

**WENATCHEE VALLEY COLLEGE**  
**BOARD WORK SESSION**  
**AGENDA**

January 17, 2018  
9:30 a.m. Room 5015A, Van Tassell

	<u>PAGE #/TIME</u>
I. CALL TO ORDER	
II. FINANCIAL PLANNING FOR 2018-2019 (Brett Riley)	9:30 AM
III. RESIDENCE HALL QUARTERLY REPORT (Ashley Olson)	10:00 PG#2
IV. COMMUNICATIONS`	10:15
V. REPORT FROM TRUSTEES	10:25
• April 17, 2018 Board Retreat	
• Equity and Inclusion	
VI. PRESIDENT’S REPORT	10:30
• Financial Report (Brett Riley)	
• Reserve Balance Report (Brett Riley)	
• Capital Projects Review (Brett Riley)	
• Annual Contract Review (Brett Riley)	
• Annual Core Theme Indicator Report (Ty Jones)	
• Revised Procedure 1400.600 Academic Year Calendar (Chio Flores)	PG#6
• New Procedure 1500.360 Part-Time Hourly Leave (Reagan Bellamy)	PG#7
• Pre-Tenure Review for Spring Start Teresa Cutchie (Jim Richardson)	
VII. POST TENURE FOR SHARON WIEST, ERIN LONG, STEVE STEFANIDES, BRUCE UNGER AND DAN STEPHENS	11:00
VIII. EXECUTIVE SESSION (Personnel Issues)	11:30
LUNCH	12:00
IX. BOARD AGENDA ACTION ITEMS	1 PM
• Six-Year Strategic Plan/Goals/Objectives (Ty Jones)	BP#25
• Sabbatical Requests (Jim Richardson)	BP#28
• Retirement of Bookstore Policy 600.400 and 600.410 (Brett Riley)	BP#29
X. BOARD MEETING AGENDA REVIEW	
XI. STATE OF THE COLLEGE (Jim Richardson)	1:30

# Residence Hall Board Report

Jan 17<sup>th</sup>, 2018 Meeting

## Updates/Changes:

- Community Liaisons were hired and active for the fall quarter.
  - We did have CL need to step down early in the quarter; we have since hired Jared Howard as our Campus Activities Liaison and he has hit the ground running. He now creates a weekly Residence Life: Around Campus Newsletter that highlights important dates, upcoming events and activities as well as highlights different staff and residents in the hall.
  - The addition of the CL's has been helpful in broadening the net of support for our residents in the hall.
    - As a result we have seen more students utilize the resources available to them, and more students have been actively engaging in events and activities on campus.
- The WVC Residence Hall custodian (Tammy) is now supervised by Facilities (the Custodial Supervisor Mike Lantzy). There is strong collaboration in communicating the needs of the hall, however Mike directs Tammy's work and ensures the completion of the tasks. We are already seeing the benefits of this dual role; Mike is able to provide Tammy with more knowledge and training support. Another added benefit is that the building cannot be fully supported with one part-time custodian, so now with Mike focused on the building the collaborative efforts to do deep cleaning during breaks are much more seamless. Additionally, when needed due to illness or vacation we are able to float someone over to the hall and have coverage in the space.

## Recent Accomplishments:

- We started the fall quarter with a significant waitlist for both males and females. Many of those students have since found alternative housing off campus.
- We had 10 students move out of the WVC Residence Hall at the end of the Fall quarter for many different reasons. We have been able to place 7 new residents, leaving us with 3 open male beds.
  - We no longer have any students on our waitlist for the Winter Quarter. We do have a couple of applications from students hoping to move in during the Spring Quarter.
- We have developed a Residence Hall Payment Contract process with each of our residents. This was a result of a business office request that we manage a payment plan for the WVC Residence Hall.
  - Creating a payment contract allows us to have earlier, and more formal conversations with students about the financial responsibility of living in the WVC Residence Hall. It helps us intervene earlier with students if there are issues with their financial aid.
    - This year the students will sign a contract each quarter.

- Next year the contract will be integrated into the application and housing contract for all new students.
      - Students can select the following options:
        - Pay their bill in full.
        - Notify us that they will be using financial aid.
        - Sign up for 3 payment plan.
  - We have completed a draft of an over 60 page Resident Advisor Manual that formalizes resources, policy, procedure, and expectations of our Resident Advisors.
    - Our Resident Advisors have a very demanding job that requires them to respond to multifaceted issues. The creation of the manual provides RA's with information to reference during the year, following their intensive fall training.

### **On-Going Goals/Current Projects:**

- We are evaluating program needs and developing critical baseline components:
  - Developing an operating budget in conjunction with the business office.
  - Working hard to be fiscally responsible and reduce the budget deficit.
    - Minimizing spending to critical projects and trying to keep revenues up through payment plan and occupancy.
- In conjunction with the RA Manual, we are moving to create more online forms for the RA's to use when on duty and in their roles.
  - *On Call Rounds Log* – Allows us to track data more specifically about lock outs, resident contact etc. This replaces a model of having the RA's text the RLC following rounds.
  - *FixIt Form* – Moves us from a paper or e-mail version of residence life facilities requests, to an online form which will again allow us to track issues more easily and allow residents to submit requests more quickly and efficiently.
- We have purchased an On Call phone; this phone will allow us to streamline services to the residents in the hall. We will still have an on-call schedule posted, but the residents only need to save one number and whomever is on call will respond to their request or issue. This will also allow us to protect our RA's from open records requests and encourage residents to contact the on call RA.
- Academic intervention - providing nine students support after being notified about their Just In Time Alerts.
- Did a small stop gap renovation in two of the Pod Shower rooms to address water leaking from the shower room below. Facilities sealed the entire shower room floor with strong epoxy paint, much like a ship deck to prevent further water damage.

### **Future Projects:**

- Prioritizing building maintenance projects and working with facilities.
  - We meet quarterly with facilities staff (maintenance, HVAC, electric, safety, admin) to build a collaborative plan for the building and set timelines.
- Continuing to streamline staffing and processes for the Residence Hall.

**Fall 2017 Occupancy Update:**

- We started moving students in for the Fall Quarter as early as August 3<sup>rd</sup>.
- This year we are back to being balanced between males and females with each floor having 2 male pods and 2 female pods.

**Fall 2017 Building Demographics**

17-18 16-17

<b>Campus Involvement:*</b>		
Baseball	11	13
Men's Basketball	6	9
Women's Basketball	3	1
Volleyball	3	0
Women's Soccer	4	2
Men's Soccer	4	1
Women's Softball	6	1
International Students	6	2
General Students	30	44
Student Senate	2	2
<b>Sex:</b>		
Males	38	48
Females	37	24
<b>Racial/Ethnic Identity:</b>		
Mexican	10	
Japanese	4	
White	37	
Other	1	
Latina/Latino	1	
Pacific Islander	1	
Filipino	1	
Peruvian	1	
African American	5	
Alaska Native	1	
Hispanic	4	
Korean	2	
American Indian	3	
No Answer	4	
<b>Languages:*</b>		
English	75	
Russian	1	
Spanish	12	
Korean	1	
Croatian	1	
Japanese	3	
Chamorro	1	

Tagalog	1	
Waray-Waray	1	
<b>Year in School:*</b>		
1 <sup>st</sup> Year	41	
2 <sup>nd</sup> Year	15	
3 <sup>rd</sup> Year	5	
4 <sup>th</sup> Year	1	
Did Not Report	13	
<b>1<sup>st</sup> Generation College Student:*</b>		
Yes	29	
No	33	
Did Not Report	13	
<b>Location:</b>		
In State	53	
Out of State	14	
International Student	6	
Information N/A	2	

\*Items are self-report data.

For example, students listing themselves as 3<sup>rd</sup> and 4<sup>th</sup> year maybe transfer students that studied for 1 quarter elsewhere in a different year and this is their second year at WVC = 3 years.

1400.600 **ACADEMIC YEAR CALENDAR PROCEDURE**

At the president's direction, a committee shall be formed to develop the academic year calendar for the college district. The committee develops the calendar for the academic year two years in the future. The committee shall be comprised of the following staff members or their designees:

Chief student services officer (chair)  
Chief academic officer  
Chief technology officer  
Chief financial officer  
Chief human resources officer  
Wenatchee Valley College (WVC) at Omak campus representative

It will also have the following representatives:

Student government representative from Wenatchee  
Student government representative from Omak  
3 faculty members selected by Association for Higher Education (AHE)  
2 classified staff members selected by Washington Public Employees Association (WPEA)

1. The approved calendar must follow the policies of the State Board for Community and Technical Colleges and the negotiated agreement between the WVC Board of Trustees and the WVC AHE. The president of the college will establish additional parameters for the calendar as deemed necessary before a draft calendar is constructed.
2. The initial draft of the calendar will be circulated to all staff by email before the end of fall quarter.
3. A ~~three~~ six-week comment period on the initial draft will commence with the start of winter quarter. All written proposals or those sent to the committee by email will be considered in draft revisions. Committee meetings held during the comment period will be open to all staff and students.
4. The committee will produce draft revisions by consensus and post them electronically. A final draft revision will be presented at the ~~February~~ March meeting of the instruction council.
5. The final draft revision of the calendar will be presented to the president's cabinet during the third week in ~~February~~ March.
6. The president's cabinet will review the document, referring it back to the committee if necessary. After cabinet approval, it will be placed on the agenda for the ~~March~~ April meeting of the board of trustees.
7. The board of trustees will take action approving the academic calendar no later than the ~~April~~ May board meeting.

Originally approved by the president's cabinet: 5/1/01  
Revised and approved by the president's cabinet: 8/23/05, 2/28/17  
Presented to the board of trustees: 9/21/05, 3/15/17

### 1500.360 **PART-TIME HOURLY LEAVE PROCEDURE**

*To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.*

This procedure outlines the requirements of [Chapter 296-128-600 through 296-128-770](#) of the Washington Administrative Code (WAC), which allows part-time hourly (including student) employees to accrue paid sick leave to care for their health and the health of their family members. This procedure provides guidance to staff and supervisors in addressing employee's time away from work. This procedure is to be used in conjunction with the WAC, applicable RCWs and college policies and procedures.

#### **A. SICK LEAVE ACCRUAL**

Part-time hourly employees accrue paid sick leave at a rate of one hour for every 40 hours worked.

#### **B. SICK LEAVE REQUEST, APPROVAL, REPORTING AND VERIFICATION**

1. Use of sick leave is subject to the supervisor's approval. Where the need to use sick leave is foreseeable, as for medical appointments, the employee must notify the supervisor of the need to use sick leave as soon as the need becomes known. The employee will use the college's leave request process. Where the need to use sick leave cannot be foreseen, the employee must notify the supervisor of the need to use sick leave no later than the start of the shift on which the employee is scheduled to work, and each day after, unless there is mutual agreement to do otherwise. If an employee is in a position where a relief replacement is necessary if they are absent, he or she will notify the supervisor at least two hours prior to the scheduled time to report to work (excluding leave taken for emergencies in accordance with the Domestic Violence Leave Act).
2. For absences exceeding three days, the college may require verification that the employee's use of paid sick leave is for an authorized purpose listed under sick leave use below.
3. An employee returning to work after any sick leave absence may be required to provide written certification from his or her health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

#### **C. SICK LEAVE USE**

Sick leave may be used for the following:

1. Employee's mental or physical illness, injury, or health condition.
2. Preventative care such as medical, dental, or optical appointments, and/or treatment.

3. Care of a family member with an illness, injury, health condition, and/or preventative care such as a medical, dental, and/or optical appointment.
4. Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons.
5. If the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking.

Authorized use of sick leave for domestic violence, sexual assault, or stalking includes:

- a. Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
- b. Seeking treatment from a medical provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- c. Attending health care treatment for a victim who is the employee's family member.
- d. Obtaining, or assisting the employee's family member(s) in obtaining services from: a domestic violence shelter, a rape crisis center, or a social services program for relief from domestic violence, sexual assault, or stalking.
- e. To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking
- f. Participating, for the employee or for the employee's family member(s), in: safety planning, or temporary or permanent relocation, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking

#### **D. DEFINITION OF FAMILY MEMBERS**

"Family member" is defined as a child or parent (including biological, adopted, foster, step, or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.

#### **E. PAID SICK LEAVE ACCRUAL YEAR**

For purposes of paid sick leave for part-time and student employees, Wenatchee Valley College's accrual year is January 1st to December 31st.

#### **F. CARRYOVER OF PAID SICK LEAVE HOURS**

There is no cap on the number of paid sick leave hours that may be accrued in a year, however, at the end of the accrual year, only unused paid sick leave



balances 40 hours or less will carry over to January of the following year. Any hours in excess of 40 will be eliminated.

**G. INCREMENTS OF USE OF PAID SICK LEAVE USE**

Part-time hourly employees may use paid sick leave in increments of .25 of one hour.

**H. DOCUMENTING PAID SICK LEAVE TIME**

Part-time hourly employees will submit paid sick leave as appropriate on the part-time employee/student timesheet.

**I. HOUR LIMITATIONS STILL APPLY**

Part-time hourly employees must not go over the maximum hours per week or month that their supervisors have assigned, including any paid sick leave time submitted.

**J. RATE OF PAY WHEN USING PAID SICK LEAVE**

Paid sick leave hours will be compensated at an employee's regular rate of pay. Paid sick leave hours will not count towards the calculation of overtime or towards accruing additional sick time.

**H. SEPARATION FROM EMPLOYMENT**

If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation.

**I. REINSTATEMENT OF EMPLOYMENT**

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employees paid sick leave balance.

**J. RETALIATION PHOHIBITED**

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against, the employee may contact the director of human resources, or designee.

If an employee is not satisfied with the college's response, the employee may contact the Washington State Department of Labor & Industries.

Website: [www.lni.wa.gov/WorkplaceRights](http://www.lni.wa.gov/WorkplaceRights)

Phone: 1-866-219-7321 (toll-free)

E-mail: [ESgeneral@lni.wa.gov](mailto:ESgeneral@lni.wa.gov)

**K. QUESTIONS?**

Contact human resources with any questions.

*Approved by the president's cabinet: \_\_/\_\_/\_\_*

*Presented to the board of trustees: \_\_/\_\_/\_\_*

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