



District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Regular Board Meeting

May 20, 2020 – 3:00 P.M.

Virtual Meeting

MINUTES

ATTENDANCE via Zoom

Trustees Present:

Phyllis Gleasman, Chair
Tamra Jackson, Vice Chair
June Darling
Steve Zimmerman
Wilma Cartagena

Also Present:

Cabinet Members
Faculty Members
Classified Employees
Others

CALL TO ORDER: 3:00 P.M.

EXECUTIVE SESSION

APPROVAL OF MINUTES

1. **March 18, 2020, Board Meeting**

MOTION NO. 2333

Tamra Jackson moved that the minutes of the March 18, 2020 board of trustees meeting be approved. The motion was seconded by Wilma Cartagena and carried unanimously.

CELEBRATING SUCCESS

2. Wenatchee Valley College students Kai Spencer and Angelica Vasquez were recognized as members of the 2020 All Washington Academic Team. The program recognizes 65 students from 34 community colleges that reflect the diversity of the state, maintain high standards of excellence and contribute positively to the community. Kai Spencer is interested in electoral reform, environmental sustainability, open-source intelligence and current events. Currently a student at Eastern Washington University, Kai aims to become an agent of the Federal Bureau of Intelligence and combat human trafficking. Angelica Vasquez waited to continue her education while she raised her two children. Now, at 52, she is pursuing her associate degree and a certificate of correction in the criminal justice program.

SPECIAL REPORTS

3. **Lexie Reyna-Godman, ASWVC Wenatchee President**
A verbal report was not given by ASWVC President Lexie Reyna-Godman.
4. **Adrian Carrillo, ASWVC Omak President**
In addition to Adrian Carrillo's written report he shared about a couple student giveaways that ASWVCO will be doing to finish the year and during finals week.
5. **Patrick Tracy, AHE President**
A verbal report was not given by AHE President Patrick Tracy.
6. **Mike Nelson, WPEA Chief Shop Steward**
A verbal report was not given by WPEA Chief Shop Steward Michael Nelson.

STAFF REPORTS

7. **Brett Riley, Vice President of Administrative Services**
In addition to Brett Riley's written report Brett added that he is pleased with the progress of Wells Hall.
8. **Quarterly Financial Report: Brett Riley, Vice President of Administrative Services**
In addition to the written quarterly financial report, Brett added that the college will end the fiscal year in a good position.
9. **Tod Treat, Vice President of Instruction**
In addition to Tod Treat's written report, Dr. Treat shared videos of the work that faculty have been doing within different programs. The videos will be posted online.
10. **Chio Flores, Vice President of Student Services**
In addition to Chio Flores' written report, Dr. Flores commended the work that student services staff have been doing during the shutdown.
11. **Jim Richardson, President**
In addition to President Richardson's report he gave an update on the campus closure due to COVID-19 and the work that the incident command team is doing. He commended the work that all staff are doing given the challenges that present themselves when working from home.

ACTION

12. **2021-2022 Academic Calendar: Chio Flores, Vice President of Student Services**
The Academic Calendar Committee began meeting in October 2019 to develop the 2021-2022 Academic Calendar, as outlined in Academic Calendar Procedure 1400.600. Drafts #1, #2, and #3 went out to all campus for review and comments were received from faculty and staff. Draft #3 was reviewed in March by cabinet and presented to the board for review.

MOTION NO. 2334

Wilma Cartagena moved that the board approve the 2021-2022 Academic Calendar. The motion was seconded by Tamra Jackson and carried unanimously.

(2021-2022 Academic Calendar attached as Exhibit A)

13. **New Policy 600.503 Sustainability: Reagan Bellamy, Executive Director of Human Resources**
Policy 600.503 Sustainability guides WVC staff, students, and faculty to be good stewards of fiscal and environmental resources. Recognizing that practicing sustainability is fundamental to ensure a legacy for the

future, the institution and all members of the college community support actions, decisions and leadership that will do the following.

MOTION NO. 2335

Tamra Jackson moved that the board approve new policy 600.503 Sustainability. The motion was second by Steve Zimmerman and carried unanimously.

(New policy 600.503 Sustainability is exhibit B)

14. Continue Spending Authority: Brett Riley, Vice President of Administrative Services

The 2019-2020 budget expires on June 30, 2020, the board is being asked for temporary spending authority to allow essential college services to continue. Due to the unprecedented economic status of the State of Washington as a result of the COVID-19 pandemic WVC is expecting a significant decline in the state allocation.

MOTION NO. 2336

Steve Zimmerman moved that the board grant authority to continue spending until the September 9, 2020 board of trustee meeting. The motion was second by Wilma Cartagena and carried unanimously.

15. Revised 2019-2020 Operating Budget: Brett Riley, Vice President of Administrative Services

The Revised WVC 2019-20 operating budget was presented to the Board of Trustee. Included a summary of the sources of funds and the rationale of budgetary decisions based on enrollment forecast and legislative action.

MOTION NO. 2337

Steve Zimmerman moved that the board approve the revised 2019-2020 operating budget. The motion was second by Tamra Jackson and carried unanimously.

(Revised 2019-2020 Operating Budget is exhibit C)

PUBLIC COMMENTS

No public comments

ADJOURNMENT – 3:34 P.M.

Secretary

Chair

Exhibit A

2021-2022 Wenatchee Valley College - Academic Calendar - Draft #3

Fall 2021

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 20th - Grades Due 3pm

Winter 2022

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 28th - Grades Due 3pm

Spring 2022

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 17th - Wenatchee Graduation
June 18th - Omak Graduation
June 21st - Grades Due 3pm

Summer 2022

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 22nd - Grades Due 3pm

	Fall	Winter	Spring	Total
Teaching Days	50	50	50	150
Final Exams	3	3	3	9
Prep Day	2	0	0	2
Advising Day	1	1	1	3
President's Day	1	0	0	1
Deans Day	2	0	1	3
Flexible Professional Days*	1	1	1	3
TOTAL DAYS	60	55	56	171
Holidays				

*Refer to current AHE collective bargaining agreement

target: 171

600.503 SUSTAINABILITY POLICY

The Wenatchee Valley College (WVC) Sustainability Policy exemplifies the long-term commitment of its two campuses to be efficient, transparent and accountable through deliberate, collaborative and sustainable alignment of resources. This policy guides WVC staff, students, and faculty to be good stewards of fiscal and environmental resources. Our environmental and social responsibility is rooted in WVC's mission to serve the educational and cultural needs of students of diverse ethnic and economic backgrounds. Recognizing that practicing sustainability is fundamental to ensure a legacy for the future, the institution and all members of the college community support actions, decisions and leadership that will do the following.

1. Provide educational opportunities to learn about and practice sustainability.
2. Create partnerships within and outside the college that further environmental stewardship, economic equity, and social justice.
3. Promote the sustainable management of resources to protect health and well-being, while building resilient infrastructure.

Procedures will be developed, as necessary, to implement this policy with the flexibility to modify as conditions change.

Approved by the president's cabinet: 4/28/20

Adopted by the board of trustees: 5/20/20

Last reviewed: 4/22/20

Policy contact: Director of Facilities

Related policies and procedures

1600.503 [Sustainability Procedure](#)

REVISED 2019-2020 Operating Budget

Revenue Forecast:

101 Funds-

- Our State allocation is projected at **\$16,086,013** including provisos and program funding.

149 Funds-

- Tuition forecast is **\$6,136,098** for academic year 2019-20. Enrollment projections have been improving since spring. We are conservatively projecting flat tuition revenue.

148 Funds-

- Fee revenue is projected to come in at **\$2,242,761**. We expect some variability with fee revenue as we implement the new fee schedule.

146 Funds-

- Revenue from Running Start remains significantly lower than last year but has stabilized. We are expecting FY20 Running Start revenue to come in at **\$5,329,943**.

Other-

- **\$180,000** in WVC Foundation sourced funds dedicated to specific endowed programs as well as a one-time \$50,000 technology donation.

Total Operating Revenue- \$29,974,815

Revenue Source	FY 19-20	% of Budget
101- Total State Allocation	\$ 16,086,013	53.7%
149- Total Tuition	\$ 6,136,098	20.5%
148- Total Course and Program Fees	\$ 2,280,724	7%
145/146- Running Start	\$ 5,329,943	17.8%
Foundation Reimbursement	\$ 180,000	0.60%
Crane Endowment	\$ 50,000	
Auvil	\$ 80,000	
Technology Replacement	\$ 50,000	
Total Estimated Operating Revenue FY 19-20	\$ 29,974,815	100%

- WVC has established an operating budget of \$29,871,176 based on most recent revenue and enrollment estimates.