

AGENDA
 BOARD OF TRUSTEES
 WENATCHEE VALLEY COLLEGE
 WENATCHEE, WASHINGTON
 January 16, 2019

9:00 a.m. – Board Work Session	Room 5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting	Room 2310, Wenatchi Hall

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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

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

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

BOARD MEETING: **January 16, 2019**

AGENDA ITEM : **#1 (action)**

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of November 21, 2018

BACKGROUND:

Attached are the minutes from the November 21, 2018, board meeting for your approval.

RECOMMENDATION:

That the minutes from the November 21, 2018, board meeting be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
November 21, 2018

10:00 a.m. – Board of Trustees Work Session.....	Room 5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting.....	Room 2310, Wenatchi Hall

Trustees present

Phyllis Gleasman, Chair
Tamra Jackson, Vice Chair
Phil Rasmussen

The board work session was opened by Chair Phyllis Gleasman at 10:00 a.m. Major agenda items included a post tenure report, discussion with AHE President, report on ACCT and ACT conferences, student recreation center report, sabbatical requests, revised Procedure 1600.111 Financial Reserves, revised Policy 600.111 Financial Reserves, revised Procedure 1600.680 Time and Effort Reporting and a report from the MESA program. Executive session was held to discuss personnel issues.

The regular board meeting was opened by Chair Phyllis Gleasman at 3:00 p.m. Also in attendance were Assistant Attorney General Dale Lehrman, students, classified staff, and administrators.

APPROVAL OF MINUTES

1. October 17, 2018, Board Meeting Minutes

MOTION NO. 2281

Tamra Jackson moved that the minutes of the October 17, 2018, board of trustees meeting be approved. The motion was seconded by Phil Rasmussen and carried unanimously.

CELEBRATING SUCCESS

2. CAMP 10-Year Anniversary

CAMP is a federally funded program designed to help students from migrant/seasonal farm working backgrounds during their first year of college. The program launched at WVC in 2009 and offers academic assistance, advising, and career planning. CAMP also specializes in transfer assistance in the form of college visits, mentorship and more. Each year, over 70 percent of graduating CAMP students transfer to a university. CAMP serves about 60 students per year, and has served a total of 553 students since its launch.

3. WVC Videos

Two videos were recently completed to promote WVC. The first, a comprehensive athletics video, was launched in the summer and promotes all seven athletic teams. Women's basketball coach, **Rachel Goetz**, led and coordinated the project. The second, a video aimed at increasing retention among Latino students, was launched in late October. CAMP director **Yurtizi Lozano**, TRIO director **Pamela Alvarado**, and former completion coach **Rigo Garcia** were instrumental in the development of the project. Both videos are accessible on the web, Facebook, and WVC YouTube channel, and will be shown in Wenatchee area theaters throughout the academic year.

INTRODUCTION OF NEW EMPLOYEES**4. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources**

The following new employees were introduced: Ellora La Shier, Sean La Shier, Ashley Billingsley, Kristen Hughes, Aimee Pope, and Danny Zavala.

SPECIAL REPORTS**5. Luz Estrada, ASWVC Wenatchee President**

Luz Estrada reported that four new clubs have been approved: Showman's Guild, Sounds of Silence, Culture Club, and Natural Resources.

6. Adrian Carrillo, ASWVC Omak President

Adrian highlighted senate activities and added that the senate purchased a four-wheeler for the maintenance department to assist with snow removal.

7. Patrick Tracy, AHE President

Patrick Tracy met with the board of trustees during the board work session for open discussion.

8. Mike Nelson, WPEA Chief Shop Steward

A written report from Mike Nelson was included in the board information packet.

STAFF REPORTS**9. Brett Riley, Vice President of Administrative Services**

Brett Riley reported that the college is working with the county commissioners on a partnership that would include the county emergency operations center for Chelan County in the new Wells Hall building.

10. Quarterly Financial Report: Brett Riley, Vice President of Administrative Services

Brett Riley reported that there is continued growth in the fund balance.

11. Tod Treat, Interim Vice President of Instruction

Tod Treat praised the great work Bridgeport School District is doing with CTE dual credit. He also praised the WVC Running Start staff.

12. Chio Flores, Vice President of Student Services

Chio praised her student services team and their hard work during fall quarter.

13. Jim Richardson, President

President Richardson reported that two audits will be completed in the next four months. Recruitment will begin for a new fiscal analyst 2.

ACTION

14. Revised Policy 600.111 Financial Reserves: Brett Riley, Vice President of Administrative Services

Revised Policy 600.111 better addresses the board fiduciary responsibilities by ensuring the district maintains adequate fund balances and reserve levels while providing management discretion required to handle day-to-day operation of the district.

MOTION NO. 2282

Phil Rasmussen moved that the board approve the proposed revision to Policy 600.111 Financial Reserve with a compliance date of September 1, 2021, subject to annual review. The motion was seconded by Tamra Jackson and carried unanimously.

(Revised Policy 600.111 Financial Reserves attached as Exhibit A)

3:25 p.m. Meeting adjourned

Secretary

Chair

600.111

FINANCIAL RESERVES POLICY

~~WVC will maintain a financial reserve of at least 5% of the annual operating budget (funds 001 and 149).~~

A. POLICY

Adequate fund balance and reserve levels are necessary components of the college's overall financial management strategy and key factors in assessing the college's financial strength and fiduciary integrity. Maintenance of a fund balance assures adequate resources for cash flow and mitigation of short-term revenue shortages, and enables multiyear planning for self-support program improvements. Expenditures drawn from reserve accounts shall require prior approval from the president, unless previously authorized for expenditure within the college's annual budget. Notice of such action will be presented to the board of trustees audit committee at their monthly meeting.

B. DESIGNATED FUND RESERVES

The college will maintain a reserve for designated programs, including auxiliary services and self-support programs, to provide for adequate cash flow, multi-year planning, and operating contingencies. Programs will be designated by the president or president's designee. The reserves will be not more than 15 percent of each fund's operating expenditures, unless a different level is necessary to sustain its operations.

C. CAPITAL RESERVES

The college will maintain, as necessary, a local capital reserves account to manage facilities needs that are not funded or are underfunded by the state. These funds will be designated as capital reserves by the president or president's designee.

D. BOARD FUND BALANCE RESERVES

The college will maintain an annual board fund balance reserve. At the start of each fiscal year, 5 percent of the operating budget expenditures will be designated to this reserve for special board initiatives and unbudgeted emergencies at the board's discretion. The fund balance is not to exceed 25 percent of the annual operating budget. Once a fund balance of 25 percent of the annual operating budget is reached, the designated 5 percent will be allocated to a student experience enhancement fund and distributed at the discretion of the president or designee.

E. GENERAL FUND BALANCE RESERVES

The college will maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 15 percent of the college's operating budgeted expenditures unless a different level is necessary to sustain operations.

F. RESTRICTED RESERVES

The college will maintain all other funds required by law that are restricted as to type of use complying with federal, state, grantor, and office of financial management rules.

Related Information

Fiscal Affairs Manual

State Administrative & Accounting Manual

Approved by the president's cabinet: / /

Adopted by the board of trustees: 5/20/09, / /

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#2 (information)**

CATEGORY: **CELEBRATING SUCCESS**

Accreditation Granted by CCNE for BSN Program

BACKGROUND:

Correspondence has been received from the Commission on Collegiate Nursing Education (CCNE) that accreditation for the baccalaureate degree program in nursing has been granted for five years. The accreditation action is effective March 14, 2018 through December 31, 2023.

At their board meeting, CCNE determined that the program met all four accreditation standards and that there are no compliance concerns with respect to the key elements.



November 1, 2018

Kristen N. Hosey, DNP, RN
Nursing Programs Administrator
Nursing Department
Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801

Dear Dr. Hosey:

On behalf of the Commission on Collegiate Nursing Education (CCNE), I am pleased to advise you that the CCNE Board of Commissioners acted at its meeting on October 2-4, 2018, to grant accreditation to the **baccalaureate degree program in nursing** at Wenatchee Valley College for 5 years, extending to December 31, 2023. The accreditation action is effective as of March 14, 2018, which is the first day of the program's recent CCNE on-site evaluation. You should plan for the next on-site evaluation to take place in the spring of 2023.

At its meeting, the Board determined that the program met all four accreditation standards. The Board additionally determined that there are no compliance concerns with respect to the key elements.

As is required for all accredited programs, a Continuous Improvement Progress Report (CIPR) must be submitted at the mid-point of the accreditation term. Please note that the CIPR needs to demonstrate the program's compliance with the CCNE standards and key elements that are in effect at the time of its submission. As a courtesy, CCNE will send a reminder letter to the chief nurse administrator informing the program of the specific standards to be addressed and providing guidance for the preparation of the report. The deadline for submitting the CIPR to CCNE is June 1, 2021. The Report Review Committee, and then the Board of Commissioners, will review the CIPR. For more information about CIPRs and the report review process, please refer to the CCNE procedures.

As you know, the team report and the program's response to the team report are available to the institution in the CCNE Online Community. We hope that the results of the self-study process and the team report will be useful to the continued growth and development of the nursing program. A certificate of accreditation is enclosed.

In accordance with CCNE policy, if a program or institution elects to make a public disclosure of a program's accreditation status with CCNE, the program or institution must disclose that status accurately. The program or institution disclosing the information must identify the nursing program and its affiliation with CCNE. Please refer to CCNE's disclosure policy and the statements CCNE has approved for use, as well as information on use of the CCNE accreditation seal, at <http://www.aacnnursing.org/CCNE/Seal-Policy/Baccalaureate-Graduate>. Please ensure that the institution's website and other materials are updated to reflect this language, as appropriate.

As a reminder, the revised *Standards for Accreditation for Baccalaureate and Graduate Nursing Programs* (2018) go into effect on January 1, 2019. All programs are expected to comply with the CCNE standards and procedures that are in effect throughout the period of accreditation. These documents are available at <http://www.aacnnursing.org/CCNE-Accreditation/Resources-for/Education-Administrators>. This includes advising CCNE in the event of a substantive change

655 K STREET NW
SUITE 750
WASHINGTON DC 20001

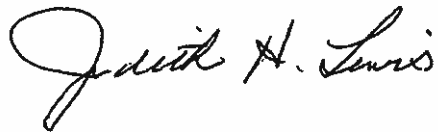
202-887-6791

CCNEACCREDITATION.ORG

affecting the nursing program. Substantive change notifications must be submitted to CCNE no earlier than 90 days prior to implementation or occurrence of the change, but no later than 90 days after implementation or occurrence of the change. These reporting requirements are described further in the CCNE procedures.

Thank you for your participation in the CCNE accreditation process. The Commissioners join me in expressing our very best wishes as you continue to promote excellence in nursing education.

Sincerely,

A handwritten signature in black ink that reads "Judith A. Lewis". The signature is written in a cursive, flowing style.

Judith Lewis, EdD, RN
Chair, Board of Commissioners

cc: President James Richardson
CCNE Board of Commissioners
CCNE Accreditation Review Committee
CCNE Evaluation Team

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#3 (information)**

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

Introduction of New Employees: Reagan Bellamy, Executive Director of HR

BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **January 16, 2019**

AGENDA ITEM **#4 (information)**

CATEGORY: **SPECIAL REPORTS**

Luz Estrada, ASWVC Wenatchee President

BACKGROUND:

UPDATES:

- ❖ Senate meetings for winter quarter are held every Monday at 3:00pm in the Van Tassell Conference Room.
 - Our first meeting will be January 7th at 3:00pm in the Van Tassell Conference Room.
- ❖ Senate will be meeting every first Friday for ongoing professional development training.
- ❖ Our Student Ambassadors have been giving tours for individuals, small group, and very large groups.
- ❖ Senate team has received their sweaters and jackets!

EVENT UPDATES:

We are very excited to say that our Distress event went very well, with students showing up to enjoy the movie, the tacos, and the board games. Our turkey football event had nine teams participating, and their turkey was donated to the Knights Kupboard. Our Coat Drive was very successful, filling up many boxes! Below are all the events Senate has put on, and that we were involved in.

- ❖ We put together the Distress event on December 5th 2:00pm to 5:00pm.
- ❖ Our team put together the Coat Drive from November 27th through December 13th.
- ❖ Senate put together an Ugly Sweater Contest December 6th.
- ❖ Senate helped with the Talking Circle event December 7th 10am to 12pm.
- ❖ Flag Football Tournament was held November 14th. (9 teams attended)
- ❖ Senate helped with the Wenatchee Valley College Foundation Phone-a-thon.
- ❖ Senate helped with the Kaizen Latinx Dance, helping with sound setup and attending.
- ❖ Senate signed the QSA's (queer straight alliance) proposition for gender neutral bathrooms.

SENATE ACTIONS/APPROVALS:

- ❖ Senate approved the use of the Rec Center on February 1st for the Hall of Fame event.
- ❖ There were two new clubs approved; Radiant Knights and Skills USA.
- ❖ Senate approved \$4,000 for the Distress event.
- ❖ Senate approved \$90 for our Coat Drive.
- ❖ Senate approved \$60 for Talking Circle event.
- ❖ Senate approved \$5,000 for our Winter Retreat, the money will be covering room, transportation and food.
- ❖ Senate approved \$70 for a printer in the Club Room.
- ❖ Senate approved \$3,000 for Safety Week.
- ❖ Senate approved \$60 for our Ugly Sweater Contest.
- ❖ Senate approved fixing the phone charging stations and the work that would be needed

UPCOMING EVENTS:

There are many upcoming events that Senate is very excited to help with, put on, and be a part of. We are very excited to start a new quarter, and putting together educational, but fun events for our student body.

- ❖ Senates Winter Retreat will be January 18th through 20th, Omak Senate will be joining us, and the retreat will be in Chelan.
- ❖ Safety Week will be January 15th and 16th.

BOARD MEETING: **January 16, 2019**

AGENDA ITEM **#5 (information)**

CATEGORY: **SPECIAL REPORTS**

Adrian Carrillo, ASWVC Omak President

BACKGROUND:

December

- December 5th- Student Government did an event called “De-stressed and Do Your Best”. We set up a sandwich bar including chips/goodies. WVC counselor Ryan Poortinga also offered tips on de-stressing.
- Student Government purchased eight new laptops for cabinet officers. Current laptops are outdated and prevented the student cabinet from working at a faster pace. Brad Cushman recommended we get new ones and helped us find a discount.
- Student Government took part of the 50th Anniversary WVC Omak Open House by providing tours around the campus.
- Student Government finalized the purchase of a four-wheeler for WVC Omak maintenance to clear the sidewalks of snow and ice.
- December 10th- Student Government purchased cookies and a variety of beverages for student’s enjoyment during finals week from December 11th through 13th
- Student Government hired a part-time program assistant to work with student government advisor Livia Millard. The person hired is Shannon Statler. Shannon is a former WVCO graduate and student government treasurer. Shannon will be starting winter quarter.

January:

- Student Government will possibly be buying tickets for students to attend a performance at the PAC for Kid Ace, magician. He will be performing February 22nd.
- There is discussion of sponsoring a social to welcome back students to winter quarter and an opportunity to meet our new staff person.
- On January 18th-20th ASWVCO and ASWVC student cabinet will have a retreat in Chelan. Some of the agenda items are bylaws and financial code review, leadership activities and quarterly evaluation.
- On January 26, student government will be sponsoring a portable roller-skating rink event through Neon Entertainment. The event will be at the Agriplex at the Okanogan County Fair Grounds. Also, we will have two inflatables and an archery tag set up. Entry fee will be toiletries donations for the homeless shelter. Non-students will be charged a fee at the door. Only currently enrolled students, family and friends will be attending.

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#6 (information)**

CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

A report was not submitted by AHE President Patrick Tracy.

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#7 (information)**

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

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

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#8 (information)**

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services has continued working on the budget and financing of an Emergency Operations Center (EOC) on the Wenatchee campus. As stated prior, the facility would be housed in the new Wells Hall. This project will not negatively impact the budget for the existing planned project and will be considered as a bid alternate to the current project already approved. The county will be asking the Washington State Department of Commerce for a reallocation of funds to pay for the added facility.

Budget & Internal Auditing

- The first internal audits/“PERC’s is complete. We are currently pending an exit interview with campus stakeholders and a cabinet level review of the draft audit report. Once the pending activities are complete, we will share the results with the Board. Additionally, budget and administrative staff are ramping up for the 2019-2020 budget development season which begins in earnest the second week of February.

Fiscal Services

- Auditors have completed their onsite work and are wrapping up the 2016-17 audit. The SAO is currently getting ready to start the 2017-18 audit on January 14th, which will bring the college up to date on our financial statement audits. We are trailing our previous schedule by one week, but are still on pace to meet our accreditation deadline.

Facilities

- Wells Hall- The design and development (DD) process is well underway with multiple stakeholder meetings scheduled throughout January. Additionally, we have an agreement in principle with the operators of Sage Hill church to lease space over the next two years. The college is also finalizing the procurement of the remaining portable buildings required to meet our academic needs for the duration of the construction period. We expect contracts to be finalized around the 11th of January.
- Fifth Street Monument Sign- Construction has begun on the monument sign on Fifth Street. The wall has been completed with the rockwork and signage still needing to be completed.
- Minor Works-
 - Sexton Chiller replacement project is scheduled for completion January 15.
 - Roof repairs will commence in the spring as weather permits.
 - Misc. Office Space- We are converting or upgrading multiple spaces on campus to serve as faculty offices around campus. This project is ongoing and will continue into summer.

Safety and Security

- Symplicity training is nearly complete. We will inform the Board when the program has been released to the campus community.

BOARD MEETING: **January 16, 2019**

AGENDA ITEM **#9 (information)**

CATEGORY: **STAFF REPORTS**

Tod Treat, Interim Vice President of Instruction

BACKGROUND:

Educational Achievement

In fall 2018, 136 sections assessed nearly 3000 WVC students (duplicated) on the Social Interaction Student Learning Outcomes (Collaboration, Ethical Conduct, Professional Conduct, and Cultural Diversity). The Assessment Committee will be evaluating these responses to determine whether the sample reflects a general student's course taking pattern to allow us to generalize the degree to which students are exceeding, attaining, or failing to meet these important Outcomes. During winter quarter, faculty will be encouraged to continue assessing to expand the level of results and use prior quarter results to enhance instruction and increase documentation of student learning.

Support for Learning

Division chairs are currently evaluating their fee structures for courses and determine ongoing needs and sustainability. Course Fees support consumables for in-class use by students.

Responsiveness to Local Needs

- Pharmacy Technician and Medical Assisting Apprenticeships are being developed to provide additional access to WVC service area students.
- WVC is recruiting for its 3rd RN to BSN Cohort beginning summer 2019

Diversity and Cultural Enrichment

At the end of winter quarter, each campus celebrated the holidays with food and festivity. The **Spirit Committee** distributed WVC apparel that had been purchased by employees with partial support from the WVC Foundation.

Continuous Improvement

- Department chairs and deans are currently building next year's annual schedule with "scheduling for completion" in mind. Deans are being asked to consider principles of good scheduling that avoid conflict between classes likely to be taken by particular student at the same time and to limit sections to those anticipated to be high need.
- Instructional deans are currently being evaluated using a 360° evaluation, self-assessment, and final evaluation by the VP for Instruction.
- Tenure recommendations are beginning to arrive at the VPI's office where the pre-tenure process will be audited and recommendations advanced to the president for review prior to Board consideration.

Sustainability

- The VPI would like to thank instructional deans for their careful section management leading to very healthy fill rates in fall and winter quarters.
- Faculty and staff serving on the Sustainability subcommittee of the Responsiveness to Local Needs Core Theme Council are significantly enhance recycling through hydration stations, improved signage, additional recycling stations, and event planning. Thanks to include Derek Sheffield, Joan Qazi, Derin Wysham, Jeffery Bullock and Rich Peters.

Instruction Division for Wenatchee Valley College Board of Trustees Report January 2019

	Division	Division	Division	Division
<i>Instructional Goals</i>	Allied Health	LAS/BS	IT & Library	Workforce Ed
Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]	No new updates	Asked division chairs to evaluate their fee structures for courses and determine ongoing needs, bearing in mind sustainability.	<ul style="list-style-type: none"> • Updated four classrooms with new furniture and equipment via Title III. • RUS grant rewrite sent to DC. • Zoom Room proof of concept room complete. 	Workforce Ed serves on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority. To promote sustainability, the Agriculture Department offers an online Viticulture Sustainability Certificate (15 credits), which includes courses: Organic Agricultural Production, Organic Plant Nutrition and Sustainable Agriculture and Food Systems.
Increased Retention and Completion: Increase Quarter to Quarter & Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students.	No new updates	Working with developmental English to revise/approve course offerings and provide a more clear and concise pathway to college-level English.	No Update.	The College with Workforce Education faculty and staff hosted the 2nd annual Pizza, Pop and Power Tools event held on campus May 16th. This event brought more than 250 eighth grade girls to campus to learn more about non-traditional careers. In addition to Pizza, Pop and Power Tools for eighth grade girls, WVC hosted approximately 300 eighth grade boys for Guys and Guts this year. Both events took place on the WVC campus on May 8th, 2018.
Program Growth & Development: Review and analyze all programs offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.	Pharmacy Tech and MA Apprenticeships in the works. Recruiting for 3 rd RN to BSN Cohort beginning Summer 2019	Creation of PLO's this fall by multiple programs, opening conversation regarding course sequencing, advising, etc. Will develop further with time and discussion and contribute to overall retention and completion.	Successfully completed the first quarter of a new training for Tutor Center staff.	The Workforce Dean attended the North Central WA Career Connections Expo in Okanogan County on 10-17-18 (with several other WVC faculty and staff: Recruiting: Lucero CAMP: Alfredo Running Start: Glen and Maria Christina Welding: Zach Machining: Mickey Automotive: Tom BCT: Sompheng Omak Campus: Livia & Cameron Allied Health and Workforce Deans: Jenny & Joey

Instruction Division for Wenatchee Valley College Board of Trustees Report January 2019

				<p>Omak Foundation: Arnie).</p> <p>Workforce Education is developing and expanding programs in both Omak and Wenatchee. In Omak, the Wildland Fire (Fire Ecology) program has moved to Continuing Education. The progress will be to offer courses and public workshops in Okanogan County. The first public meeting was held on December 2nd, 2017 in Omak; a second public meeting was held April 5th, 2018 in Twisp. A total of 17 local residents attended the December 2nd event and gave valuable feedback to impact the decisions on the direction of the program. A total of 11 residents attended the Twisp meeting.</p> <p>Workforce Ed offered the HVACR certificate program in 2017-18. This offering was due to the Omak Mill closing and need for training for displaced workers. This program utilized the Omak High School welding department as a lab component. Most of these students have continued on to the second year of the program in Wenatchee. In Wenatchee, the BAS-Engineering Technology began in Fall 2017. Faculty lead, Dr. Sai Ramaswamy has met with local business partners and extensively with students.</p> <p>Workforce Ed held an orientation session for all BAS-ET students and developed their class schedules for the entire program. To date, a total of 17 students have applied for the program.</p> <p>Two new BAS program proposals are currently being written: BAS-Teaching and Data Analytics. The WED Dean is also researching the</p>
				18

Instruction Division for Wenatchee Valley College Board of Trustees Report January 2019

				<p>possibility of beginning new programs in Drone Technology, Cosmetology, CDL, among others. The Continuing Education Department is in the process for offering an international TESOL program and also negotiating expanding efforts to the Colville Tribes. The TESOL program includes two Continuing Education personnel who traveled to South Korea to film video modules for this certificate course. The Workforce Dean recently completed the 2017-18 Workforce Dean's Academy in conjunction with SBCTC and now serves on the Workforce Dean's Academy Advisory Board. The Transitional Studies department is currently collaborating with Colville Tribes in Nespelem and offering the HS21+ program there. WVC is also expanding college offerings in Nespelem to serve this rural area.</p>
<p>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.</p>	<p>Allied health has an annual schedule in place for allied health programs</p>	<p>Few courses cancelled for winter quarter due to low enrollment. Discussions with faculty regarding reasons for cancellation in an effort to provide transparency and education to inform annual schedule decisions for next year. Successfully added multiple new offerings and adjusted scheduled times of some courses on Omak campus for winter, with favorable results in enrollment.</p>		<p>The Instruction Office collaborated with the entire WVC campus and completed the Annual Schedule for both 2017-18 and 2018-19. The Instruction Office plans to continue complete the Annual Schedule beginning in January 2019.</p>
<p>Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two years.</p>	<p>No updates, advising planning per the Guided Pathways committee and CTC's.</p>	<p>No Update.</p>		<p>The Workforce Dean had several meetings with various community members, initiating conversations with the community to benefit the college. These meetings included Okanagan County. The Workforce Dean is a board member of the</p>

Instruction Division for Wenatchee Valley College Board of Trustees Report January 2019

				<p>NCW Suicide Prevention Coalition, NCW Homeless Task Force and the WEC Dean's Academy Advisory Board.</p> <p>The Instruction Office is also soliciting input from the Worker Retraining Advisory Committee. Several Workforce faculty members continue to contribute ideas toward the launch of Guided Pathways.</p>
<p>Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.</p>	<p>Communication via; Department, Division, Directors, Deans, Omak campus, CTC's, IC, CC and Instruction department meetings</p>	<p>Great deal of communication regarding PLO's continues within LAS. Beginning communications regarding upcoming year needs, budgets, annual schedule, etc.</p>		<p>WVC is working with SkillSource and WorkSource personnel to continue collaboration with those organizations.</p> <p>The Workforce Dean holds monthly meetings with all Workforce Program Coordinators.</p> <p>The Workforce Dean also co-facilitated the Governor's Summit on Career-Connected Learning in Okanogan County in 2017 to identify and meet the needs of external constituents/partners; in collaboration with local partners, our region has received for the Career Connect Washington Grant. Also, WVC has met with the Division of Vocational Rehabilitation (DVR) officials to possibly work together in serving potential students aged 16-21 who need additional services to become ready for postsecondary education and/or careers.</p>
<p>Improving Transitions: Adult Basic Education and Single Point of Entry for all WVC Students.</p>	<p>No new updates</p>	<p>Offering developmental English and Math courses on both campuses, despite some low enrollment, to ensure transitional pathway for students.</p>		<p>The Workforce Dean and Interim Director of Transitional Studies have worked on this goal and met with Student Services in order to create Single Point of Entry.</p>
<p>2018-19 Hiring Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget. Commitment to retention of staff and faculty through</p>	<p>Per Area Plan: Rad Tech Director currently advertising Request for Nursing Faculty to transition to pre-tenure</p>	<p>Area plans submitted with requests for hiring staff/faculty. In the process of evaluating needs and determining which requests demand immediate attention.</p>	<p>Hired new Helpdesk Coordinator – internal candidate.</p>	<p>The Workforce Dean holds monthly meetings with all Workforce Program Coordinators.</p>

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<p>foundational activities and communication like new faculty orientation and workshops, onboarding materials, outreach to adjunct faculty, etc.</p>	<p>Request for Simulation Lab Manager (required per the WAC's) Request for Sim. Lab assistant 20 hours per week</p>			<p>Faculty lead positions for both Wildland Fire and BAS-ET were filled in 2017. Two adjunct instructors recently secured full-time positions replacing retired professors in Business/Accounting and Agriculture. Jennifer Korfiatis was hired to replace Nelson Martin and Jeff Bullock was hired to replace Bob Gillespie. Both Jennifer and Jeff bring great credentials and teaching experience to their respective positions. Both began full-time in Fall 2018. Jan Clark and Nancy Spurgeon are both set to retire at the end of fiscal year 2018 and replacements will need to be hired. Also, the WED Dean along with the LAS Dean has encouraged all Instruction Office staff to be cross-trained.</p>
<p>Budget Planning: Increased attention and understanding to all budgets within Instruction (inclusive of grants and Foundation support).</p>	<p>No new update.</p>	<p>Working with Division Chairs and Tracy Shaw to review departmental/division budgets over last three years to help inform forecasting for budget allocations for the upcoming 2019-2020 year.</p>	<p>Submitted area plans for the library, tutoring, Teaching & Learning Success Center, and Technology.</p>	<p>The Workforce Dean regularly discusses budget processes and issues at monthly Program Coordinator meetings. The Workforce Dean continues to increase fiscal accountability across all WED programs, Transitional Studies and Continuing Education.</p>

BOARD MEETING: **January 16, 2019**

AGENDA ITEM **#10 (information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- Annual WVC Athletics Hall of Fame Induction & Follow Your Dreams Scholarship event is February 1 at the Student Recreation Center. Tables available at \$500, individual tickets \$75. Evening includes catered meal, drinks, silent and live auctions and brief program. Contact Athletic Director Kyle Vierck for reservations and information
- Men's basketball finished preseason at 8-3; excited about the new season. Malik Parsons (San Diego, CA) leads the way in scoring, averaging well over 20 points per game
- Women's basketball had a phenomenal preseason run; hosted WVC Holiday Classic December 28-29. Ashlynn Burgess (Alaska) leads the way in scoring. Burgess signed a letter of intent to continue her playing career at Seattle Pacific University and will major in pre-med or engineering
- Fall sports are recruiting for next fall, and keeping their current rosters working hard in the classroom
- Baseball and Fastpitch are in winter preparation mode for upcoming season, will be spending ample time in the WA National Guard facility until spring

CAMP

- Grant rewrite is progressing; anticipate completing at least two sections prior to the RFP going live. Letters of support from community partners are being received
- CAMP Program Assistant Edgar Salamanca was hired and started December 3. Salamanca is WVC and CAMP alum
- WVC will host Northwest CAMP Consortium this spring; a leadership conference for approximately 300 CAMP scholars hosted between 14 institutions in the Northwest
- This year, CVCH will collaborate with CAMP to host 15 job shadows, a significant increase from 5 in prior years
- All 60 CAMP students continued on for Winter Quarter
- Over 56% of CAMP students earned above a 3.0 GPA Fall quarter. 14 students are on Academic Recovery plans this quarter
- Last quarter, study hours' requirement was changed to study hall requirement, and three study halls a week were successfully implemented. Anticipate increased usage by CAMP scholars
- Outreach and Recruitment visits continue to be scheduled for winter quarter. CAMP will be presenting at Eastmont and Wenatchee PAC meetings this quarter, as well as at Chelan High School
- Hired 10 outstanding Transfer Mentors who will connect with mentees to offer transfer guidance and assistance. Training was completed over winter break
- Many students have begun submitting applications for the 2019-2020 academic year

CAMPUS LIFE, EQUITY & INCLUSION

- Events: November 2 - Dia de los Muertos, community event, 150 attendees; November 13 - FAFSA/WASFA Night, community event, 51 attendees, 36 volunteers; November 20 - Growing Up Coy, 60 attendees, partnered with QSA, showed the film Growing Up Coy; November 27 - Native Heritage, 55 attendees, showed the documentary Awake, A Dream from Standing Rock
- Senate events: December 5 - De-stress; December 13 - End of year celebration; November 28 - December 13 - Coat Drive, was a huge success. 22 clubs are becoming active for this year
- Student Access Services had 15 new student intakes (Wenatchee and Omak); 21 consults with faculty, facilities and L & I case worker & doctors concerning students; 3 hours of time working with Omak students, faculty and staff
- Johanna Hamilton, International Studies, had a successful trip to Japan and will travel to Vietnam and Korea in March

- Residence Hall is completely full for fall. Hired one new RA for winter quarter. New ResLife Portal for communication with RAs and Residents is being used
- Student Recreation Center is holding staff b-ball games Thursdays at noon; pickup basketball Tuesdays and Thursdays 5:00 pm. Hosted College and Career Expo on November 6. Flag Football Turkey Bowl event had 8 teams participate; Basketball league being held during winter quarter. Website is being updated

STUDENT SERVICES

- Winter quarter registration went well. Had significant reduction in number of credit overload petitions, a recent policy change that resulted in time savings. Data from Fall quarter will be compiled to assess student success for those completing 19 to 21 credits without needing to submit a credit overload petition
- Through teamwork with business office, Registration is now able to issue multiple waivers to students
- New waitlist email notification process was implemented, which is going very well. In the past, notifications were printed and mailed to students
- Sudi Adkins is assisting with transcripts and evaluations, which has resulted in a significant reduction in the number of entry codes needed for registration
- Walk-in Wednesdays for the Educational Planners showed an increase to about 40 students vs. less than 30 last November
- Educational Planner Andrew Behler met with two ABE evening classes – Basic English and Advanced English – to share information on WVC programs and the transition process from Transitional Studies (HS21+) to college
- Completion Coach Yadira Oregon received 87 Just In Time Alerts in November
- City of Wenatchee was added as an off-campus employer. Amy Olson in the Career Center met with Work Source partners to discuss jobs for students. Work Source partners are communicating with employers to determine those who are open to flexible scheduling for students
- Randy Mitchell rolled out the Confluence Health Mentorship program, offering multiple mentorship/extensive job shadow positions at Confluence Health in Wenatchee for winter quarter: Nursing, Radiologic Technologist, Medical Assistant, Medical Laboratory Technologist, Physical Therapist, Pharmacist, and Nuclear Medicine Technician (Dosimetry)
- Financial Aid verification processing is now down to a two-week turn around. Scholarship processing is gearing up. Discussions are underway with WVC Foundation on continuing funding of the AwardSpring scholarship service. The service has been helpful in automating the application, review, and scoring of scholarship applications
- Symplicity training is progressing; still projected to go live some time in February

TRIO/SSS

- Participants in the program currently 134 students out of 140. Need to enroll: Omak 1, Wenatchee 5. Approximately 10 pending applications. The last few spots will be reserved for students who have a combination in eligibility. Once achieved, the goal of serving 140 students will be attained
- Tutoring services continue to be provided at both sites during winter quarter, which remains a popular service especially for those taking Math
- Number of student appointments has increased so walk-in hours are being provided; hours are structured to allow for working with more students on a variety of topics
- Variety of workshops and transfer visits are planned for next quarter. Collaboration with campus partners continues
- Will be working with Wenatchee School District on some volunteer opportunities for National TRIO Day
- Planning to attend Washington State TRIO Civic Leadership Conference in March

BOARD MEETING: **January 16, 2019**

AGENDA ITEM **#11 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

Programs Overview

- WVC continues to work on BAS degrees in Teaching (K-3, Special Ed) and Data Analytics. The teaching degree is tentatively on track to enroll students in the fall of 2019. Other BAS degrees under consideration are in the business/entrepreneur area and agriculture.
- The natural resources and outdoor recreation management degrees are under review for revisions and considerations of increasing enrollment in the programs, not just individual courses.
- The MESA program is meeting its goals with 80% first-generation students, 87% low income students, and 78% underrepresented students. 61% of the MESA students are female.

Policy Overview

- The college continues to monitor the Education Department's changes in Title IX to see if our policies and procedures need to change.
- Reagan Bellamy has worked with the SBCTC to update family leave policies/procedures to incorporate the new Washington state law requiring paid leave. She has also updated the WVC policy on service animals to reflect recent changes in state law.

Facilities Overview

- The design process for Wells Hall replacement continues on track for finishing in time to move to the construction stage when the legislature approves funds for the next biennium. Demolition and then construction would begin in the summer of 2019. Plans are being made to relocate the classes now taught in Wells Hall to either temporary portables or other facilities.
- The remodel of the locker rooms is finished and the donors who made the project possible will be honored at an upcoming home basketball game.
- The new "monument sign" for the college on fifth street will be finished soon.

Finance Overview

- Dr. Chio Flores and her team held another "phon-a-thon" to reach out to students enrolled in fall who were not yet enrolled in winter. As before, most of the students were positive about the contact. Omak also made calls. At this point, winter enrollment looks like it may be even with last winter's (2018) enrollment. Most of the colleges across the state are losing enrollment as the economy continues to boom and unemployment remains low.

Other

- I continued to work with system presidents and chancellors at WACTC. I am a member of the capital committee. The CTC system continues to be the lowest funded sector of education in Washington State; and, as we enter the new legislative session, there is much work to be done. The governor's budget was a mixed bag for CTCs.
- I attended the WACTC meeting at Renton Technical College in December where we made plans for the upcoming legislative session. We are also dealing with a split in the group dealing with "regional pay."
- I continue to meet with Rachel Evey, the interim executive director of the WVC Foundation, and the Foundation executive committee and full board. The Foundation has received the feasibility study from their consultant, which will be discussed at the January board of trustee meeting.
- I also continue to meet with the WVC-Omak Foundation.
- I continue to meet monthly with WVC Budget Analyst/Internal Controls Accountant, Joanne Tepley regarding her work with WVC budget managers about the 2018-19 budget. Her work with departments on efficiencies through her PIRC program is going well, but slowly.

- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress. Discussed the progress of the training contract with Confluence Health and their need for on-going training. Also discussed opportunities with the Washington State Commerce Department that may be a good fit for WVC and the region.
- Cabinet has concluded its meetings with different departments on campus before cabinet meetings to talk about people's concerns, accomplishments, and hopes for WVC. We will restart the visitations soon. We have compiled the comments and reported to the college community. That report will be discussed by the trustees and cabinet at the January meeting.
- Met with WVC's AAGs and Reagan Bellamy on personnel matters a couple of times.
- Working with Reagan, Tod and Brett on negotiations preparations.
- The 50th Anniversary celebration of WVC in Okanogan County and the Omak Campus took place at the end of November. Many college and community members attended a luncheon and a brief presentation about the college's presence and history in Okanogan County. Former dean and long-time faculty member David Lindeblad spoke about that history.
- Met with the Okanogan County Vocational-Career Task Force at the Omak School District to discuss how to strengthen vocational education and opportunities for students in Okanogan County. Representatives of Okanogan school districts, Worksource/SkillsSource, the confederated Tribes of the Colville Reservation, and several legislators' aides attended. The task force discussed issues, barriers, best practice, and how to move forward for all students.
- Attended campus holiday parties in Omak and Wenatchee.
- Attended the funeral of Shirley Lindell, one of the original "Wells House Girls" who became a member of the Wells House Committee. This committee saved the Wells House in the 1970s and worked to update it and return it to its "glory" through the years.
- Continue to meet with Tod, Ty and Violetta Martin to work on the Year-7 NWCCU accreditation report. The report will be finished and ready for final review in January.
- Met with representatives of the Student Senate in Wenatchee to discuss creation of more gender-neutral restrooms on campus.
- Met with Wenatchee Valley Chamber of Commerce Executive Director Shiloh Burgess to discuss the upcoming legislative session and mutual goals for the session.

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#12 (Action)**

CATEGORY: **ACTION**

New Policy 500.405 Service Animal: Reagan Bellamy, Executive Director of HR

BACKGROUND:

The attached new Policy 500.405 Service Animal addresses the new law that goes into effect January 2019 regarding penalties for misrepresentation of a service animal.

RECOMMENDATION:

That the board approve new Policy 500.405 Service Animal.

400.405 **SERVICE ANIMAL POLICY**

A. POLICY

It is the policy of the Wenatchee Valley College to afford individuals with disabilities, who require the assistance of a service animal, with equal opportunity to access college property, courses, programs, activities and employment.

This policy complies with the [Americans with Disabilities Act](#) (ADA) of 1990 as amended; Section 504 of the Rehabilitation Act of 1973 (P.L. 93-11) and [45 CFR Part 84](#); Fair Housing Act of 1968 [42 U.S.C. 3601 et seq.](#); and [Chapter 49.60 RCW](#).

B. DEFINITIONS

1. Service Animal

A service animal is a dog or miniature horse that has been formally trained to perform tasks for the benefit of an individual with a disability, including physical, sensory, mental, psychological, intellectual, or other mental disabilities.

2. Therapy Animal

A therapy animal is an animal that provides emotional support or passive comfort that alleviates one or more of the identified symptoms or effects of a disability. A therapy animal (also known as an emotional support animal or comfort animal) is not a service animal under this policy. Access for therapy animals is evaluated similar to any other request for accommodation and should be directed to the student access coordinator office.

3. Owner

Owner means any person having an interest in or right of possession to a service animal, or any person having control, custody, or possession of a service animal.

C. WHERE SERVICE ANIMALS ARE ALLOWED

Generally, owners of service animals are permitted to be accompanied by their service animal in all areas of the college's facilities and programs where the owner is allowed to go. Such areas include public areas, public events, classrooms, and other areas where college programs or activities are held. Limited exceptions for service animal access are noted in Section H below.

D. ASSESSING SERVICE ANIMAL STATUS

1. Permitted Inquiries

College personnel must permit service animal access to an event or activity with its owner when it is readily apparent that the animal is trained to do work or perform tasks for its owner. Examples include a dog guiding an individual

who is blind or has low vision, pulling an individual's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

If the need for the service animal is not apparent, college personnel may only ask the following of service animal owners:

- a. Is the service animal required because of a disability?
- b. What work or task has the animal been trained to perform?

If the owner states that the animal is required because of a disability and that the animal has been trained to do work or a task for the owner, then the service animal must be admitted. (See Section H for areas where a service animal may be excluded.) If there is any doubt that an animal is a service animal, college personnel should admit the animal and then consult with the student access coordinator regarding future access.

Misrepresentation of a service animal can incur a penalty up to \$500.

Service animal owners must not be asked about the nature of their disability or for medical documentation of it, except as provided in Sections I and J below. Owners may not be asked for a special registration, identification card, license, or other documentation that the animal is a service animal, or to demonstrate the animal's ability to perform work or tasks.

2. College Assistance

Service animal owners are not required to register their service animal with the college. Service animal owners, including students and guests, who regularly access college buildings are encouraged to contact the WVC Student Access Office or Human Resources (see Section L). The student access officer or human resources office can then assist the owner by providing advance notice to college personnel, such as faculty, advisors, building coordinators, etc., that the owner and service animal are entitled to access. Employees with service animals should follow the process outlined in Section J.

E. SERVICE ANIMAL OWNERS' RESPONSIBILITIES

Service animal owners are responsible for complying with:

1. Keeping the service animal under their direct control at all times, such as by a harness, leash, or other tether; however, if the use of a harness, leash, or other tether interferes with the service animal's safe, effective performance of work or tasks, or if the owner's disability prevents the use of such devices, then the service animal must be under the owner's control through voice control, signals, or other effective means.
2. Ensuring the service animal does not disturb or disrupt normal academic or administrative functions.

3. Immediately cleaning up after the service animal and properly disposing of the service animal's waste or other debris.
4. Preventing the service animal from entering any pond or fountain located on college premises.
5. Complying with any relevant city, county, and/or state license and leash laws while the service animal is on college premises, including the city of Wenatchee Municipal Code [5.28.150] "All dogs and cats over 6 months of age...shall have current rabies vaccination"; [5.28.015] "Any owner of a dog or cat four months old or older must obtain valid license."

The owner is responsible for damage or injury caused by the service animal.

F. REMOVAL OF SERVICE ANIMALS FROM COLLEGE FACILITIES

College personnel may only ask service animal owners to remove their service animal from college premises or from the immediate area as follows:

1. If the service animal is not under the owner's direct control or the service animal is disturbing or disrupting the normal administrative, academic, or programmatic routine, then the owner must first be given an opportunity to get the animal under control. If the disruption or disturbance continues, then the owner may be asked to remove the animal; or
2. If the presence, behavior, or actions of the service animal constitutes an immediate risk or danger to people or property, the owner can be asked to immediately remove the animal and campus security or 911 (emergency assistance) may be contacted.

If asked to remove the service animal, the owner must be offered the opportunity to return to the college premises or the immediate area without the service animal and be provided with reasonable assistance at that time to participate in the college service or program.

A service animal may only be excluded for an individual event based on its or the owner's behavior at that event. The service animal or its owner cannot be excluded from future events based on a problem at a past event, except as provided in Section G.

Owners with concerns about the removal of their service animal should contact the student access coordinator or human resources (see Section L).

G. VIOLATIONS OF POLICY

Depending on the seriousness of the animal's conduct or repeated conduct, service animals may be excluded from college property temporarily or permanently. The safety, security and emergency manager is responsible for conducting the necessary assessments regarding ongoing or permanent removal of a service animal. If a service animal is excluded, the designated disability

services offices are available to assist in evaluating reasonable accommodations for the owner.

Owners who violate this policy or disregard an instruction to remove or exclude a service animal from college property may be subject to additional penalties, including banning from any college property, or other fines or penalties under applicable city, county, or state rules, regulations, or laws. Violations of this policy by an owner who is a college student or employee may be referred for corrective or disciplinary action.

H. RESTRICTIONS ON ACCESS FOR SERVICE ANIMALS

A service animal may be restricted from specific areas of the college when consistent with other college policies, state, and/or federal laws/regulations. Examples of these areas may include:

1. Food preparation areas; and
2. Biologically sensitive or hazardous research sites.

If a service animal is restricted from certain areas, the designated disability services offices are available to assist in evaluating reasonable accommodations for the owner.

I. SERVICE ANIMALS AND THERAPY ANIMALS IN COLLEGE HOUSING

Requests to use service animals or therapy animals in college housing must be made through the appropriate housing office or designated disability services office (see Section L).

J. EMPLOYEES WITH SERVICE ANIMALS

Under board policy 500.400, "Reasonable Accommodation," college employees who require the use of a service animal in the workplace should make a request for an accommodation. For more information and to make a request for a workplace accommodation, contact the human resources office (see Section L).

K. SERVICE ANIMALS IN TRAINING

Service animals in training may be permitted, but are not entitled to, the same access as service animals. Individuals wanting to use college premises for service animal training should contact the student access coordinator. Any individual bringing a service animal in training on college property is responsible for complying with this policy including Section E above.

L. DESIGNATED DISABILITY SERVICES OFFICES

Student Access Coordinator (for members of the public, college employees and students).

- Email: cboyd@wvc.edu
- Phone: 509.682.6854

Executive Director of Human Resources (college employees).

- Email: rbellamy@wvc.edu
- Phone: 509.682.6445

M. COMPLAINT RESOLUTION RESOURCES

Individuals who wish to make a complaint that a college employee may have violated the college's nondiscrimination and/or non-retaliation policies, including a failure to permit access to a service animal under this policy, may contact:

A designated disability services officer listed in Section L

The [United States Department of Education Office for Civil Rights](#) (OCR)

- Email: ocr@ed.gov
- Phone: 1.800.421.3481 (Voice)

The [Equal Employment Opportunity Commission](#)

- Phone: 1.800.669.400 (Voice) or 1.800.669.6820 (TTY)

The [Washington State Human Rights Commission](#)

- Phone: 1.800.233.3247 (Voice) or 1.800.300.7525 (TTY)

Approved by the president's cabinet: ___/___/___

Adopted by the board of trustees: ___/___/___

BOARD MEETING: **January 16, 2019**

AGENDA ITEM: **#13 (Action)**

CATEGORY: **ACTION**

Sabbatical Leave Request: Jim Richardson, President

BACKGROUND:

Recommendations for sabbatical leave follow the process outlined in the AHE contract, Article VII, Section H.2. Sabbatical leave is an investment by the faculty and the district in its programs and teaching efficiency. Criteria for approval shall be one or more of the following: enhancing the quality of the program of the district, making a reassignment possible in the event of a program change, or improving the faculty member's professional abilities in his/her assignment. To be eligible, an applicant for sabbatical leave must be tenured and have completed five years of full-time employment with the district.

The Faculty Professional Development Committee invites applications from eligible faculty members. The AHE contract allows faculty members to submit applications through November 1. The committee meets as soon as possible after that date to formulate its recommendations to the district president for consideration by the board of trustees.

The professional development committee received one application from faculty seeking professional (sabbatical) leave during the 2019-2020 academic year. The applicant is Shane Hendrickson, chemistry instructor.

The committee carefully reviewed, considered and evaluated the application according to the guidelines of the sabbatical leave. The committee came to a decision to recommend a one-quarter sabbatical to Shane Hendrickson leave during 2019-2020.

RECOMMENDATION:

At the discretion of the board.