

Board of Trustees

District no. 15

Meeting Notice

February 15, 2023

Wenatchee Valley College, Wenatchee Campus
1300 Fifth Street, Wenatchee, WA 98801

OUR MISSION

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college is committed to diversity, equity and inclusion for all students and employees and provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

TRUSTEES

Tamra Jackson, Chair
Steve Zimmerman, Vice Chair
Wilma Cartagena
Paula Arno Martinez
Phylcia Hancock Lewis

PRESIDENT

Faimous Harrison, PhD.

Wenatchee Valley College Board of Trustees February 15, 2023

Work Session	10:00 am	Maguire Conference Center- 1103E, Zoom https://wvc.zoom.us/j/81504557103
Regular Meeting	3:00 pm	Wenatchi Hall – 2310, Zoom https://wvc.zoom.us/j/85485160089

WORK SESSION AGENDA

- 10:00 **COMMUNICATIONS**
- 10:05 **REPORT FROM TRUSTEES**
- ACT Winter Conference & Transforming Lives Dinner Report
 - ACCT Legislative Summit: February 5 – 8, 2023, Washington DC
 - April 12, 2023, Board Retreat Planning
- 10:25 **PRESIDENT’S REPORT**
- Financial Report (Brett Riley)
 - Capital Update (Brett Riley)
 - Enrollment (Ty Jones)
 - Foundation Report (Rachel Evey) 2
 - Tenure Files (Tod Treat/Dr. Faimous Harrison)
 - President’s Update (Dr. Faimous Harrison)
- 10:45 **CORE THEME INDICATOR REPORT: TY JONES**
- February: Diversity & Cultural Enrichment Report (tabled to March)
 - March: Educational Achievement
 - April: Responsiveness to Local Needs
 - May: Support for Learning
- 11:00 **STRATEGIC PLANNING: PRESIDENT HARRISON**
- 11:55 **BOARD MEETING AGENDA REVIEW**
- 12:00 **LUNCH**
- 12:30 **SABBATICAL LEAVE REPORT**
- Amy Shank
- 1:00 **BOARD DEVELOPMENT**
- Music & Arts Center
- 2:00 pm EXECUTIVE SESSION**
An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30)

REGULAR MEETING AGENDA

CALL TO ORDER

LAND ACKNOWLEDGEMENT

APPROVAL OF MINUTE6

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INTRODUCTION OF NEW EMPLOYEES

4. Introduction of New Employees, Reagan Bellamy, HR Executive Director

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7. AHE President, Patrick Tracy
8. WPEA Chief Shop Steward, Wendy Glenn

STAFF REPORTS

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12. Dr. Faimous Harrison, President 21

PUBLIC COMMENT

Persons wishing to address the board must sign up and limit their remarks to three minutes.

ADJOURNMENT

An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30)

WORK SESSION

Supporting Documents

FOUNDATION REPORT – FEBRUARY 2023

Rachel Evey, Executive Director

Winter Scholarship Cycle

- \$99,631.99 was awarded during the winter 2023 cycle, bringing the total scholarship awards for 2022-23 to over \$639,000.
- For the winter cycle, 36 awards were made to 35 students from 19 scholarship funds. The foundation's total number of scholarship recipients for 2022-23 is now 198.
- We received 433 applications during the winter cycle, a 27% increase from fall 2022. We had 30 volunteers evaluate applications.
- The average award amount for winter cycle was \$2,767.55.

Events

- The foundation has sponsored Knight at the Wild, held Feb. 10 at 6pm. Campus life and the recruitment team will utilize the partnership with the Wenatchee Wild to showcase WVC programs and clubs. Ticket sales will benefit the foundation's strategic goals.
- Do Good Drink Beer with The Taproom by Hellbent Brewing in Pybus Market on March 1. A portion of beverage sales will benefit the foundation.
- Rocket League gaming tournament at Epoch on March 11. The foundation will be partnering with ASWVC on this event. Registration fees for the tournament will benefit the foundation.
- The spring Piatigorsky Foundation Concert will be held April 4 or 6. The Woods Family continues to sponsor the event so it is free and open to the public.
- The foundation's annual donor appreciation event will be the evening of May 11. We anticipate having student speakers, the Distinguished Alumni Award presented, and a general update for donors.

REGULAR MEETING

Supporting Documents

APPROVAL OF MINUTES

District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Regular Board Meeting

January 18, 2023 – 3:00 P.M.

Wenatchee Campus

Wenatchi Hall 2310/Zoom

MINUTES

ATTENDANCE

Trustees Present:

Tamra Jackson, Chair
Steve Zimmerman, Vice Chair
Wilma Cartagena
Paula Arno Martinez
Phylicia Hancock Lewis

Also Present:

Cabinet Members
Faculty Members
Students

CALL TO ORDER: 3:00 P.M.

LAND ACKNOWLEDGMENT

APPROVAL OF MINUTES

November 16, 2022, Regular Board Meeting and December 6, 2022, Special Meeting Minutes

Wilma Cartagena moved that the minutes of November 16, 2022, Regular Board Meeting and November 7, 2022, Special Meeting be approved. The motion was seconded by Phylicia Hancock Lewis and carried unanimously.

MOTION NO. 2418

CELEBRATING SUCCESS

Athletic Department

Wenatchee Valley College's Athletics has had a transformative year. The 2022-2023 year is proving to be a period of rebirth, a time of considerable change, growth and excitement. The department is honored to be recognized and for the opportunity to showcase the hard work of our incredibly talented student-athletes and staff who support them.

WVC recently invested in athletics in a meaningful way by investing in a new staffing model: pairing head coach positions with part-time positions throughout campus.

Aaron Vaughn, Baseball Head Coach/Assistant Recreation Center Manager, was the first hire in July 2021. Since March 2022, WVC has hired six new head coaches in the following positions:

- **Felix Son Vu**, Men's Soccer / Student Employment Coordinator

- **Guilherme Ferreira**, Women's Soccer Coach / Recruiter-International Programs
- **Kris Groce**, Women's Basketball Coach / Assistant Athletic Director
- **Matthew Vargas**, Men's Basketball Coach / Enrollment Services
- **Iris Rodriguez**, Softball Coach / Navigator
- **Maria Adams**, Volleyball Coach / Outreach and Marketing Specialist

WVC's Athletic Director, **Lance Lavetter**, hired in July 2022, is leading the department into a new era and creating new energy for the future of athletics at WVC.

In addition to focusing on fundraising and strengthening community relations, he will be leading efforts to improving climate, culture and the student athlete experience.

Director Lance thanked Dr. Chio for her vision, retention of students.

LPN to BSN

Nursing, welcomed 15 Licensed Practical Nurse to Bachelor of Science in Nursing (LPN to BSN) students this week to the Omak campus. They are an eager and grateful group of students that come from all over the state. We have one student that has been an LPN for 20 years and another that has been an LPN for 3 months, so the cohort is rich in diversity of experience.

With the financial support of a two-year Premera grant, WVC developed the LPN to BSN over the last two years. WVC is proud of the nursing programs and the impact these programs have on North Central Washington. We estimate upwards of 85% of nurses in the region have been trained at WVC, and the community support is great. Recently we have received requests to increase our enrollment from Confluence Health, and we have heard similar requests through our advisory committee over the years. The LPN to BSN program will be another opportunity for introducing more nurses to our desperately under-resourced healthcare system.

The LPN to BSN students also represent WVC's first cohort of AHEC Scholars as they learn more about rural healthcare disparities and their transformative role in mitigating these gaps.

Congratulations to WVC's full-time faculty, all of whom were deeply engaged in this work!

Brigid Chvilicek, Gretchen Aguilar, Jaime Minnock, Jennifer Capelo, Julia Robinson, Julie Smith, Kristen Baltz, Kristen Hosey, Mary Wolcott, Meleah Butruille, Susan Yale, Tina Gadeberg.

INTRODUCTION OF NEW EMPLOYEES

Reagan Bellamy, Executive HR Director introduced the following employees: Hillary Conner, Exercise Science Faculty; Adamari Hernandez, HR Assistant; Laura Guillen Reyes, CAMP Recruitment and Outreach Specialist; Ben Reagan, Catalog Librarian.

SPECIAL REPORTS

Arturo Mayo Lopez, ASWVC Wenatchee President

In addition to Arturo's written report, he shared that Student Senate traveled to Georgia for a conference. Although the conference was canceled, they had the opportunity to sightsee. Senate currently has 10 members, down from 14. Part of the funds from the ticket sales from Knight at the Wild on Feb 10 will benefit WVC.

Abigail Steinshouer, ASWVC Omak President

Held a tubing event, providing free tickets and free transportation for club members and students. Roller skating event is scheduled for on Feb 17. Mercedes Weeks is the new director of campus activities and Keilahn Pelton is serving as the secretary and treasurer.

Patrick Tracy, AHE President

Pat Tracy, Sharon Weist, and President Harrison will be meeting with Mike Steele and Keith Goehner and other representatives on Jan 26 during the faculty lobby day in Olympia. They will be advocating for an additional increase plus the COLA and full funding increases in the college system. There is a concern for the college district that positions are going unfilled because of the increase in the cost of living. Patrick would like to see the communication between the faculty and the board improve and he would like to better understand the function of the board.

Wendy Glenn, Chief Steward WPEA

Wendy Glenn was not present to provide a verbal report.

STAFF REPORTS

Brett Riley, Vice President of Administrative Services

Brett Riley did not add to his written report.

Dr. Tod Treat, Vice President of Instruction

In addition to his written report Dr. Treat pointed out that based on the quarter 10-day census, two years ago the melt was 400 this year it's around 275. He is proud of the faculty and staff for their work on retention.

Dr. Chio Flores, Vice President of Student Services

Dr. Flores did not add to her written report.

Dr. Faimous Harrison, President

Dr. Harrison did not add to his written report.

ACTION

Sabbatical Leave Requests

Recommendations for sabbatical leave follow the process outlined in AHE Contract, Article VII, Section H.2. The professional development committee received two applications from faculty seeking professional (sabbatical) leave during the 2023-2024 academic year. The applicant is Christa Cacciata, math instructor, requested leave during the 2023-2024 academic year and Peter Donahue, English instructor for the 2023-2024 academic year.

The committee carefully reviewed, considered, and evaluated the applications according to the guidelines of the sabbatical leave. The committee came to a decision to recommend a full-year sabbatical leave for Christa Cacciata beginning fall quarter of 2023, ending spring quarter of 2024 and a full-year sabbatical for Peter Donahue beginning fall quarter of 2023, ending spring quarter of 2024.

Paula Arno Martinez moved that the board approve a full-year sabbatical leave for Christa Cacciata for the 2023-2024 academic year and a full-year sabbatical leave for Peter Donahue for the 2023-2024 academic year. The motion was seconded by Steve Zimmerman and carried unanimously.

MOTION NO. 2326

PUBLIC COMMENTS

No public comments

ADJOURNMENT – 3:39 P.M.

Secretary

Chair

CELEBRATING SUCCESS

Transforming Lives Nominee

The Washington State Association of College Trustees (ACT) created the Transforming Lives Awards program in 2012 to recognize current or former students whose lives have been transformed by pursuing higher education at a community or technical college.

Wenatchee Valley College student **Eva Luna** was selected by the Board of Trustees as the WVC nominee for the ACT Transforming Lives Award. Eva was nominated by TRIO Retention Specialist Jenna Floyd.

Eva Luna is currently completing her Radiologic Technology (Rad Tech) degree at Wenatchee Valley College.

Eva comes from a seasonal, farm-working family and was the first in her family to graduate high school. In 2019, she enrolled at WVC to continue her education. Despite a one-hour commute and four children at home, she maintained good grades in her classes and continued to work full-time.

Eva found the TRIO SSS program, which offered guidance, financial support, and mentoring. They assisted with advising, FAFSA applications and even purchasing textbooks. With their encouragement, she applied to the Rad Tech program. However, when work conflicted with school, she had to find a new way to pay for classes. She turned to TRIO SSS again for help finding and applying for scholarships, receiving scholarships from The Scottish Rite Foundation, Steve and Ruth Beidler Endowment, and the WA State Opportunity Scholarship.

“Thanks to the scholarships I have earned, I have been able to complete most of the program,” Eva wrote. “I have already been offered a job as a Rad Tech from both of my clinical sites after I graduate in Spring 2023. I’m so grateful for everyone that has empowered me. I want to prove them right and show them I was worth it. The best advice I can give anyone looking to go to a community college is: I believe anyone can do it. If I was able to with financial limitations, a full-time job, and a young family, anyone can.” ”

”

”

Knight at the Wild

Rachel Evey, WVC Foundation Executive Director

Rachel Evey will provide a verbal report.

SPECIAL REPORTS

Ally Aspen, ASWVC President

President: Ally Aspen

Treasurer:

Director of Campus Activities: Katherine Barragan

Student Ambassador: Ryan Bilben

Student Ambassador: Caleb Abbruzzi

Vice President:

Secretary: Betsy Gomez

Director of Health and Wellness: Nicolas Gonzales

Student Ambassador: Aidan Sweeney

Student Ambassador: Luis Mendez

Non Active for Winter Quarter:

Director of Diversity: Miranda Rivera

Director of Public Relations: Bryan Moreno Prado

Director of Social and Civic Responsibilities: Brittany

UPDATES:

- Our Senate team meets every Tuesday at 7:00 am again for Winter quarter
- Arturo Mayo Lopez and Ryder Munly resigned from their positions as President and Treasurer due to not having enough time for the senate and the extra stress.
- Ally Aspen stepped up from VP to President position.
- Our Senate team had our annual winter retreat, January 13-15th due to lack of availability from some of the senate members this retreat was from Friday night to Saturday morning instead of Friday night through Sunday afternoon.
- Senate made a partnership with a new local basketball team called the Bighorns for an event on April 7th.
- Open gym basketball in the Rec Center every Wednesday night.
- President Harrison met with the Senate team January 31st.
- Senate hangout gathering January 31st Cafeteria to focus on team building/bonding.
- Senate study table every Wednesday from 3:00-5:00pm

UPCOMING EVENTS:

- Legislative Advocacy Day Feb 1-2nd Olympia
- Knight at the Wild event Feb 10th 5:00pm
- Intramurals 3on3 basketball in February
- Black History Month- Feb 9th
- Ice Skating- Feb 24th 1:30-3:30 PM
- Laser Tag- March 3rd
- Easter Egg Hunt- April 3-7th

SENATE ACTIONS AND APPROVALS:

- Senate approved \$1,500 for the Ice Skating event
- Senate approved \$3,000 for the Lazer tag event
- Senate approved \$1,000 for the Easter Egg Hunt event
- Senate approved \$500 for Spirit week.
- Senate approves \$7,000 for the Beach Theme dance event
- Senate approves \$1,000 for Advocacy day
- Senate approves \$500 for purchasing extra tickets for the Knight of the Wild event.

Abby Steinshouer, ASWVCO President

Current cabinet: President: Abigail Steinshouer, Vice President: Erik Martin, Secretary-Treasurer: Keilahni Pelton, Director of Campus Activities: Mercedes Weeks, Director of Public Relations: Bobbi Nicholson, Advisor: Edith Gomez.

Events:

- The Loup Loup was on the 27th of January. We had a good turnout, and everyone had fun! We are having it again on the 24th of February.
- We are showing the Black History Month with Waleed Muhammad on the 9th of February.
- We are having a Valentine's Day grab and go from the 13th to the 17th of February.
- We are also having a Shakespeare themed Valentines Movie night on the 13th of February we are showing *10 Things I hate about you*.

Motions:

- We approved spending \$1,050 for Valentine's Day grab and go on the 13th of January.
- We approved the Psi Beta Club as an Omak club on the 13th of February.
- We approved the allocation of \$3,000 for the Psi Beta Club on the 13th of February.
- We approved spending \$400 for Valentine's Day grand and go on the 25th of January.
- We approved spending \$1,500 for Wenatchee's Black history month event which will have a zoom component on the 25th of January
- We approved spending \$10,000 for redecorating the student lounge in Omak on the 25th of January.
- We approved spending \$200 for Black Capitalism: Champions & Challenges 25th of January.
- We approved spending \$300 the Omak campus De-Stress Fest 25th of January.
- We approved spending \$200 for poster holders on the 25th of January.
- We approved spending \$500 for a Loup Loup tubing trip on the 3rd of February.

Other:

- Three of our members attended Advocacy Day on the 2nd of February with the Wenatchee Senate team in Olympia.
- We have started the interview process of the Student Ambassador position.
- We certified the Psi Beta Club as a Omak club on the 13th of February.
- The David Lindeblad memorial artwork will be finished when the snow melts.
- We are planning on having a mural competition with the concept of community the winner will get a prize.

Respectfully Submitted,
Abigail Steinshouer
ASWVCO Student Body President

STAFF REPORTS

Brett Riley, Vice President of Administrative Services

Administrative Services

- Administrative Services continues to work towards a completion of land acquisition in Omak to secure the preferred site for the Omak Health Science Center. Currently, we are working with the Department of Enterprise Services to secure the property.
- Administrative Services has secured a fully executed contract with Tangram Designs to complete our signage and wayfinding project for both Omak and Wenatchee campuses.

Budget & Internal Auditing

- Budget- Budget development season is well underway with the budget office meeting with budget managers and campus stakeholders throughout the month of February.

Fiscal Services

- Fiscal Services continues to meet with representatives from Clifton Larson Allen (CLA) and working towards completing the fiscal years 2020-21 and 2021-22 financial statements. At this point, there are no surprises. Administrative Services will provide an update at the next work session.

Facilities and Capital

- The Mish ee twee project remains in warranty period with miscellaneous items being addressed.
- Omak Health Science Center- As stated prior, we are pushing through to complete the design-development process and preparing our federal request for the upcoming appropriate season.
- Land Acquisition- We have contracted with DES to begin the appraisal and related pre-purchase activities.
- CTEI - The CTEI project is also wrapping up design development and transitioning to construction documents sometime in February. We plan to have construction drawings into the City of Wenatchee prior to the fiscal year.

Minor Works

- No major status change in our minor works portfolio as projects are either awaiting executed contracts or beginning work. Minor projects include:
 - Facilities staff are still in development for a boiler replacement project that is tied to the CTEI project. The lab remodel project in Eller Fox is in the closeout phase of the project. Campus wide ADA improvement project is also in closeout phase. Finally, we have a campus wide window replacement project getting ready to start that impacts Wells Hall- Wing 5, Gym, Grants House, and Library.

Safety and Security

- SSEM continues to work diligently on developing a campus exercise to end the year. The number of partners is beginning to expand to include Chelan Douglas Health District, Douglas-Chelan shared SWAT Team and Confluence Health.
- Additionally, WVC-SSEM is co-sponsoring NIMS Overview for Senior Officials training in March. WVC Cabinet members and key campus stakeholders will be invited to participate.

Information Technology

- IT staff met with Cabinet and have soft launched the Okta based credential authentication system for campus. The Okta platform provides multifactor authentication for those using WVC technology resources. As part of the ctLink project, Okta is designed to greatly enhance our cyber security and reduce external threats to our network and restricted data.
- IT staff in partnership with SSEM and Facilities have been working on enhancement for our physical and electronic access system and developing revised training for both our Wenatchee and Omak staff.

Dr. Tod Treat, Vice President of Instruction

Educational Achievement

The Math department is embarking on their annual strategic planning retreat in February. Key initiatives under consideration include a proposal to move the Math Center to a STEM Center, as well as reviews of current initiatives around corequisites and guided self-placement. The proposed STEM Center will be housed in the space currently occupied by the Math Center and will serve students seeking supplemental instruction in math and science. This is a collaboration between the math and science faculty in both divisions.

Support for Learning

WVC's faculty professional development arm, known as Faculty and Course Enrichment (FACE) is currently engaged in program visioning, strategic planning, and informed assessment goals. Tria Skirko, Angie Redmon, Bobbi Johnson, and Holly Bringman are working to create a five-year plan for FACE. As part of this planning, FACE is considering how best to realize and brand WVC's vision for a Center for Teaching, Learning, and Technology as an overarching structure for culturally responsive instruction and faculty advising.

Responsiveness to Local Needs

Wenatchee Valley College is exploring a potential BAS in Behavioral Health. BAS development through SBCTC begins with the Idea Stage, followed by a Degree Proposal based on a strong local needs assessment and culminating in a formal Program Proposal approved up through the SBCTC Board. WVC's Needs Assessment work is currently underway. Bev Warman, J'Lene George, Yuritzi Lozano, and Holly Bringman are collaborating to obtain feedback from industry partners, students, and K12 partners. Results from this survey will help to determine the need in our area for this program. We are simultaneously tracking SB 5189, an act to establish the Behavioral Health Support Specialist in the RCW to assist in providing mental health services to communities.

Diversity and Cultural Enrichment



On February 6, the CWAHEC held its first Advisory Board meeting consistency of healthcare, non-profit, tribal and educational partners from Chelan, Douglas, Grant, Kittitas, Okanogan, and Yakima counties. Nancy Spurgeon was dynamic in assembling and organize the AHEC Board of Directors and

sharing the key workplan items around (1) AHEC Scholars, LPN to BSN students, taught by Dr. Kristen Hosey, (2) partnering for Rural Underserved Opportunities Program placements, (3) community and educational outreach with instructional deans, and (4) hiring the AHEC outreach and retention coordinator.

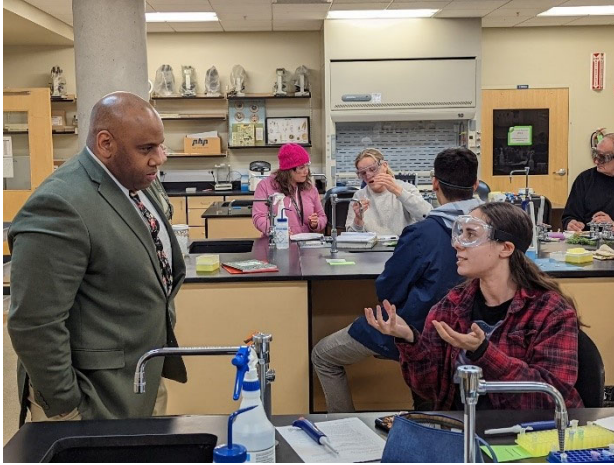
Continuous Improvement

The Nursing BSN programs completed their Commission on Collegiate Nursing Education Accreditation (CCNE) and Washington Nursing Commission site visit. Dr. Capelo wishes to thank all who participated! The evaluators were very complimentary of our staff, faculty, students and community partners. They were impressed by our resources to support student success on both campuses. The team repeatedly commented that the BSN program with two pathways is meeting the mission of the college and is celebrated and respected by the community partners, including the Foundation. They noted that a significant strength of the program is the curriculum, that is well organized, with innovative teaching and learning activities (Yay Faculty).

Evaluators are requesting more data and information related to faculty outcomes and program outcomes. I will have the opportunity to provide that data before the final report is written. The results of the visit will strengthen the BSN program. It truly is a team effort! We are grateful and so proud of our nursing programs at WVC.

Sustainability

Dan Stephens and Jenny Ezpeleta welcomed President Harrison and several Board of Trustees members to class during the DNA extraction lab. Students isolated DNA from various local plant sources and will have the DNA sequenced as part of this lab. Thank you to President Harrison and the Board for supporting WVC's students with this special visit!



Dr. Chio Flores, Vice President of Student Services

This month's featured departments are **Educational Planning** and **Financial Aid**. These two areas are critical to the onboarding process to completion and engaged in activities that are impacting student success.

Educational Planning

Guided by our belief in the benefits of education, the Educational Planning team provides students with the tools and resources to successfully navigate the academic world. With compassion and integrity, we empower students to take charge of their education and achieve their goals. Adopted January 2013



*In December the Community Relations Department featured **Noah Fortner** and the Educational Planning area on the first floor of Wenatchi Hall on WVC's social media accounts.*

The Team

Jaima Kuhlmann, Director of Educational Planning
Fun Fact: has traveled to over 40 countries

TBD, Program Assistant
Fun Fact: TBD

Noah Fortner, College Navigator for Allied Health and Nursing
Fun Fact: is a licorice aficionado

Isabela Rodriguez, College Navigator
Fun Fact: is the youngest Rotarian in the Wenatchee valley

Pati Zavala, College Navigator
Fun Fact: has a life goal to become an apiarist (beekeeper)

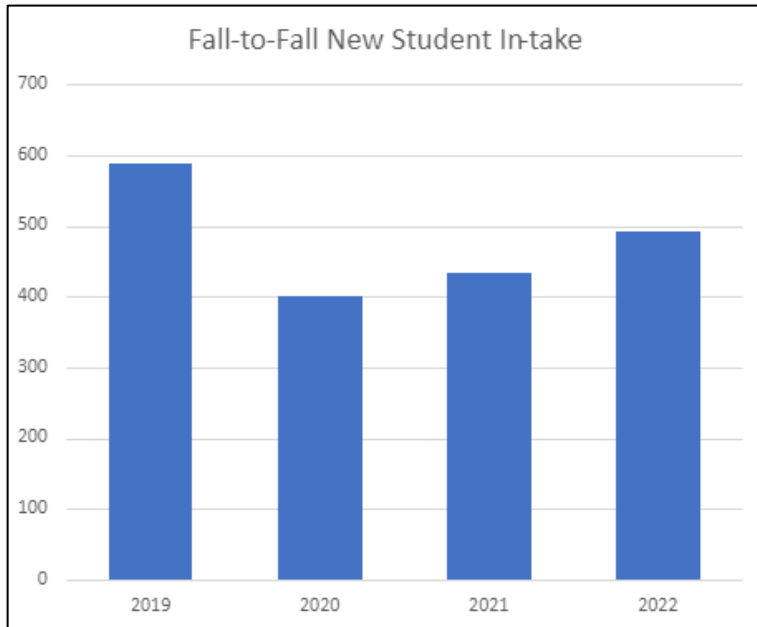
Iris Rodriguez, College Navigator for Transitional Studies and Softball Coach
Fun Fact: was WVC's Female Athlete of the Year in 2015

Updates

Since the team's last report to the Board in October of 2022, they continue to make progress on several initiatives they began over the summer. Outlined below are updates on the team's progress and achievements since the fall.

Enrollment

The Educational Planning team is the main point of contact for virtually all new and transfer-in students to WVC. In-person student traffic is picking up pace, but a substantial number of students continue to connect with the team remotely via Zoom, email, and phone for placement, in-take advising and on-boarding. While the college's retention numbers remain depressed, the College Navigators are having a positive impact on new student enrollment. Although still lagging behind pre-pandemic numbers, fall-to-fall new student enrollment has seen a few years of sustained growth.



The College Navigators saw a 20% increase in new student enrollments.

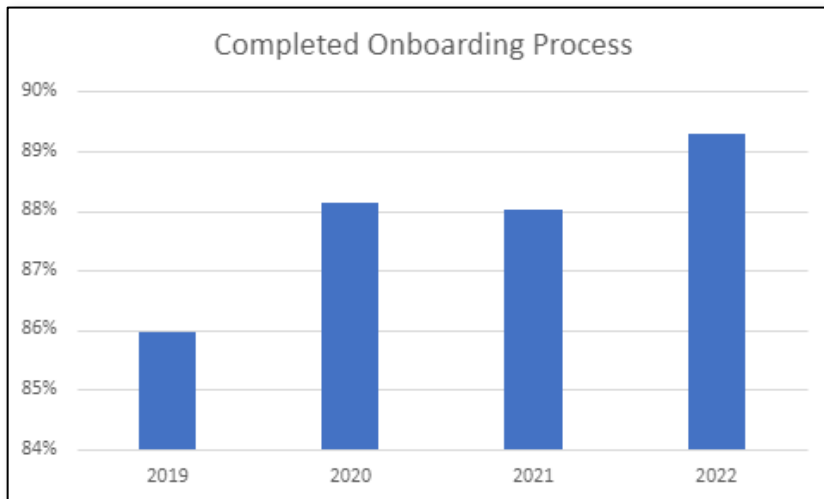
The team is pleased to be up almost 20% in new student enrollments over fall of 2020 during the pandemic. Not only was the team able to enroll almost 60 more new fall-start students this summer than last summer and 100 more than fall of 2020 but this trend continued into winter quarter. Of the new students who completed the in-take and on-boarding process for winter 2023, 90% followed through on enrollment. (This data does not include the numerous transfer-in, former/returning, and continuing students the College Navigators also worked with).

Online Advising and Registration (O.A.R.) Tutorial

WVC's new students are helped through the in-take and on-boarding process by working through a carefully designed Online Advising and Registration (O.A.R.) Tutorial in Canvas. The online mini-course familiarizes new students with WVC student services, program/degree requirements, the ctcLink enrollment process, and other valuable new student resources and information. Because the O.A.R. Tutorial is the cornerstone of the team's on-boarding process, it is especially important to highlight some insightful data the team collected and positive feedback they received.

Prior to the pandemic, in fall of 2019 about 86% of new students who signed up for on-boarding completed the process. Surprisingly, completion was even a little higher during the pandemic at about 88% in fall of 2020 and again for fall 2021. This fall the team reached 89% completion. The team attributes the increase over their pre-pandemic numbers to the switch from mandatory in-person group in-take advising and registration sessions to a more flexible, self-paced, online version of in-take via the O.A.R. Tutorial. The recent expansion of College Navigator positions on the team has also enabled the team to provide more regular communication with

students via email and text messaging to keep students on track with initial enrollment which has helped to improve these numbers.



Improvement in on-boarding completion rates.

This fall the team took time to review the 230 comments and feedback they collected from new students who completed the O.A.R. Tutorial over the summer and the results were overwhelmingly positive. Below are a handful of messages received in response to the question: *“What other questions do you need answered before you feel comfortable starting your first quarter of college? Or what things are you still feeling anxious about?”*

“Feeling excited, not anxious, and that’s thanks to all the information provided today.”

“I am anxious to start but I feel this course was very helpful.”

“I do not have any questions. I believe the O.A.R has set me up and has made me confident for this upcoming school year.”

“I don't have too many questions since I have already been in contact with the college advisor already and have been on the phone multiple times with the college navigator [Isabela] Rodriguez who has been super helpful.”

“I feel very comfortable. I am a transfer student from GHC and let me just say how much more well organized WVC is. This tutorial was beyond helpful and I truly feel confident that I have an understanding of the campus and what to expect throughout the year.”

Based on some specific feedback received, the team is working to create additional how-to videos to insert in the O.A.R. Tutorial as well as develop targeted resources and advice based on individual needs students have identified.

In-Services

Educational Planning sponsors several in-services each quarter for student support staff which includes the College Navigators, Counselors, Running Start Educational Planners, Outreach/Recruiters, and grants staff (CAMP, TRiO SSS, MESA, Workforce Grants, etc.). The purpose of the In-Services is to provide a platform for student support staff to meet with different departments or faculty for updates and information regarding their programs/classes or services so front-line staff can better inform prospective students about their options at WVC and better advise new students when they enroll for their first quarter of classes at WVC. The in-services

took a hiatus during the pandemic but commenced last year. The in-services have been well attended and a great learning opportunity for all. Below is a summary of the recent In-Services:

- Winter 2022
 - New Drafting Certificate with Arius Elvikis
 - Advising for Computer Science with Sharon Wiest
 - Workforce Grants Overview/Update with Ericka Schenkvonstauffenberg
- Spring 2022
 - Career Assessment Tools and Resources with Bertha Sanchez
 - How and When Financial Aid Impacts Advising with Jaima Kuhlmann, Maria Navarrete, and Michael Hicks
- Fall 2022
 - WVC Tutoring and Library Services with Christa Cacciata, Janna Goodyear, and Jeannie Henkle
 - CWU-Wenatchee Programs and Services with Monica Medrano
- Winter 2023
 - Industrial Technology Program (Electronics and Welding) with Zack Jacobson
 - Hidden Curriculum with Jenna Floyd
 - Machining Program with Micky Jennings



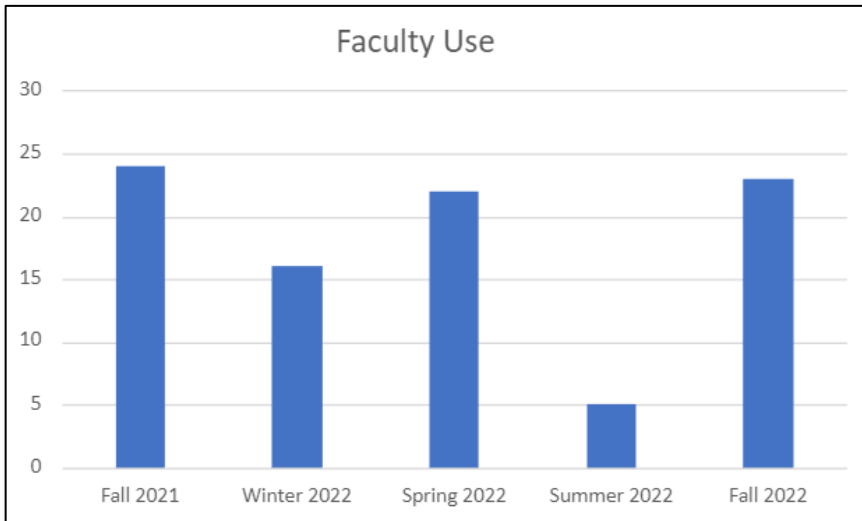
Zack Jacobson giving a presentation and tour of his lab spaces to student support staff in January.

Future Plans

Over the next few months the team has identified several key priorities they plan to focus on; one of them being Student Alerts.

In the fall of 2021, the team was able to implement ctLink's Student Alert functionality. This allows faculty to submit early academic warnings and for student support staff across campus to reach out to students in a timely manner to help students stay on their academic path. It replaces the homegrown Just In Time (JIT) early academic warning tool.

The Student Alert functionality within ctLink is an invaluable retention resource helping both students and faculty in various ways. Unfortunately, the tool is not being used to maximum benefit. Limited numbers of faculty are submitting Student Alerts. This fall less than 10% of instructors (23) made use of the Student Alert tool.



Faculty use of ctclink's Student Alerts.

These faculty submitted 140 Student Alerts fall quarter which represents 106 unique students. Since launching ctclink's Student Alerts in fall of 2021, only 43 unique faculty have submitted a Student Alert; about 15% of instructors. Faculty have submitted 492 alerts overall, representing 335 unique students since fall of 2021.

The College Navigators are making a concerted effort to promote Student Alerts as an important retention tool and to engage with faculty about making better use of the tool. In the coming year the team plans to focus on several projects to enhance their support for students and improve retention. They are working to build more faculty communication into their overall communication plan to provide them with more Student Alert reminders at strategic points in the quarter. The College Navigators will also explore the option to survey the faculty to help identify what is preventing so many of them (85-90%) from using the tool. The College Navigators also want to review and possibly revise the ctclink Student Alert form letters that are sent to students.

At the end of January, the College Navigators organized a meeting for the student support staff across campus who help field Student Alerts and work to reach out to these students in a timely manner. The group discussed resources and recommendations they provide students, best practices were shared, and a list of ideas for more online resources was generated as a future project.

Financial Aid

Financial Aid Department processed 77 Satisfactory Academic Progress Appeal (SAPS) forms and over 30 Maximum Attempted Credits Appeal (MACS) during winter break. Typically, these appeals can take up to 3-4 weeks to process. However, Financial Aid staff collaborated very closely to ensure these appeals would get processed prior to the start of Winter quarter and fortunately, students were able to receive their Financial Aid the first week of the quarter.

In efforts to reduce the number of students from getting dropped, Financial Aid team called 193 students on the drop list in January. Students were reminded to pay their tuition and instructed on how to pay tuition online and or transferred to the Cashier's Department. In addition, students on this list who had not filled out a FAFSA/WASFA application were encouraged to fill one out with the friendly assistance of a Financial Aid representative.

The Financial Aid office awarded financial aid to 215 students that were not enrolled in Fall but had a FAFSA/WASFA on file. This was used as a recruiting tool in hopes of getting more students enrolled at Wenatchee Valley College for Winter quarter.

CARES Funds – The Financial Aid office is collaborating with the Counseling Department to identify students in need and use the remainder of the CARES funds. 84 students (\$191,891.75) have been awarded since Fall quarter. The goal is to deplete the rest of the funds prior to the end of Spring quarter.

Awarding Process for 2023-2024

Financial Aid staff will be meeting with Washington State Board for Community Technical Colleges (SBCTC), on Feb 07th to begin to prepare for the awarding process for the 2023-2024 academic year. If all goes accordingly, award letters will be mailed beginning in March or April, the earliest ever in several years.

Staff Update

Ariana Rodriguez- is the new Loan Coordinator. Ariana was hired in July 2022, as a Customer Service Specialist for Financial Aid and Veteran Services. She recently got promoted to Program Specialist II, Loan Coordinator. She is already processing loans on her own, she is a tremendous asset to the Financial Aid office. The Customer Services Specialist position vacated by Ariana is currently being searched for.

Felix Son Vu, Men's Soccer Coach and Work-study Coordinator is now part of the Financial Aid. Felix time is split between athletics and the Financial Aid office. He has been working very closely with Human Resources and the Business Office to ensure paperwork for work-study students is processed in a timely manner and to ensure students don't go over their work-study budget. The Financial Aid office is extremely fortunate to have Felix on the team.

Shout out to **Jade Knell**, Scholarship Coordinator. Jade assisted the Foundation office last month while they were shorthanded. The Foundation needed assistance reviewing tentative scholarship recipients. Jade assisted by making sure that students were eligible for scholarship(s) by checking enrollment levels, financial need, SAP status, and whether students had received another Foundation scholarship this academic year.

Dr. Faimous Harrison, President

Objective: To continue having introductory meetings with students, faculty, and staff to better understand priorities and perspectives from the members of the college. The information received in conjunction with data received from the Cabinet and all other prudent parties will help establish a conceptual framework for immediate and long-range planning. Furthermore, as schedule allows, in conjunction with members of the cabinet and others, my goal is to assess our current and future programs.

Immediate Priorities

- 1. Engagement and networking with Washington State Community College Presidents and Chancellors which may help provide context for priorities.**
 - a. Example Yakima Valley College (note other CTCs and universities have also reached out to us)
 - i. Similar demographics as WVC and according to their data is the fastest growing community or technical college in Washington State with an increase of 35% this academic year.
 - ii. Dr. Sara Cate, Board Chair's husband is working in Okanogan County in Omak to expand residency programs for individuals within the health/medical field.
 - iii. Collaboration opportunities to seek large grants (\$1 million or more)
- 2. Fill key positions with highly qualified individuals that can effectively do the job on day one, including holding supervisors accountable for the assessment and assurance that their direct reports have the skillset and support to be effective in their jobs. Moreover, how do they support and advance WVC's Mission, Vision, and Strategic Priorities**
 - a. **Institutional Effectiveness**
 - i. Ty Jones will be retiring at end of the academic year to retain as much institutional knowledge with the goal of the new hire to overlap with Ty as soon as possible.
 - ii. Start the advertisement process for the next Executive Director with a proposed new name of Institutional Research, Planning, Assessment, and Effectiveness instead of the current name of Institutional Effectiveness.
 - iii. Hire one or two temporary emergency hires to fill the institutional effectiveness data roles and additional support for Ty Jones.
 - iv. Permanent search for an Institutional Effectiveness Data Manager (Bruce Maxwell's replacement) will begin immediately after the next Executive Director of Institutional Effectiveness is hired.
 - b. **Grant Coordinator**
 - i. A benchmark goal or metric should be to write a minimum of \$2 million in solid and well-developed grant applications annually. Once the candidate reaches \$5 million in applications or \$500,000 in procurement in any calendar year, the recommendation would be to reclassify this position to a director level with a new expectation to strive and meet these goals.
 - c. **Executive Director, DEI Position**
 - i. Currently reviewing the position description, organizational structure, resources, and all documents associated with this program.
- 3. Enrollment Growth.** Assessment of our current enrollment management plan, including the following:
 - a. Reviewing the current enrollment plan, recruitment efforts and measurable successes, outcomes assessment metrics, outreach, recruitment, and benchmarks for the following:

- i. High Schools
 - ii. Business and industries
 - iii. Adult learners
 - iv. Disaggregated data for Okanogan, Douglas, and Chelan counties (Where are our students coming from, or not coming from, and why)
- b. Projections for the 2023-2024 academic year and the most appropriate deliverables to ensure we reach them.
 - c. Outreach and affiliation efforts with P-12 schools, industries, and workforce development.
 - d. Involvement within the K-12 schools to build an affiliation with students, families, and their circle of influences.

4. Increased knowledge and assessment of the following:

- a. Reviewing organizational structures, departments and division alignments, and effectiveness.
- b. Budget structures and allocations.
- c. Review of current and historical qualitative and quantitative data with appropriate parties. More specifically, how are we integrating a continuous improvement framework while measuring areas for improvement and effectiveness for the desired outcomes and greatest impact?
- d. Exploring other funding models, including outcomes or impact-based, and decentralized incentive-based funding approaches.

5. WVC Capacity Building Plan to support the college strategic plan and long-range planning.

- a. What does this look like in a post-pandemic era?
- b. What do we envision as the maximum enrollment for our Omak and Wenatchee campuses?
- c. Are there existing and future opportunities to align with external groups? For example, Wenatchee Valley Technical Skills Center, other?

Monthly Snapshot:

- Two weeks of the last month included attending the Washington State Association of College Trustees and the Association of Community Colleges and the American Association of Community Colleges, Community College National Legislative Summit.
- For the good of our students, employers, and communities, I am collaborating with the other community and technical colleges to advocate for the following:
 - 100% state funding for the COLAs negotiated by the Governor's Office and the salary increases provided through I-732.
 - 100% state funding for [our college system operating budget request](#). This would provide an additional 13% salary increase, on top of the COLAs, for each year of the biennium. Our faculty have not received a state-funded pay increase, beyond COLAs, since 2008.
- Attended our Wenatchee Student Senate meeting.
- Scheduled drop-in meetings with faculty and staff on the Omak and Wenatchee campuses.
- Several departments have provided information and insights related to their areas which were appreciated.
- Faculty Affairs:
 - *Nursing*
 - i. Meeting with CCNE Accreditation Team for RN to BSN and LPN to BSN Accreditation.
 - ii. BSN Classroom Visit with students.

- iii. Meeting with our nursing faculty and director to review summary report documents, priorities, and goals in preparation for our CCNE accreditation visit.
- *Mathematics.*
 - i. Attending their department meeting and I received an overview of how the department, including:
 - (a) *Advances WVC's mission in collaborative and advocacy ways:*
 - Strong collaborators with other departments in scheduling and content.
 - College Readiness Bootcamp (English SDS Math collab)
 - Active in the union –negotiators, salary committee
 - Math Paths for Guided Pathways
 - (b) *Student Supports*
 - Math 101/SDS 103
 - MESA Partnership
 - Math Center – working with the Science Department
 - Active participants with FACE, MESA, and Budget Committee
 - ii. Opportunities:
 - Supporting athletic study sessions, schedule STEM tutor to attend these.
 - Start working on building relationships with universities. They seemed open to conversations with WVC. Possibly start with CWU.
 - We would love for WVC to reach out to graduates who have gone on to have successful careers and invite them back to speak or get blurbs for publications, marketing, and for sharing success stories.
 - Ongoing relationships with Alum to guest speak, lead field trips, etc.
 - iii. Math Center Expansion to a STEM Center (Faimous would prefer a STEAM Center, "A" = Agriculture):
 - Was provided a brief history of the match center.
 - Overview of areas where institutional support is wanted/needed.
 - Discussion of areas of concern.
 - iv. Areas where help is needed:
 - A general proctoring center on campus.
 - Network of preferred proctor centers across the state.
 - Gathering data on student success
 - Sequenced courses
 - First col-level class in one year
 - In Math courses at 4 years – perhaps start with CWU
 - Success of students taking M101
 - Across campus, we need to improve the way we treat long-term adjunct faculty.
 - v. Guaranteed classes are needed.
 - vi. STEM Center funding, branding, and institutional support (I.e., money & data).

Long-term Goals:

- Integrate collective ownership, accountability, and continuous improvement or growth mindset framework in WVC DNA.
- To reposition Wenatchee Valley College as the higher education institution of choice for all students and community members in our region and beyond.