



BOARD OF TRUSTEES MEETING
October 21, 2020
3:00 P.M. – Zoom

Register to attend: https://wvc.zoom.us/webinar/register/WN_Pla71dk6RtOwvSqubIEIIA

AGENDA

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CALL TO ORDER

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PUBLIC COMMENT

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

ADJOURNMENT

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

BOARD MEETING: **October 21, 2020**

AGENDA ITEM : **#1 - Action**

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of September 9, 2020

BACKGROUND:

Attached are the minutes from the September 9, 2020 regular board meeting for approval.

RECOMMENDATION:

That the minutes from the September 9, 2020 regular board meeting be approved.



District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Regular Board Meeting

September 9, 2020 – 3:00 P.M.

Virtual Meeting

MINUTES

ATTENDANCE via Zoom

Trustees Present:

Phyllis Gleasman, Chair
Steve Zimmerman
Wilma Cartagena
June Darling

Also Present:

Cabinet Members
Classified Employees
Students

CALL TO ORDER: 3:00 P.M.

APPROVAL OF MINUTES

1. June 17, 2020, Board Meeting Minutes

MOTION NO. 2344

Wilma Cartagena moved that the minutes of the June 17, 2020 board of trustees meeting be approved. The motion was seconded by Steve Zimmerman and carried unanimously.

CELEBRATING SUCCESS

2. Spring Quarter Student Success, Chio Flores, Tod Treat & Ty Jones

Wenatchee Valley College's mission and core themes directs the college to help students of the District to achieve their educational goals. The Covid-19 virus outbreak this past spring has, to say the least, changed how WVC provides instruction to its students. The question is, has it also impacted its mission to help students to learn and achieve. The pivot from face-to-face instruction, to remote/online instruction in just a few weeks had the potential to negatively impact students and their success in their course work. However, data from this past spring quarter compared to prior spring quarters has shown that students adapted well to the change and in some cases fared better in their course work than expected. What follows is some data and discussion that shows that WVC, its students and faculty, provided an experience where students could achieve their educational goals.

Carla Cazares and Sebastian Garcia shared their personal success and challenges with remote learning during the spring quarter.

June Darling was celebrated for her years of service as a board director on the Wenatchee Valley College board of Trustees. June served two terms from 2010 to 2020.

SPECIAL REPORTS

3. **Heather Ryan, AHE President**

A written report was submitted by Heather Ryan, AHE President.

4. **Mike Nelson, WPEA Chief Shop Steward**

A report was not submitted by WPEA Chief Shop Steward Michael Nelson.

STAFF REPORTS

5. **Brett Riley, Vice President of Administrative Services**

In addition to Brett Riley's written report he shared that the business office will be preparing for a fiscal audit.

6. **Quarterly Financial Report, Brett Riley, Vice President of Administrative Services**

A written report was included in the board information packet. Brett Riley did not add to his written report.

7. **Tod Treat, Vice President of Instruction**

Dr. Treat shared information regarding Launch Week. With remote learning for the fall, Launch Week won't be typical: focusing on making remote instruction even better while student services colleagues are focused on students. Staff training and faculty launch will be separate this year. Faculty launch will look a lot more like Week Zero did back in March.

Dr. Treat thanked Heather Ryan, Bobbi Johnson, Micky Jennings, Randy Mitchell, Hart Johnson, Jennifer Hadersberger, Erin Tofte, Kristin Hosey, Brett McGinnis, Brad Cushman, Jeannie Henkle, Lisa Foster, Holly Thorpe, Beratha Sanchez, Ryan Poortinga, Bridgid Chvilicek, Sandra Villareal, Tria Skirko and all the Deans for their work to make launch week a success.

8. **Chio Flores, Vice President of Student Services**

A written report was included in the board information packet. Dr. Flores did not add to her written report.

9. **Jim Richardson, President**

In addition to President Richardson's written report he complimented the ctcLink team for their work and dedication to the project. He also thanked and recognized June Darling for her years of service to WVC.

ACTION

10. **Revised Policy 000.330 Non Discrimination and Discrimination Harassment, Reagan Bellamy, Executive Director of Human Resources**

Policy 000.330 Non Discrimination and Discrimination Harassment was revised to reflect the new Title IX requirements.

MOTION NO. 2345

Wilma moved to approve revised Policy 000.330 Non Discrimination and Discrimination Harassment as presented. The motion was seconded by June Darling and carried unanimously.

(Exhibit A)

11. **Revised Policy 000.340 Sexual Harassment/Title IX, Reagan Bellamy, Executive Director of Human Resources**

Policy 000.340 Sexual Harassment/Title IX was revised to reflect the new Title IX requirements.

MOTION NO. 2346

Steve Zimmerman moved to approved revised Policy 000.340 Sexual Harassment/Title IX as presented. The motion was seconded by June Darling and carried unanimously.

(Exhibit B)

12. Election of Board of Trustees Officers

MOTION NO. 2347

Steve Zimmerman moved that the following slate of officers be approved for the 2020-2021: Phyllis Gleasman, Board Chair; Tamra Jackson, Vice Chair; Steve Zimmerman, Legislative Action Liaison, Tamra Jackson, Alternate Legislative Action Liaison. The motion was seconded by June Darling and carried unanimously.

PUBLIC COMMENTS

No public comments

ADJOURNMENT – 3:35 P.M.

Secretary

Chair

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#2 - Information**

CATEGORY: **CELEBRATING SUCCESS**

WVC Foundation Scholarship Success

BACKGROUND:

The Wenatchee Valley College Foundation is committed to removing barriers to academic success for WVC students. Through the generosity of donors, the foundation has awarded over \$325,000 in scholarships for 2020-21. Student achievement and donor generosity will be recognized at the foundation's annual scholarship reception, virtual this year, on October 27 at 5pm.

HIGHLIGHTS:

- In addition to the annual scholarship application, the foundation hosted a "mini-cycle" at the beginning of fall quarter. The "mini-cycle" was first offered in 2019 and serves students who register and enroll after the annual application deadline in February.
- A total of 130 awards have been made, with the average award amount at \$2,300.

STUDENTS SERVED:

- A diverse group of recipients including veterans, students with dependents, DREAMers, recent high school graduates, and adults returning to school.
- Roughly 60% of recipients are the first in their immediate family to attend college (first generation).
- Half of recipients are enrolled in an allied health program.
- A quarter of recipients received a scholarship in 2019-20.

STUDENT QUOTES:

- "I can't express to you how much this means to me and how beneficial this will be to my education and every bit of effort will prove your decision has been worth it."
- "This award is an amazing opportunity for me. It makes me a lot more confident and ready to begin school again in the fall."

RECOGNITION:

Thank you to the generous scholarship donors that made this impact possible, volunteers on the scholarship review committee, Tony Rosales (WVC program specialist 2), and Ellora La Shier (WVC Foundation annual giving and scholarships coordinator).

goals.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#3 – Information**

CATEGORY: **SPECIAL REPORTS**

Lina Mercado-Tejeda, ASWVC President

BACKGROUND:

CURRENT MEMBERS:

President: Lina Mercado-Tejeda

Vice President: Sebastian Garcia

Treasurer: Ashley Agren

Secretary: Lucero Cuevas-Peregrino

Director of Campus Activities: Piper Younie

Director of Diversity: Karina Tobar

Director of Public Relations: Dayan Acevedo

Director of Social & Civic Responsibility: Currently Vacant

Director of Health and Wellness: Mason Renslow

Senate Ambassador: Nicole Maloney

UPDATES:

- ❖ Senate is currently operating entirely remotely. All meetings are being held over Zoom.
- ❖ Currently hiring for the Director of Social and Civic Responsibility position.
- ❖ Senate team completed 3 weeks of virtual training in September.
- ❖ Senate helped with New Student Orientation and held a student panel.
- ❖ Senate members are participating on Tenure and other campus committees.

EVENT UPDATES:

- ❖ Senate is holding a virtual event for Disability Awareness Month. People are able to participate in a 5 or 10 K run/walk to raise awareness and funding for the American Association of People with Disabilities. Currently we have 13 people signed up.

UPCOMING EVENTS:

- ❖ Oct. 16th 5:00-7:00pm Virtual Candidate Forum - We asked local candidates running for local positions to a forum to promote elections and student engagement.
- ❖ Nov. 9th-11th Fall Runway - Virtual event for students to participate on Instagram. All participants will receive a prize.
- ❖ Tentative - Nov. 18th Drive-in Movie - Holding a drive in movie at the Town Toyota Center for our students.
- ❖ Instagram funniest home videos in December to de-stress for finals

SENATE ACTIONS AND APPROVALS:

- ❖ Senate approves Disability Awareness event and \$1,400 from 1P06 to purchase t-shirts for the participants.
- ❖ Senate approved \$6,000 for Drive in Movie event
- ❖ Senate approves a Suicide Prevention event with guest speaker Joshua Rivedal and a committee to plan the event for Winter quarter.
- ❖ Senate approves a Candidate Forum Legislative Event.
- ❖ Senate approves \$3,000 from 1P12 to fund TRiO SSS for 2020-2021 school year.
- ❖ Senate approves an Instagram Fall Runway and \$500 from 1P06 to purchase gift cards for the participants.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#4 – Information**

CATEGORY: **SPECIAL REPORTS**

Belinda Brown Raub, ASWVCO President

BACKGROUND:

Current cabinet: President: Belinda Brown Raub, Vice President: Christa McCormick, Secretary: Patrice Cloman-Ezell, Director of Campus Activities: Elizabeth J Rocel, Director of Legislative and Student Affairs: Destiney Petty, Advisor: Livia Millard.

September:

- Student Orientation: September 14 – Student Cabinet organized a New Student Orientation via zoom with Livia Millard and Student Cabinet from 3-4:30pm. This zoom allowed faculty and student panel to welcome the new students in a forum setting. Discussions of what to expect from both groups of panelists gave insight of different magnitude for the group of attending students who seemed eager and curious.
- September 21 – Club Expo, planning for a club expo event was agreed on by the cabinet members and date set for October 30 and a theme has been set in place. Our goal is to have two Club Expos per year as we are hoping for this first virtual one be a success
- September 23- Workout Virtual Session, Presented by Student Cabinet, a commercial and Challenge was created as well WVCO Get Fit Stay Fit we've linked with myfitnesspal app to share meals and stay connected with others because of with steps. This app works well with Diversity. Our first event was September 30th
- October 2- Interclub Council had their first meeting. All Clubs were present and were eager and to start planning for the new year
- Selections - Student Cabinet applications for our upcoming selection process. Chair has been appointed and we will begin the application process in the upcoming week.
- Indigenous People's Day, Student Government is currently in the process of planning an event Oct 12th via zoom to commemorate Native American history and culture.
- Student Government will be working with Ryan Poortinga and Bertha Sanchez furthering the awareness on suicide and what we can do as leaders.
- Team building yearly- Student Cabinet has decided an emphasis on communication, advocacy, and other leadership qualities, we hope to come together as a strong team in preparation for what the rest of the quarter will entail.

Food Bank Committee: The Knights Korner, Student Pantry is fully operational during this COVID 19 crisis as drive by resource. We are still working on getting the word out to all students. The Knights Korner, Student Pantry has been successful so far, with several students using these resources.

Green Campus Committee: The Green Campus Committee is working on setting meeting times for the quarter to discuss sustainability. The Green Campus Committee is planning several events for the month of November in lieu of Tree Campus, Arbor Day and the Sustainability Committee.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#5 – Information**

CATEGORY: **SPECIAL REPORTS**

Heather Ryan, AHE President

BACKGROUND:



Fall Quarter Online

Faculty are in the full swing of fall quarter and are working hard to meet the needs of students. As most faculty are teaching fully online, much of this work has been developing new course materials and assignments while finding ways to build community even while constrained by distance learning. Launch Week workshops were well attended, and faculty reported feeling supported as they prepared for the quarter.

Pace Climate Survey

Faculty are deeply concerned with the results released in the PACE climate survey, though many have expressed a desire to discuss next steps and ways to move forward. Union leadership has joined with other stakeholders in the college community to begin addressing the issues raised and supports the creation of the PACE Task Force by administration. However, mistrust and cynicism remain in some faculty members. Consistent transparency and open communication will bolster faculty trust in the process.

HB 2158 Negotiations

The negotiation team of Sharon Wiest (lead negotiator), Mike Choman, Scott Bailey, and Heather Ryan met with administration on October 7 to begin negotiation of funds from House Bill 2158. These include funds for nurse educators and nursing programs, faculty in high demand programs and fields, and Guided Pathways. The negotiation team will meet with administration in the next two weeks, with a goal of completing these negotiations in fall quarter.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#6 – Information**

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

A written report was not submitted by Michael Nelson, WPEA Chief Shop Steward

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#7 – Information**

CATEGORY: **SPECIAL REPORTS**

Wilson Wooschlager, WVC Foundation Chair

BACKGROUND:

Due to the COVID-19 restrictions our group didn't meet during the months of March – resumed meetings via zoom. But there have been a couple of postponements (wildfire / general scheduling conflicts).

Foundation emergency support of students – gas cards - there has been more of a need this year due to financial stress due to COVID-19 and the recently wildfires that affected our area.

Funding of various ongoing student classroom expenses – nursing student kits – this is dependent on when in college classes resume.

Scholarships - \$10,000 will be awarded this past year, this will happen later in the year. A newer scholarship named after David Lindeblad (dean and professor) was established and focused on purchase of books for students needing assistance.

Changing lives program – past students success stories which can be seen on the website / we working on a current video of a student which we would like to add to the website.

New website presence – up and running – linked through the WVC website.

Our future plans for fund raising is dependent on the status of COVID-19 restrictions as most of the ideas would involve hoping having larger groups attend. Our current investments appear to be stable and gaining value but as we disperse monies we need to.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM: **#8 – Information**

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- The Administrative Services team has continued to participate in weekly Business Affairs Committee (BAC) meetings as part of COVID-19 response planning. Additionally, Administrative Services has been working with Cabinet to evaluate a revised operating budget based on feedback from the Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).
- Administrative Services has also been working with Cabinet and directly with the Office of Institutional Effectiveness (Ty Jones) to prepare for the virtual NWCCU mid-cycle accreditation visit.

Budget & Internal Auditing

- Budget staff has been preparing federal reports related to the Department of Education's CARES funding WVC received over the summer as part of the federal stimulus package.
- Budget staff have also been working closely with the State Auditor's Office (SAO) to gather documents for the accountability audit.
- As always, budget staff have been facilitating budget trainings for new budget managers and interested parties on campus.

Fiscal Services

- CtcLink activities escalate considerably beginning the week of October 12th. Fiscal Services have done a tremendous amount of work cleaning up the college's financials to prepare for a seamless transition to ctcLink. Significant work remains, but Fiscal Services is well positioned to succeed due to the efforts and preparation of our staff.
- Fiscal Services staff received the FY20 financial statement template from the SBCTC and has started preparing FY20 financial statements, which will be audited by the SAO beginning the first week of December following the accountability audit.

Facilities and Capital

- Wells Hall-
 - The Well Hall project is going well. Steelwork is largely complete and roof work and brick laying has started around the conference center. Lydig remains on schedule with hopes of having the building enclosed before the first snowfall of the season. The College is pleased with current progress of the project.

- Minor Works-
 - All minor works projects are progressing with efforts focused on getting roofing work completed before the change of seasons.

Safety and Security

- Our SSEM and Facilities staff have been meeting with the Washington State Department of Health to coordinate a regional emergency response exercise the third week of October.
- SSEM staff have also been in ongoing communication with local health officials to host a drive through COVID testing event similar to what has occurred at Wenatchee High School. We hope to share more information at the work session.
- Facilities and security staff are prepared and looking forward to the NWCCU mid cycle review as it relates to safety and security concerns on our Omak campus.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM **#9 – Information**

CATEGORY: **STAFF REPORTS**

Tod Treat, Vice President of Instruction

Educational Achievement

The Workforce Education and Allied Health approved programs are following safety protocols and serving students with hands-on lab activities.

The Workforce Education Dean with Automotive Technology faculty secured a Career Launch endorsement and grant of \$171,781!

The Nursing Program is enjoying a comprehensive visit from their specialized accreditation ACEN the week of October 12, 2020. The nursing faculty and administration have worked very hard to create their self-study. WVC thanks them for their hard work and we look forward to the evaluation results.

Support for Learning

Professors Heather Ryan and Bobbi Johnson initiated a great professional development series call “Teaching for Tech” during Launch Week and have followed that up with a “Better Late than Never” series, this quarter. They will be working with Brad Cushman, Brett McGinnis, and Jeannie Henkle to create sessions where faculty can work together to help get what they need. All skill levels are welcome.

Responsiveness to Local Needs

The Library, led by director Jeannie Henkle with support from Tria Skirko in Omak, continue to offer technology curbside pickup hours for library Chromebook, calculators, and books! The library has also created advance plans to provide for other student needs, as allowed by College response to Department of Health guidance.

Diversity and Cultural Enrichment

MESA continues to advance its work with underserved populations by recruiting and utilizing an AmeriCorps volunteer as part of student outreach and support.

Continuous Improvement

Launch Week 2020 focused on optimizing faculty readiness to teach remotely in Academic Year 2020-21. The faculty assessment coordinators provided an outstanding keynote and instructional faculty and staff met throughout the week to discuss a variety of issues including enrollments, moving to remote learning, addressing student technology needs and service impacts, and other matters. Particular focus is on improving teaching, learning, advising, and assessment to meet student success.



Sustainability

Despite the challenges of COVID, Continuing Education is finding ways to respond to community needs. In the photo, director Erin Davidson is hosting and supporting simultaneous classes: Home Composting and Spanish Conversation from her home. CE has successfully coordinated flagger training and wilderness first aid and CPR classes face to face with social distancing. Class size was limited to 5 individuals each. Building and classroom spaces were staged to accommodate social distancing and control choke points.

Wilderness first aid and CPR instructor Tracy Baker was a rock star, providing enough manikins for each student to have their own to avoid shared equipment, and adjusting practice scenario portions to maintain COVID safety requirements. Facilities, security, and IT were amazing in providing Continuing Education with support. IT even responded to technology issues before 8:00am on a Saturday to get us up and running!

BOARD MEETING: **October 21, 2020**

AGENDA ITEM **#10 – Information**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ADMISSION/REGISTRATION

- On September 23rd, Maria Lagunas gave birth to a beautiful little boy, Adiel Eloy Lagunas-Dominguez. Maria is planning on being on leave until mid-January.
- CTCLink – Data validation completed. Hired a former work-study student to help. There were over 700 students that needed to be processed. After a few snags on the technical side and got to a late start than planned. All the student profiles have been processed, and now are in the process of registering them for courses. The goal is to be completed by 10/15.
- In the process of revamping internal processes to ideally allow for a more successful outcomes between the student and WVC.
- Met with the GP Committee and discussed the future of GP within ctcLink. The registration office will be the one to create pathways, and have it reflected on the new degree audit (Academic Advisement Report). The GP Committee had the choice to decide on using “milestones” or “sub-plans”, and they voted on using “sub-plans”.

CAMP

- CAMP 2020-2021 cohort 89% full (49/55 participants); 12 students enrolled and are continuing to work on filling the remaining 6 spots.
- Fall to Fall for the 19-20 cohort is 90%. Given everything taking place with COVID-19 we are extremely proud of our students for staying committed to their education.
- Thus far CAMP Lending Library has supported 45 CAMP scholars with books, Chromebook, laptops and calculators.
- CAMP held a successful Online Orientation where 95% of our students attended the virtual event.

CAMPUS LIFE, EQUITY & INCLUSION

ASWVC:

- New Senate Team (10 members in Wenatchee) participated in 3 week zoom training.
- S&A budget update – deficit down from 122k to 45k.
- First Interclub Council meeting held. Only three clubs active so far this year.
- Club resource page created.
- Created Campus Life events webpage to help collect all events in one central location for students to connect easily online.
- 5k/10 for Disability Awareness Event being held by Senate
- Michelle Cannaday back from being out for 6 weeks.
- Not providing student IDs or bus passes at this time. Link Transit will continue to offer free bus rides until the end of December.
- New Student Orientation was a success with 118 people attending the main orientation session and between 2 to 45 people attending all of the other sessions. Really good feedback on the event evaluations. Huge campus wide effort that paid off. Created Canvas page to hold all of the videos from the sessions so students can still access them.

- Candidate Forum schedule for October 16th with local candidates for political office
- Held listening session Oct 8th had 11 people participate.
- Loteria event for Hispanic Heritage event successful with 15 members.
- Tommy Orange author event scheduled for November 12th.

Equity & Inclusion:

- Erin helping with Okanogan community effort to increase conversations and education around racial equity.
- Cabinet anti-racism conversation went very well, will be doing another event this fall for cabinet.
- Working on creating a diversity and equity resources page on website.
- Held an equity 101 training with the Foundation Board on September 21st.
- Held a training session on micro-aggressions in the classroom during launch week for faculty.
- Provided an equity 101 training to the local young professionals group.

International Program:

- International Coordinator still vacant and necessary for the wellbeing of current International students (9 total fall quarter) as well as for recruiting new students and sustaining summer programs. MariChuy is helping to support current students. Not able to offer international tutoring at this time.

Residence Hall:

- Currently almost at 50% capacity, Residence Hall has experienced student withdrawals from housing due to COVID regulations.
- Created at COVID 19 housing supplement and contract sheet that all residents must fill out prior to moving into the hall this fall.
- New steps have been implemented with an entirely new setup in the Residence Hall with barriers at the entrance and kitchen to limit people in the spaces.
- Custodial is disinfecting the residence hall shared spaces twice a day. Established strict rules about guests and social distancing in place and posted at the Residence Hall.
- On call phones received and a new rotation of on-call people during the weekends is being implemented. Those who will rotate being on call are Erin Tofte, Marichuy Alvizar, Chio Flores, Danny Zavala, Jeremy Snyder and Joe Gerak.
- Continuing to have conversations about the importance of seeing the Residence Hall and other buildings as part of campus and to be maintained as such.

Student Recreation Center:

- The Rec Center continues to be closed.
- The Rec Center will not employ any part time hourly or work study employees at this time as the Rec Center will not re-open for fall or winter quarters.
- Danny is working on virtual events and activities to engage students online this fall. He is contracting for online workout platforms that students can use.
- Danny is assisting other areas of the College with video and web projects.
- The Rec Center will continue to offer podcast episodes that can be found online which highlight local people and the health and wellness opportunities they are a part of.

Outreach & Recruitment:

- Campus Recruiter is vacant, a key position on campus particularly in light of decrease enrollment.
- Working to re-start the campus wide recruitment committee.
- Responding to requests for information through the website.
- Brainstorming ways to virtually connect with high school seniors this fall as they begin to plan for next year.

EDUCATIONAL PLANING/CAREER SERVICES

New Student In-Take and Online Advising and Registration (O.A.R):

- By the original enrollment deadline of Sept 4, 393 new students had signed up for O.A.R; 335 had completed O.A.R.
- At the end of the day on Monday, Aug 31 it was announced that the enrollment deadline was extended to Sept 18. 63 additional students were signed up for O.A.R. after the original deadline. Of those 63, 18 never finished. On Sept 15 it was discovered that after the enrollment deadline extension, necessary coding in the HP was not updated which allowed new students to register without placement or O.A.R. Admissions/Registration fixed the problem but approx. 12 students enrolled without a Registration Appointment (most look to be Wenatchee students but a few are Omak). Of those 12, 9 are still enrolled.
- A total of 67 new students completed O.A.R. in those last two weeks alone. Of those 67, 12 did not enroll; 7 signed up for 1 class and 3 have withdrawn.
- TOTAL: 456 students signed up for O.A.R. and 401 completed it by the final enrollment deadline (last summer a total of 502 students participated in group in-take sessions and 86 completed O.A.R. for a total of 588 new students).
- Less face time with new students resulted in more difficulty in assigning faculty advisers. Staff did not have as many opportunities to have conversations with these students about their educational goals and career directions, the adviser's assignments were a lot of guess work based off what could be gleaned from HP (program codes, class schedules, intent codes, etc.).
- Phones/Emails – This month a total of 195 incoming calls were answered, 76 follow up calls made to students. 333 emails were addressed, mostly regarding placement and enrollment. 18 people in the Virtual Assistant Zoom Room this month; more than the rest of the summer added together. Traffic was extremely heavy this month as last-minute students tried to get through the enrollment process and submit documents for placement. Many voice messages went unanswered due to the overwhelming volume of calls, messages, and emails this month.

Placement:

- English Directed Self-Placement (DSP) Pilot - Jaima continued to manage the DSP on a daily basis by signing students up, monitoring the course, signing completers up for OAR, and sending students the proper emails notifications about each step.
- By the final enrollment deadline, 183 students had been signed up for the DSP; 144 finished it. Of the 31 who were added after the original enrollment deadline of Sept 4, 18 of them finished the DSP by the final Sept 18 enrollment deadline.
- Jaima attended a series of 4 SBCTC Math Placement Webinars via Zoom. They focused on multiple measures, using HS transcripts for placement (WVC's HS transcript placement for math was highlighted as a best practice), guided directed self-placement, and using data.

Testing:

- Pearson has completed a pilot program for online GED testing and has now opened it up to 16-18 year old students so SkillSource is now sending several enrollment confirmation forms per week that must be approved by Jaima before the students can sign up for online testing.

Student Employment & JITs:

- Sandra has been offering one-on-one Zoom sessions with new work study students and provided group sessions for ASWVC Senate members and for some student-athlete work studies. The amount of paperwork required for each student is very burdensome.
- Sandra provided a Launch Week presentation for faculty on Just In Time Alerts and support services.
- JIT data for September:
 - 15 Faculty have submitted JIT notifications
 - 25 Courses are being represented in JIT notifications 40 Wenatchee students have received a JIT notification (15 of those are RS students)

Miscellaneous:

- There are currently 9 fall-quarter international students registered in SEVIS; 2 are new transfer-in students and 1 is a former student returning.
- An Omak student's study abroad application was approved for the spring 2021 Berlin program (if the program goes, she will be WVC's first Omak student to do study abroad with WCCCSA).
- Jaima has been dedicating time to work on CTCLink Cycle 3 Data Validation and Cycle 4 which involved running reports, gathering and updating information, data cleanup, etc.
- The team is now working through some of the required ctCLink trainings in preparation for User Acceptance Training.
- The team all participated/presented various Zoom sessions as part of the New Student Orientation event Sept 9-11.

FINANCIAL AID/VETERANS

- Processing is running around 4-6 weeks behind.
- Fran Moser gave verbal notice that she will retire in 11 months.
- WSAC has taking over funding for Washington National Guard. Laura Murphy will be monitoring new requirements and reporting.
- VA funded work-study student positions are not being funded during COVID-19. She is seeking to hire another FA eligible work study student to help with customer service.
- The State Approving Agency will be conducting an audit in October. Laura is preparing several files to provide remotely to SAA.

TRIO/SSS

- TRIO/SSS 2020-2021 cohort 59% full (83/140 participants).
- Ivan and Jenna attended the WVC Budget Manager & Purchasing Guidelines Training.
- Belen and Jenna organized our quarterly curbside pick-up where they provided students with calculators, school supplies, and textbooks from our lending library; a total of 10 students attend and many textbooks were mailed to student's households on Wednesday, September 9th and Thursday, September 10th.
- The TRIO SSS team facilitated two programs informational during the campus-wide WVC New Student Orientation; a total of 8 students attended the sessions on Wednesday, September 9th and Friday, September 11th.
- 2020 Summer Bridge Program: Wednesday, September 16th: pre-recorded workshops and activities were emailed to the 2020-2021 cohort on Thursday, September 17th: 4 students attended our live session.
- Ivan reviewed scholarship applications for the summer 2020 WVC scholarship application window.
- TRIO SSS staff facilitated the annual Fall 2020 Quarter Welcome Back Event.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM **#11 – Information**

CATEGORY: **STAFF REPORTS**

Enrollment Report, Jim Richardson, President

BACKGROUND:

The following are tables that summarize enrollment that has occurred so far for the 2020-21 academic year. The first page shows a summary of final summer quarter enrollment. The next page shows final estimates for revenues by fund source for summer. The third page shows a summary of fall quarter enrollment at the end of 10th day (census day). The next page shows estimated revenues by fund source as of 10th day. Finally, the last page shows historic annualized enrollment by fund source. The data for this academic year is an estimate based on historic enrollment patterns and data for this academic year through the 10th day of fall quarter.

Summer FTE Comparison

	Summer2019	Summer 2020	
	Final	Final	Change From
			Last Year
State Supported FTE	508.78	497.40	-11.38
Worker Retraining	28.90	37.61	8.71
Total State FTE	537.68	535.01	-2.67
International	0.00	0.00	0.00
Running Start	0.00	0.00	0.00
Total State Reported FTE	537.68	535.01	-2.67
All FTE	550.62	543.23	-7.39
Net Coding Errors Not Counted	0.00	0.00	0.00
FTE by Institutional Intent			
Academic	287.93	286.60	-1.33
Workforce	200.87	189.05	-11.82
Apprenticeships	59.60	26.07	-33.53
WorkFirst	6.73	4.48	-2.25
IBest	22.27	18.19	-4.08
Developmental	31.33	27.67	-3.66
Transitional Studies	17.54	31.69	14.15
ELA	0.00	0.00	0.00
BAED	17.54	31.69	14.15
State Supported Headcount	901	851	-50
Worker Retraining	47	63	16
Total State Headcount	948	914	-34
International	0	0	0
Running Start	0	0	0
Total State Reported Headcount	948	914	-34
All Students	1084	989	-95

Change in State FTE
-3

-0.5%

-0.5%

-5.9%

-56.3%

-33.4%

-18.3%

-11.7%

80.7%

80.7%

Estimated Revenues by Fund Source

Source	Type	Summer 2019			Summer 2020			Change	Percent
		FTE	Rate	Revenue	FTE	Rate	Revenue		
State Funded	In-State Tuition	358.53	4126.50	\$493,162.60	384.41	4230.30	\$542,061.24	\$ 48,898.64	9.92%
	Non-Resident Tuition	0.00	4576.50	\$ -	2.53	4691.10	\$ 3,961.37	\$ 3,961.37	
	BAS	15.33	6615.00	\$ 33,810.00	22.00	6780.90	\$ 49,726.60	\$ 15,916.60	47.08%
	Transitional Studies	17.54	75.00	\$ 438.50	31.69	75.00	\$ 792.33	\$ 353.83	80.69%
	IBEST	22.27	250.00	\$ 1,856.11	18.19	250.00	\$ 1,515.56	\$ (340.56)	-18.35%
	Worker Retraining	19.90	4126.50	\$ 27,372.45	16.80	4230.30	\$ 23,689.68	\$ (3,682.77)	-13.45%
	Work First	4.37	4126.50	\$ 6,006.35	4.10	4230.30	\$ 5,781.41	\$ (224.94)	-3.75%
	Apprenticeship	59.60	2063.25	\$ 40,989.90	26.07	2115.15	\$ 18,378.30	\$ (22,611.60)	-55.16%
	International Exchange	5.53	12965.85	\$ 23,914.79	0.00	13290.00	\$ -	\$ (23,914.79)	-100.00%
	Resident Waiver	0.00	4126.50	\$ -	0.00	4230.30	\$ -	\$ -	
	Non-Resident Waiver	15.33	4126.50	\$ 21,091.00	14.73	4230.30	\$ 20,775.47	\$ (315.53)	-1.50%
	Veteran's	18.00	2063.25	\$ 12,379.50	13.49	2115.30	\$ 9,509.45	\$ (2,870.05)	-23.18%
	HS completion	0.00	75.00	\$ -	0.00	75.00	\$ -	\$ -	
Total State Funded		536.41		\$661,021.20	534.01		\$676,191.42	\$ 15,170.22	2.29%
Contract	Running Start	0.00	7907.94	\$ -	0.00	8180.17	\$ -	\$ -	
	College In The HS	0.00	1575.00	\$ -	0.00	1575.00	\$ -	\$ -	
	In-State Contract	0.00	175.00	\$ -	0.00	175.00	\$ -	\$ -	
	Non-Resident Contract	0.67	12965.85	\$ 2,881.30	0.00	13290.00	\$ -	\$ (2,881.30)	-100.00%
State Wavier	Seniors	1.27	75.00	\$ 31.67	1.07	75.00	\$ 26.67	\$ (5.00)	-15.79%
	Resident Waiver	0.67	75.00	\$ 16.67	0.67	75.00	\$ 16.67	\$ -	0.00%
Self Support	HS Completion	0.00	75.00	\$ -	0.00	75.00	\$ -	\$ -	
	In-State Self Support	10.47	4126.50	\$ 14,406.07	6.45	4230.00	\$ 9,089.80	\$ (5,316.27)	-36.90%
	Non-Resident Self Support	0.35	4576.50	\$ 528.84	0.03	4691.10	\$ 52.12	\$ (476.72)	-90.14%
Tech Prep		235.20	76.54	\$ 6,000.74	27.20	80.43	\$ 729.23	\$ (5,271.50)	-87.85%
Total		785.03		\$684,886.48	569.43		\$686,105.91	\$ 1,219.43	0.18%

Fall FTE Comparison, Census Day

	Fall 2019	Fall 2020	
	Day 10	Day 10	
	4-Oct-19	2-Oct-20	Change From
			Last Year
State Supported FTE	2073.27	1768.35	-304.92
Worker Retraining	59.11	51.20	-7.91
Total State FTE	2132.38	1819.55	-312.83
International	0.00	0.00	0.00
Running Start	711.80	817.80	106.00
Total State Reported FTE	2844.18	2637.35	-206.83
All FTE	2871.43	2651.85	-219.58
Net Coding Errors Not Counted	2.66	5.77	3.11
FTE by Institutional Intent			
Academic	1780.73	1745.13	-35.60
Workforce	710.80	643.89	-66.91
Apprenticeships	39.67	0.00	-39.67
WorkFirst	13.61	9.47	-4.14
IBest	3.52	2.22	-1.30
Developmental	193.67	116.67	-77.00
Transitional Studies	158.98	131.67	-27.31
ELA	28.67	0.00	-28.67
BAED	130.31	131.67	1.36
State Supported Headcount	2646	2242	-404
Worker Retraining	73	81	8
Total State Headcount	2719	2323	-396
International	0	0	0
Running Start	776	884	108
Total State Reported Headcount	3495	3207	-288
All Students	3780	3333	-447

Change in
State FTE
-310

-14.5%

14.9%

-2.0%

-9.4%

-100.0%

-30.4%

-36.9%

-39.8%

-17.2%

-100.0%

1.0%

Estimated Revenues By Fund Source

Source	Type	Fall 2019, End Of Quarter			Fall 2020, Day 10			Change	Percent
		FTE	Rate	Revenue	FTE	Rate	Revenue		
State Funded	In-State Tuition	1651.47	4126.50	\$2,271,601.57	1451.57	4230.30	\$2,046,854.16	\$ (224,747.41)	-9.89%
	Non-Resident Tuition	8.13	4576.50	\$ 12,407.40	9.47	4691.10	\$ 14,803.03	\$ 2,395.63	19.31%
	BAS	20.87	6615.00	\$ 46,011.00	24.53	6780.90	\$ 55,452.69	\$ 9,441.69	20.52%
	Transitional Studies	155.42	75.00	\$ 3,885.50	131.67	75.00	\$ 3,291.67	\$ (593.83)	-15.28%
	IBEST	249.94	250.00	\$ 20,828.33	2.22	250.00	\$ 185.00	\$ (20,643.33)	-99.11%
	Worker Retraining	58.11	4126.50	\$ 79,925.72	46.20	4230.30	\$ 65,146.62	\$ (14,779.10)	-18.49%
	Work First	9.10	4126.50	\$ 12,517.05	7.80	4230.30	\$ 10,998.78	\$ (1,518.27)	-12.13%
	Apprenticeship	60.76	2063.25	\$ 41,787.69	0.00	2115.15	\$ -	\$ (41,787.69)	-100.00%
	International Exchange	0.00	12965.85	\$ -	0.00	13290.00	\$ -	\$ -	
	Resident Waiver	66.07	4126.50	\$ 90,874.70	40.53	4230.30	\$ 57,156.05	\$ (33,718.65)	-37.10%
	Non-Resident Waiver	67.47	4126.50	\$ 92,800.40	62.00	4230.30	\$ 87,426.20	\$ (5,374.20)	-5.79%
	Veteran's	43.60	2063.25	\$ 29,985.90	42.57	2115.30	\$ 30,013.76	\$ 27.86	0.09%
	HS completion	0.00	75.00	\$ -	0.00	75.00	\$ -	\$ -	
Total State Funded		2390.93		\$2,702,625.26	1818.55		\$2,371,327.95	\$ (331,297.31)	-12.26%
Contract	Running Start	712.47	7907.94	\$1,878,047.88	817.80	8180.17	\$2,229,914.34	\$ 351,866.46	18.74%
	College In The HS	5.33	1575.00	\$ 2,800.00	0.00	1575.00	\$ -	\$ (2,800.00)	-100.00%
	In-State Contract	3.00	175.00	\$ 175.00	2.47	175.00	\$ 143.89	\$ (31.11)	-17.78%
	Non-Resident Contract	0.13	12965.85	\$ 576.26	0.07	13290.00	\$ 295.33	\$ (280.93)	-48.75%
State Wavier	Seniors	3.00	75.00	\$ 75.00	2.40	75.00	\$ 60.00	\$ (15.00)	-20.00%
	Resident Waiver	1.80	75.00	\$ 45.00	2.00	75.00	\$ 50.00	\$ 5.00	11.11%
Self Support	HS Completion	0.00	75.00	\$ -	0.00	75.00	\$ -	\$ -	
	In-State Self Support	15.29	4126.50	\$ 21,035.98	6.85	4230.00	\$ 9,653.80	\$ (11,382.18)	-54.11%
	Non-Resident Self Support	0.65	4576.50	\$ 996.66	0.72	4691.10	\$ 1,125.86	\$ 129.20	12.96%
Tech Prep		11.60	76.54	\$ 295.95		80.43	\$ -	\$ (295.95)	-100.00%
Total		3144.21		\$4,606,673.00	1609.14		\$4,612,571.18	\$ 5,898.18	0.13%

Annualized FTE By Fund Source

Source	Type	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21*	Diff	Diff %
State Fun	In-State Tuition	1874.55	1817.99	1806.96	1697.25	1728.87	1673.74	1503.67	-170.07	-10.2%
	Non-Resident Tuition	14.04	16.03	11.40	4.53	0.00	8.04	12.00	3.96	49.2%
	BAS	0.00	0.00	0.00	21.33	22.60	24.40	26.62	2.22	9.1%
	Transitional Studies	198.66	245.50	237.32	181.71	203.76	154.24	158.96	4.72	3.1%
	IBEST	119.68	78.36	67.08	99.89	74.55	94.84	93.48	-1.36	-1.4%
	Worker Retraining	94.85	119.41	178.39	139.41	86.88	64.92	63.88	-1.03	-1.6%
	Work First	44.12	40.36	23.88	24.53	28.12	11.89	11.80	-0.09	-0.7%
	Apprenticeship	1.71	4.16	5.12	4.05	3.41	70.77	59.59	-11.18	-15.8%
	International Exchange	0.00	0.00	0.00	5.67	10.98	2.31	0.00	-2.31	-100.0%
	Resident Waiver	49.49	49.76	45.62	45.16	43.33	59.60	59.60	0.00	0.0%
	Non-Resident Waiver	90.35	84.90	92.82	82.20	85.33	71.84	71.64	-0.20	-0.3%
	Veteran's	70.05	69.90	76.82	79.65	66.00	51.53	50.03	-1.50	-2.9%
	HS completion	0.67	4.65	2.09	0.00	0.00	0.00	0.00	0.00	
Total State Suported		2558.16	2531.01	2547.51	2385.37	2353.83	2288.14	2287.34	-0.80	0.0%
Contract	Running Start	504.46	504.91	643.22	785.38	778.62	697.91	785.00	87.09	12.5%
	College In The HS	16.56	30.44	31.22	27.67	16.27	25.67	18.00	-7.67	-29.9%
	In-State Contract	4.36	3.96	9.87	2.76	5.38	3.11	2.01	-1.10	-35.2%
	Non-Resident Contract	1.58	2.22	1.03	0.33	1.15	0.36	0.05	-0.30	-84.7%
State Wa	Seniors	4.60	4.84	3.82	4.02	4.38	3.02	2.83	-0.19	-6.3%
	Resident Waiver	1.04	0.96	1.71	1.98	1.44	1.53	2.18	0.64	42.1%
Self Supp	HS Completion	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	
	In-State Self Support	139.92	13.68	13.83	11.91	12.66	16.12	10.86	-5.26	-32.6%
	Non-Resident Self Support	5.34	0.12	0.06	0.17	0.12	0.45	0.62	0.16	35.7%
Tech Prep		59.85	52.47	63.64	65.31	82.00	85.80	55.00	-30.80	-35.9%
Total		5854.02	5675.62	5863.44	5670.28	5609.69	5410.25	5275.17	-135.08	-2.5%

*Forecasted based on historic enrollment patterns and current data through 10th Day.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM **#12 – Information**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

- As you know, for many of our students of color, the BLM movement and the incidents this summer and fall around where peaceful demonstrators including many WVC students in Wenatchee and Omak were met with people with guns and an election with contentious rhetoric give them more reasons to be afraid in our communities. WVC needs to be a “safe” place for all students, faculty and staff. We have begun a conversation around the elections taking place in November. We are working and will continue to work to support our students through a difficult time in many of their lives with COVID, children being home, remote learning and the sometimes heated election rhetoric.
- WVC’s Incident Command team continues to meet an]bout issues surrounding COVID and the governor’s higher education reopening plan and how it effects students and staff learning and working remotely. We are also discussing next steps for more in person instruction and student support. The Incident Command team is now adding members to discuss the safety and well-being of students and staff during and after the election in November.
- With our COVID safety plan in place and the knowledge of the area’s COVID infections, WVC will continue to operate mostly remotely for winter quarter. Following social distancing and PPE standards and our 26-point standard we may allow more student support services such as CAMP and TRiO SSS to open in limited fashion for later fall quarter or winter quarter. The Wells Replacement project continues and good progress is being made. The third story steel is now in place, and the project remains on budget.
- The college’s Incident Command team continues to meet once a week to discuss how to keep everyone safe while at work and how to keep the college running. The college has essentially been closed to most students, staff, and the public since March 6. We continue remote work and teaching. We also responded to student needs during and after the wild fires in our district.
- I have been attending the SBCTC’s presidents’ updates on COVID and state and national directives since the middle of March and we continue to meet once a week. We have now committed much of our time to the budget issues colleges are facing that the legislature has not addressed in a special session. The state revenue forecast from September was encouragingly up from June. It may mean less of a reduction in state funds this year and next biennium, but we still plan for a 15% reduction at this time.
- I continue to attend the Chamber’s Recovery Council meetings for Chelan/Douglas Counties. We have put out a guide for small businesses on how to reopen safely. We also had a campaign to Mask up to Open up! That campaign included giving out masks to businesses and communities to encourage mask-wearing.
- The Foundation executive committee and full board have continued meeting through Zoom and I have attended and updated them on the situation at the college. They also had a foundation retreat that I attended.
- Attended a virtual WACTC meeting where we discussed capital projects, ctcLink, equity and inclusion on college campuses, COVID responses, online classes and access for underserved students, enrollment,

the operating budget and legislative action for the system, and the reductions expected in state allocations of up to 15%.

- Have attended Omak foundation board meetings by Zoom.
- Met virtually with new ASWVC Senate members.
- WVC continues to train and get ready for ctcLink conversion. The all out effort is above and beyond staff members regular job, so there is much stress right now as preparations intensify before the “go live” date in February. When our group of colleges are all up and running on People Soft, more than half the colleges in the system will be operating on the new management software. There are still many glitches and frustrations with the new system, but hopefully as we begin to use it, more of those issues have been worked out.
- Launch week for the 2002-21 academic year went well with many trainings and updates.
- I testified before the Senate Higher Education and Workforce Development Committee during their virtual meeting and discussed the effects of COVID on our college and area, and how the college was supporting students, especially underserved students and students of color during this time. I also talked about the training at CTCs being a huge part of the recovery from the last recession, and how they will be again.
- We are organizing a PACE task force to map out the way to discuss the faculty and staff climate survey, and our way forward.
- Met virtually with the ACEN nursing accreditation team and discussed the nursing program and its support for the communities we serve, and importance to the medical facilities in the district.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM **#13 – Action**

CATEGORY: **ACTION**

2020-2021 Operating Budget, Brett Riley

BACKGROUND:

The WVC 2020-21 operating budget is presented here for Board of Trustee approval. Included is a summary of the sources of funds and the rationale of budgetary decisions based on enrollment forecast and legislative action.

RECOMMENDATION:

That the trustees approve the 2020-21 operating budget as presented

Revenue Forecast:

101 Funds-

- Our state allocation is projected at **\$17,686,208** including provisos and program funding. However, guidance from SBCTC and OFM recommends planning for meaningful cuts through a legislative special session. Therefore, we are forecasting a revised allocation of **\$15,441,001**.

149 Funds-

- Tuition forecast is \$5,894,015 for academic year 2020-21. This reflects a 2.5% increase in tuition rate and a 10% decrease in (net) enrollment.

148 Funds-

- Fee revenue is projected to come in at **\$1,832,387**. There were no fee increases proposed this year, therefore any changes will be due to enrollment decline.

145 Funds-

- Revenue from Running Start remains significantly lower than last year (7%) but has stabilized. We are expecting FY21 Running Start revenue to come in at **\$5,237,154**

Other-

- **\$120,000** in WVC Foundation sourced funds dedicated to specific endowed

Base Operating Revenue- \$28,524,557

*CARES Funding

- **\$1,349,785** of one-time money from the Department of Education's CARES funding is also included in our revenue forecast.

Total Operating Revenue

\$29,874,342

- WVC has established an operating budget of **\$29,161,371** based on most recent revenue and enrollment estimates.
- In addition, we have taken into account an additional **\$356,000** in COVID related expenses associated with auxiliary enterprises.

BOARD MEETING: **October 21, 2020**

AGENDA ITEM **#14 – Action**

CATEGORY: **ACTION**

Naming of Sports Fields Complex, Jim Richardson

BACKGROUND:

Sandy Coopriders attended college at WVC and taught and coached at the college for more than 40 years. He is a member of the WVC Sports Hall of Fame. During his time working in the athletic department, Sandy raised funds for and organized the creation of the fields at the college that include the soccer fields, the baseball field, and softball fields. He raised the money and the friends needed to create these fields from old orchard grounds. This work took Sandy many years and an awful lot of dirt and rock moving to make the superb sports complex that WVC athletes, the AppleSox and the community enjoy today. We would like to recognize that work and dedication by designating the fields as the Sandy Coopriders Sports Fields Complex. We plan to celebrate the naming with a plaque describing the work done by Sandy when the pandemic will again allow such gatherings.

RECOMMENDATION:

That the trustees approve the naming of the sports complex as the Sandy Coopriders Sports Fields Complex