

AGENDA  
 BOARD OF TRUSTEES  
 WENATCHEE VALLEY COLLEGE  
 WENATCHEE, WASHINGTON  
 January 17, 2018

9:30 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**.....

**APPROVAL OF MINUTES**

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**CELEBRATING SUCCESS**

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- 11. Carli Schiffner, Vice President of Instruction and WVC-Omak ..... 17
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**ACTION**

- 14. Six-Year Strategic Plan/Goals/Objectives: Ty Jones, Exec. Dir. Institutional Effectiveness ..... 25
- 15. Sabbatical Requests: Jim Richardson, President ..... 28
- 16. Retirement of Bookstore Policy 600.400 and 600.410: Brett Riley, VP of Admin. Services ..... 29

**PUBLIC COMMENT**

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

**ADJOURNMENT**

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**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 17, 2018**

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

CATEGORY: **APPROVAL OF MINUTES**

**Board Minutes of November 29, 2017**

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BACKGROUND:

**Attached are the minutes from the November 29, 2017, board meeting for your approval.**

RECOMMENDATION:

**That the minutes from the November 29, 2017, board meeting be approved.**

MINUTES  
BOARD OF TRUSTEES  
WENATCHEE VALLEY COLLEGE  
DISTRICT NO. 15  
WENATCHEE, WASHINGTON  
November 29, 2017

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

- June Darling, Chair
- Phyllis Gleasman, Vice Chair
- Phil Rasmussen
- Tamra Jackson

*The board work session was opened by Chair June Darling at 10:00 a.m. Major agenda items included a sabbatical report from David Bennett, post-tenure reports, discussion with AHE President Pat Tracy, sabbatical requests, revised Procedure 1600,510, new Procedure 1000.257, advisory committee report, strategic plan, and a report on a recent visit to Misawa, Japan, by WVC administration and students. Executive session was held to discuss personnel issues.*

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

**APPROVAL OF MINUTES**

1. **September 13, 2017, and October 25, 2017, Board Meeting Minutes**

**MOTION NO. 2250**

**Tamra Jackson moved that the minutes of the September 13, 2017, and October 25, 2017, board of trustees meetings be approved. The motion was seconded by Phil Rasmussen and carried unanimously.**

**CELEBRATING SUCCESS**

2. **Music and Art Center – Education Facility Design Award 2017**  
The Music and Arts Center (MAC) received the Award of Excellence through the American Institute of Architects (AIA) Education Facility Designs Award program.

**INTRODUCTION OF NEW EMPLOYEES**

3. **Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources**  
New employees Rosario Gonzales, program assistant testing; and Nancy Syria, executive assistant to the VP of student services, were introduced.

**SPECIAL REPORTS**

4. **Freddie Hamm, ASWVC Wenatchee President**  
A written report from Freddie Hamm was included in the board information packet.
5. **David Ratautas, ASWVC Omak President**  
David Ratautas highlighted his written report. Five new officers have been added to the Omak student senate. A senate retreat will be held in December.

**STAFF REPORTS**

- 6. Brett Riley, Vice President of Administrative Services**  
Brett Riley did not add to his written report.
- 7. Year-End Financial Report: Brett Riley, Vice President of Administrative Services**  
Brett Riley reviewed year-end financial information with the board during their work session.
- 8. Carli Schiffner, Vice President of Instruction**  
Carli Schiffner reported that her department is working on staffing requests and budgets.
- 9. Chio Flores, Vice President of Student Services**  
Chio Flores did not add to her written report.
- 10. Jim Richardson, President**  
President Richardson reported that ctcLink will be a major topic of discussion at the upcoming presidents' meeting.

**ACTION**

- 11. Six-Year Strategic Plan/Goals/Objectives: Ty Jones, Exec. Director of Institutional Effectiveness**  
Action on the Six-Year Strategic Plan/Goals/Objectives was tabled until January.

3:20 p.m. Meeting adjourned

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Secretary

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Chair

BOARD MEETING: **January 17, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

**Appreciation to Strategic Plan Committee**

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**BACKGROUND:**

Wenatchee Valley College has spent nearly a year on its new strategic plan. Ty Jones has led an amazing committee in an exhaustive look inside and out of WVC to map out the future. The committee conducted internal and external scans, and coupled the information received with many hours of research and discussion to put together the new strategic plan. The plan was then run by the core theme councils and cabinet before being finalized to be presented to the WVC Trustees.

Members of the committee include:

Jose Alvarez  
David Ratautas, ASWVC Omak President  
Freddie Hamm, ASWVC President  
Stacia Brown  
Michelle Cannaday  
Janice Fredson  
Rigo Garcia  
Andrew Hersh-Tudor  
Zack Jacobson  
Ty Jones  
Kerin Keys  
David Lindeblad  
Livia Millard  
Ryan Poortinga  
Jim Richardson  
Tony Rosales  
Angela Russell  
Erin Tofte  
Jocelyn Vincent-Ramsey

Thank you all for looking into the future to help plan WVC's path forward.

BOARD MEETING: **January 17, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

**Letter of Appreciation from Susan Ballinger**

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BACKGROUND:

The attached letter from Susan Ballinger thanks Wenatchee Valley College for the continued 2017 partnership for the Wenatchee Naturalist course. Susan also updated the college on the connections facilitated between the college and the greater community.



*The mission of the Wenatchee Naturalist program is to cultivate awareness, understanding, and stewardship of the Wenatchee River region by developing an active corps of well-informed community volunteers*

November 29, 2017

Susan Ballinger  
2009 Skyline Drive  
Wenatchee, WA 98801

Dr. Jim Richardson, President  
Dr. Lori Keller, Interim Dean, Liberal Arts and Sciences  
Michele Gedrose, Coordinator, Continuing Education Program  
Wenatchee Valley College  
1300 5<sup>th</sup> Street  
Wenatchee, WA 98801

Dear Dr. Richardson, Dr. Keller, and Ms. Gedrose,

I am writing to thank you for your continued 2017 partnership for the Wenatchee Naturalist course and to update you on the connections facilitated between the college and the greater community. I am currently teaching the ninth offering of this 50-hour class with 21 enrolled adults, that include 2 public school teachers, 4 Confluence Health physicians, 1 attorney, 1 dentist, 2 local business owners, 6 young professionals and 5 retirees (3 newly arrived to our valley). For almost all, this is their first time to take a class at the college.

Additionally, each fall, I hold an all-Wenatchee Naturalist gathering to celebrate volunteerism. For the first time, the Continuing Education Department hosted this event in the campus theater. On Nov. 19, with over 25 course graduates in the audience, I announced earned volunteer service pins for 19 people. Scientific illustrator, Marlin Peterson, gave a terrific presentation about his illustrations for the newly published "Improbable Destinies." Rhiana Foster professionally facilitated our room set-up and the needed AV with great attention to detail. The venue was welcoming, parking was easy, and the attendees enjoyed the program. As I awarded Helen Kjobech her volunteer pin, I was reminded that she told me that she and Karl had donated to the "Nurses for Tomorrow" project, but being in the study skin lab during the course was the first time she had actually set foot inside Wenatchi Hall.

Many of your staff work collaboratively to make all of the "Nature Appreciation" courses I teach successful. Erin Davidson and Michele Gedrose skillfully schedule room use, facilitate guest speaker contracts, and create compelling class marketing materials. Most importantly, they provide genuine customer service to community members (not yet familiar with the college) who call, stop by, and email with questions and requests. Michele has welcomed partnerships with local non-profits including North Central Washington Audubon Society who arrange for scholarship tuitions. Last May, we piloted a field botany course, making the Chelan-Douglas Land Trust Jacobson Preserve our outdoor classroom for 12

students. Biology Department Chair, Rob Fitch, has been especially supportive as he juggles evening lab schedules to accommodate our use. Both Geologist Kelsay Stanton and Entomologist, Dr. Bob Gillespie, generously serve as guest scientist field trip leaders and presenters. I appreciate the evening technical support staff, and our Batjer Hall custodian, Paul, who kindly sets up for me each evening.

The most important academic element the college provides is access to the Biology Department's bird, mammal, reptile, and amphibian study skin collections. Experiential learning happens with someone who holds a muskrat, examines the wing of a mallard, or peers into a jar containing a rattlesnake. Dr. Dan Stephens curates an important scientific collection parallel to holdings at the University of Washington Burke Museum. Dan's adherence to strict professional protocols ensures that the collection has long-lasting scientific value while also serving as a hands-on learning collection. Interacting with the collections is one of the most powerful components of the Wenatchee Naturalist course. After taking the Wenatchee Naturalist course, many students enroll in additional "nature appreciation" WVC courses that utilize the study skin collections. I predict that Wenatchee Naturalists will be registering for Dr. Stephen's 2018 winter quarter taxidermy course with the desire to continue as his volunteers to assist in the growth and curation of this rich scientific resource.

The Wenatchee Naturalist course is a member of the national master naturalist *Alliance of Natural Resource Outreach and Service Programs (ANROSP)*. The post-course program sponsor is Chelan-Douglas Land Trust. Upon course completion, students have the option to take the pledge to volunteer 20+ hours in support of local conservation in four areas: stewardship & board service, education, citizen science, or program support. Exceptional volunteerism with 2 years of course completion is recognized with 50+ and/or 100+ hour pins. The Wenatchee Naturalist website includes detailed volunteer reports. (<http://www.wenatcheenaturalist.com/>)

It is exciting to see the tangible results that WVC Continuing Education Program has catalyzed. Volunteerism highlights for Classes 1-7 (2012-2015) include:

- 128 total number of "active" Wenatchee Naturalist (excludes 16 people who have either moved away within 2 years of class completion, 3 youth, and one deceased)
- 73% of "active" have earned a 20+ hour service pin (94 people)
- 13% of "active" have also earned a 50+ hour service pin (16 people)
- 32% of "active" have also earned a 100+ hour service pin (41 people)
- 8407 total volunteer service hours reported
- 39 public school teachers (K-12 and college) have completed the course to date
- 20 "active" have joined a local non-profit volunteer board after course completion: CDLT(5), WRI(6), NCWAS(2), WNPS(2), CBFIC(1), EMBA(1), & Wenatchee Outdoors(2).

November is a month especially fitting for a letter of thanks to you for inviting the community into the college in support of life-long learning that grows community volunteerism.

Sincerely,   
Susan Ballinger, Wenatchee Naturalist program creator and lead instructor

cc: Rob Fitch, Dan Stephens, Kelsay Stanton, Bob Gillespie, Rhiana Foster, Erin Davidson, Marlin Peterson, Custodian Paul



BOARD MEETING: **January 17, 2018**

AGENDA ITEM: **#4 (information)**

CATEGORY: **CELEBRATING SUCCESS**

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**Maria Navarrete – Selected for Wenatchee Valley Business World’s “30 Under 35” Program**

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**BACKGROUND:**

The Wenatchee Valley Business World’s “30 Under 35” program recently honored young community leaders from around the region. We tap their thoughts in this Sunday interview series.

Maria Navarrete, 34

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Retention specialist for the College Assistance Migrant Program, Wenatchee Valley College

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Navarrete is a graduate of Wenatchee High School and Central Washington University and is currently pursuing her master’s degree in social work through Eastern Washington University. She originally moved to Waterville while still in grade school, knowing no English but committed to making the most of her opportunities. Now, in her position at Wenatchee Valley College, she works with first-generation college students from migrant and seasonal farm-working backgrounds.

Q. What accomplishments are you most proud of?

A. I myself come from a migrant background. I was raised in a single-parent household, and I’m proud to have been the first out of my seven siblings to obtain a college education.

Q. Who or what has inspired you to be successful?

A. My biggest inspirations are my two children. They are the reason I do what I do; I want to teach them the value of education. My students also inspire me to be successful. I am truly passionate about the work that I do, and when I see my students succeed, it reassures me that I’m on the correct career path.

Q. In what ways can future leaders contribute to the success of their communities?

A. Future leaders can contribute to the success of their communities by starting with the younger generation: our children, our students, our neighbors. We need to give them the skills they need to navigate life. The younger generation also needs to have positive role models. We are here to teach them the perspective and lessons that we’ve learned so that they can excel in their lives.

— *Compiled by Mike Irwin, World staff*

BOARD MEETING: **January 17, 2018**

AGENDA ITEM: **#5 (information)**

CATEGORY: **CELEBRATING SUCCESS**

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**Letter of Appreciation to Women's Basketball Coaches and Team Members**

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**BACKGROUND:**

The following letter of appreciation for the WVC women's basketball coaches and team members was received by Athletic Director Greg Franz.

\* \* \* \* \*

Good afternoon, Mr. Franz.

Over this past weekend, your women's basketball team took part in a cross-over tournament here on the Umpqua Community College campus. As an employee of Umpqua for the past ten years and the scorekeeper for the basketball games for the past five, I wanted to take this opportunity to thank you for the work you and your staff have done with this group of student athletes. Your team represented Wenatchee Valley College in the most positive ways.

Your coaches, Rachel and Michelle, were a pleasure to work with throughout the tournament. They were professional in their dealings with myself and others. It was apparent they positively impact the team and modeled appropriate behaviors.

Your student athletes were respectful of others in their interactions. One student made a point of addressing every member of the stat table after every game she played and thanked each person for their time. Her name is Sophia and she left a positive impression of herself and your institution with those of us who worked the table.

Thank you for the opportunity to work with members of your staff and student athletes. It was a pleasure.

*Ronda Stearns*

Administrative Assistant to the  
Dean of Student Services  
Umpqua Community College  
541-440-7859

BOARD MEETING: **January 17, 2018**

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

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

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

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BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **January 17, 2018**

AGENDA ITEM **#7 (information)**

CATEGORY: **SPECIAL REPORTS**

**Freddie Hamm, ASWVC Wenatchee President**

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**BACKGROUND:**

I'm proud to work with such committed Senate team. We have been looking at the bigger picture and doing our best to find ways to support our student body. We have worked out our hectic schedules and are committed to being selfless in our service. We are all excited to see what this New Year has in store for ourselves and our student body!

**General Items:**

- We are in the process of deciding our weekly meeting times for the winter quarter.
- We have Bi-weekly Interclub Council meetings on the first and third Tuesday of every month at 1-2 p.m.
- Senate has been meeting with their pre-tenure committees, and other committees are holding informal meetings.
- We attended Student Programs' monthly leadership series, WVC Leads.
- Senate members have been attending athletic games to show support for our student athletes.
- We are actively working to with WACTCSA and this year's legislative agenda and our focusing on open educational resources and support for undocumented students.
- We have provided campus tours (with bi-lingual option in Spanish) for new and prospective students, and college interview candidates.
- S.A.A.C-Student Athletic Activities Council
  - Met for the first time this year on December 8th
  - Planned a movie and game night for next quarter
  - Briefly discussed potential contract agreement between athletics and general student population use for SRC

**Events accomplished in December:**

**Cereal Bar**

- Scheduled for December 12th
- Provided breakfast and snack during finals
- We served roughly 50 students

**Annual Retreat**

- 19-21st of December at Mountain Springs Lodge in Plain, WA.
- ASWVCO and ASWVC attended

During the retreat, both teams had the opportunity to learn about how each team functions as a unit, as well as connecting on a personal level. We had two projects during our retreat: Hunk of Junk and MLK book of leadership. Everyone was required to bring an item they considered "junk," and we divided into four teams to create an item to market and sell to the group. The MLK project was similar. We were required to read the first part of *Martin Luther King Jr. on Leadership*, then had to find a unique way of presenting one chapter of the book but was not allowed to simply regurgitate via lecture. Both projects required independent time management and organization skills from each team. Some teams struggled with the flex time management and others succeeded. All teams were creative and informative when presenting both projects. In addition, we formed an executive group between ASWVC and ASWVCO and plan to be in formal contact at least 6 times the remainder of the year.

The groups' personal favorite overall was *Inside-Outside Circle* teambuilding activity. This team builder provided questions, opportunity to work on listening skills, and the opportunity to be vulnerable and share more than just "surface" information about ourselves to each other. It is crucial we participate periodically in team building activities during transitional times throughout the year. This activity help both teams begin to appreciate one another, bring both teams together around a common purpose, and most importantly help everyone develop a sense of belonging and acceptance.

**Upcoming events planned for the month of January are listed below:**

**Almost Sunrise**

- Scheduled for January 19th
- Documentary about two veterans who walk across the US

**Mission Ridge Trip**

- Scheduled for January 20th
- Free ski trip for students

**Self-Love**

- Scheduled for February

**Olympic Guest Speaker**

- Scheduled for February 8th located in SRC
- WVC Alumni & Olympian

**Freedom Riders Exhibit / Black History Month**

- Feb 14 – March 14
- Display outlining events occurring during the Civil Rights movement.

**Pancake Day**

- Scheduled for February 13th

**Do You Know Your Privilege?**

- Scheduled for February 22nd

**Passive Events: small activities that are more student body led**

- Guessing Jars
- WVC Leads

BOARD MEETING: **January 17, 2018**

AGENDA ITEM **#8 (information)**

CATEGORY: **SPECIAL REPORTS**

**David Ratautas, ASWVC Omak President**

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**BACKGROUND:**

Current cabinet: President: David Ratautas, Director of Operations: Tiffani Taylor, Vice President: Laura Brown, Director of Student Activities: Becky Biernacki, Director of Administrative Affairs: Judy Valentine, Director of Public Relations: Jenny Demos, Director of Legislative and Student Affairs: Ryan Allgood, Assistant to the Director of Legislative and Student Affairs: Andi Columbia, Assistant to the Director of Public Relations: Lily Bernhardt, Advisor: Livia Millard.

**December:**

- December 5<sup>th</sup> and 6<sup>th</sup>: We held a De-stress and Do Your Best event on these two days. On the 5<sup>th</sup> we had an assortment of breakfast foods for students to enjoy and a stress management workshop for students to attend. On the 6<sup>th</sup> we focused more on lunch type foods and had a build your own sandwich bar. We had a stress management workshop on this day as well. The event was a success, attendance was high and we ran out of food.
- December 19<sup>th</sup>-21<sup>st</sup>: Student Cabinets from both campuses went on a retreat together at Mountain Springs Lodge in Leavenworth. At this retreat we went through several teambuilding exercises that tested our abilities to work as a functional group. One of these projects was based off of the Martin Luther King leadership book that we are all reading. Another was focused on utilizing useless items and turning them into something creative and interesting. The executive committee also met and discussed the Financial Code and reviewed changes that need to be made. In addition, we had split off into several groups, each tasked with either clean up or meal preparation for the day. It seems that almost every part of this retreat was focused on teambuilding and bonding. We also met to discuss plans for the next quarter during this retreat. Overall, this retreat was time well spent and I feel that the cabinets from both campuses are closer than ever.

**January:**

- Weekly Cabinet meetings will be held on Mondays at 12 p.m. and weekly Senate meetings will be held on Wednesdays at 12 p.m.
- MLK Day Event, Cabinet is planning on holding an event following MLK day with change as a theme. We are looking at possibly including nonprofit organizations in the event. We plan to have information on volunteer opportunities and other things that can make a change in the community. We will likely provide some sort of refreshments and food items during this event as well.
- January 3<sup>rd</sup> – 26<sup>th</sup>: We are holding a club food drive contest on campus. Clubs will work to collect food donations during this time period and turn them over to Cabinet at the end. There are prizes for clubs that have brought in the most food, we are measuring in weight and the food items must be nonperishable.

Food Bank Committee: This committee is having regular weekly meetings to discuss the logistics of operating a food bank. They already have a place in mind and ideas of how it will be run. It's worth mentioning the incredible food donations we've received. The exact amount is difficult to quantify other than to say we've nearly filled an entire good sized room with nonperishable food items. However, this is more food than we can handle at the moment. So, after we organize the food items, we plan to donate a certain amount to the local food bank.

Green Campus Committee: Is getting off of the ground this quarter and will be having regular weekly meetings to work on ways to make the campus more sustainable.

BOARD MEETING: **January 17, 2018**

AGENDA ITEM: **#9 (information)**

CATEGORY: **SPECIAL REPORTS**

**Patrick Tracy, AHE President**

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**BACKGROUND:**

With one quarter behind us and now two to go, I can report that AHE matters are running well.

Fall seems to have gone positively with our new faculty hires, and I am not aware of any issues related to their performance within the pre-tenure system. On a similar note, I am excited about the faculty that are at the end of the pre-tenure process who will soon be granted tenure. I am on one of their committees and can only say that the faculty member is a real star. A big "GOOD JOB" is not only due to the faculty member, but also to the hiring and pre-tenure committees.

Of small note, the Washington Education Association donated \$455 to the college's food bank. The function of the AHE union is not only to support faculty, but student success as well.

As there are always issues between faculty and administration to be worked out, I feel that current issues are moving in a positive direction towards resolution.

BOARD MEETING: **January 17, 2018**

AGENDA ITEM: **#10 (information)**

CATEGORY: **STAFF REPORTS**

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

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**BACKGROUND:**

**Administrative Services**

- The Project Request Reports (PRRs) for the 69,980 sq. ft. Center for Technical Education and Innovation Center has been submitted. The review committee will begin evaluating the projects in January and we should hear about the results by the middle of February. We feel that we have submitted a very competitive proposal and look forward to the selection process.
- The College is currently opening an account with US Bank that will serve a dedicated account for the Board reserve. This account will ultimately be tied to a safekeeping account, also with US Bank, that will be used for investment purposes.

**Budget & Internal Auditing**

- At the time of this submission, Cabinet is reviewing options to cut approximately \$150,000 in response to a 6% reduction in our enrollment. At this time we don't anticipate any personnel cuts.
- The College is beginning its budget development season. Currently, we are forecasting revenue declines in our 148 (fees) and 149 (tuition) funds in light of current enrollment trends and integrating the legislature's biennial budget into our revenue model.

**Auxiliary Services**

- The College has been working with B&N to identify a new store manager. A few interviews have occurred, but we have agreed to leave the position open through the holiday season. We anticipate filling the position by the end of January.

**Fiscal Services**

- The Washington State Auditor's Office (SAO) has completed the 14-15 audit and the College is preparing a response to audit findings and will be inviting the Board to an exit meeting shortly after our response to findings has been submitted. The 15-16 audit scheduled to start in December will now begin by the end of January.

**Facilities**

- Our two locally funded projects sponsored through the WVC Foundation 1) Monument sign project 2) Smith Gym locker room project are progressing. We look forward to sharing project designs at a future Board meeting.
- Grounds and Facilities crews have been working diligently to keep up with the snow and ice off our walkways and parking lots.

**Safety and Security**

- Ms. Agnew has been working with First Security to improve and standardize our security personnel's competencies and improve the skill set and training our security staff comes in at the point of onboarding.
- Our Safety/Security Manager has also been working on establishing MOU's with Chelan County Emergency Management and Rivercom in an effort to better define our mutual aid roles defined in the event of an emergency.
- Finally, Security has been working with our IT department to change our out-dialing procedure from 9 to 8. We now dial 8 to get an outside for long distance. Previously, dialing 9 for an outside line was causing false 911 calls.



BOARD MEETING: **January 17, 2018**

AGENDA ITEM **#11 (information)**

CATEGORY: **STAFF REPORTS**

**Carli Schiffner, Vice President of Instruction and WVC-Omak**

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BACKGROUND:

**Curriculum Updates:**

**BAS Program Development:**

Building off of the college's foundational BAS program (Engineering Technology and Nursing), two additional programs are under development—Teacher Education and Computer Science. Statements of need are being developed for both programs—which are due in early February to the SBCTC. The BAS Teacher Education is similar to the BSN in that it has an additional accrediting board that has to approve the degree offering as well before WVC can recruit for the program. This will likely see a start date of Fall 2019. The BAS in Computer Science is still being refined as to how to focus the program to meet the needs of WVC's service district.

**Associate Degree Program Development:**

There are many "irons in the fire" in curriculum development external to BAS degrees. One degree that is being explored is an associate of arts in engineering technology that would serve as a direct "feeder" into the BAS ET degree program. This would better prepare students in math and science and would lead to more efficient completions of the BAS degree.

Work continues on the development of an associate of arts / DTA in American Indian Studies. In conjunction with the University of Washington, WVC faculty and staff have been working toward an AIS focused degree that would allow for seamless transfer into the UW's AIM Program.

Additional focus has been placed upon the workforce needs of Okanogan County. WVC Omak is offering the short term HVAC initial certificate / first year of the program at the Omak Campus. The Wildland Fire Program is still getting established and curriculum will be offered in Spring Quarter. And, the Medical Assisting Program is being offered on site this year (part of a three year rotating cycle). The challenge in offering professional/technical education on the Omak Campus is the over saturation of the market—so often the college turns to offering such programs every few years on a rotating basis. Through the annual schedule process, WVC Omak faculty and staff are entertaining the discussion about rotating three different professional/technical programs so students can rely on / know when to expect the offerings.

**Grants Updates:**

The leadership of the Mathematics, Engineering, Science Achievement (MESA) Grant, Dr. Karina Vega-Villa and Dr. Bobbi Johnson, have been busy presenting on the grant to college constituents and planning the remodel of the MESA Student Success Center (which will be housed in Eller Fox).

WVC did not receive the Guided Pathways Grant (SBCTC and College Spark). Feedback from the grant review team indicated commendations for our candor and insightfulness about where we are as a college with the development of the Guided Pathways initiative. The review team also cited concerns that WVC did not strong support from the faculty or a track record of large scale change based on data. Despite the lack of funding, WVC will continue its work toward clarifying the college experience for its students. The Guided Pathways Steering Committee meet in mid-January to discuss next steps and future directions.

The Governor's Career and Connected Learning Grant was awarded to the North Central ESD, in partnership with the Apple STEM Network and Wenatchee Valley College. This grant will allow for the development of youth apprenticeships that could lead to careers trained by WVC faculty through their respective programs.

**Looking Ahead:**

Over the next six months, the Instruction Division will be working diligently with its partners on the development of the Annual Schedule; introducing the Annual Registration process; Single Point of Entry; and Guided Pathways.

## **STUDENT PROGRAMS**

- The Residence Hall building is experiencing issues, including leaks in a restroom and issues with electronics in proxlocks. A new Community Liaison, Jared Howard, has been hired.
- At the Recreational Center, work is continuing to finalize SOP (Standard Operating Procedures).
- Upcoming VetCorps events: December 7 – Tabling with American Legion: Pearl Harbor, and accepting food donations for Knight’s Kupboard. December 8 – Veterans Remembrance. Everyone was encouraged to wear red.
- Student Senate scheduled several events: November 29 - PTK Induction Ceremony, 5pm, MAC. December 1 – Fiesta Movie Night, 5pm, Van Tassell. December 5 – DUI Awareness, 11am, Van Tassell. December 8 – Indoor Hockey, 3-7pm, Smith Gym.
- The Club Room has been cleaned; computers and a printer will be purchased for the space.
- Other events: December 1 - TED Talk and Student Leader Celebration; January 5 - Greg Franz.

## **TRiO/SSS**

- Ten students have been enrolled in the past month (78/140); a few intake interviews are scheduled this week. Presentation was made to the Deans meeting. Outreach continues throughout the year and support of colleagues is appreciated.
- Students have been using 1:1 tutoring; Wenatchee has seen an increase in this service since last quarter. Tutors are completing tasks related to tutoring and ways to share how they can support any student.
- Recent events: Students coming in for their scheduled meetings; visiting EWU – Wenatchee November 17, and Scholarship workshops at both sites.

## **STUDENT SERVICES**

- Kevin Berg conducted Title IX training with Erin Tofte-Nordvik for the residential hall and is working with Andrew Hersh-Tutor on a non-student computer lab policy.
- Kevin Berg attended the NaBit training conference held in San Antonio, TX. He also worked with the business office in finalizing the revised tuition payment plan.

## **GENERAL**

- Nancy Syria joined Student Services as the new Executive Assistant for the Vice President of Student Services!

## Instruction Division for Wenatchee Valley College Board of Trustees Report January 2018

<i>Instructional Goals</i>	Division Allied Health	Division LAS/BS	Division IT & Library	Division Workforce Ed	VPI/Omak Omak
<p><b>Sustainability:</b> Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]</p>	<p>No new updates or initiatives towards sustainability efforts</p>	<p>Scott Bailey and Nick Winter finished the Art Walk Brochure for campus that will encourage more outdoor health and wellness combined with art appreciation at WVC</p>	<p>Technology is developing a method for HR staff to be able to upload leave changes via a file rather than one by one.</p>	<p>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.</p>	<p>This continues to be part of the discussion in the Instruction Division, especially around sustainable practices, and the analysis of copier usage trends.</p>
<p><b>Increased Retention and Completion:</b> Increase Quarter to Quarter &amp; Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students. [Basic Skills to Developmental Education to college level work; and transfer or job placement.]</p>	<p>Increased promotion and awareness going into the final weeks of tutoring services and support opportunities to increase retention and completion in the allied health programs, including RN to BSN (math tutor).</p>	<p>Deans of Workforce Education and Arts &amp; Sciences have increased planning and class scheduling for winter quarter, as well as best use of instructional talent, to best serve students as they move from ABE and Dev Ed classes into college level Math and English. Additional meetings were conducted around the need for Technical Math for the HVAC certificate candidates in 2018</p>	<p>Three library staff attended a workshop on library assessment; are developing a project to determine if library equipment loans impact student achievement.</p> <p>Presented Accessible IT workplan to Cabinet.</p>	<p>Plans are underway to continue and possibly expand Pizza, Pop and Power Tools in 2018.</p>	<p>Continued planning and expansion of offerings in Nespelem through the coordinated efforts of Lynn Palmanter Holder and Tammy James Pino. Two classes are offered Winter Quarter on site—English 101 and History 230.</p>
<p><b>Program Growth &amp; Development:</b> Review and analyze all programs offered; program development planning and implementation[including additional BAS development]; assessment cycles of our programs and assessment of student learning outcomes</p>	<p>Planning for CCNE accreditation visit in March and 2<sup>nd</sup> cohort of RN to BSN beginning in the summer of 2018. EMT explored in Omak. No update on Pharm Tech.</p>	<p>Division chairs were regularly reminded to finish assessment for Student Learning Outcomes as we prepare for an accreditation year ahead.</p>	<p>Reviewed draft of substantive change request for online degree with key staff; new draft being generated now.</p>	<p>Two new BAS program proposals are currently being written: Teacher Education and IT/Computer Science.</p> <p>The Continuing Education Department is in the process for offering an international TESOL program and also negotiating expanding efforts to the Colville Tribes.</p>	<p>Workforce Education is developing and expanding programs in both Omak and Wenatchee. In Omak, Marshall Brown is leading Wildland Fire (Fire Ecology) courses and public workshops at Omak. The first public meeting was held on December 2nd in Omak. A total of 17 local residents attended the event and gave valuable feedback to impact the decisions on the direction of the program.</p> <p>A new HVACR program has started in Omak, with 15 students recently completing ESRT 102 and ESRT 136 classes. A new adjunct</p>

## Instruction Division for Wenatchee Valley College Board of Trustees Report January 2018

<p><b>Strategic Enrollment:</b> Offering a comprehensive annual schedule that promotes student access and success.</p>	<p>Annual schedule in place for allied health programs.</p>	<p>Historic enrollment tables will be sent to division chairs in preparation for annual schedule review and improvements</p>	<p>No update</p>	<p>WED will again compile the Annual Schedule for 2018-19 beginning Winter Quarter.</p>	<p>instructor, Jim Balboni was recently hired to teach future classes in Omak.  Annual schedule building is underway for AY 2018-2019.  In collaboration with VP SS, an annual registration pilot is being created.</p>
<p><b>Advising: Engage the college community in the conversation around guided pathways and implementation.</b></p>	<p>No new update on the pathways efforts.</p>	<p>Deans' Day Agenda Item #1, January 2, 2018.</p>	<p>Facilitated SLO training for faculty on January 2.</p>	<p>The Instruction Office is also soliciting input from the Worker Retraining Advisory Committee. Several Workforce faculty members recently contributed ideas toward the launch of Guided Pathways.</p>	<p>Held a full day of training and feedback on Guided Pathways for faculty on January 2.  Guided Pathways Steering Committee will meet 1/12 and review feedback from January 2.</p>
<p><b>Increased Communication:</b> Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.</p>	<p>Primary communication via Core Theme Councils, IC and CC, and in allied health deans and division meetings.</p>	<p>Dean Keller works to improve her positive communication with all faculty while maintaining college standards and protocols</p>	<p>Technology Services staff continue to work on overt communication when it comes to running tests, changes in software, updates, etc.</p>	<p>WED 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>Continued efforts by the VPI and staff to be available, communicate regular email updates, and provide foundational infrastructure.  Mid year review of goals and progress toward goals will take place January 10 with the deans.</p>
<p><b>Strengthening a Healthy Work Environment:</b> Working to improve overall job satisfaction; work/life balance; time to be mindful; and increased personal connections.</p>	<p>Concern regarding conflicted relationships with faculty, and poor morale around campus. Direct communication encouraged.</p>	<p>Support from VPI Schiffner is greatly appreciated by all senior administrators. Concern for staff members who are feeling unsettled by recent events.</p>	<p>Both library and technology staffs have met with new safety officer to review policies and procedures and provide feedback.</p>	<p>The Workforce Dean continues to make personal and professional connections with all campus areas on both the Wenatchee and Omak campuses.</p>	<p>Continue to encourage a healthy work environment given personnel conflicts that challenge a collegial environment.</p>
<p><b>2018-19 Hiring &amp; Staffing Plan:</b> Develop a collaborative plan for hiring staff/faculty based on need and budget.</p>	<p>Continued advertisement for the Rad Tech faculty/director position. Wen. Nursing position hired. Will advertise for one Wen. Nursing faculty and one Omak Nursing faculty in 2018.</p>	<p>Presented to Cabinet</p>	<p>No update</p>	<p>Planning requests presented to Cabinet.</p>	<p>Slate of staffing needs submitted to Cabinet. Waiting for approval.</p>

## Instruction Division for Wenatchee Valley College Board of Trustees Report January 2018

<p><b>Budget: Increased attention and understanding to all budgets within Instruction (inclusive of grant budgets and Foundation dollars). In addition, create confidence in the budget process with all parties.</b></p>	<p>Budget training with deans and Joanna Tepley. Continuing to find budget discrepancies and situations needing resolution.</p>	<p>Proposals and inquiries sent to Joanna Tepley – more will follow early January 2018, and responsiveness from faculty and staff has been excellent.</p>	<p>No update</p>	<p>Workforce Program Coordinators recently submitted budget and personnel requests as part of their Area Plans. The Workforce Dean developed an Executive Summary report based on these Area Plans. The Workforce Dean regularly discusses budget processes and issues at monthly Program Coordinator meetings.</p>	<p>Continued work to solve mysteries in the budgets as we all work through understanding the in's and out's of the process.</p> <p>Deans, directors, and division chairs working to clarify and “right size” budgets and related expenditures.</p> <p>Still a work in progress.</p>
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BOARD MEETING: **January 17, 2018**

AGENDA ITEM **#12 (information)**

CATEGORY: **STAFF REPORTS**

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

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BACKGROUND:

#### **ATHLETICS**

- The 2005 Men's Soccer team will be inducted into the NWAC Hall of Fame in June 2018.
- WVC hosted a Men's basketball, NWAC Crossover Tournament, December 15 - 17 and the Women's team hosted a holiday doubleheader on December 28 & 29.
- A number of WVC athletes took part in the phone-a-thon organized by Rachel Evey and David Davin.

#### **CAMP**

- Cohort 9: 67 students are being served (60 new, 7 returning). All had their first check-in, created 3-year academic outlines, and have enrolled for 12 credits next quarter.
- Recruitment and Outreach team is consistently being invited to HS, PAC, and other events. There is student participation in the recruitment process.
- Upcoming events: Transfer Events – WWU & WSU this quarter. Promotion for transfer mentors is going out. Transfer Workshop – follow-up services. Adopt A Family – Thanksgiving and Christmas.

#### **COUNSELING**

- Food bank has new hours; has served 58 students so far this quarter. Work continues in Omak.
- Four counseling workshops were held this quarter, serving approximately 75 students. Test Anxiety workshop is scheduled. Destress event is tentatively scheduled for March 16. Student Senate is leading, partnering with Counseling.
- DREAMers held two Ally trainings this year in Wenatchee and Omak. Have total of 51 trained Allies in Wenatchee, six in Omak.
- Jessica Esparza - speaker, had approximately 60 people in attendance.

#### **DIVERSITY, EQUITY & INCLUSION**

- Erin Tofte-Nordvik was out of the office during the month of December.
- Miko Stephens retired on November 30. Cabinet approved posting her position as an International Education Coordinator on a full-time basis. Interviews took place in December and a decision is soon forthcoming.

#### **EDUCATION & CAREER PLANNING**

- Jaima Kuhlmann, Noah Fortner, and Andrew Behler began meeting to discuss and plan for updating to Accuplacer Next Generation cut-scores before January 2019. We currently use the Accuplacer "classic" version which is being phased out so new cut-scores are needing to be set for the Next-Gen Reading and Math sections – the WritePlacer will not be affected. Meetings will be held with English, Math, and Dev Ed divisions.
- Held ed planning in-service with Kevin Berg regarding Financial Aid updates; 17 attended, including most of our team and team members from RS, CAMP, TRiO SSS, WorkForce Grants and others who help with intake advising and registration.
- Advising Day was November 6. Jaima Kuhlmann provided an Adviser Workshop for new pre-tenure faculty; five attended. Ed planners offered walk-ins all day; about 19 students were seen, which is much more than last year.
- November 14, Jaima Kuhlmann presented at a WVC/EWU information session; five prospective students attended. Jonathan Barnett reviewed their transcripts and shared results with Nancy Spurgeon and EWU.
- Jaima Kuhlmann met with Jonathan Barnett and Gerry Tiffany to discuss the new Diversity requirement and how to go about updating the AAS-DTA degree worksheet to include the information. Hoping to have updated worksheets for new fall-start students in 2018.
- Randy Mitchell and Kelsay Stanton provided workshops for the WorkForce Grants students on transferable skills and the CAMP SDS classes on employment paperwork. Randy also attended the NCW Success Summit in Chelan and wrote a success story that was shared at the event.

BOARD MEETING: **January 17, 2018**

AGENDA ITEM **#13 (information)**

CATEGORY: **STAFF REPORTS**

**Jim Richardson, President**

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BACKGROUND:

#### **Programs Overview**

- The HVAC classes are running winter quarter in Omak after finding a qualified faculty member to teach them. They are being taught at the high school using a trailer of equipment outfitted from the program in Wenatchee.
- WVC hopes to submit its BAS in Education statement of need to the State Board at their February meeting. We then complete the program proposal for their approval later in the year.
- The next BAS degree WVC is exploring is a BAS-Computer Science. The program review of the current program pointed out the need for this degree in the WVC district.

#### **Policy Overview**

- The legislature did not convene in a special session to deal with the capital budget, thus holding up the release of the design funds for Wells Hall replacement. It also delays the release of minor works funding for projects across the two campuses that have not been able to be completed because of the delay in funding. There is no word on when the funds would be released even if passed during the session.

#### **Facilities Overview**

- The design of the Wells Hall Replacement project is the second major project on the SBCTC's capital list for this biennium and is included in all three capital budget proposals. WVC is ready to move forward with the design as soon as the legislature passes a capital budget. The design funds being asked for have increased from \$2,772,000 to \$2,840,000 due to the delay in funding the capital budget and cost increases. The Governor's budget did not include the increase.
- The PPL for an industrial technology replacement building has been submitted to the State Board for review and scoring. Vice Presidents Riley and Schiffner are participating in the scoring of project proposals. Unfortunately, they will not score WVC's proposal! Once the list is compiled, it will be added to the capital proposal that will go before the legislature for the 2019-21 biennial state budget.

#### **Finance Overview**

- Wenatchee Valley College's state enrollment is again approximately 6% below last year's winter quarter enrollment. The major areas of decline continue to be in development and transitional courses. Transfer enrollment is approximately even with last year's enrollment. State revenue and tuition revenue drops because of the enrollment decline will be approximately \$150,000 below projected and budgeted revenues for this fiscal year. The cabinet will be addressing the budget effects.
- Beginning next fiscal year, the added cost of the CTC-Link project to cover cash flow during implementation will take another \$80,000 per year from WVC's budget. We are working that payment into next year's budget.

## **Other**

- I continued to work with system presidents and chancellors in my role as past (past!) president of WACTC.
- I continue to meet with David Davin, the executive director of the WVC Foundation, and the Foundation Executive Committee and full board. David has laid out a plan for moving the foundation forward, including two new, foundation-funded, positions. They have been opened and interviews for the administrative assistant position are scheduled.
- Met with the Core Theme Council co-facilitators to discuss the progress of the councils and the operations of the new governance model as we look toward any changes needed during contract negotiations beginning this winter. We also discussed the Strategic Plan and how the councils will work on areas of the plan that fit within their core theme.
- Attended WACTC meetings at Bellingham Technical College where the presidents discussed:
  - Legislative issues for the upcoming supplemental session,
  - Capital budget proposals in the legislature and when a capital budget may pass, and when the money would then be available to colleges,
  - CTC Link progress and delays – we discussed the next steps and the refinancing of the project as it was supposed to be completed in 2017, but now probably won't be finished until 2022 or 2023.
- Have met monthly with WVC budget analyst/internal controls accountant Joanne Tepley about her training of WVC budget managers and her views on our budget process.
- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress.
- Held an all campus meeting in Omak to discuss budget issues, Guided Pathways, and other concerns and ideas. Also held a Wenatchee all campus meeting.
- Met with Central Washington University's new Associate Provost for Extended Learning and Outreach, Dr. Gayla Stoner, about their Wenatchee Center and possible partnerships.
- Met with Sharon Wiest and Juel Iwaasa to discuss their sabbatical requests.
- Filmed a welcome message for WVC's new online TESOL Program in Korea.
- With Dr. Schiffner, lead a discussion with the Wenatchee Valley Chamber Leadership Group on Higher Education and WVC offerings.
- Reviewed and rated presentation proposals for AACC (American Association of Community Colleges) for their spring Annual Meeting.



• BOARD MEETING: **January 17, 2018**  
AGENDA ITEM: **#14 (Action)**

CATEGORY: **ACTION**

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**Six-Year Strategic Plan/Goals/Objectives: Ty Jones, Exec. Dir. Institutional Effectiveness**

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**BACKGROUND:**

As part of its regular planning cycle, WVC has been engaged since January, 2017, in building a six-year strategic plan that is to provide direction for the college in meeting its mission and core themes. A strategic planning task group was established to guide this process. The process has gone through a variety of stages. First, the college sought out input from internal shared governance Core Theme Councils, the President's Cabinet, and the Board of Trustees on strategic themes and ideas by conducting various SWOT and five-force analyses. Further input was sought from the college's external stake holders by asking for community input on the college and its future through surveys and open forums.

The strategic information collected by the task group from the internal and external scans was synthesized down into 29 strategic themes the college needed to consider for the future. College baselines were set by the task group for these strategic themes, identifying where the college stood on each theme. Then, a gap analysis was conducted on each theme, examining where the college is currently and where the college needs to be after six years.

Using the strategic themes and gap analyses, each Core Theme Council was asked to develop one strategic goal reflective of their council's area of concern. Also, Board of Trustee members were asked to provide the strategic planning task group goals and objectives based on the strategic themes.

The task group has taken all this input and information collected over the year and constructed the following goals and objectives that constitute WVC's Strategic Plan for 2018-2023. The task group feels that a six-year plan, with a full review after three years, is the best timeline for the plan they have developed. They recommend that the plan's effective date would be from January 1, 2018 through December 31, 2023.

A complete, polished document will be constructed in December, 2017, that will present the plan and its context to WVC's district and community stakeholders. This document will be made available to the Board of Trustees in January.

**RECOMMENDATION:**

That the board approve the Wenatchee Valley College 2018-2023 Strategic Plan as presented

**January 1, 2018-December 31, 2023**  
**Wenatchee Valley College Strategic Plan**

**Goal:** To support student learning, Wenatchee Valley College will be efficient, transparent, and accountable through deliberate, collaborative and sustainable alignment of resources.

**Objective:** Fund a grant coordinator position to broaden funding sources and increase institutional capacity.

**Objective:** Enhance partnership with Wenatchee Valley College Foundation to grow community financial support.

**Objective:** Develop transparent, stakeholder-built budgets that are informed by data.

**Objective:** Create efficiencies through application of technology and automation.

**Objective:** Enhance enterprise technology to meet Wenatchee Valley College's needs first.

**Objective:** Build, equip and maintain sustainable facilities that are focused on student learning and success.

**Goal:** Wenatchee Valley College will foster an environment where students reach their educational goals and direct their own futures.

**Objective:** Increase five-year student program completion and transfer rates.

**Objective:** Expand student learning community opportunities.

**Objective:** Provide technology as a foundation for students to succeed in and adapt to a changing world.

**Objective:** Support current and expand future baccalaureate opportunities at Wenatchee Valley College.

**Objective:** Integrate "soft skills" for students into college-wide student learning outcomes and across the curriculum.

**Objective:** Support the development of faculty to become leaders in their fields.

**Objective:** Create faculty and staff learning communities to support collaboration and improve student outcomes.

**Goal:** Wenatchee Valley College will be a responsive cultural and educational hub through proactive outreach and community partnerships.

**Objective:** Increase online offerings and access options to accommodate time and place restrictions for students.

**Objective:** Wenatchee Valley College will seek to maintain a level of technology to meet community needs.

**Objective:** Provide greater internship and job shadowing opportunities for students in the community.

**Objective:** Provide responsive curriculum and programs for the community.

**Objective:** Increase college outreach through traditional and non-traditional sources to reach underserved segments of the community.

**Objective:** Provide clear evidence throughout the district of the college's presence and role in the community.

**Objective:** Develop a coherent plan to accurately assess community needs.

**Goal:** To achieve equity, Wenatchee Valley College will become a more inclusive, diverse and culturally rich institution that establishes a thoughtful and respectful learning environment.

**Objective:** Double international enrollment.

**Objective:** Create a college-wide diversity strategic plan.

**Objective:** Strive to increase the diversity of our faculty to more closely reflect our diverse students and the community.

**Objective:** Develop an inclusive working environment to support and retain diverse faculty and staff.

**Objective:** Use universal design principles to make Wenatchee Valley College fully accessible.

**Objective:** Increase diversity course offerings and implement a diversity requirement for program completion.

**Objective:** Improve college relationships among faculty and staff to support open, respectful, and inclusive discussions on diversity.

**Goal:** Wenatchee Valley College will support students through a holistic approach which effectively admits, registers, advises, mentors and retains students.

**Objective:** Increase student-to-student mentoring programs.

**Objective:** Improve student orientation.

**Objective:** Develop and require student college success gateway courses for all students.

**Objective:** Support the full implementation of a one-stop student service experience.

**Objective:** Increase the quality of faculty advising and educational planning.

**Objective:** Continued advancement and use of multiple means of assessments for placing students in English and Math courses.

**Goal:** Wenatchee Valley College will promote a climate of ongoing improvement based on its mission, core themes and college wide student learning outcomes.

**Objective:** Use technology to widely distribute data on student success at all levels to college stakeholders.

**Objective:** Full participation of those in instruction and non-instruction at Wenatchee Valley College in collecting, analyzing, reporting and formulating improvements centered around college-wide student learning outcomes.

**Objective:** Effectively communicate Wenatchee Valley College improvement efforts to internal and external stakeholders.

BOARD MEETING: **January 17, 2018**

AGENDA ITEM: **#15 (Action)**

CATEGORY: **ACTION**

**Sabbatical Requests: Jim Richardson, President**

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**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 two applications from faculty seeking professional (sabbatical) leave: Sharon Wiest for the 2019-20 academic year and Juel Iwassa at ½ time for each of the 2018-19 and 2019-20 academic years.

The committee carefully reviewed, considered and evaluated each application according to the guidelines of the sabbatical leave. The committee came to a decision to recommend the sabbatical leave requests for Sharon Wiest and Juel Iwassa.

**RECOMMENDATION:**

That the board approve sabbatical leave for Sharon Wiest for the 2019-20 academic year and Juel Iwassa at ½ time for each of the 2018-19 and 2019-20 academic years.

BOARD MEETING: **January 17, 2018**

AGENDA ITEM: **#16 (Action)**

CATEGORY: **ACTION**

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**Retirement of Bookstore Policy 600.400 and 600.410: Brett Riley, VP of Admin. Services**

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**BACKGROUND:**

With the transition of the WVC Bookstore to Barnes and Noble, the college is left with two obsolete policies that need to be retired as they are no longer applicable to WVC.

**600.400 BOOKSTORE POLICY**

The college shall establish and operate a books and supplies store as a self-supporting business entity for the convenience of students, staff, and the faculty. The board delegates to the president or designee the responsibility to develop operational procedures which will assure effective and efficient management of the college bookstore. College bookstore operations will comply with [RCW 28B.10.590](#) Course materials – Cost savings.

*Approved by the president's cabinet 1/6/09  
Adopted by the board of trustees: 5/10/00, 2/18/09*

**600.410 BOOKSTORE DISCOUNTS AND PRICE REDUCTIONS POLICY**

The board of trustees delegates to the president or designee the authority to manage all aspects of running the college bookstore, which includes but is not limited to, all decisions regarding prices, inventory and schedules.

*Approved by the president's cabinet: 7/19/05  
Adopted by the board of trustees: 9/21/05*

**RECOMMENDATION:**

That the board approve retiring obsolete book store Policy 600.400 Bookstore Policy and 600.401 Bookstore Discounts and Price Reductions Policy.