communications

- Salesforce and Target X (CRM and Recruitment Suite) (Luke Pettengill - CRM Admin)
- Website redesign underway – Culture Foundry
- Trish Tisdale, Graphic Design
- Redesigned marketing processes
  - Three fall general enrollment campaign: landing pages visited 3,660 times/3,402 unique visitors
  - Worker Retraining site visits were up by 96% compared with same period last year (481 new visitors)
  - Healthcare website visits were up by 106% compared with same period last year (815 new visitors)
  - 8X increase in email sign-ups following Community Ed campaign



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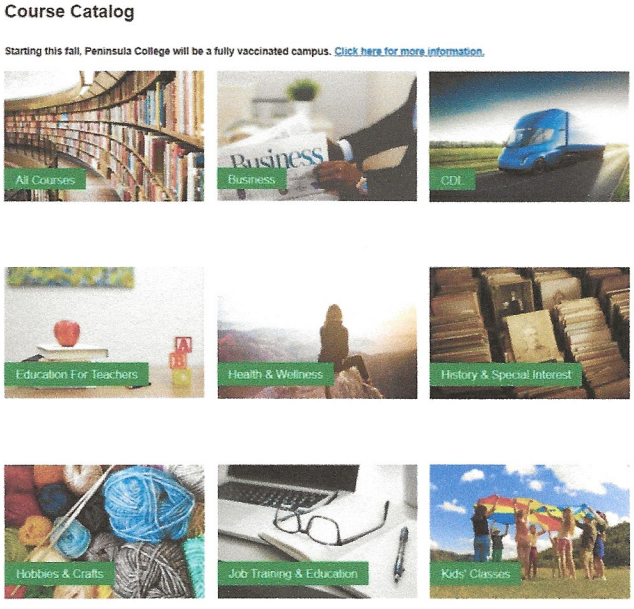
Strategy Division Update

Enterprise Services

- Successfully re-launched Community Ed in summer 2020
- Even in its current limited-offering format, 61 classes have been held so far
- Generated over $194K in revenue
- Served 421 students
- 96 short-term certificates have been issued, including CDL and flagging courses last spring and this September
- Community Education Coordinator, Christeal Milburn
- Launched new Bookstore website



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Strategy Division Update

Grants, Research and Institutional Effectiveness

Accreditation and Data Informed Decision-Making

- Redesigned comprehensive system of planning and assessment
- Data Mart and Data Summit
- NWCCU Fellowship Project – Equity Minded Indicators

Grants Update

- NEH CARES Grant - $150K grant received last year and completed in Spring
- NEH American Rescue Plan - $388K one-year grant received this September
- Dept. of Education IREPO - $1.3 million two-year grant received August
- NSF ATE - $350K – Cyber Career Opportunities for Rural and Native Students

Strategy Division Update

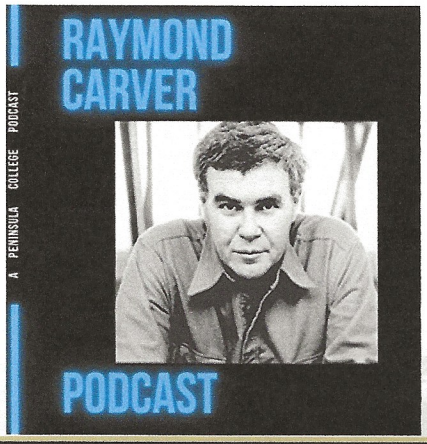
ʔaʔkʷustəŋáwtxʷ House of Learning, PC Longhouse

- Title III-Funded Longhouse Outdoor Improvements
  - Salmon pit, instructional space and medicinal trail loop
- Six new way-finding signs with traditional Klallam/S'Klallam, Hoh and Quileute, and Makah languages will welcome and offer words of encouragement
- Tribal Advisory Group

Strategy Division Update: Looking Ahead

Community Collaborations/Special Projects

- Port Angeles Arts and Culture Walk
- Annual PC Community Engagement Event
- Raymond Carver/Tess Gallagher Creative Writing Conference & Festival and Raymond Carver Podcast (faculty-led by Michael Mills)
- Uptown Arts District
- PC Downtown Presence / Elevate PA 2026 / Entrepreneurship



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360° Update Instructional Services and Learning

Accomplishments in the Academic Year 2020 – 2021

- Faculty successfully and creatively transitioned to remote and mixed modalities, with some stellar support from E-Learning and IT.
  - Faculty worked collaboratively to improve and finalize Program Maps in A&S Pathways.
  - Successfully administered a laptop loaner program to meet student needs during pandemic.
- Despite the challenges of the year, 14 faculty received a total of 16 spring grants for teaching and learning projects that will benefit students.
  - Tim Williams, Peninsula College Librarian was provided with a grant to fund OER support for faculty.
- PCFA and Management agreed on a contract based on a very collegial interest based bargaining process.
  - Faculty are eligible for release time to pursue professional development focused on improving teaching and learning.

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360° Update Instructional Services and Learning

Accomplishments in the Academic Year 2020 – 2021

- In Fall 2021, Ms. Rachel Parish, Faculty & Medical Assisting Director at Peninsula College welcomed an inaugural cohort of students to study for a certificate in Phlebotomy.
- Faculty across the curriculum engaged in ongoing equity work during the year through participating in the Equity Work Group, the Longhouse Team, the visioning of a Standing Equity Committee, and attending programs.
- Three Klallam & S'Klallam language classes were taught in an innovative and collaborative partnership with co-teachers from each of the three Klallam/S'Klallam sister tribes.
- During the Spring 2021 Mid-Cycle peer evaluation, faculty and administrators were applauded for creating a positive and constructive climate enabling significant improvements in student learning outcomes assessment.

360° Update Instructional Services and Learning

Work to be accomplished for Academic Year 2021 – 2022

- Implement the Center for Equity, Teaching and Learning (CETL)
- Create an academic operational plan that supports Peninsula College's Strategic Plan.
  - Collaborate with faculty to articulate a vision for teaching and learning at Peninsula College
- Document in an Ad Hoc report to NWCCU the collaborative efforts of faculty and instructional staff to communicate a clear connection between the assessment of general education course and program outcomes and the College's mission and core themes.
- Strengthen IS&L's role in the implementation and organization of the Guided Pathways Initiative
  - Strengthening IS&L's Connection with the Area of Study Teams
  - Refine the use of Program Maps to support student success

360° Update Instructional Services and Learning

Work to be accomplished in 2021 - 2022 AND BEYOND!!!!

- Academic Program Growth and Development
    - Arts, Sciences and Transitional Studies
        - Expanding lab offerings in Port Townsend and Forks (ENVS, PHYS, and CHEM courses)
        - Focused work on creating pathways for Indigenous students
            - Native Pathways Planning
            - Klallam language courses expended from 3 classes to 6 classes (100- and 200-level)
            - Conversations to develop Makah language courses are starting

*Throughout the year, IS&L faculty and staff will continue to explore equitable teaching practices and to include equity considerations in Student Learning Outcome Assessment reports and Program Reviews.

360° Update Instructional Services and Learning

Work to be accomplished in 2021 - 2022 AND BEYOND!!!!

- Academic Program Growth and Development
    - Workforce programs in development
        - Associate of Applied Science in Paralegal
        - Certificate in Photography
        - Certificates in Media Tech
        - Associate of Applied Science in Dental Hygiene

*Throughout the year, IS&L faculty and staff will continue to explore equitable teaching practices and to include equity considerations in Student Learning Outcome Assessment reports and Program Reviews.

Budget Development Update

- Budget Advisory Group has been constituted
  - Organizational meeting this month, TBA
  - Will meet at least quarterly through the development process
- Budget Development process will commence later this month
  - Goal is to have preliminary 2022-23 budget for review by February/early March, 2022
- We will brief the Board either through study session(s) or through Budget Subcommittee, depending on the Board's preference.

Board Reminders:

- ACT Fall Conference: Friday, November 19th, 8:30-noon (via Zoom)
  - Transforming Lives Awards Dinner and Winter Legislative Conference tentatively live, 1/24-25, Olympia
- December Board Meeting, Tuesday, December 14th, 2 pm
- Joint AACC/ACCT Legislative Action Day in Washington, DC: Wednesday, February 9th (in conjunction with Rural Community College Alliance)
  - Opportunity to meet with Congressional delegations and Administration staff to discuss policy issues relevant to community colleges/students
- AACC Annual Convention: April 30-May 3, 2022 (in person) New York City

Goings On

Studium Generale | "Madrona Project," with WA Poet Laureate Rena Priest
Nov 11 2021 - 12:30pm

Join ʔaʔk"ustaɳáwtx" House of Learning, Peninsula College Longhouse and Studium Generale on November 11, at 12:30 pm, for a poetry reading in celebration of *The Madrona Project*, vol.

Jazz Flugelhornist Dmitri Matheny and the David Jones Trio
Nov 13 2021 - 7:00pm

Peninsula College will welcome Dmitri Matheny back to Port Angeles at 7:00 pm on Saturday, November 13, in Maier Performance Hall.

PUB Gallery of Art Presents "Semicolon)" by Egor Shokoladov
Nov 16 2021 - 8:00am to Jan 20 2022 - 5:00pm

Artist Egor Shokoladov's solo exhibition, entitled "Semicolon)," will be on display in Peninsula College's PUB Gallery of Art November 16 through January 20. He will also host a December 9 Studium Generale presentation online, beginning at 12:35 pm via Zoom.

High-Level Presidential Search Timeline

November
- ✓ Get campus and community feedback regarding Presidential Profile via public forums and survey
- ✓ Search Committee training and orientation
- Board approve Presidential Profile
- Presidential Profile posted nationally

February
- Search Committee selects semifinalist candidates

March
- Search Committee conducts initial confidential interviews
- Search Committee selects 3 – 5 finalists to forward to the Board

April
- Final candidates interview with the full Board, tour campuses, open public forums, meets with direct reports
- Board selects first-choice candidate and makes offer

July
- New President starts

Search Committee Members

Amie Batton, Director for Transitional Studies
Brendan Withey, Customer Service Specialist 2
Bruce Hattendorf, CETL Dean
Kate Dexter, Port Angeles Mayor and Program Specialist 3
Kascia Muscutt, ASC President
Kelley Peterson, Work-Study Student
Krista Francis, HR Director (ex-officio member)
Michael Maxwell, Board Member
Mike Glenn, Board Chair
Paul Cunningham, Foundation Board President
Sadie Crowe, Longhouse Steward
Susan Christianson, IT Support Tech 2
Tanya Knight, Tenured Faculty
Tim Williams, Tenured Faculty

Presidential Search Update

Peninsula's Presidential Search website is live: www.pencol.edu/about-pc/presidential-search

- Progress Reports, timeline, how to apply, and committee members listed there
- Notices under Events and News, as well as a link in the rotating notices on the main page, and at the bottom of the front page under Quick Links.

Feedback collected via survey and forums during the week of November 1st.

Search Advisory Committee met 11/4 and drafted the Presidential Profile – now seeking Board approval.