



Board of Trustees

District No. 15

Meeting Notice

September 13, 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 transfere, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

Wenatchee Valley College Board of Trustees September 13, 2023

Work Session	9:00 am	Maguire Event Center, Zoom https://wvc.zoom.us/j/81653813461
Regular Board Meeting	3:00 pm	WTI 2310, Zoom https://wvc.zoom.us/j/85485160089

WORK SESSION AGENDA

9:00 am	COMMUNICATIONS	
	<ul style="list-style-type: none"> • Misawa Delegation Campus Visit 	
9:05 am	REPORT FROM TRUSTEES	
	<ul style="list-style-type: none"> • ACCT Leadership Congress • Trustee Tuesdays 	
9:20 am	PRESIDENT’S REPORT	
	<ul style="list-style-type: none"> • Financial Report (Brett Riley) • Capital Projects Update (Brett Riley) • Foundation Report (Rachel Evey) 1 • Enrollment (Dr. Cynthia Requa) 3 • President’s Update (Dr. Faimous Harrison) 	
10:30 am	LAUNCH WEEK PREVIEW	
11:00 am	RANSOMWARE PRESENTATION	
12:00 pm	BOARD DEVELOPMENT	
	<ul style="list-style-type: none"> • New Student Orientation Lunch 	
1:00 pm	2023 – 2024 OPERATING BUDGET REVIEW	10
1:30 pm	BOARD AGENDA ACTION ITEMS	
	<ul style="list-style-type: none"> • Policy Updates: (Reagan Bellamy) 28 • Election of Board of Trustees Officers 36 	
1:50 pm	BOARD MEETING AGENDA REVIEW	
2:00 pm	EXECUTIVE SESSION	
	<p>The Board may hold an executive session for purposes allowed under the Open Public Meetings Act. Legal purposes include, to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complains or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation.</p>	

REGULAR MEETING AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

- 1. June 21, 2023, Regular Board Meeting Minutes..... 11

CELEBRATING SUCCESS

- 2. Misawa ESL Summer Program..... 14

INTRODUCTION OF NEW EMPLOYEES

- 3. Introduction of New Employees

SPECIAL REPORTS

- 4. Sharon Weist, AHE President 16
- 5. Wendy Glenn, WPEA Chief Shop Steward 17

STAFF REPORTS

- 6. Brett Riley, Vice President of Administrative Services 18
- 7. Dr. Tod Treat, Vice President of Instruction..... 20
- 8. Dr. Diana Garza, Vice President of Student Affairs 25
- 9. Dr. Faimous Harrison, President

ACTION

- 10. Policy Updates: Executive Director of Human Resources 28
- 11. Election of Board of Trustees Officers..... 36

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)

Foundation Report

Rachel Evey, Executive Director

Wentachee Valley College Foundation has been busy planning activities and opportunities for 2023-24. The foundation's executive committee also had its first retreat to discuss priorities and potential strategic goals in preparation for the full board retreat. The full board retreat will be held in early 2024 once the new WVC strategic plan is released that way the foundation's strategic goals are through the lens of WVC's goals and the foundation's SWOT analysis from 2022-23.

Community Engagement

- I am serving as the board's president this year. This is a professional development and networking nonprofit for estate planning professionals. Most members are attorneys, accountants, or financial advisors.
- The foundation is helping the ASPIRE department for the new strategic plan. Specifically, the foundation is identifying and securing locations across the district for public listening sessions, in partnership with local community organizations.
- The foundation is leading the Chamber Community Leadership class's visit to WVC on November 3. The agenda will include speakers from across programs at WVC.
- Together with athletics director Matthew Vargas, met with Visit Wenatchee's new sports tourism coordinator to discuss opportunities and partnerships to promote WVC athletics.
- Attended the relaunch of Young Professionals of NCW meetup. Previously a grassroots organization, I served on the planning team before 2020. YPNCW is now exploring opportunities as a partner of the Wenatchee Valley Chamber of Commerce.
- Attended Partners in Economic Development with the Chelan Douglas Regional Port Authority. During the event, engaged a number of community leaders and major donors.

Donor Engagement

- The Wenatchee Rotary Club approved a grant for the WVC Bridge program, which provides financial support to Adult Basic Education students pursuing their high school diploma and college-level courses.
- The foundation will be conducting an employee giving campaign in September, launching after Labor Day and concluding on Food Truck Knight (September 29). This will include a solicitation at Kickoff Day (President's Day) for employees to sign up for payroll donations.
- The foundation is providing substantial assistance to athletics for their fundraising efforts, including events.

Scholarship Program

- \$270,000 has already been awarded for 2023-24 through renewal awards.
- The fall application is currently open, closing October 1 (after the first week of classes). A projected \$150,000 will be awarded through the fall cycle.

Internal

- WVC-WVC Agreement: The updated agreement between Wenatchee Valley College president and Wenatchee Valley College Foundation board of directors was adopted in June 2023.

- Audit: The foundation budget and finance committee will review year-end financial statements on September 5. If approved, the foundation will begin its audit September 18. Audited financial statements will be provided to WVC for their audit.
- Development director: The foundation board of directors approved the funding for a new position: development director. The primary duties will be alumni relations, annual giving, and business relations. Cabinet subsequently approved the position. Applications will be accepted through mid-September.
- New board member: Jessica Gilmore has joined the foundation board. She was recommended by former board member Sara Lippert. Jessica has a past career in education and currently works at AWS Academy.
- New board officers: This year, Joshua Wood (Confluence Health) serves as president, Jorden Jessup (Jessup Real Estate) serves as vice president, and Jennifer Babcock (Cordell Neher) serves as treasurer.

Upcoming Events

- Encanto Concierto for WVC: Sept. 23
 - Partnership with Encanto Arts to raise money for a scholarship endowment.
- Food Truck Knight: Sept. 29
 - Open campus community event with food trucks, kids' zone by the Wenatchee Wild, and beer garden by Rotary Clubs of Wenatchee.
- WVC Athletics Tailgate Party & Cornhole Tournament: Oct. 14
 - Fundraising event for athletics, the first since 2020.
- Munchen Haus Benevolent Night: Nov. 7
 - Portion of food/beer proceeds from the night go to WVC Foundation.
- Piatigorsky Foundation Concert: Nov. TBD
 - Community engagement event in Grove Recital Hall
- Native American Classic (NAC): Dec. 8-10
 - A WVC athletics basketball tournament in partnership with the Colville Confederated Tribes youth development program.
- Knight at the Wild: Feb. 9
 - Recruitment / community engagement
- Piatigorsky Foundation Concert: April TBD
 - Community engagement event in Grove Recital Hall
- Nursing Banquet & Fundraiser: May 9 (tentative)
 - Partnership with nursing department
- Knight at the AppleSox: June 6 (tentative)
 - Employee appreciation / alumni engagement

Enrollment Report

Dr. Cynthia Requa, Executive Director of ASPIRE



Enrollment Reporting: Then, Now, Looking towards the Future

Dr. Cynthia Requa
Executive Director of ASPIRE

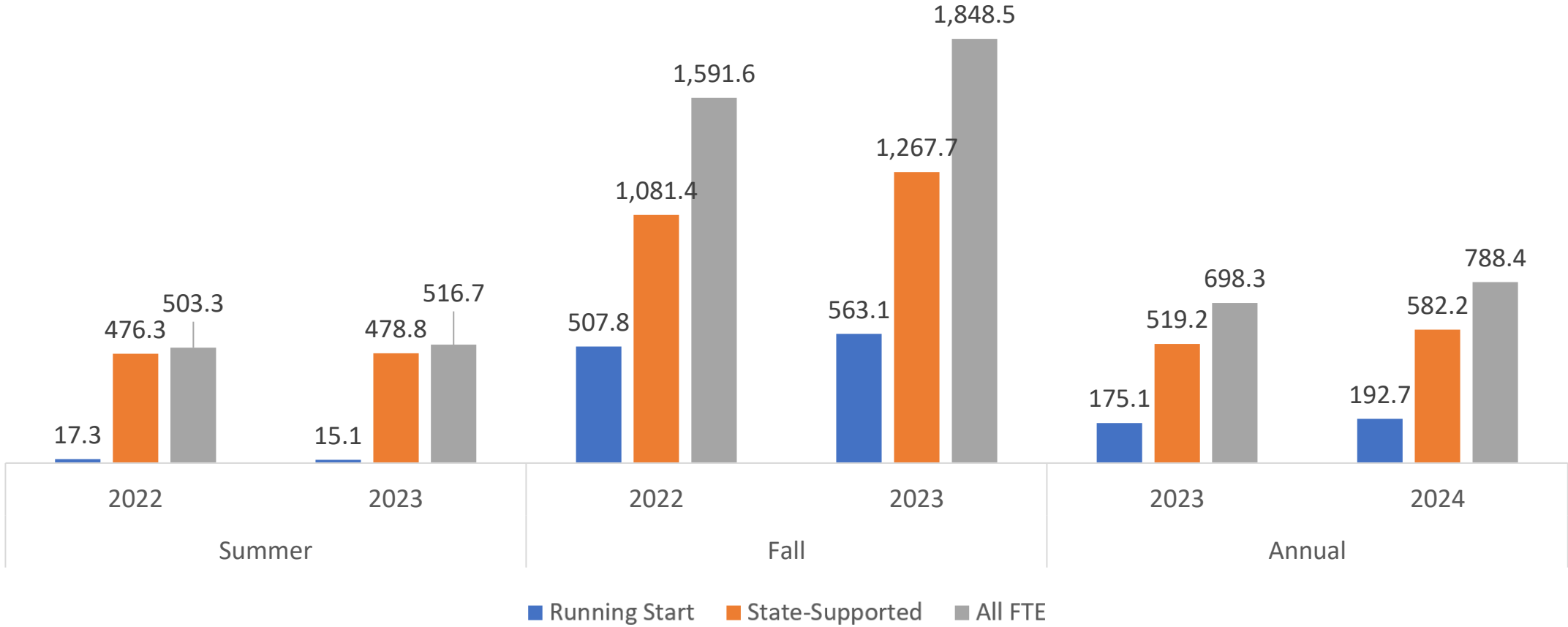
Enrollment Summary

2022-23 Enrollment															
	Summer		Change	Fall		Change	Winter		Change	Spring		Change	Annualized		Change
	2021	2022		2021	2022		2022	2023		2022	2023		2022	2023	
Running Start	0.00	17.33		692.50	634.80	-8.33%	659.67	614.80	-6.80%	620.07	568.73	-8.28%	657.41	611.89	-6.92%
State-Supported	445.47	476.25	6.9%	1803.55	1722.40	-4.50%	1501.40	1545.86	2.96%	1437.73	1520.28	5.74%	1729.38	1754.93	1.48%
All FTE	457.48	503.28	10.0%	2511.88	2449.09	-2.50%	2229.68	2256.55	1.21%	2117.35	2148.06	1.45%	2438.80	2452.33	0.55%

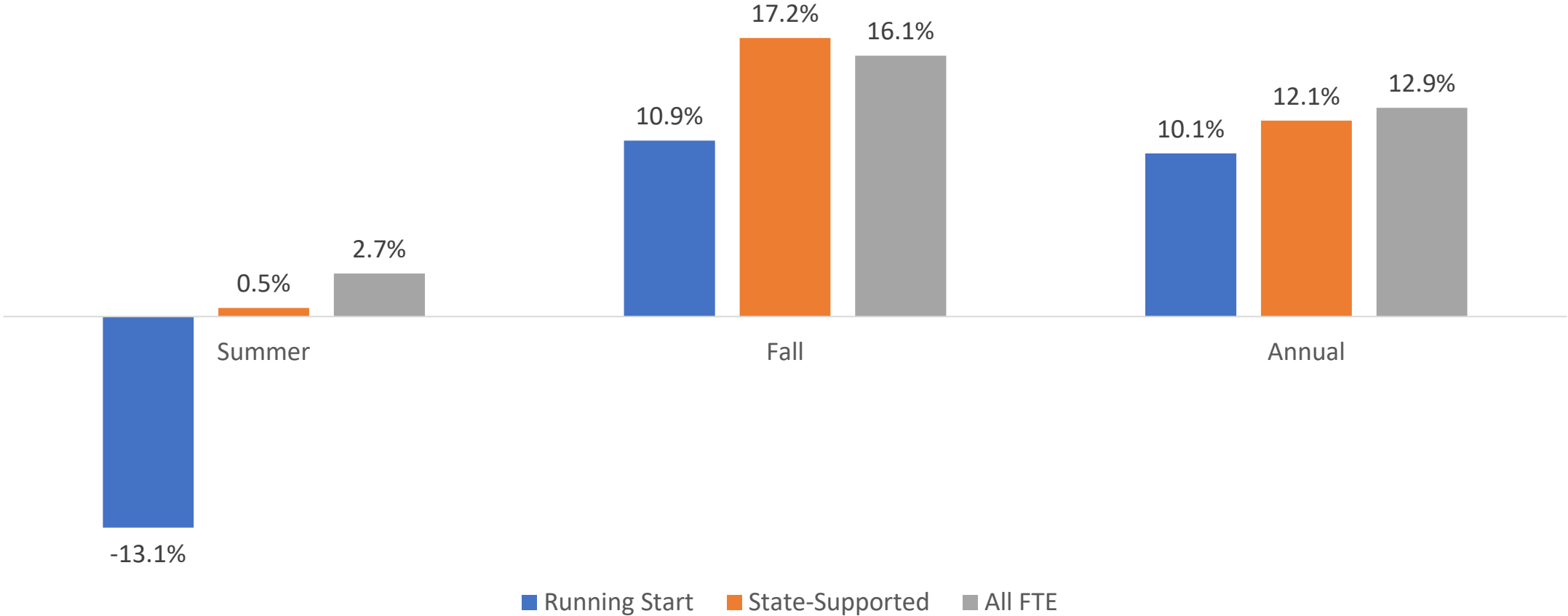
65

2023-24 Enrollment Summer & Fall As of August 28, 2023															
	Summer		Change	Fall		Change	Winter		Change	Spring		Change	Annualized		Change
	2022	2023		2022	2023		2023	2024		2023	2024		2023	2024	
Running Start	17.33	15.07	-13.1%	507.83	563.07	10.88%			#DIV/0!			#DIV/0!	175.05	192.71	10.09%
State-Supported	476.25	478.78	0.5%	1081.40	1267.68	17.23%			#DIV/0!			#DIV/0!	519.22	582.16	12.12%
All FTE	503.28	516.70	2.7%	1591.57	1848.47	16.14%			#DIV/0!			#DIV/0!	698.28	788.39	12.90%

Enrollments by Funding Source



Change by Funding Source



Collaboration with IT, #1

- [WVC FTE Report](#)

Quarter
Fall 2023

Current Headcount: 2,388 (Updated 08/31/2023, 12:20am)

Historic Summary
(Updated 3am Daily)

Note: "Total FTE Drop Adjusted" adds back in dropped or canceled credits that happened after the date on that row. It would be the FTE count you would have seen if you viewed this form on that day.

Date	T-Minus	Headcount	State FTE	RS FTE	Other FTE	Total FTE	Total FTE Drop Adjusted
2023-08-31	-25	2388	1,301.25	579.63	19.26	1,900.14	1,900.14
2023-08-30	-26	2387	1,301.05	579.63	19.26	1,899.94	1,899.94
2023-08-29	-27	2357	1,276.37	574.73	19.26	1,870.36	1,878.96
2023-08-28	-28	2322	1,251.62	569.20	19.03	1,839.85	1,851.45

2023 Fall Fill

STRM	AGROUP	AOURG	CLASS_NBR	SUBJECT	CATNUMB	SECTION	DESCR	LOCATION	MODALITY	INSTR	CIP_CODE	TYPE	FTES	ENROLLED	ENRL_CAP	FILL	TEST
2237	TRSTU	150TRANST	10009	ABE	61	1	ABE College & Life Skills	ONLINE	Online	JULIEFITCH	32.0240	LEC	0.266	2	20	10.0%	0
2237	TRSTU	150TRANST	10005	ABE	77	NES1	High School + Speed	ONLINE	Online	PATRICIAMAHER	32.0240	LEC	3.335	8	15	53.3%	0
2237	TRSTU	150TRANST	10006	ABE	77	NES2	High School + Speed	ONLINE	Online	PATRICIAMAHER	32.0240	LEC	1.665	8	15	53.3%	0
2237	WED	150ACCT	10084	ACCT	102	1	Practical Accounting I	ONLINE	Online	SHAWNHUNSTOCK	52.0302	LEC	6.66	20	24	83.3%	1000
2237	WED	150ACCT	10085	ACCT	102	2	Practical Accounting I	MAINL	Hybrid	MICHAELCHOMAN	52.0302	LEC	2.331	7	24	29.2%	0
2237	WED	150ACCT	10086	ACCT	165	1	Computerized Accounting	ONLINE	Online	SHAWNHUNSTOCK	52.0302	LEC	3.33	10	16	62.5%	0
2237	WED	150ACCT	10087	ACCT&	201	1	Principles of Accounting I	ONLINE	Online	MICHAELCHOMAN	52.0301	LEC	7.992	24	24	100.0%	1000
2237	WED	150ACCT	10088	ACCT&	201	2	Principles of Accounting I	MAINL	Hybrid	MICHAELCHOMAN	52.0301	LEC	4.662	14	24	58.3%	0
2237	WED	150ACCT	10089	ACCT&	201	3	Principles of Accounting I	MAINL	Hybrid	MICHAELCHOMAN	52.0301	LEC	3.996	12	24	50.0%	0
2237	WED	150AGRI	10091	AGRI	161	1	Introduction to Plant Science	MAINL	Hybrid	JEFFERYBULLOCK	01.0601	LEC	0.931	7	24	29.2%	0
2237	WED	150AGRI	10095	AGRI	261	1	Plant Science	MAINL	Hybrid	JEFFERYBULLOCK	01.0601	LEC	3.996	12	24	50.0%	0
2237	WED	150AGRI	10096	AGRI	262	1	Introduction to Pomology	MAINL	In Person	FRANCISCOSARMIENTOTORRES	01.0301	LEC	2.664	8	24	33.3%	0
2237	WED	150AGRI	10097	AGRI	264	1	Post Harvest Technology	MAINL	In Person	FRANCISCOSARMIENTO	01.0301	LEC	2.331	7	24	29.2%	0

Collaboration with IT, #2

WVC Class Fill Report

- [WVC Class Fill Report](#)

Quarter:
 Sort:

Download: [class_fill_crequa_20230831.csv](#)

STRM	AGROUP	AORG	CLASS_NBR	MATH	CATNUMB	SECTION	DESCR	LOCATION	MODALITY	INSTRUCTOR	CIP_CODE	TYPE	FTEs	ENROLLED	ENRL_CAP	FILL	
1	2237	Sciences and Math	150MATH	9859	MATH	90	1	Basic Mathematics	OMAK	In Person	Painter, Cameron	33.0101	LEC	0	24	0.00%	
2	2237	Sciences and Math	150MATH	9860	MATH	92	1	Introduction to Applied Math	MAINL	In Person	Hampton, Gregory	33.0101	LEC	6.327	19	24	79.17%
3	2237	Sciences and Math	150MATH	9862	MATH	93	1	Pre Algebra	MAINL	In Person	Browning, Jacqueline	33.0101	LEC	6.660	20	24	83.33%
4	2237	Sciences and Math	150MATH	9861	MATH	93	2	Pre Algebra	ONLINE	Online	Henning, Lindsay	33.0101	LEC	1.665	5	24	20.83%
5	2237	Sciences and Math	150MATH	9937	MATH	93	3	Pre Algebra	OMAK	In Person	Painter, Cameron	33.0101	LEC	1.332	4	24	16.67%
6	2237	Sciences and Math	150MATH	9863	MATH	98	1	Elementary Algebra	MAINL	In Person	Lemons, Kelley	33.0101	LEC	6.660	20	24	83.33%
7	2237	Sciences and Math	150MATH	9865	MATH	98	2	Elementary Algebra	ONLINE	Online	Henning, Lindsay	33.0101	LEC	6.327	19	24	79.17%
8	2237	Sciences and Math	150MATH	9866	MATH	98	3	Elementary Algebra	OMAK	In Person	Painter, Cameron	33.0101	LEC	1.332	5	24	20.83%
9	2237	Sciences and Math	150MATH	9959	MATH	98	4	Elementary Algebra	MAINL	In Person	Hampton, Gregory	33.0101	LEC	5.328	16	24	66.67%
10	2237	Sciences and Math	150MATH	9864	MATH	99	1	Intermediate Algebra	MAINL	In Person	Lemons, Kelley	33.0101	LEC	7.659	24	24	100.00%
11	2237	Sciences and Math	150MATH	9867	MATH	99	2	Intermediate Algebra	MAINL	In Person	Hampton, Gregory	33.0101	LEC	4.995	16	24	66.67%
12	2237	Sciences and Math	150MATH	9868	MATH	99	3	Intermediate Algebra	ONLINE	Online	Russell, Angela	33.0101	LEC	6.327	19	24	79.17%
13	2237	Sciences and Math	150MATH	9869	MATH	99	4	Intermediate Algebra	ONLINE	Online	Russell, Angela	33.0101	LEC	7.992	24	24	100.00%
14	2237	Sciences and Math	150MATH	9870	MATH	99	5	Intermediate Algebra	ONLINE	Online	Henning, Lindsay	33.0101	LEC	0	24	0.00%	
15	2237	Sciences and Math	150MATH	21997	MATH	101	1	Math Skills Enrichment	MAINL	In Person	Keys, Kerin	27.0101	LAB	1.330	10	24	41.67%
16	2237	Sciences and Math	150MATH	9871	MATH	140	1	Precalculus for Business	ONLINE	Online	Russell, Angela	27.0101	LEC	5.994	18	24	75.00%
17	2237	Sciences and Math	150MATH	9872	MATH	200	1	Finite Mathematics	MAINL	In Person	Wiest, Sharon	27.0399	LEC	1.998	6	24	25.00%

2023-2024 Operating Budget

Brett Riley, Vice President of Administrative Services

The WVC 2022-23 operating budget is presented here for Board of Trustee approval in October. Included is a summary of the sources of funds and the rationale of budgetary decisions based on enrollment forecast and legislative action.

Revenue Forecast:

101 Funds-

- Our state allocation is projected to be **\$22,451,075** including provisos and program funding.

149 Funds-

- Tuition forecast is **\$6,679,408** for the academic year 2023-24. This reflects a **2.5%** increase in tuition rate and flat enrollment.

148 Funds-

- Fee revenue is projected to come in at **\$1,790,766**. Fee revenue reflects the proposed changes to the fee schedule and enrollment decline.

146 Funds-

- Revenue from Running Start decreased significantly from the previous year. We are expecting FY23 Running Start revenue to come in at **\$5,389,392** reflecting an average **4%** in K-12 reimbursements.

Other-

- **\$120,000** in WVC Foundation sourced funds dedicated to specific endowed agriculture instruction and equipment.

Base Operating Revenue- \$36,430,641

Total Operating Revenue

WVC has anticipated 2023-24 base operating expenses of **\$36,231,377**.

Total Operating Expenses

Net

\$199,264

APPROVAL OF MINUTES

District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Regular Board Meeting
June 21, 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

May 17, 2023, Regular Board Meeting Minutes

Phylicia Hancock Lewis moved that the minutes of May 17, 2023, Regular Board Meeting be approved. The motion was seconded by Steve Zimmerman and carried unanimously.

MOTION NO. 2337

CELEBRATING SUCCESS

Distinguished Alumni, Dennis Carlton

The Wenatchee Valley College Foundation Board of Directors has selected **Dennis Carlton** as the 2023 Distinguished Alumni Award recipient. The foundation received nominations for 12 alumni from across North Central Washington.

“This award was totally unexpected,” Carlton said. “WVC has been a part of me every step of the way. College should be a leaping point for everybody. Education is an opportunity to expand who we are and what we are.”

After growing up in Omak, Carlton enrolled at WVC in 1965 and attended classes on the Wenatchee campus since there was no Omak campus at the time. He said WVC professors made a significant impression on him. After graduating from WVC with his associate degree, he went on to receive a bachelor’s degree in education with an emphasis in business from Eastern Washington University. Carlton began his career in 1970 with the Omak School

District teaching business classes through the DECA high school business and entrepreneurial program. He later taught business classes at the WVC at Omak campus. Carlton then changed careers from education to business. In addition to owning and operating a variety of Omak businesses, Carlton has worked as a New York Life Insurance agent for over 47 years, receiving a variety of awards and achievements from the company.

Carlton is known for civic-mindedness, community leadership, small business advocacy and mentoring young entrepreneurs. He has held many leadership positions such as president of the Omak Performing Arts Foundation, president of the Omak Chamber of Commerce, president of the Loup-Loup Ski Foundation, president of Rotary Club of Okanogan-Omak, board member of the WVC Foundation at Omak and chairman of the Omak School Board.

The WVC Distinguished Alumni Award began in 1975 to recognize alumni who have distinguished themselves in their chosen professional field; made significant contributions to their community on a local, state, national or international level; and have demonstrated integrity in their personal life and gained the respect of their peers.

NEW EMPLOYEE INTRODUCTION

Dr. Tod Treat introduced Dayla Culp, Omak Programs Assistant.

SPECIAL REPORTS

Patrick Tracy, AHE President

Patrick Tracy was not present to provide a report.

Wendy Glenn, Chief Steward WPEA

Wendy Glenn was not present to provide a report.

STAFF REPORTS

Brett Riley, Vice President of Administrative Services

Mr. Riley did not add to his written report.

Dr. Tod Treat, Vice President of Instruction

Dr. Treat recognized the work of Maria Navarrete, Kari Collen and Jaima Kuhlman in Student Services.

Dr. Faimous Harrison, President

Dr. Harrison shared that Central Washington University will be offering associate degrees, their close proximity to our campus is very problematic. President Harrison requested to see a plan from CWU President Wohlpart however, he did not have one.

PUBLIC COMMENTS

Anne Reyna thanked the board for all their work.

Danielle Plessner, WPEA Representative, expressed concerns regarding the custodial staff and their work in the residential hall. During the board work session Mrs. Plessner heard for the first time that there were staffing shortages however, union representatives had not shared any staff shortage concerns. If there are concerns, there is hope that they are being addressed.

ACTION ITEMS

1. **2023-2024 Tuition and Fees: Brett Riley, Vice President of Administrative Services.**

The Wenatchee Valley College 2023-2024 Tuition and Fees set forward by the state were reviewed in detail during the board work session.

Paula Arno Martinez moved that the 2023-2024 Tuition and Fees be approved as presented. The motion was seconded by Steve Zimmerman and carried unanimously.

MOTION NO. 2338

2. **2023-2024 Tuition and Fee Waivers: Brett Riley, Vice President of Administrative Services**

The Wenatchee Valley College 2023-2024 Tuition and Fee Waivers were reviewed in detail during the board work session. Waivers are evaluated through the state board.

Wilma moved that the 2023-2024 Tuition and Fee Waivers be approved as presented. The motion was seconded by Phylcia Hancock Lewis and carried unanimously.

MOTION NO. 2339

3. **2022-2023 Continued Spending Authority: Bret Riley, Vice President of Administrative Services**

With our 2022-23 approved budget expiring June 30, Administrative Services is requesting the Board for temporary spending authority to allow essential college services to continue until the 2023-2024 budget is approved. All known earmarks and provisos in the budget legislation will be observed and will not exceed last year's expenditures for the same time period.

Steve Zimmerman moved to approve to allow for continued spending authority until the 2023-2024 budget is presented and approved. The motion was seconded by Paula Arno Martinez and carried unanimously.

MOTION NO. 2340

4. **2023-2024 ASWVC/O Service and Activities Budget: Tod Treat, Vice President of Student Services**

The board reviewed the ASWVC/O Service and Activities Budget during the work session.

Paula moved to approve the 2023-2024 ASWVCO/O Service and Activities Budget. The motion was seconded by Steve Zimmerman and carried unanimously.

MOTION NO. 2341

5. **Revised ASWVCO Bylaws: Tod Treat, Vice President of Student Services**

The Board reviewed the ASWVCO Bylaws during the May 17, 2023, meeting and again during the board work session.

Wilma Cartagena moved to approve the 2023-2024 Revised ASWVCO Bylaws. The motion was seconded by Paula Arno Martinez and carried unanimously.

MOTION NO. 2342

ADJOURNMENT – 3:24 P.M.

Secretary

Chair

CELEBRATING SUCCESS

Misawa ESL Summer Program

WVC had the privilege of hosting 16 students from Misawa, Japan on campus for an immersive ESL summer program. Yuriko Esaki Ivanick partnered with Rhonda Yenney to plan, schedule, and bring a meaningful experience to the students and chaperones of Misawa.

The students took part in 20+ activities that included a visit to Pybus Public Market, Wenatchee Museum, Pangborn Monument, picnic with the Wenatchee Valley Misawa City Association, Misawa Garden, downtown Wenatchee, River West Living, Leavenworth Summer Theater, Rocky Reach Dam, Lake Chelan, Seattle Space Needle, and the Consulate General of Japan to name a few.

The students spent 18 hours of ESL instruction with Andrew Behler, ESL instructor, 2 hours of Geology instruction with Lindsey Henning that was followed by a field trip to the Frenchman Coulee & Ginko Petrified Forest Interpretive Center, and 2 hours with Joanna Bowman creating a collage of Saddle Rock. There was a noticeable difference in the student's English confidence from the first day at orientation to the last day at the graduation ceremony.



Two students from the WVC TRIO program, Emily Santos and Sarai Gomez assisted with hosting the students, helping to get them to breakfast in the morning, participating in the week's activities, and settling students into their rooms at night. Students also had recreation time. After a 13-hour flight from Misawa to Seattle, and a 2 ½ hour drive to Wenatchee students had the energy to play a competitive game with the WVC's volleyball team led by coach Maria Adams. Yuriko stated, "sports are a universal language". Along with the smiles, high fives, and laughter.





SPECIAL REPORTS

Sharon Weist

AHE President



I would like to introduce myself. I am Sharon Wiest, Math Faculty since 1995 here at WVC, and I am replacing Pat Tracy as the AHE President. I am returning to the role of President. This is my 7th term. I look forward to meeting those of you who I have not yet had the pleasure to work with.

Over the summer and into September, I have worked with the Administration and fellow faculty members such as Division Chairs and Department Chairs to create the 8 new Pre-Tenure Committees. We will be having the first pre-tenure organizational meeting during launch week. The next task will be recruiting a student for each of the 22 new and on-going committees. I will work with faculty, student Senate, and administrative staff to recruit these students by the end of September.

I have enjoyed having several meetings with our new President, Dr. Harrison over the summer. Last year Dr. Harrison, Pat Tracy and I were able to lobby together with many other Community College leadership teams in Olympia. Our issue was the full-funding of our GWI (similar to COLA). I am sure Dr. Harrison and Brett Riley reported to you about our gains in the legislative session.

I have also worked over the summer with quite a few individual faculty members, both full and part-time, on issues that are specific to them. I have worked with HR on salary questions. I have worked with the AHE negotiating team on contract issues. Hopefully we will be able to take a Collective Bargaining Agreement to our members shortly for ratification.

My executive board includes 5 elected and 5 appointed members. We have vice-presidents representing both campuses, a secretary, treasurer, and lead negotiator. I have chairs from election committee, AHE salary committee, and grievance committee. In addition, I have a representative for the part-time faculty and for Temporary full-time faculty.

The faculty would like to thank you for serving as a Trustee for Wenatchee Valley College. We appreciate your commitment to helping us provide the great economic boost – excellent education and an affordable price.

I look forward to this coming year.

Wendy Glenn

WPEA Shop Steward

WPEA members have been working hard over the summer to get the campus ready for Fall Quarter 2023 and are geared up to help make this year better than ever. The IT Department has been working to relocate computers and labs that were in Sexton to make room for the demolition of Sexton. There is a concern for the college district that positions are going unfilled and other positions don't remain filled as the increase in the cost of living in North Central Washington is climbing fast. I would like to take this opportunity of being part of the Board's Agenda each month to actually go out to our members and ask them how things are going in their areas and to relate to you the climate of how our members are feeling in their jobs. Going forward I plan to have more thorough information to add to these Board Reports.

Respectively,

Wendy Glenn
WPEA Shop Steward for Wenatchee Valley College

STAFF REPORTS

Brett Riley

Vice President of Administrative Services

Administrative Services

- Administrative Services continues to work with facilities and campus stakeholders to complete the design of the CTEI building. The design process is largely complete. We are currently evaluating site placement related to ongoing conversations with CWU.
- Administrative Services is now working with the city to evaluate real estate acquisition in Omak in an effort to secure the footprint and necessary parking for the new Omak Health Science Center.
- Administrative Services will be participating in another NWCCU year-six Policies, Regulations, and Finances Review (PRFR) panel in October.

Budget & Internal Auditing

- WVC has hired a new budget and internal audit position that will be assuming supervision of the operating budget. We have included the proposed 23-24 Operating Budget for your review in the September board packet.

Fiscal Services

- Fiscal Services successfully concluded the year-end process for the FY22-23 fiscal year.
- Fiscal Services continues to progress on financial statement audits for 21-22 and 22-23. The staffing at CLA has been more impactful than previously expected, but we believe we are nearing completion.

Facilities and Capital

- Omak Health Sciences Center- The project is currently on pause as we await additional funding through grants and the federal earmark process.
- CTEI – As stated prior, CTEI design is largely complete, subject to site selection that is dependent on our partnership with CWU.

Minor Works

- Facilities staff are currently moving through the DES process to start a number of minor works projects that will be shared at the Board work session.

Safety and Security

- Safety staff along with IT and Facilities spent the summer evaluating our security camera vendors and infrastructure. We have requested and received demonstrations from two of the premier vendors in the market and have received quotes to serve both our Omak and Wenatchee campus. The team has identified a preferred vendor and will be moving forward with a deployment plan subject to funding availability.

Information Technology

- IT Staff participated in the first annual NWCCT summit. This was the first gathering of its kind that brought together IT representatives from across the northwest to address emerging issues and concerns in the area of cybersecurity threat assessment and recovery. A summary of our staff participation in this summit will be presented at the September Board meeting.

Dr. Tod Treat

Vice President of Instruction

Welcoming New Faculty

Wenatchee Valley College is welcoming wonderful new full time faculty this fall. The Board will meet these faculty in person but here are short introductions:

- Allie Benn – Nursing Faculty
Resource nurse and student preceptor at the Mayo Clinic. MSN Arizona State University. BSN Arizona State University. Experience in medical-surgical and oncology. Passionate about education and nursing.
- Ana Marie Spagna – English Faculty
MFA Creative Writing, Fairfield University. MA English, Northern Arizona University. BA English. Former faculty -St. Lawrence University, University of Montana, Western Colorado University, Antioch University, Whitman College.
- Ching (Jim) Lin – Physics Faculty
PhD Physics, UC Davis. BS Physics, UC Davis. AA Physics, De Anza College (CA). Former physics faculty, Big Bend Community College, also Diablo Valley College, American River College, CSU-Sacramento and CSU-Davis.
- Jasmine Ruiz – Omak Science Faculty
MS Biology, Central Washington University. BS, Biology, Central Washington University. Associate of Science, Wenatchee Valley College.
- Sandra Colbert – Omak English Faculty
Masters in Education in Learning and Teaching, Western Governors University. BA in English Education, Eastern Washington University. Former Okanogan High School teacher and part time WVC faculty.
- Holly Thorpe – English
PhD Education (in progress), Seattle Pacific University. MFA Creative Writing, Eastern Washington University. BA Journalism, University of Washington. Former part time faculty at WVC and EWU. Former Communications Consultant, WVC.
- Guadalupe Martinez Calderon – Nursing
MS in Nursing from Gonzaga. Has taught part time at WVC. Earned BSN from Wenatchee Valley College in 2019. Earned ADN from Wenatchee Valley College in 2018.
- Elizabeth McGregor – Math Faculty
MS Data Science (exp 2024), Bellevue University. MS Curriculum and Instruction, Western Governors University. MS Teaching Mathematics, Western Governors University. BS Mathematics, Central Washington University. AAS, Wenatchee Valley College. Former Wenatchee High School teacher.



Monday, September 18

New Faculty Orientation – Designed by Deans and Directors

- New faculty meet with their mentoring and Faculty and Course Enrichment (FACE).
- Faculty panel on Tenure
- Tool Kit: What you need to be ready on Day One.
- Working lunch with Student Support.
- Class Prep Workshop
- Tour

Wednesday, September 20

Target Audience	Time	Topic
All Instruction	8:00	Coffee & Conversation
All Instruction	9:00	Welcome VPI/Deans/Directors
New Faculty, Committee Members	10:00	Pre-Tenure Orientation/ Pre- Tenure Committees initial meetings
All Instruction	12:00	Lunch Provided
Instruction Prep	1:00	Syllabus Workshop: “All Faculty-Let’s create a syllabus that is engaging, interesting and covers all the important things. See what other faculty do with their syllabi and learn how to improve your own. A great syllabus is the foundation to a great class and a pillar of Culturally Responsive Teaching!
All Campus	1:00	Purchasing & PCard Training: Ryan and Sarah will discuss the basics of purchasing, and we will go over our website and where to find our policies, procedures, and additional resources. We will also discuss the benefits of purchasing with PCards, what is allowed to be purchased with PCards, and the reconciliation process. We would like anyone who has a PCard to attend this training.
Instruction Prep	2:00	Drop-in All Faculty Class Prep Workshop: “All Faculty-Prepare for your upcoming classes with help from our amazing teaching and learning support

		staff. Help with IT, Canvas, Course Design, and more will be available. Bring your prep materials and your questions as we work together to prepare for the quarter.
All Campus	2:00	<p>Travel Training:</p> <p>Tracy will review the policies & procedures needed for travel by WVC employees and student travel, and reimbursements for travel and other requests. We'll discuss the requirements necessary Before, During & After to be compliant with WVC and Washington State rules & laws. A Brief ctclink 'how to' will also be presented.</p>
Instruction Prep	3:00	<p>Student Access Services: things you need to know about working with WVC students with disability accommodations.</p> <p>In this session we will learn about disability, disability etiquette, WVC disability accommodations and Student Access Testing Center. We will discuss how to implement specific disability accommodations in your face-to-face and online classrooms.</p>
Instruction Prep	3:00	<p>Guided Pathways 23-24 Projects Applications Info: The state has provided the community colleges with funding to support Guided Pathways work. At WVC some of that funding is used to help support staffing positions whose work is related to the goals of Guided Pathways. Some of WVC's Guided Pathways funding, however, has been set aside to fund projects that would help move the college forward in our Guided Pathways work. The Guided Pathways Steering Committee have developed an online application for the college community to submit project proposals for these funds which have already been dispersed and awarded on our first round of project proposals this spring; however, there are still funds available that need to be spent by June 30, 2024. Please join us for an overview of Guided Pathways and how you can submit a project proposal for Guided Pathways funds that will support student learning or program mapping.</p>
Instruction	5:30	Adjunct Faculty Orientation

Kick Off Schedule
Thursday, September 21

All Instruction	9:00	Department Meeting - Andrew Tudor
All Instruction	9:00	Department Meeting - Jeannie Henkle
All Instruction	9:00	Department Meeting - Riva Morgan
All Instruction	9:00	Dept Chair Meeting - Holly Bringman
All Instruction	9:00	Prof Tech Division Meeting - Yuritzi Lozano

All Instruction	10:00	Allied Health Department Meeting – Yuritzzi Lozano
All Campus	10:00	CPR/AED Training: Space is limited to 40. The workshop is a two-day course. Employees will need to pay \$30/ cash per person. No refunds. No make-up courses.
All Campus	11:00	Recognize, Respond, and Refer – Supporting Students: Learn how to recognize, respond to, and refer students in distress.
All Instruction	11:00	eCampus – Q & A Session: Katie Waller, eCampus will be available to answer questions.
	12:00	Lunch
Instruction Prep	1:00	Math Support Resources: Discuss corequisites, Self-paced math, and the math center
All Instruction	1:00	Supporting Student through the Foundation: How does Wenatchee Valley College Foundation, a nonprofit charity, support WVC students? Attend this session to learn what resources are available to WVC students, from scholarships to emergency assistance to loans.
Instruction Prep	2:00	Climate Justice and Solutions: Are you interested in learning how to add climate solutions and climate justice to your curriculum? SBCTC has prioritized climate across the curriculum so that our students are better prepared for the world they are facing and the workforce opportunities in Washington’s green economy.
Technology	2:00	OneDrive - Your personal document management tool Description: Learn how OneDrive works and gather some tips and tricks to help you be more productive.
Instruction Prep	3:00	Library and Learning Support: tutoring, eLearning updates.
Technology	3:00	25 Live For anyone who wants to learn how to reserve rooms around campus. 25Live also sync's with ctcLink, so you can also view classes and build reports around locations and events.
Omak	3:00	Omak Social

Kick Off Schedule
Friday, September 22

Instruction Prep	8:00	Prepare for the first day of instruction.
All Campus	9:00	Online Catalog – How to View, How to Update.
Technology	9:00	Multi-Factor Authentication (MFA) Description: Learn the basics of MFA and why it is necessary.
All Campus	10:00	First Aid Training: Second Day of Training. Space is limited to 40. The workshop is a two-day course. Employees will need to pay \$30/ cash per person. No refunds. No make-up courses will be offered.
Instruction Prep	10:00	What's new with Canvas & Panopto Another option that I forgot about was my office hours during launch week. Same zoom Monday (18th) 1:00-2:00pm, Wednesday (20th) 11:00-Noon & Thursday (21st) 7:30-8:30am
Technology	11:00	OneDrive - Your personal document management tool Description: Learn how OneDrive works and gather some tips and tricks to help you be more productive.
Instruction Prep	11:00	Student Access Services – Kristina Li Student Access Services: things you need to know about working with WVC students with disability accommodations. In this session we will learn about disability, disability etiquette, WVC disability accommodations and Student Access Testing Center. We will discuss how to implement specific disability accommodations in your face-to-face and online classrooms.

Student Affairs Update

Submitted by Dr. Tod Treat

WVC Student Affairs Update

September 2023



CAMP, one of WVC's most highly successful student support programs, is a federally funded program designed to help students from migrant and seasonal farm working backgrounds during their first year of college. The program staff (see below) provide academic and financial support services to empower students, so they have a strong foundation to build upon as they work toward a bachelor's degree. CAMP at WVC has been in existence since 2009 and is now in its 5th year of its grant. It will be in rewrite this 2023-2024 school year and strive to ensure CAMP remains at WVC for another 5 years.

Director – **Levi Vega-Sanchez**

Levi has been with the program since August 2021, and leads the team in ensuring that CAMP continues its model of excellency. Ensuring that all scholars receive excellent services, guidance to first-year completion, and preparing them to be successful beyond the classroom. Levi also serves as the primary professor for CAMP's SDS 107 and SDS 108 course where students are taught valuable academic, career, and life skills.

Retention Specialist – **Dulce Morgado**

Dulce joined CAMP in April 2023 and has impacted CAMP right away by contributing to CAMP's successful completion rate for 2022-2023. Dulce assists CAMP in providing appreciative advising, implementing retention and engagement strategies, and empowering our students to believe that they will be successful.

CAMP Recruiter – **Laura Guillen Reyes**

Laura joined CAMP in January 2023, has hit the ground running. She has successfully ensured that CAMP meets its recruitment numbers of 55 students per school year. Laura has also continued CAMP's work in having great partnerships with community partners like Café, OIC of WA, SkillSource, and more importantly, school districts across Chelan, Okanogan, and Douglas County.

Program Coordinator – **Evelyn Mejia Naranjo**

Evelyn has been with CAMP since April 2020, is CAMP's glue and longest tenured staff member. Her phenomenal work to ensure the program is running at an elite level is unmatched. She has successfully ensured that CAMP is meeting program objectives, completing financial reports ahead of schedule, and oversees our CAMP mentorship program. Evelyn has been a crucial figure in CAMP's success since she joined CAMP.

Updates:

- In the Spring quarter, CAMP was able to celebrate 40 2nd year graduates who were enrolled in CAMP during their first year of college. These scholars will now be transferring to a 4-year institution, continue their enrollment here at WVC through technical programs, or enter the workforce. For context, these graduates were a part of Cohort 13 (2021-2022). Out of 55 scholars, 15 had graduated in 2022 and now the remaining cohort graduated June 2023.
- CAMP also saw 60 first-year students successfully complete their first year of college. CAMP's retention rate for this upcoming Fall 2023 is 96%.
- For the 2022-2023 school year, CAMP awarded \$72,000 in scholarships to our 1st year students enrolled in the program. This assisted students in easing financial insecurity that attending college brings.
- CAMP successfully partnered with the North Central Educational Service District (NCESD) this Spring quarter to host Migrant Leadership Day. At this event, over 130 migrant high school students from counties across our territory attended and received leadership workshops, campus tours, and the ability to apply to WVC and its support programs like TRIO SSS, CAMP, & MESA while visiting us.

Dr. Faimous Harrison
President

President Harrison will provide a verbal report.

ACTION

Policy Updates: Reagan Bellamy, Executive Director of Human Resources

These policies below were out of date and needed to be updated to adhere to state and federal laws, codes, regulations or college practices or procedures.

UPDATED

- 400.080 Academic Adjustments & Auxiliary Aids for Students With Disabilities
- 400.085 Course Substitution or Waiver Because of a Disability
- 500.400 Reasonable Accommodation

NEW

- 400.075 Classroom Accessibility for Students with Disabilities

RESCIND

- 500.140 Child Abuse & Neglect Policy – replaced by 000.360 and 1000.360 of the same name
- 560.100 Faculty Tenure and Dismissal – can we rescind all is covered in CBA

Recommendation:

Accept updates to policy:

- 400.080 Academic Adjustments & Auxiliary Aids for Students With Disabilities
- 400.085 Course Substitution or Waiver Because of a Disability
- 500.400 Reasonable Accommodation

Adopt policy:

- 400.075 Classroom Accessibility for Students with Disabilities

Rescind policy:

- 500.140 Child Abuse & Neglect Policy – replaced by 000.360 and 1000.360 of the same name
- 560.100 Faculty Tenure and Dismissal – can we rescind all is covered in CBA

UPDATED

Wenatchee Valley College
BOARD POLICY STATEMENT

400.000 STUDENT DEVELOPMENT SERVICES

400.080 ACADEMIC ADJUSTMENTS & AUXILIARY AIDS FOR STUDENTS WITH DISABILITIES POLICY

No student shall, on the basis of his or her disability, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any college program or activity. Wenatchee Valley College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of district services, programs and activities in an accessible setting appropriate to the student's needs in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the disability laws of the State of Washington.

Wenatchee Valley College publishes the process for securing disability accommodations on the student access services webpage. For further information regarding academic adjustments and auxiliary aids, contact student access services.

Students and applicants may be prohibited from participation if a disability prevents the individual from meeting academic standards, technical standards, or student code of conduct, with or without academic adjustments, auxiliary aids and reasonable accommodations.

Supersedes: 2.P.48

Adopted by the board of trustees: 7/12/00

Renumbered from 400.520 and approved by the president's cabinet: 4/15/03

Adopted by the board of trustees: 6/4/03

Last reviewed: / /

Policy contact: Student Services

Related policies and procedures

1400.080 Academic Adjustments & Auxiliary aid for Students with Disabilities Procedure

400.085 COURSE SUBSTITUTION OR WAIVER BECAUSE OF A DISABILITY POLICY

Wenatchee Valley College recognizes that students facing extraordinary circumstances due to a documented disability may on occasion appeal to have course substitutions or waivers. The college shall develop and update appropriate statements, regulations, and procedures for approval of the president's cabinet. The board of trustees' delegates to the president or designee the responsibility for defining, describing, developing and administering the course substitution or waiver because of a disability procedure.

Approved by the president's cabinet: 4/15/03

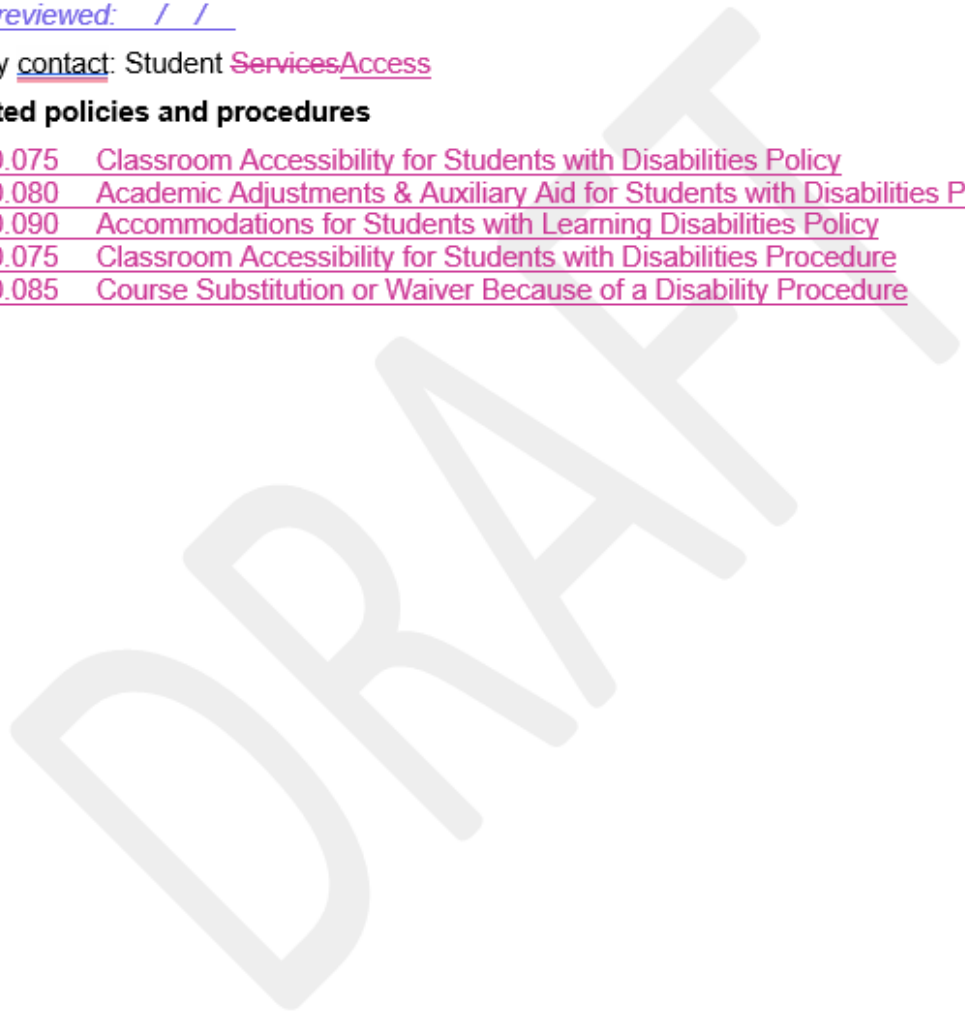
Adopted by the board of trustees: 6/4/03

Last reviewed: / /

Policy contact: Student Services Access

Related policies and procedures

- 400.075 Classroom Accessibility for Students with Disabilities Policy
- 400.080 Academic Adjustments & Auxiliary Aid for Students with Disabilities Policy
- 400.090 Accommodations for Students with Learning Disabilities Policy
- 1400.075 Classroom Accessibility for Students with Disabilities Procedure
- 1400.085 Course Substitution or Waiver Because of a Disability Procedure



500.400 REASONABLE ACCOMMODATION POLICY

~~This policy affirms the commitment of Wenatchee Valley College to provide reasonable accommodations for applicants or employees with disabilities in order to ensure equal terms, benefits, privileges, and conditions of employment. This policy sets forth the provisions for meeting reasonable accommodation requirements of State and Federal law. This policy shall not be construed as providing rights or obligations greater than those provided by applicable laws. The college has developed policies and procedures for providing reasonable accommodation for disabled employees and candidates for employment. The authority for these procedures is found in:~~

~~[Americans with Disabilities Act of 1990](#)~~

~~[Rehabilitation Act of 1973](#)~~

~~[Chapter 49.60 RCW](#)~~

~~[Chapter 357-26 WAC](#)~~

~~[Governor's Executive Order 96-04](#)~~

~~Persons with disabilities have the right to request and receive reasonable accommodation in all aspects of employment with the college, including but not limited to: application; recruitment; selection/hiring; promotion; testing; medical examination; layoff/recall; assignments; termination; evaluation; compensation; disciplinary actions; leave; training; the terms, conditions and benefits of employment, including insurance benefits and employer supported activities, unless such accommodation represents an undue hardship to the college.~~

~~Reasonable accommodation means modification or adjustment to a job, work environment, policies, practices or procedures that enables a qualified individual with a disability to enjoy equal employment opportunity. "Person with a disability" means a person with a physical or mental impairment that substantially limits one or more major life activities. Further written materials on this program are available from human resources.~~

~~This policy, together with the implementing procedures, is intended to provide guidance to the WVC District and the individual in instances where reasonable accommodation may be indicated.~~

~~This policy should not be construed as providing rights or obligations not provided under applicable law.~~

~~The [executive director of human resources](#) ~~director~~ or designee is responsible for implementing this policy and the respective procedures.~~

~~Supersedes 2.P.47~~

~~Moved from old manual and approved by the board of trustees: [9/12/01](#)~~

~~Updated reference to WAC and approved by the board of trustees: [9/19/07](#)~~

~~Revised and approved by the president's cabinet: [_/_/_](#)~~

~~Adopted by the board of trustees: [_/_/_](#)~~

~~Last reviewed: [9/4/19](#), [_/_/_](#)~~

Policy [contact](#): Human Resources

Related policies and procedures

1500.400 [Reasonable Accommodation Procedure](#)

NEW

Wenatchee Valley College
BOARD POLICY STATEMENT

400.000 STUDENT SERVICES

400.075 CLASSROOM ACCESSIBILITY FOR STUDENTS WITH DISABILITIES POLICY-

Pursuant to the Wenatchee Valley College Policy 400.080 Academic Adjustments & Auxiliary Aids for Students with Disabilities and in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the disability laws of the State of Washington, Wenatchee Valley College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of District services, programs and activities in an accessible setting appropriate to the student's needs. This e following policy and accompanying procedure have been approved by the WVC Executive Cabinet and the Board of Trustees have been established to ensure physical classroom accessibility for qualified students with disabilities. –

~~If a student with disability determines that an assigned classroom is not accessible, or that the second of two consecutive classes is not accessible due to the distance from the first class, they will need to contact Student Access Services for assistance. If the student has not self disclosed to Student Access Services prior to this need for accommodation, they may need to first complete the process for securing disability accommodations~~ Approved by the president's cabinet: / /

Adopted by the board of trustees: / /

Last reviewed: / /

Policy contact: ~~Student Access~~Administrative Services

Related policies and procedures

- [400.080 Academic Adjustments & Auxiliary Aid for Students with Disabilities Policy](#)
- [400.085 Course Substitution Because of a Disability Policy](#)
- [400.090 Accommodations for Students with Learning Disabilities Policy](#)
- [1400.075 Classroom Accessibility for Students with Disabilities Procedure](#)
- [1400.080 Academic Adjustments & Auxiliary Aid for Students with Disabilities Procedure](#)
- [1400.085 Course Substitution Because of a Disability Procedure](#)
- [1400.090 Accommodations for Students with Learning Disabilities Procedure](#)

RESCIND

Wenatchee Valley College
BOARD POLICY STATEMENT

500.000 HUMAN RESOURCES

500.140 CHILD ABUSE OR NEGLECT REPORTING POLICY

A. POLICY STATEMENT

It is the policy of Wenatchee Valley College, in accordance with [RCW 26.44.030](#), that all employees report child abuse or neglect as described below. The report must be made at the first opportunity, and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect.

B. DEFINITIONS ([RCW 26.44.020](#))

Child: Any person under the age of 18 years of age.

Abuse or neglect: Sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.

Abused child: A child who has been subjected to child abuse or neglect.

Allowable physical discipline: physical discipline that is reasonable and moderate and is inflicted by a parent, teacher, or guardian for purposes of restraining or correcting the child. Any use of force on a child by any other person is unlawful unless it is reasonable and moderate and is authorized in advance by the child's parent or guardian for purposes of restraining or correcting the child. ([RCW 9A.16.100](#))

C. REPORTERS

Academic (faculty), administrative and athletic employees, including student employees must make any report directly to the proper law enforcement agency or the department of social and health services.

All other employees must make any report directly to the executive director of human resources via phone, in person or email. The executive director of human resources must make report to the proper law enforcement agency or the department of social and health services.

D. ELEMENTS OF REPORT

The report must include as much detail as possible and must include the identity of the accused if known. Detail includes:

1. The name, address and age of the child.
2. The name and address of the child's parents, stepparents, guardians or other persons having custody of the child.
3. The nature and extent of the alleged injury or injuries.
4. The nature and extent of the alleged neglect.
5. The nature and extent of the alleged sexual abuse.
6. Any evidence of previous injuries, including their nature and extent.
7. Any other information that may be helpful in establishing the cause of the child's injury, injuries or death.
8. The identity of the alleged perpetrator or perpetrators.

The reporting requirement above does not apply to the discovery of abuse or neglect that occurred during childhood if it is discovered after the child has become an adult.

However, if there is reasonable cause to believe other children are or may be at risk of abuse or neglect by the accused, the reporting requirement does apply and a report must be made.

E. TRAINING

Wenatchee Valley College ensures that it communicates this policy to all employees such that all employees have knowledge of their reporting responsibilities.

F. IMMUNITY FROM LIABILITY

Any person who participates in reporting alleged child abuse or neglect in good faith shall be immune from any legal liability arising out of such reporting.

A person who, in good faith, cooperates in an investigation of a report of child abuse or neglect shall not be subject to civil liability arising out of his or her cooperation.

However, a person who, intentionally and in bad faith, knowingly makes a false report of alleged abuse or neglect shall be guilty of a misdemeanor and violation of college policy.

G. REPORTING GUIDANCE

The executive director of human resources is the college's designee to receive reports and provide guidance regarding an employee's reporting obligations.

Approved by the president's cabinet: 7/10/12

Adopted by the board of trustees: 9/12/12

Last reviewed: 8/30/19

Policy contact: Human Resources

Related policies and procedures

None identified at this time

Wenatchee Valley College
BOARD POLICY STATEMENT

500.000 HUMAN RESOURCES

560.100 FACULTY TENURE AND DISMISSAL POLICY

It is the policy of the board of trustees of Washington Community College District No. 15 that all matters relating to tenure and dismissals of academic employees shall be governed by the laws of the state of Washington and the terms of the negotiated agreement between the board and the duly elected academic employee bargaining agent as contained in that agreement.

Supersedes 5.P.15

Moved from old manual

Move approved by the board of trustees: 9/12/01

Renamed from "Tenure and Dismissal" and approved by the president's cabinet: 8/2/11

Adopted by the board of trustees: 11/16/11

Last reviewed:

Policy contact: Human Resources

Related policies and procedures

None identified at this time

ACTION

Election of Board of Trustees Officers, Trustee Chair

The Wenatchee Valley College Board of Trustees Policies Manual states under its by-laws, G9, Article VII:

Section 1. At the first regular meeting of the board following July 1 of each year, the board shall elect from its membership a Chair and Vice-Chair to serve for one-year terms.

Recommendation:

At the discretion of the board.