

AGENDA  
 BOARD OF TRUSTEES  
 WENATCHEE VALLEY COLLEGE  
 WENATCHEE, WASHINGTON  
 April 18, 2018

10:00 a.m. – Board Work Session .....	Room 402, Omak Campus
3:00 p.m. – Board of Trustees Meeting .....	Room 402, Omak Campus

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**AGENDA**

1. Call to Order

**APPROVAL OF MINUTES**

2. March 21, 2018, Board Meeting Minutes ..... 2

**CELEBRATING SUCCESS**

3. Brad Cushman: Improvement of ITV Service..... 15

**INTRODUCTION OF NEW EMPLOYEES**

4. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources ..... 16

**SPECIAL REPORTS**

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6. Patrick Tracy, AHE President ..... 18
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11. Enrollment Report: Jim Richardson, President ..... 27
12. Jim Richardson, President ..... 29

**ACTION**

13. 2019-2020 Academic Calendar: Chio Flores ..... 31
14. Code Revisions: WAC 132W-277-080 and WAC 132W-277-090: Reagan Bellamy, HR Director..... 33

**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: **April 18, 2018**

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

CATEGORY: **APPROVAL OF MINUTES**

**Board Minutes of March 21, 2018**

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BACKGROUND:

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

RECOMMENDATION:

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

MINUTES  
BOARD OF TRUSTEES  
WENATCHEE VALLEY COLLEGE  
DISTRICT NO. 15  
WENATCHEE, WASHINGTON  
**March 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

June Darling, Chair  
Phyllis Gleasman, Vice Chair  
Phil Rasmussen  
Tamra Jackson  
Martha Flores

*The board work session was opened by Chair June Darling at 10:00 a.m. Major agenda items included academic calendar, code revisions and a post tenure report. 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, faculty, students, classified staff and administrators.

**APPROVAL OF MINUTES**

**1. February 21, 2018, Board Meeting Minutes**

**MOTION NO. 2260**

**Martha Flores moved that the minutes of the February 21, 2018, board of trustees meeting be approved. The motion was seconded by Tamra Jackson and carried unanimously.**

**CELEBRATING SUCCESS**

**2. Skills USA Award Recognition**

SkillsUSA is a national membership association serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Faculty member Micky Jennings reported that four WVC machining students attended the SkillsUSA winter leadership conference and brought home a third place, two seconds and a first place finish.

**3. Ashlynn Burgess/Justin Martin – East Region First Team Selection**

WVC basketball players Justin Martin and Ashlynn Burgess were selected to the East Region First Team. In addition, Ashlyn was selected in February as the NWAC women’s basketball player of the week.

**INTRODUCTION OF NEW EMPLOYEES**

**4. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources**

The following new employees were introduced: Alan Magelssen, foundation data analyst; Johanna Hamilton, international coordinator; Jose Ramos, information technology specialist; and Jason Hetterle, information technology specialist

**SPECIAL REPORTS**

5. **Freddie Ham, ASWVC Wenatchee President**  
A written report from Freddie Ham was included in the board information packet.
6. **David Ratautas, ASWVC Omak President**  
A written report from David Ratautas was included in the board information packet.
7. **Patrick Tracy, AHE President**  
A written report from Patrick Tracy was included in the board information packet.

**STAFF REPORTS**

8. **Brett Riley, Vice President of Administrative Services**  
Brett Riley did not add to his written report.
9. **Carli Schiffner, Vice President of Instruction**  
Carli Schiffner reported that WVC is working with Central Washington University and other four-year institutions to strengthen higher education partnerships.
10. **Chio Flores, Vice President of Student Services**  
Chio reported that she is meeting with Eastern Washington University to discuss improving the transfer process.
11. **Jim Richardson, President**  
President Richardson encouraged the trustees to attend the HOEPP graduation in Wenatchee and viticulture graduation in Grandview, WA. Jim also reported on a meeting with the PUD regarding a hydro power research institute. The purpose of the institute is to research efficiencies in the hydro power industry. The possibility of housing this institute on campus is being explored.

**ACTION**

12. **Tenure Review: Jim Richardson**  
According to Article V of the AHE contract, the tenure review committees have been established and have evaluated the non-tenured faculty members' instructional and professional effectiveness.

The first year probationary faculty members are Geoff Ball, economics; Tom Doherty, automotive; Arius Elvikis, digital design; Kristen Lindell, nursing; and Sai Ramaswamy, engineering.

The second year probationary faculty members are Jeff Dykes, science; Sam Johnson, humanities; Kerin Keyes, math; Andrea Morrell, medical assistant; Cameron Painter, transitional studies; and Ben Van Dyke, math.

The following faculty members have successfully completed eight quarters of full-time, tenure-track employment at Wenatchee Valley College: Kelly Anderson, transitional studies; Rene Baca, Spanish; Janna Goodyear, developmental education; Rebecca Hargrove, transfer English; Micky Jennings, machining; Ariauna Jones, outdoor recreation; William Kraske, math; Katie Lantau, medical laboratory technology; and Jaime Ramirez, Chicano studies are recommended at the completion of the ninth quarter.

**MOTION NO. 2261**

**Phil Rasmussen moved that That Geoff Ball, Tom Doherty, Arius Elvikis, Kristen Lindell and Sai Ramaswamy be granted second year probationary status after the successful completion of three quarters. That Sam Johnson, Kerin Keyes, Andrea Morrell, Cameron Painter and Ben Van Dyke be granted third-year probationary status after the successful completion of six quarters. That Kelly Anderson, Rene Baca, Janna Goodyear, Rebecca Hargrove, Micky Jennings, William Kraske, Katie Lantau, and Jaime Ramirez be granted tenure status after the successful completion of nine quarters. The motion was seconded by Tamra Jackson and carried unanimously.**

**13. Memorandum of Understanding with Colville Tribes: Carli Schiffner**

A Memorandum of Understanding which provides educational services in cooperation with the Colville Tribes in Nespelem was distributed and reviewed at the board work session.

**MOTION NO. 2262**

**Phyllis Gleasman moved that the board approve the Memorandum of Understanding with the Colville Tribes. The motion was seconded by Tamra Jackson and carried unanimously.**

*(Memorandum of Understanding attached as Exhibit A)*

3:30 p.m. Meeting adjourned

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

# Confederated Tribes of the Colville Reservation Contract Proposal Signature Sheet

OCT 13 2017 9:53 AM

Today's Date: 10/12/17

Date Due:

Allocated by what Funding Source: Federal

Tribal  X

State

Served under what CBC Committee: **Employment & Education Committee**

What Fund Number (include Contract/Grant):

FY: '18-'20

Company/Vendor Name: **Wenatchee Valley College**

Dollar Amount: \$

Administering Program: **Tammy James-Pino, E&E Director**

Requires Additional Dollars:  Yes  No

Matching Dollars:

Indirect Dollars Identified:

**Summary of Contract content: Whereas, it is the recommendation of the Employment & Education Committee to approve the Memorandum of Agreement (MOA) between the Confederated Tribes of the Colville Reservation (CCT) and Wenatchee Valley College (WVC) to work in collaboration bringing access to college courses at locations on the Colville Reservation for community members to work toward successful certificate and degree attainment with designated scholarship funding specifically for Colville Tribal members that would like to enroll in WVC courses per the MOA. Chair or designee authorized to sign all pertinent documents.**

### REVIEW and APPROVAL

- New Contract/Grant/Subcontract/Consulting: **X**
- Contract Renewal:
- Modification to Scope of Work:
- Addendum to Contract/Subcontract

*[Signature]* 10/13/17  
Program Manager and Date Required

*[Signature]* 10/13/17  
Department Administrator and Approval Date Required

1) *[Signature]* 10/13/17  
Contracting Officer and Approval Date

2) *[Signature]* 10/13/17  
Reservation Attorney and Approval Date

3) *[Signature]* 10/13/17  
TERO Representative and Approval Date

4) *[Signature]* 10-13-17  
Comptroller and Approval Date

5) *[Signature]* 10-13-17  
Executive Director and Approval Date

*All Signatures are to be secured prior to the Executive Director's Approval*

Indian Preference:  Yes  No C & U Plan:  Yes  No

Assessment Fee: *[Signature]*

### COMMENTS OR CONCERNS TO BE CLARIFIED PRIOR TO FURTHER PROCESSING

Process a requisition for the full contract amount to commit the dollars. For payment you draw down on the same PO# for better tracking.

- Do not submit proposal for the Administrative Signature Review or Council Approval unless this form is completed.
- Required changes must be done prior to final signature submission.
- Sole Source Contract s requires detailed justification to be attached by program manager.
- Executive Director signing authority for routine contracts and litigation modifications \$30,000 (Res# 1998-863).

Original: Contracting Officer

OCT 13 2017  
#127

Contract Proposal Signature Sheet  
Revision 2, August 2007 (bms)

information, while maintaining the interest of resolving the issue at the Tribal level.

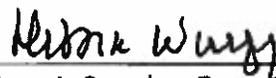
2.) Policy and Procedures

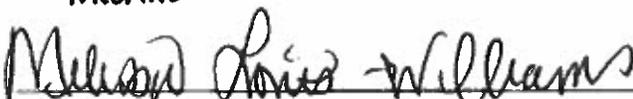
CCT and WVC will make available copies of their respective Policy, Procedures, & Regulations, including any changes, as they relate to activities provided under this MOA.

3.) Termination or Amendments of this MOA

- This MOA may be terminated by either party at any time. The party terminating the MOA must submit written notice 30 days prior to termination, explaining the rationale for termination of the MOA.
- In the event of termination, this will not affect program obligations currently in progress, including funds obligated.
- This MOA may be amended at any time by written agreement of all parties involved, with administration review and approval.
- Automatic termination of this MOA will occur if the Tribe does not accept funding for renewal, contract, or retrocede in regards to this agreement.

  
\_\_\_\_\_  
Tammy James-Pino, Director of Employment & Education      10/13/17  
Date

  
\_\_\_\_\_  
Francis Somday, Executive Director  
Interim      11-29-2017  
Date

  
\_\_\_\_\_  
Melissa Louis-Williams, CBC Employment & Education Chair      11/30/17  
Date

  
\_\_\_\_\_  
Michael Marchand, Chairman  
Colville Confederated Tribes      11-2-17  
Date

  
\_\_\_\_\_  
June Darling, Board Chair  
Wenatchee Valley College      03/21/2018  
Date

- Council Committee approval requires types recommendation sheet to be attached to original paperwork.
- Distribution: Original: Contract Officer Copy: Accounts Payable, Program and Contractor
- It is the responsibility of the submitting program to process the signature sheet for completion.

Council Committee: \_\_\_\_\_  
Date

Action: \_\_\_\_\_

# Confederated Tribes of the Colville Reservation

Nespelem, Washington

TO: COLVILLE BUSINESS COUNCIL      DATE: 10/12/17

FROM: Employment & Education Committee

SUBJECT: Memorandum of Agreement between CCT and Wenatchee Valley College (WVC)

Initiated By: Tammy James-Pino, E&E Director      Program: Administration

**Committee Recommendations:** Whereas, it is the recommendation of the Employment & Education Committee to approve the Memorandum of Agreement (MOA) between the Confederated Tribes of the Colville Reservation (CCT) and Wenatchee Valley College (WVC) to work in collaboration bringing access to college courses at locations on the Colville Reservation for community members to work toward successful certificate and degree attainment with designated scholarship funding specifically for Colville Tribal members that would like to enroll in WVC courses per the MOA. Chair or designee authorized to sign all pertinent documents.

**COMMITTEE MEMBERS**

**VOTE CAST**  
(YES) (NO)

**COMMITTEE MEMBERS**

**VOTE CAST**  
(YES) (NO)

<i>Melissa James Williams</i>	X	_____
<i>Elizabeth Allen</i>	X	_____
<i>Joseph Tomboy</i>	X	_____
<i>[Signature]</i>	X	_____

<i>Jack Johnson</i>	X	_____
<i>[Signature]</i>	X	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Business Council Actions:**

Seconded by:

9 FOR \_\_\_\_\_

Signed:

*Georgia Simpson*  
\_\_\_\_\_  
*Melissa James Williams*  
Committee Chairperson

0 NAY \_\_\_\_\_

Signed:

*[Signature]*  
CBC Chairperson

0 ABSTAINED \_\_\_\_\_

Date Enacted: 11-2-17

Amendments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency (10 Affirmative Signatures) Rationale: \_\_\_\_\_

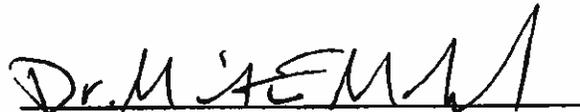
**RESOLUTION**

**WHEREAS**, it is the recommendation of the Employment & Education Committee to approve the Memorandum of Agreement (MOA) between the Confederated Tribes of the Colville Reservation (CCT) and Wenatchee Valley College (WVC) to work in collaboration bringing access to college courses at locations on the Colville Reservation for community members to work toward successful certificate and degree attainment with designated scholarship funding specifically for Colville Tribal members that would like to enroll in WVC courses per the MOA. Chair or designee authorized to sign all pertinent documents.

**THEREFORE, BE IT RESOLVED**, that we, the Colville Business Council, meeting in a **SPECIAL SESSION** this 2<sup>nd</sup> day of November, 2017 acting for and in behalf of the Colville Confederated Tribes, Nespelem Washington, do hereby approve the above recommendation of the Employment & Education Committee.

The foregoing was duly enacted by the Colville Business Council by a vote of **9 FOR 0 AGAINST 0 ABSTAINED**, under authority contained in Article V, Section 1(a) of the Constitution of the Confederated Tribes of the Colville Reservation, ratified by the Colville Indians February 26, 1938, and approved by the Commissioner of Indian Affairs on April 19, 1938.

**ATTEST:**

  
**Dr. Michael E. Marchand, Chairman**  
**Colville Business Council**

cc: Melissa Louis-Williams, Committee Chair  
 Trisha Timentwa, Committee Secretary  
 Francis Somday, Executive Director  
 Joseph Holford, Acting BIA Superintendent  
 Anna Vargas, Reservation Attorney  
 William Nicholson II, Chief Financial Officer  
 Dept. or Program: Tammy James-Pino, E&E Director



# MEMORANDUM OF AGREEMENT

Between

**The Confederated Tribes of the Colville Reservation**

**&**

**Wenatchee Valley College**

This MEMORANDUM OF AGREEMENT dated this 16th day of October, 2017 is entered into by and between the Confederated Tribes of the Colville Reservation (CCT) and Wenatchee Valley College (WVC) for the purpose of working in partnership to provide higher education opportunities.

The primary objective of this agreement is to work in collaboration to bring access to college courses at locations on the Colville Reservation for community members to work toward successful technical, professional certificate and degree attainment. This will be achieved with four main initiatives. First, this agreement will build teaching capacity by providing relevant and culturally appropriate teaching and learning opportunities in Early Childhood Education (ECE) courses in a convenient location for Head Start, Childcare staff and other members to attain necessary credentials and provide K12 Teacher Training to include SB 5433 to teach CCT Tribal History, Governance & Culture; therefore applying tribal knowledge systems and best practices in classrooms to enhance the learning environment for ECE to College age students. Second, this agreement will advance the development of an American Indian Studies Program that highlights the current Nselxcin courses and establish Nxa?amxcin and Nimipu language courses leading to a stand-alone Language Program, which will be transferable to a degree at other Universities in the State of Washington. Third, this agreement will expand general education college courses in Nespelem that also qualifies for Running Start credit for high school students and other students working toward WVC degrees. Finally, this agreement supports the continued collaborative process through an Advisory Committee representing WVC Administration, Faculty, Tribal Administration, Program Managers & Business Executives to identify and develop technical, professional certificate and transfer degree programs based on Tribal government, business & technical workforce needs, recruit & create cohorts, and identify resources and means to offer access to additional courses at locations across the 4 CCT districts.

This agreement is to be liberally construed in the full spirit of cooperation with the overriding goal of carrying out the stated intent of both programs. Budgeted amount is contingent upon funding invested from the Confederated Tribes of the Colville Reservation to enhance the capacity and capabilities of respective and prospective workforce.

**Background:**

The Confederated Tribes of the Colville Reservation has identified the need to provide opportunities for membership to advance in their respective education and career goals.

Specifically, the CCT Head Start program Teachers and Teacher Assistants are required to have various levels of Early Childhood Education credentials to fulfill the requirements of federal grants. This proactive approach to meeting that requirement will ensure adequate preparation for teachers to provide culturally appropriate instruction resulting in sophisticated, lively, happy, knowledgeable and prepared Head Start early scholars.

There is also a need to preserve and revitalize the cultural, language, governance and historical knowledge of the Confederated Tribes of the Colville Reservation. High teacher turnover rates within the school districts located on or near the Colville Reservation continue to be a barrier to reaching optimal levels of student success. Furthermore, there is a critical need to prepare teachers with strong foundational knowledge of the culture, language, history and governance of the 12 Tribes of the Colville Reservation to be infused in daily instruction in the classrooms.

Although the Confederated Tribes of the Colville Reservation invests significantly in scholarships for tribal members pursuing higher education, it is still not adequate to fully fund all tribal members in need. Providing Running Start opportunities for high school students located on the Colville Reservation will result in faster degree attainment and more scholarship funds due to the tuition savings of Running Start.

The Confederated Tribes of the Colville Reservation have a need to fulfill the workforce demands for continued effective and efficient business operations. The workforce demand forecast indicates a need for more knowledgeable tribal members with degrees and credentials from accredited institutions of higher education. Many Colville tribal members struggle with transportation, time and limited resources that prevent them from higher education opportunities.

As the only institution of higher education with a full-time presence in its 10,000 square mile service area, Wenatchee Valley College is keenly aware of its role in providing access to learning opportunities for the citizens of North Central Washington. Much of the service area includes the indigenous territories of the Confederated Tribes of the Colville Reservation. Wenatchee Valley College has set forth priorities in its strategic plan to reaffirm its commitment to its mission as a comprehensive community college, providing high quality programs and services in university transfer preparation, workforce training, basic skills education, and lifelong learning.

- I. To this end, the Confederated Tribes of the Colville Reservation and Wenatchee Valley College have a mutual understanding this is a true government to government agreement of the following:
  - 1.) The Confederated Tribes of the Colville Reservation will:
    - Designate scholarship funding specifically for Colville tribal members that would like to enroll in WVC courses
    - Provide funding to employ a College Admissions & Advisement Liaison to serve as a link between the two entities and also as an on-site resource for students

- Provide space for college courses to occur

**2.) Wenatchee Valley College will:**

- Provide faculty to teach designated courses
- Provide adequate equipment and technical support
- Provide WVC Tribal Outreach & Development Director

**3.) Cost & Limitation:**

- This agreement is to be reviewed quarterly by the CCT Director of Employment & Education and WVC Vice President of Instruction with intention to determine financial and community need by the end of each fiscal year.

**4.) Information/Data:**

- CCT and WVC agree to share statistical information for planning and developing effective programs.
- CCT and WVC will effectively track and maintain student records according to FERPA.
- WVC Vice President of Instruction and CCT Director of Employment & Education will submit quarterly report to Colville Business Council and Wenatchee Valley College President addressing the purposes of this MOA with statistical and narrative information. Failure to submit reports could affect funding levels and schedule.

**5.) Terms of MOA:**

- With this MOA, the terms of performance shall be 1 year for the first year evaluation, then 3 years starting academic year 2017-2018.
- All equipment and software provided by Wenatchee Valley College for classes will be returned upon termination of this agreement.

**II. Interpretation of the MOA**

**1.) The Parties to the MOA realize that there may be instances in which one of the parties believes the other party did not comply with the agreement or clarification is necessary to interpret provisions of the MOA. In such instances, it is agree that the parties will attempt to resolve the matter at the lowest possible administration level within the following designated levels such as:**

- Between CCT Director of Employment & Education and WVC Vice President for Instruction.
- With CCT Executive Director and WVC President.
- Throughout this process, either party is free to consult with their funding agencies for clarification of program policy, regulation and funding

  
James Richardson, President  
Wenatchee Valley College

3/21/18  
Date

  
Carli Schiffner, Vice President Instruction  
Wenatchee Valley College

3/20/18  
Date

BOARD MEETING: **April 18, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

**Brad Cushman: Improvement of ITV Service**

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**BACKGROUND:**

Brad Cushman, IT Specialist II, has been instrumental in improving ITV connections to the Omak campus. Brad has been praised by his IT peers and others for not only improving the remote classroom experience for Omak students, but for his ability to problem-solve for IT projects big and small. As the sole IT specialist on the Omak campus, he is arguably the most cross-trained employee in the IT department. Brad is proactive when it comes to making suggestions, finding efficiencies, solving problems, and finding better ways of communicating such as how to use new software for the college's shared governance work.

BOARD MEETING: **April 18, 2018**

AGENDA ITEM: **#4 (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: April 18, 2018**

**AGENDA ITEM #5 (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 Administrative Affairs: Lily Bernhardt, Director of Student Activities: Becky Biernacki, Director of Public Relations: Jennie Demos, Director of Legislative and Student Affairs: Ryan Allgood, Assistant to the Director of Legislative and Student Affairs: Belinda Brown-Raub, Assistant to the Director of Public Relations: Adrian Carrillo, Advisor: Livia Millard.

**March:**

- Following the resignation of Judy Valentine and in accordance with our bylaws, we've appointed Adrian Carrillo as our new Assistant to the Director of Legislative and Student Affairs and Lily Bernhardt as our Director of Administrative Affairs.
- March 14th - On this day there was a student led walkout in support of more legislative action in response to gun violence and in protest of the most recent Florida shooting. Students who attended discussed the current state of gun violence in the U.S. and paid homage to the deceased from the most recent shooting.

**April:**

- Blues in the Garden: April 11th - This is our spring quarter kickoff event. We've invited Keith Scott, a Chicago blues player who's been performing for 30 years, to play music in the Native Garden. This event will go from 12:00 pm to 1:30 pm. During this event we'll be providing information about our upcoming selections for student cabinet. We will also be providing light snacks and refreshments during the event.
- April 12<sup>th</sup> -14<sup>th</sup> – Eleven students will be attending the Student of Color Conference in Yakima, Washington. Student Government Advisor Livia Millard will be taking the students.
- April 13th - Nash Fung, a renowned and professional magician, will be doing a magic show in the Omak Performing Arts Center on this date. Student Cabinet purchased 25 tickets for students if they wish to attend the event. As of now we're nearly out of tickets.
- Stand Against Racism: April 25th - ASWVCO in collaboration with the YWCA/NCW chapter will sponsor this event. This is one of our biggest events of the year. WVC President Dr. Jim Richardson, Omak City Mayor Cindy Gagne, and Executive Director of YWCA/NCW are some of the special guests that will be present. This event will go from 10 am to 4 pm, and will feature several guest speakers who will give presentations on the missing and murdered indigenous women, white privilege, and institutional racism, intersectionality, and border studies. To close the event we will show the film Strong Island. Lunch will be provided by Rancho Chico for this event.
- Selections - Student Cabinet will start giving out applications for our upcoming selection process on April 11th, and the deadline for the applications will be May 7th. Once all applications are collected, we will take about two weeks to go through and interview all applicants and select new officers. Once new officers are selected, they will shadow the current officers for the remainder of the quarter so they can be trained.
- Team building activities - Student Cabinet as a whole has decided that it would be useful to work on team building in the next few weeks. We plan to do this before our Stand Against Racism event, as the quarter will get progressively busier from there. With an emphasis on communication, advocacy, and other leadership qualities, we hope to come together as a stronger team in preparation for what the rest of the quarter will entail.

Food Bank Committee: The Student Pantry is fully operational and we're still working on getting the word out to all students. The Student Pantry has been successful so far, with several students using this resource. The Food Bank Committee is setting meeting times for the quarter to continue and discuss matters involving the Student Pantry.

Green Campus Committee: The Green Campus Committee is working on setting meeting times for the quarter to discuss campus sustainability. The Green Campus Committee is planning several events for the month of April that pertain to sustainability.

Omak Book Store: I felt that I should include this into my report. Students on campus who rely on the Barnes and Nobles bookstore to purchase materials for class are dissatisfied with how their books are being distributed. There are no on-site purchases available. Books must be purchased by pre-ordering them, and then they are distributed for one day to students who preordered. This process makes it difficult for the many students who rely on financial aid to purchase their books.

**BOARD MEETING: April 18, 2018**

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

**CATEGORY: SPECIAL REPORTS**

**Patrick Tracy, AHE President**

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**BACKGROUND:**

As with all reports this year, our main focus at this time is preparation for contract negotiations. The faculty negotiators are working not only with faculty, but with administration as well to ensure a smooth and productive negotiation process.

Spring quarter is when we replace AHE officers at the end of their two-year tenure, so this month we will be nominating for the posts of treasurer and Omak vice-president. We want to thank David Burns and David Lindeblad respectively. David Lindeblad has been out for most of the year because of health issues, so we also want to thank Mary McIvor for substituting for him as Omak VP.

BOARD MEETING: **April 18, 2018**

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

CATEGORY: **SPECIAL REPORTS**

**Kay Sibley, Omak Foundation President**

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BACKGROUND:

Omak Foundation president Kay Sibley will give a verbal report.

BOARD MEETING: **April 18, 2018**  
AGENDA ITEM: **#8 (information)**  
CATEGORY: **STAFF REPORTS**

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

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**BACKGROUND:**

**Administrative Services**

- Administrative Services staff will be submitting a request to the SBCTC to authorize financing with a Certificate of Participation (COP) through the Washington State Treasurers Office. This financing will support the building of the conference center portion of the Wells Hall replacement project. The financing request will be capped at \$5 million dollars.
- The SBCTC has provided preliminary allocation projections for FY 19 based on the approved state supplemental budget. The preliminary allocation was the last piece of information required to complete WVC's operating budget for FY 19. We are planning to present the operating budget at the May board meeting.

**Auxiliary Services**

- The WVC Bookstore team made it through the launch of spring quarter and the book buyback rush from winter quarter without incident. Book adoptions by our faculty are still lagging; however we have seen marked improvement going into spring quarter.

**Budget & Internal Auditing**

- Despite stronger than anticipated registrations for spring quarter, many students were dropped for nonpayment. As a result, enrollment remains down around 8% for the year. The College is currently in the process of implementing the planned cuts previously discussed. Again, these cuts will not impact staff or faculty FTE. Cuts will be limited to the supplies, equipment and travel budgets.

**Fiscal Services**

- The State Auditor's Office (SAO) has completed their on-site work for the 15-16 audit. The audit has gone as scheduled and we are expecting our first "clean" audit.

**Facilities**

- The City of Wenatchee has requested a couple minor revisions to the Fifth Street monument sign project. We will present these changes at the work session.
- The design documents for the Smith Gym project have been approved and the project has gone out to bid. Unfortunately, the bids came in higher than expected. We are currently working with the Foundation to determine if additional funds can be committed to the project or if we have to revise the scope of the project and send the project out to bid again.
- The facilities team has moved quickly to start working on our minor works project list. Two of our projects have been contracted and will be getting started within the month. Those projects are related to life safety and accessibility issues on our campus. Our remaining project, a roof repair project, is also under development and will be completed once the weather clears up later this spring.

**Safety and Security**

- Safety/Security continues to work with Student Services personnel to identify software vendors to improve reporting and compliance with respect to various federal regulations (Clery, Title IX, etc.) under the Department of Education.
- Our team continues to emphasize training; on April 12<sup>th</sup> the safety team is hosting a "Stop the Bleed" training event as well as additional training on the 18<sup>th</sup> where WVC will be participating in an active shooter training called CRASE (Community Response to Active Shooter Event).

BOARD MEETING: **April 18, 2018**  
AGENDA ITEM **#9 (information)**  
CATEGORY: **STAFF REPORTS**

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

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**BACKGROUND:**

**Curriculum Celebrations:**

Kudos to our EMT graduates! Fourteen students recently graduated from the EMT certificate program offered during winter quarter. Well done! Thank you to Rhonda Yenney and Jenny Capelo for organizing and hosting the EMT graduation ceremony.

Congrats to Dr. Kristen Hosey, Dean Capelo, Rhonda Yenney, Shelly LaGrou, and all nursing faculty for a successful accreditation visit and review by the CCNE for our BSN Program. We met all the standards! Congrats!! Way to go, team!

On March 30, the NWCCU conducted a site visit to WVC for consideration of the substantive change request made to the commission in 2015. This visit highlighted the two BAS degree programs: BSN and Engineering Technology. The second component of the NWCCU visit was to note the college's progress made on the 2010 Year Seven Report's recommendations. These recommendations focused on the college's need to strengthen assessment, planning, and budget processes. The site evaluators noted progress, but encouraged greater attention and focus on these areas, especially assessment of programs. Students, faculty, trustees, and administration all participated in this visit—important to note because it was during spring break!

**Instruction Division Updates:**

The Program Improvement Process (PIP) is finally ready for implementation with the availability of data dashboards! The Institutional Effectiveness Office is providing online access to the dashboards so the process can finally get underway! The Instruction Division will most likely have to redo the evaluation cycle because a year has been lost, but we are close to having all the necessary parts to make this happen.

In partnership with Jan Kaiser, the Vice President of Instruction has convened a meeting for a friendly discussion on finals/final exam week to discuss guiding principles and messaging about finals. I hope the group will be able to share out its suggestions by mid-May.

For the first time, a part time faculty award will be part of the end-of-year celebration this year. The Vice President of Instruction has invited folks to be part of a nominating committee to establish criteria for the award. This award will recognize a part time faculty member who has a tremendous impact at WVC.

WVC Completion Coach, Rigo Garcia, has been accepted to law school! He has been working toward this goal for years—and through his hard work, perseverance, and determination—he succeeded! Please join me in congratulating him on this accomplishment! His departure will surely be felt across the campus—his impact with students has been tremendous.

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

<i>Instructional Goals</i>	Division	Division	Division	Division	Division	VPI/Omak
	Allied Health	L/AS/BS	IT & Library	Workforce Ed	Omak	
<b>Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]</b>	Working on sustainability issues with printing and paper supplies.  Long distance calling logs being reviewed by the business department for appropriate use of state resources.	Reviewing paper use agreement and copier contract to help support faculty use.	Back up server options being explored for Omak Campus.	HOEEP graduation and continued work in sustainable agriculture.  Agriculture faculty search currently underway to create Sustainable Agriculture, four year degree.	Working on greater transparency and communication with regard to paper use and copies.	
<b>Increased Retention and Completion: 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.]</b>	Celebrated the graduation of 14 EMT graduates in late March.	Developmental English and Transfer English are working to increase transitions between the curricula offered.	No new update	Curriculum development underway for AAS-T in Engineering Technology to serve as a direct feeder for the BAS ET degree.	Continuation on refining annual schedule based on data-informed decisions.  Working with VPSS to introduce annual registration based on the annual schedule in hopes of increasing retention and persistence.	
<b>Program Growth &amp; Development: 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</b>	Working on Pharmacy Tech. program  Evaluating EMT in Omak for Winter 2019	No new updates.	Delivered another round of Title III Course Development training.  Online Degree Substantive Change paperwork submitted to the NWCCU.	BAS Teacher Education, passed by PESB (initial stage), and now out for 30 day review with the SBCTC.  Survey out to industry partners in the district to determine direction of the BAS in Data Analytics degree program.	Series of meetings set up in Okanagan County to offer healthcare related trainings and raise awareness about options.  American Indian Studies Program development—recent trip to the University of Washington to align curriculum.  Program Improvement Process has dashboards—but now a new cycle is being developed due to delay.	

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

<p><b>Strategic Enrollment:</b> Offering a comprehensive annual schedule that promotes student access and success.</p>	<p>Currently taking RN to BSN applications with 20 out of 25 seats filled.</p>	<p>Spring 2018 enrollments appear strong with continuing students. Courses will be watched closely for low enrollment.</p>	<p>No new update</p>	<p>The Instruction Office collaborated with the entire WVC campus and completed the Annual Schedule for both 2017-18 and 2018-19.</p>	<p>Annual schedule completed, with limited trepidation. Working to connect with the annual registration process.</p>
<p><b>Advising: Engage the college community in the conversation around guided pathways and implementation.</b></p>	<p>MOU in place for Dr. Hossey and Dean Capelo to serve in advisor roles for RN to BSN students.</p>	<p>Planning for May 8<sup>th</sup> is forthcoming.</p>	<p>No new update</p>	<p>Planning for May 8<sup>th</sup> is forthcoming.</p>	<p>Guided Pathways Steering Committee is working on mandatory advising protocol and discussing May 8<sup>th</sup> planning.</p>
<p><b>Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.</b></p>	<p>Communication with shared governance completed through, IC, CC, Deans, Director and Department meetings.</p>	<p>Regular division meetings, staff meetings, and email communication.</p>	<p>Communication improvements made when a crisis or interruption to IT services happen.</p>	<p>Regular division meetings, and increased work on conflict resolution among faculty.</p>	<p>Regular emails from VPI and deans to district.  Monthly All Staff meetings with Omak.</p>
<p><b>Strengthening a Healthy Work Environment: Working to improve overall job satisfaction; work/life balance; time to be mindful; and increased personal connections.</b></p>	<p>Deans encouraging a committee to promote morale and workplace health.</p>	<p>Dean Keller joined the Knights Fitness Challenge!</p>	<p>No new update.</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>Working with VPSS to create a joint committee for social / spirit reasons on campus.</p>
<p><b>2018-19 Hiring &amp; Staffing Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget.</b></p>	<p>Hiring for Rad. Tech Program Director and Nursing Faculty on both campuses.</p>	<p>Hiring for Math, and American Indian Studies</p>	<p>Hired ITS3, ITS2 and Helpdesk Coordinator.</p>	<p>Hiring for Business and Agriculture</p>	<p>Hiring for Science; one year temp for History/PS; and American Indian Studies.</p>
<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>Working with deans team to address budget request and planning.</p>	<p>Meticulous review of budgets.</p>	<p>Reviewed fees and provided suggestions and feedback to VP Admin.</p>	<p>Working with staff to review budgets and develop budgets for new grant cycle.</p>	<p>Working with staff to review all budgets, Omak specific.</p>

BOARD MEETING: **April 18, 2018**  
AGENDA ITEM **#10 (information)**  
CATEGORY: **STAFF REPORTS**

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

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**BACKGROUND:**

**ATHLETICS**

- WVC Athletics is preparing to host the Athletic Auction on April 14.
- Women's Soccer is hosting an Alumni Game April 7 in conjunction with WVC Open House.
- Baseball has 1 win/5 losses in the Eastern Region, and 14 wins/10 losses overall.
- WVC Softball has 10 wins/2 losses in the Eastern Region, and 13 wins/6 losses overall.
- Anna Vazquez has been named Head Volleyball Coach; she works part-time in Student Recreation Center. Assistant Coach will be Chan Esparas again this season.
- Applications for Athletic Director position close April 12, interviews May 2.

**CAMP**

- Former CAMP scholar Liliana (2014-15) has returned as a CAMP Intern. She will graduate this spring from WSU in Human Development.
- 58/60 students currently enrolled. Academic recovery plans were established for students falling below 2.8 GPA.
- Tutoring services were heavily used last quarter.
- 32 former/3 current students anticipate receiving university acceptance letters.
- Conducted 17 interviews for next year's Cohort 10.
- Recruitment and outreach at schools is scheduled for April/May.
- Upcoming Events: NWCC @ WSU, April 14-15; taking 35 students/4 staff to WSU for annual Northwest CAMP Consortium; EWU & Gonzaga Transfer Visit , May 8.

**COUNSELING**

- 62 students were seen over the spring break and first 3 days of spring quarter. Common thread is financial aid/emergency funds and classes.
- Personal Wellness Expo scheduled for April 19, Van Tassell Hall. Mental health agencies from the community will share their resources.
- 10 readmission petitions approved for winter quarter, out of 29 suspensions.
- Knights Kupboard served 108 students winter quarter and is stocked with various donations received last quarter.
- DREAMers Taskforce tabled at Mariachi Festival at Town Toyota Center March 23.
- Ally training scheduled for May 16 in Campus Theatre. Training will include local high school counselors, migrant graduation specialists and family advocates.

**DIVERSITY, EQUITY & INCLUSION**

- Erin Tofte-Nordvik, along with Dr. Flores and other WVC staff, attended the community "Equity in Leadership" training April 2-4.
- 26 students will attend Students of Color Conference in Yakima, April 12-14. Advisors: Erin Tofte-Nordvik, Livia Millard, Pamela Alvarado and Pedro Murillo-Vera.
- April 6 - Equity training part 2 will be presented to SSLT and to Senate.
- BIRT approved three posters, designed by students, to kick off its awareness campaign.
- 15 courses certified for Diversity Requirement, 6 more to be submitted. Erin presented to Curriculum Committee and requested students not be allowed to challenge Diversity courses.
- Hate or Heritage training was held March 8; 43 attended.
- Erin presented Diversity training to Cabinet March 20; board training will be April 23.
- Upcoming Stand Against Racism Events - April 26, Wenatchee Campus, April 25, Omak Campus.
- Johanna Hamilton will have International Programs table at WVC Open House to recruit host families.
- 9 International students currently; one starting spring quarter; two interested for summer or fall.

## **STUDENT PROGRAMS**

- Starting student hiring process for next year's student leaders; application deadline - May 1. Group interviews - May 8.
- Campus Visits: Two elementary schools/large group visits could not be accommodated given staffing and other constraints. Booked remainder of campus visit dates and can facilitate group visits up to 20; will provide WVC overview, campus tour, and potential student panel.
- Commencement planning is progressing.
- VetCorps position for 2018-19 will be renewed, pending qualified applicants. Pedro Murillo-Vera has been providing resources, working with student clubs, connecting with community.
- ASWVC Motor Pool moving to Recreational Center to better accommodate needs.
- Leavenworth Lodge is new location for senate retreats; less expensive, with plenty of room.
- Student Voice Academy is May 4 - 5. Hillary Conner will escort students to Whatcom Community College to work with schools across the state establishing 2018-2019 student legislative agenda.
- Residence Life Coordinator Ashley Olson's last day was March 12. Responsibilities were shifted to provide residence hall coverage. Job position was posted and closed April 5.
- Appeals process for students who break one-year lease with residence hall was reviewed and updated.
- Laura Singletary attended NWACUHO Conference – Northwest Association of College and University Housing Officers.

## **STUDENT SERVICES**

- Financial Aid office completed grade reviews for Satisfactory Progress from winter quarter. Spring financial aid was disbursed to students on March 30. \$2.9 million disbursed spring quarter, with 1.3 million being in financial aid refunds to students.
- WVC scholarships continue to be awarded and coordination with the Foundation on naming the recipients from each high school will begin.
- 15 new Student Access intakes for students (spring and fall); 18 consults with faculty and L & I case worker, concerning students.
- Educational Planning: Four new student advising and registration sessions held; 64 students attended (75 last year). Ten students completed the Online Advising and Registration (OAR) tutorial (24 last year).
- Some ABE classes will be listed as official prerequisites and, once through Curriculum Committee, Jaima Kuhlmann will work with Pam Kelley to code into HP, removing student barriers.
- Andrew Behler completed online State Accessibility course; information from these trainings will enhance accessibility for our Online Advising and Registration (OAR) tutorial.
- Noah Fortner attended Allied Health meeting regarding new WVC Pharmacy Technician Training Program.
- Three prospective study abroad students were awarded GSA/IIE and WVC Foundation Scholarships for summer programs.
- WCCCSA applications to teach abroad in Lyon, France for spring 2019 were due March 19; three WVC faculty applied.
- Jaima provided training for International Education Coordinator, Johanna Hamilton.
- One new spring-start international student from Japan is attending, who will also play baseball for WVC.
- 97 accommodation testing appointments in the Testing Center this month; 38 for finals. Space and resources for testing accommodations are particularly strained during this time of the quarter.
- Randy Mitchell worked with Chelan PUD Engineering division to develop internship for BAS Engineering Tech students.
- Common Process Workshops for Registration/Admissions encompassed building degrees and certificates, and enrollment and program/plan stack. Workshops have stressed the need to hire additional staff due to extra work in transitioning and implementing ctcLink.
- Quote received from DigArc for archiving/transferring microfiche records to a more modern media.
- Considering using Parchment service to send WVC degrees directly to students upon graduating versus admission staff sending diplomas.
- Degree Audit is being updated to reflect 2017-18 catalog and future 2018-19 catalog.

### **TRiO/SSS**

- Currently 110 participants; 1 pending intake appointment in Nespelem, giving a full cohort of 25. Started waitlist for Fall at Omak; 29 spots available in Wenatchee; 3 pending intake appointments.
- Stella Columbia is traveling 2 - 3 times this quarter to Nespelem.
- Students at Omak and Wenatchee are using tutoring services.
- Upcoming events: Budgeting Workshop - Wenatchee, April 11; Resume and Cover Letter Workshops - Wenatchee, April 18; Omak, April 19.

### **GENERAL**

- Dr. Flores and Yuritzi Lozano have begun the process to plan for CAMP's third grant cycle. A timeline, including key activities, has been developed.
  - Planning for graduation is in full swing. Commencement 2018 will be held on campus grounds for the first time in many years. Student Services is actively involved and working closely with many other departments across campus to make this a reality.
  - Dr. Flores and Dr. Schiffner continue meeting with the Guided Pathways Steering Committee. The committee has done considerable research on advising models and obtaining feedback on what and how best to display information online. Several committee members are scheduled to attend a SBCTC Summer Institute in May which will be focused on Guided Pathways.
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BOARD MEETING: **April 18, 2018**  
 AGENDA ITEM **#11 (information)**  
 CATEGORY: **STAFF REPORTS**

**Enrollment Report: Jim Richardson, President**

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BACKGROUND:

**Winter 2018 Final Report**

Overall, WVC ended Winter quarter with 2,107.91 FTES, which is down by 189.96 FTES (or 8.3%) from this time last year. Wenatchee campus had 1,812.93, which was down 191.76 (or 9.6%) from last Winter. Omak campus had 294.98 FTES, which was up 1.80 from last year.

**Overall State FTES Final Winter 2018**

	Win 17	Win 18	Change #	Change %
WVC District	2,298	2,108	-190	-8%
Wenatchee	2,005	1,813	-192	-10%
Omak	293	295	2	1%

Academic FTES

	Win 17	Win 18	Change #	Change %
WVC District	1,046	1,039	-7	-1%
Wenatchee	926	931	4	0%
Omak	119	108	-11	-9%

Vocational FTES

	Win 17	Win 18	Change #	Change %
WVC District	779	719	-60	-8%
Wenatchee	677	606	-71	-11%
Omak	102	113	11	11%

Developmental FTES

	Win 17	Win 18	Change #	Change %
WVC District	256	184	-71	-28%
Wenatchee	215	143	-72	-33%
Omak	40	41	1	2%

Basic Skills FTES

	Win 17	Win 18	Change #	Change %
WVC District	218	166	-52	-24%
Wenatchee	186	134	-53	-28%
Omak	31	32	1	4%

## Spring 2018 5<sup>th</sup> Day Report

Overall, WVC has 1,983.75 FTES, which is down by 185.50 FTES (or 8.5%) from this time last year. Wenatchee campus is at 1,730.08, which is down 160.92 (or 8.5%) from last Spring. Omak campus has 253.67 FTES, which is down 21.58 (or 7.8%) FTES from last year.

### Overall State FTES 5th Day Spring 2018

	Spr 17	Spr 18	Change #	Change %
WVC District	2,166	1,984	-183	-8%
Wenatchee	1,891	1,730	-161	-9%
Omak	275	254	-22	-8%

#### Academic FTES

	Spr 17	Spr 18	Change #	Change %
WVC District	1,033	990	-43	-4%
Wenatchee	914	888	-26	-3%
Omak	119	102	-17	-14%

#### Vocational FTES

	Spr 17	Spr 18	Change #	Change %
WVC District	717	673	-44	-6%
Wenatchee	624	564	-60	-10%
Omak	93	109	16	17%

#### Developmental FTES

	Spr 17	Spr 18	Change #	Change %
WVC District	206	159	-47	-23%
Wenatchee	166	132	-34	-20%
Omak	40	27	-14	-34%

#### ABE/HSC FTES

	Spr 17	Spr 18	Change #	Change %
WVC District	210	159	-52	-25%
Wenatchee	187	146	-41	-22%
Omak	23	16	-7	-29%

BOARD MEETING: **April 18, 2018**  
AGENDA ITEM **#12 (information)**  
CATEGORY: **STAFF REPORTS**

**Jim Richardson, President**

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BACKGROUND:

### **Programs Overview**

- The State Board for Community and Technical Colleges is reviewing the Statement of Need from WVC to offer a Bachelor of Applied Science in Teaching.
- A team from WVC will attend the State Board meeting at Peninsula College during the first week of May to “defend” the statement of need for the BAS in Teaching. The proposal includes certifications in early childhood education through third grade and special education. The proposal has also been approved to move forward by the Washington Professional Educator Standards Board.

### **Policy Overview**

- WVC is processing the effect that a collective bargaining bill that passed the legislature will have on the budget.

### **Facilities Overview**

- The design process for Wells Hall replacement continues on track for finishing in time to move to the construction stage if the legislature approves those funds for the next biennium. Demolition and then construction would begin in the summer of 2019.
- WVC’s Center for Technical Education and Innovation (Batjer Hall, etc., replacement) design phase funding will go to the legislature during their next session to hopefully be funded for the 2019-21 biennium. WVC’s project is 8<sup>th</sup> on the SBCTC list of new projects.

### **Finance Overview**

- Wenatchee Valley College’s enrollment fell again for spring quarter. As this will affect future funding, it is of concern and the cabinet is working with other areas of the college to strengthen enrollments for the coming year.
- Since the legislature passed the budget with no change to Running Start funding for colleges, WVC will be using those funds to keep the operating budget in the black and help restore reserves.

### **Other**

- I continued to work with system presidents and chancellors in my role as past (past!) president of WACTC. Increased funding will be the push for the next biennial budget. The CTC system is the lowest funded education sector in Washington.
- I continue to meet with David Davin, the executive director of the WVC Foundation and the Foundation Executive Committee and full board. The Foundation Gala is scheduled for Saturday, May 19 at the convention center.
- I met with the WVC-Omak Foundation and talked about their plans for a fundraiser in cooperation with the Omak Rotary Club. It is scheduled for Wednesday evening, May 16 at the Rock Wall Winery in Omak. They have gathered quite a variety of auction items.
- Attended the All Washington Academic Team celebration at South Puget Sound Community College with Libby Siebens and WVC’s two academic team members were honored. WACTC followed at SPSCC where the presidents discussed:
  - The work of the Strategic Enrollment Task Force and how Guided Pathways fits into helping to increase enrollment,
  - Budget and legislative priorities for the 2091-21 biennial budget,
  - The new capital budget that rates the 25 projects presented to the SBCTC (WVC is 8/25) means to colleges and the future of capital projects, and
  - CTC Link progress and delays and move forward plans (WVC is now scheduled to begin implementation in October 2020.).

- Continue to meet 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. We also discussed contract trainings being scheduled for later this year, including one with Confluence Health.
- Attended the Chelan County PUD board meeting to discuss the future of the Hydropower Generation Research Center and the possibility of locating their planned Center at the college,
- Cabinet has continued to meet with different departments on campus before cabinet meetings to talk about people's concerns, accomplishments, and hopes for WVC. We will continue the visitations regularly before cabinet meetings, including going to Omak to meet there.
- Met with Jim Corcoran about the Apple Sox, projects at the field and the future of the agreement.
- Met with a small group of staff to discuss possible college projects to be included in the Microsoft project in the region.
- Attended the WVC/WVC Foundation-sponsored Business After Hours put on by the Wenatchee Valley Chamber of Commerce. Attended the WVC Open House.
- Attended a BAS-Teaching meeting to finalize proposal, which has been submitted to the SBCTC.
- Attended the Barbara Wilson Women Luncheon honoring Beth Dobbs.
- Attended the EMT graduation in the Grove.
- Attended several sections of the NWCCU accreditation site visit concentrating on our BAS programs and past recommendations.
- Spoke to the Wenatchee Kiwanis Club.
- Attended a conference call with the Community College Research Center and SBCTC representatives as a follow-up to the Scheduling Scale of Adoption Assessment on Guided Pathways.
- Met with WVC's AAGs on personnel matters a couple of time.
- Attended the WVC Open House on the Wenatchee campus.
- Participated in math and business faculty interviews.
- With Brian Fiones from the Wenatchee School District, reviewed Community Foundation scholarship applications.

BOARD MEETING: **April 18, 2018**  
AGENDA ITEM: **#13 (Action)**

CATEGORY: **ACTION**

**2019-2020 Academic Calendar: Chio Flores**

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**BACKGROUND:**

The Academic Calendar Committee began meeting in November 2017 to develop the 2019-2020 Academic Calendar, as outlined in Academic Calendar Procedure 1400.600. Drafts #1, #2, #3, and #4 went out to all campus for review and comments were received from faculty and staff. Draft #4 was reviewed in March by cabinet and presented to the board for review.

**RECOMMENDATION:**

That the board approve the proposed academic calendar for 2019-2020.

**2019-2020  
Wenatchee Valley College - Academic Calendar - DRAFT #4**

**Fall 2019**  
**September**

S	M	T	W	T	F	S
1	<del>2</del>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Winter 2020**  
**January**

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<del>20</del>	21	22	23	24	25
26	27	28	29	30	31	

**Spring 2020**  
**April**

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Summer 2020**  
**June**

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February**

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<del>17</del>	18	19	20	21	22
23	24	25	26	27	28	29

**May**

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<del>25</del>	26	27	28	29	30
31						

**July**

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	<del>11</del>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**March**

S	M	T	W	T	F	S
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<del>23</del>	24	25	26	27	28
29	30	31				

**June**

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**August**

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grades due December 16 by 3:00

Grades due August 24 by 3:00

Wenatchee graduation June 19  
Omak graduation June 20  
Grades due June 23 by 3:00

	Fall	Winter	Spring	Total
Teaching Days	50	50	50	150
Final Exams	3	3	3	9
Prep or Advising Day	3	1	1	5
President's Day	1			1
Deans Day	2	1	0	3
Flexible Professional Days*	2	1	0	3
<b>TOTAL DAYS</b>	61	56	54	171
Holidays				

target: 171

\*Refer to current AHE collective bargaining agreement which includes 4 unscheduled flexible professional days for a total of 175.

BOARD MEETING: **April 18, 2018**

AGENDA ITEM: **#14 (Action)**

CATEGORY: **ACTION**

**Code Revisions: WAC 132W-277-080 and WAC 132W-277-090: Reagan Bellamy,  
HR Director**

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**BACKGROUND:**

Current WAC 132W-277-080, WAC 132W-277-090 revisions were sent to code revisors office to incorporate the changes to the public records RCW 42.56 – able to charge default charges and allowing for any format to request a public record.

CR-101 was filed on 11-22-17 and CR-102 was filed on 1-22-18. The public hearing for these changes was held on 3-21-18.

The proposed code revisions are now ready for action by the board. Changes will become effective May 1, 2018.

**RECOMMENDATION:**

That the board approve proposed revisions to WAC 132W-277-080 and WAC 132W-277-090

AMENDATORY SECTION (Amending WSR 01-12-015, filed 5/25/01, effective 6/25/01)

**WAC 132W-277-090 Copying.** No fee shall be charged for the inspection of public records. ~~((The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records and such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying.))~~ Calculating the actual costs of charges for providing public records is unduly burdensome because it will consume scarce district resources to conduct a study of actual costs, and it is difficult to accurately calculate all costs directly incident to copying records, including equipment and paper costs, data storage costs, electronic production costs, and staff time for copying and sending requested records. Instead of calculating the actual costs of charges for records, the district president or designee shall establish, maintain, and make available for public inspection and copying a statement of costs that the district charges for providing photocopies or electronically produced copies of public records, and such charges for records shall not exceed the maximum default charges allowed in RCW 42.56.120 (2)(b). The district may also use any other method authorized by the Public Records Act for imposing charges for public records including, but not limited to, charging a flat fee, charging a customized service charge, or charging based on a contract, memorandum of understanding, or other agreement with the requestor. The district may waive charges assessed for records when the public records officer determines collecting a fee is not cost effective. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. ~~((All charges must be paid by money order, cashier's check, or cash in advance.))~~

AMENDATORY SECTION (Amending WSR 14-08-013, filed 3/20/14, effective 4/20/14)

**WAC 132W-277-080 Requests for public records.** (1) Requests for public records shall be made in person at, or mailed to the administrative office of the district at Wenatchee Valley College, 1300 5th St, Wenatchee, WA 98801 or emailed to the address located at www.wvc.edu. In accordance with the requirements of RCW 42.56.100 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, ((public records are obtainable by members of the public only when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district administrative office during customary office hours. The request shall include the following information)) the district shall honor only public records requests made in person during normal office hours or by mail or email to the addresses listed above, for identifiable public records not subject to an exemption under chapter 42.56 RCW. A public records request must be for identifiable public records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records under chapter 42.56 RCW, provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of an agency's records. The district shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(8) or 42.56.240(14), or other statute which exempts or prohibits disclosure of specific information or records to certain persons. The district's facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the district.

(2) No official format is required for making a records request. To help expedite the process of requesting records the district recommends that requests be made in writing upon a form prescribed by the district, which shall be available at the district administrative office or at www.wvc.edu. The district recommends that the form be presented to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district administrative office during customary office hours, or mail to the district office or by email to the email address located at www.wvc.edu. The request should include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) ((The nature of the request;
- (d) If the information requested is referenced within the current index maintained by the public records officer, a reference to the requested record as it is described in such current index; and

~~(c) If the requested information is not identifiable by reference to the current index, an appropriate description of the record requested.~~

~~(2)) A description of the record(s) requested.~~

(3) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.

(4) The district may deny a bot request that is one of multiple requests from the requestor to the district within a twenty-four-hour period, if the district establishes that responding to the multiple requests would cause excessive interference with other essential functions of the district. For purposes of this subsection, "bot request" means a request for public records that the district reasonably believes was automatically generated by a computer program or script.