

AGENDA
 BOARD OF TRUSTEES
 WENATCHEE VALLEY COLLEGE
 WENATCHEE, WASHINGTON
 June 19, 2019

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

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CALL TO ORDER.....

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PUBLIC COMMENT

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

ADJOURNMENT

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

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

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of May 15, 2019

BACKGROUND:

Attached are the minutes from the May 15, 2019, board meeting for your approval.

RECOMMENDATION:

That the minutes from the May 15, 2019, board meeting be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
May 15, 2019

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

Tamra Jackson, Acting Chair
June Darling
Martha Flores
Phil Rasmussen

The board work session was opened by Acting Chair Tamra Jackson at 10:00 a.m. Major agenda items included discussion with AHE President Patrick Tracy, post tenure reports, and an update on the Wells Hall project. Executive session was held to discuss personnel issues.

The regular board meeting was opened by Acting Chair Tamra Jackson at 3:00 p.m. Also in attendance were faculty, students, classified staff, and administrators.

APPROVAL OF MINUTES

1. April 24, 2019, Board Meeting Minutes

MOTION NO. 2299

June Darling moved that the minutes of the April 24, 2019, board of trustees meeting be approved. The motion was seconded by Phil Rasmussen and carried unanimously.

CELEBRATING SUCCESS

2. All Washington Academic Team Recognition

Wenatchee Valley College students Alison Keller and Emma Brunner were recognized as members of the 2019 All Washington Academic Team at ceremonies in Olympia on March 25, 2019. The program recognizes 65 students from 34 community colleges that reflect the diversity of the state, maintain high standards of excellence and contribute positively to the community. Alison Keller, WVC Phi Theta Kappa Vice President of Leadership, wants to become a doctor to help underserved women and victims of domestic and sexual violence. Emma Brunner, WVC Phi Theta Kappa Secretary, hopes to major in pre-physical therapy at Whitworth University and eventually get a doctorate in physical therapy.

3. Women’s Fast Pitch Team

WVC Fastpitch has amassed a record of 20-10, which placed them tenth in the RPI ranking system that indicates who will qualify for the postseason. They are led by two first-year pitchers in Kayla Berg (Bend, OR) and Jaelynn Skok (Chewelah, WA) in the circle. The Knights played in the NWAC Tournament on May 17-20, 2019 and were eliminated in the second round.

CELEBRATING SUCCESS (continued)

4. Stand Against Racism – Wenatchee and Omak Campuses

The Stand Against Racism event took place on the Omak campus on April 24 and on the Wenatchee campus on April 25, 2019. Both events were very successful. Approximately 85 people were in attendance at Omak and approximately 450 people at Wenatchee. The keynote speaker was Alejandra Castillo, the YWCA USA CEO, who came in from Washington DC. Enrique Morones, founder of the Border Angels organization from San Diego, spoke about the loss of life at the Southern border and the work his organization is doing to help. Comedian Ernie G performed on both campuses and his insightful humor was very moving and inspirational.

Organizers recognized included Erin Tofte-Nordvik, Marichuy Alvizar, Livia Millard, Yuritzi Lozano, Luz Estrada and Edgar Salamanca as well as student Senate, CAMP staff and student volunteers, Michelle Cannaday, Sean La Shear, Michael Lantzy and team, Chio Flores, Libby Siebens, Nick Winters, Holly Thorpe, Kestrel Smith, Jaime Ramirez, Dustin Clark, Richard Brinkman, Karen Alman, Derek Sheffield, Alex Taub, J'Lene George, Joara Minhara, Rene Baca and all faculty who encouraged their students to attend the event. This event is in partnership with the YWCA.

SPECIAL REPORTS

5. Luz Estrada, ASWVC Wenatchee President

Luz Estrada reported that the student senate spent many hours developing the 2019-2020 ASWVC budget.

6. Adrian Carrillo, ASWVC Omak President

Adrian Carrillo praised his student senate for the hours spent developing the 2019-2020 ASWVCO budget.

7. Patrick Tracy, AHE President

Patrick Tracy was joined by faculty members who stressed to the trustees the disparity in salary between WVC and K-12. The faculty asked for support from the trustees and administration and emphasized the importance of retaining quality standards and quality faculty.

8. Mike Nelson, WPEA Chief Shop Steward

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

STAFF REPORTS

9. Brett Riley, Vice President of Administrative Services

Brett Riley did not add to his written report.

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

Balance sheet assets, liabilities, and the statement of income were reviewed at the board work session.

11. Tod Treat, Interim Vice President of Instruction

Tod Treat gave shout outs to Derin Wysham for his recent presentation to the state board regarding the BAS in data analytics; to Holly Bringman for her work on the NACEP accreditation, and to the division chairs for their diligence around the annual schedule.

12. Chio Flores, Vice President of Student Services

Chio Flores reported that plans are being made for graduation on June 14, 2019.

13. Jim Richardson, President

President Richardson gave shout outs to Derin Wysham for his outstanding presentation to the state board regarding the BAS in data analytics; to Luz Estrada for her leadership in the student senate and for organizing the first Queer Prom on campus.

ACTION

14. 2019-2020 ASWVC Budget: Chio Flores

The proposed 2019-2020 ASWVC Budget was reviewed at the board work session.

MOTION NO. 2300

June Darling moved that the board approve the 2019-2020 ASWVC Budget as presented. The motion was seconded by Phil Rasmussen and carried unanimously.

(2019-2020 ASWVC Budget is kept on file in the Student Programs Office)

15. 2019-2020 ASWVCO Budget: Chio Flores

The proposed 2019-2020 ASWVCO Budget was reviewed at the board work session.

MOTION NO. 2301

June Darling moved that the board approve the 2019-2020 ASWVCO Budget as presented. The motion was seconded by Phil Rasmussen and carried unanimously.

(2019-2020 ASWVCO Budget is kept on file in the Omak Student Programs Office.)

16. 2019-2020 Student Fee Schedule: Brett Riley

The proposed 2019-2020 Student Fee Schedule was reviewed at the board work session.

MOTION NO. 2302

Phil Rasmussen moved that the board approve the 2019-2020 student fee schedule. The motion was seconded by Martha Flores and carried unanimously.

(2019-2020 Student Fee Schedule is kept on file in the business administration office.)

17. 2019-2020 Academic Calendar: Chio Flores

The Academic Calendar Committee began meeting in October 2018 to develop the 2020-2021 Academic Calendar. 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.

MOTION NO. 2303

Martha Flores moved that the board approve the 2019-2020 Academic Calendar. The motion was seconded by Phil Rasmussen and carried unanimously.

(2019-2020 Academic Calendar attached as Exhibit A)

Karina Vega-Villa, MESA Program Director invited the trustees to the STEM Network end-of-year event on June 3, 2019. Scholarship award recipients will be recognized.

3:30 p.m. Meeting adjourned

Secretary

Chair

2020-2021

Wenatchee Valley College - Academic Calendar - Draft #5

Fall 2020

September

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			

October

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

November

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					

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		

Dec 14th - Grades Due 3 pm

Winter 2021

January

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						

February

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						

March

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			

Mar 29th - Grades Due 3pm

Spring 2021

April

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	

May

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		

June 22nd - Grades Due 3pm

Summer 2021

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			

July

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

August

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				

Aug 23rd - Grades Due 3pm

	Fall	Winter	Spring	Total
— Teaching Days	50	51	49	150
○ Final Exams	3	3	3	9
□ Prep or Advising Day	3	1	1	5
□ President's Day	1			1
□ Deans Day	1	1	1	3
△ Flexible Professional Days*	2	1	0	3
TOTAL DAYS	60	57	54	171
✗ Holidays				

*Refer to current AHE collective bargaining agreement

target: 171

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **CELEBRATING SUCCESS**

End-Of-Year Awards Recognition

BACKGROUND:

LINDA SCHULTZ HERZOG FACULTY OF THE YEAR AWARD - Nominations are solicited from students and faculty for the Linda Schultz Herzog Faculty of the Year Award. A selection committee narrows the nomination list to three finalists. The entire faculty is then invited to vote on the finalists. The selection committee uses the returned ballots and other provided information to make a selection. If this selection is unanimous, then the selection is final. If the selection is not unanimous, the President selects among the finalists. The award of \$1,500 is presented at the end-of-year celebration, and the faculty member is honored at the graduation ceremony. This year's Linda Schultz Herzog faculty of the year award was presented to Scott Bailey.

WVC PART-TIME FACULTY AWARD – started in 2018 – two are selected – one from each campus. Nominations are solicited from full-time and part-time faculty, students and staff for the WVC Part-Time Faculty Award. A selection committee selects a finalist for both the Wenatchee and Omak campuses. The award of \$500 is presented at the end-of-year celebration. This year's WVC Part-Time Faculty of the Year Award goes to Vicki DeRooy from Wenatchee and Rochelle Riling from Omak.

ALCOA EXCELLENCE IN TEACHING AWARD – Faculty members are invited to submit proposals that will support an instructor or team in the development of a project that significantly increases student learning effectiveness. All proposals are submitted to the professional development committee who makes the final selection. This year the \$1,500 Alcoa Excellence in Teaching Award was given to the team of Dave Bennett and Xiaowen Zhao.

ALCOA CLASSIFIED STAFF AWARD – Nominations for the Alcoa Classified Staff Award are solicited from the campus community. A selection committee then narrows the nomination list down to five and the classified staff has the opportunity to vote. The top three vote recipients are presented to the president for selection. This year the award of \$1,000 was presented to Ann Reyna, custodian.

EXEMPT STAFF OF THE YEAR AWARD - Nominations are solicited from all WVC employees for the Exempt Staff of the Year Award. A selection committee then narrows the nomination list down to three. This list is given to the president for a final selection. A \$1,000 award is provided by the Foundation and this year the recipient is Reagan Bellamy, Executive Director of Human Resources.

ANNA PIERATT SPIRIT OF WVC AWARD – The Anna Pieratt Spirit of Wenatchee Valley College Award was established in 2001 to honor individuals or groups who have demonstrated the spirit (positive attitude, enthusiasm, caring and extra effort) exemplified by Anna when she served as executive assistant to the president from 1977 to 1992. Anna was quite involved in activities and events to improve both internal and external relations. It was her contact with the Schultz family that led to major donations from the Schultz family to the college in the form of scholarships and funding the Faculty of the Year Award. This year's winner of the Anna Pieratt Spirit of WVC Award is Janet Franz, Executive Assistant to the President.

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

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

BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

With this being the last report of the school year, I am glad to report that I see positive outcomes from this year's work.

I was delighted to see how well faculty and administration came together for the accreditation visit. Accreditation is a very serious process that requires all cylinders firing, and we did very well as an institution.

I am also glad to see that both administration and the AHE worked in Olympia on faculty compensation. Faculty compensation is paramount for the AHE; and given the changes in the rules for negotiations, i.e. bargaining for local funds, we will probably get better results out of Olympia working together.

I wish I could report that we have a new contract before heading off for summer break, but unfortunately this has not been attained. I am not sure if any meetings will take place over the summer, but I do hope that a contract will be amicably agreed upon in fall.

I wish everyone a lovely and not-too-smoky summer. I will be making pizza behind my house trying to destroy all of my friends' diets.

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

A verbal report will be given.

BOARD MEETING: **June 19, 2019**
AGENDA ITEM: **#6 (information)**
CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services participated in a public hearing concerning the conditional use permit for the Wells Hall replacement project on 5/28/2019. The hearing examiner approved the conditional use permit on 5/29/2019. Concerned parties have 21 days to petition the decision. At this time, we do not anticipate any changes in the decision.
- Administrative Services staff also participated in the statewide capital planning workshop held in Pasco, WA. This workshop provided information and resources related to the 2019-21 capital budget and guidance on the major capital competition for the biennium. Administrative Services also attended the Business Affairs Commission (BAC) meeting. Information concerning the operating budget as well as the future capital construction competition was disseminated.

Budget & Internal Auditing

- Preliminary FY19-20 operating budget has been developed. Guidance from SBCTC and ongoing AHE negotiations are pending. Preliminary operating budget will be shared with the Board at the June meeting; however, we will be asking for a continuing resolution until September to capture adjustment from the pending items.

Fiscal Services

- Fiscal Services staff continue working on data cleanup, training material, and work flow process efficiencies to prepare for ctcLink conversion.
- Fiscal Services staff continue the year-end close process and have integrated ctcLink preparations into the process.

Facilities

- Wells Hall- 50% design documents have been completed. WVC stakeholders will be meeting with the architects on June 26th to review the plans and prepare for the development of construction documents. Also a project website has been established to allow the campus and Wenatchee community to track the status and progress of the project as well as answer questions that stakeholders might have during this time of transition.
- Minor Works-
 - ADA Work- The ADA pathway project will provide ADA access from Van Tassell Center to the Student Recreation Center (SRC). Contractors are ahead of schedule and the project is within budget.
 - Misc. Office Space- We are converting or upgrading multiple spaces on campus to serve as faculty offices around campus. This project is ongoing and will continue into summer.
 - Roof work- Facilities staff have completed necessary roof on Knights Hall (Old Dorms). HVAC and electrical work, carpet and painting work remain prior to occupancy.

Safety and Security

- Safety personnel are hosting a “Making Schools Safer” training on June 17th. This event is cohosted with Chelan County Sheriff’s Department and the Criminal Justice Training Commission of Washington.
- Our Tabletop exercise is still planned for June 25th and our multi-agency active shooter event is still on schedule to take place on July 12. Campus staff have been wrapping up the planning and logistics for this event.

BOARD MEETING: **June 19, 2019**
AGENDA ITEM **#7 (information)**
CATEGORY: **STAFF REPORTS**

Tod Treat, Vice President of Instruction

BACKGROUND:

Educational Achievement

A collaboration between biology and American Indian and Indigenous Studies Program (AIIS) faculty will develop potential learning community across both campuses (AIIS 103 and BIOL Salmon People).

A work plan has been developed for American Sign Language Intensive Training Program. ASL faculty to work over summer on course release to conduct a needs assessment and begin curriculum development for 2nd year ASL.

The Faculty Assessment Committee is formulating plan for leadership on addressing the NWCCU report feedback on Student, Program, and Course Learning Outcomes assessment.

Support for Learning

Instruction Council formed a Learning Communities Task force created to address how to make learning communities more sustainable and reach a broader audience.

Responsiveness to Local Needs

Being Mortal, a partnership between Confluence Health and Wenatchee Valley College, took place in May at the MAC to address patient communication and palliative care. An overflow audience attended.

Congresswoman Kim Schrier visited the campus to observe BSN graduation and to learn about workforce programs. The Congresswoman toured automotive, industrial technology/welding, agriculture, Batjer greenhouses, criminal justice, and learned more about WVC's BAS-T, workforce grants programs and Continuing Education programs. Thanks to Dean Joey Walter, Riva Morgan, Bob Greiner, Zach Jacobson, Jeff Bullock, Mike Lesky, Nancy Spurgeon, Erin Davidson, and Michelle Gedrose.

Diversity and Cultural Enrichment

The College hosted the annual Pizza, Pop and Power Tools and Guys and Guts event on May 7 for Wenatchee 8th graders as well as Try a Tech on May 10 for other school districts in our service area.

Continuous Improvement

The Communication Studies department is working to convert courses to hybrid format for ease of access and sustainable enrollment for students.

Sustainability

Five new faculty have been hired to fill Art, Anthropology, English@Omak, Exercise Science, and History@Omak. Maria Monroe has been hired as permanent director of concurrent enrollment.

Instruction is finalizing its budget requests for goods and service with department and program chairs for 2019-20 year. Departments and programs are also discussing potential uses for course fees implemented.

BOARD MEETING: **June 19, 2019**

AGENDA ITEM **#8 (information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- The close to the year in competition for athletics saw the Fastpitch team head to the NWAC tournament in Spokane, the 10th overall seed in the conference
- The Knights battled to an early 6-2 lead in their first game versus Douglas College, only to struggle late and eventually fall in game 1 of the double elimination format
- An upset of number two seeded Mt. Hood meant the Knights would have to face one of the conference's top teams in hopes of keeping their season alive. The Saints' pitching and potent offensive approach proved too much for the Knights, as WVC bowed out of the conference tournament after just two games .
- Following the season, head coach Laurel Wyatt tendered her resignation to pursue a career move, hoping to head back to school to secure credentials to work as a sports psychologist in the future. Her immense contribution to our department and campus will be missed.
- Baseball team concluded a disappointing campaign, being swept at home on sophomore day by visiting Blue Mountain. The Knights had one all-league performer named to the second team in Josh Moore (Lewiston, ID). The Knights will go through a major makeover in the coming year and will be ready for exceptional growth next year once March rolls around.

CAMP

- WVC's hosting of the NW Camp Consortium held at the end of April went extremely well. One of the largest events hosted at WVC, there was close to 400 people in attendance.
- Submitted request for one-time extension for the last year of the 2014-2019 funding cycle. Funding for the next cycle 2019-2023 has not been announced
- Recruitment for the next cohort is going well. Prospective students are being informed that the program and services may differ if CAMP is not funded.

COUNSELING

- The department received an additional \$25K to help support DREAMer's Taskforce work

CAMPUS LIFE, EQUITY & INCLUSION

- The Stand Against Racism late April in Omak (85 in attendance) and Wenatchee (450 in attendance) were a huge success
- The ASWVC Senate voted to purchase a new 28-32 passenger bus over the course of the next few years. Athletics and other departments/organizations will see a cost savings. The bus is scheduled for delivery in June.
- The Fishing Derby and International Day events were well attended
- Preparation for graduation 2019 is underway. ASWVC student senate sent a personalized invitation to all faculty and staff. A large number of participants is anticipated and more caps and gowns have been purchased than ever before.

STUDENT SERVICES

- Jonathan Barnett discussed FERPA and privacy agreements with third party vendors, prompting the need for annual FERPA trainings. Jonathan Barnett and Maggie Segesser attended Admissions & Registration Council meeting.
- With input from Cindie Martin in Omak, ed planners finished reviewing and updating department forms. Forms now include the new non-discrimination statement, electronic forms were made fillable, and web links were updated.

- Completion Coach Yadira Oregon received 97 JIT Alerts in April
- Jaima Kuhlmann organized several Educational Planning In-Services for Student Services staff
 - April 8 - Dave Burns, CTS program. 6 attended
 - April 23 - Bob Greiner, Auto program, and toured facilities. 9 attended
 - April 25 - Greg Jourdan, ESRT program, and toured facilities. 6 attended
 - April 26 - Zack Jacobson, Industrial Electronic programs, and toured facilities. 4 attended
- Throughout April, Testing Center offered testing sessions for prospective fall-start Running Start students. Four RS placement testing sessions were offered weekly. 268 high school students tested (291 signed up).
- Cheyenne Dirks worked with Glenn Burnett and Oroville High School staff to offer off-campus Accuplacer testing at Oroville High School; 15 tested.
- Jaima Kuhlmann proposed to Math and English Divisions to consider adding AP and GED to the multiple-measures placement options. Research showing which other community colleges are using these scores for placement and the score ranges used were included.
- Amy Olson in Career Services received a high volume of phone calls and emails from employers interested in hiring students for summer/seasonal positions
- At the Spring Showcase event April 10, Career Center hosted Campbell's Resort, Lake Chelan Shores, and Fieldstone Memory Care who were recruiting students for open positions
- Financial Aid started sending out aid notifications for 2019-2020 year on April 22.
- Washington Student Achievement Council's State Approving Agency (SAA) audited the Veteran program on May 23. The auditors were highly commendable of WVC's program and services.
- Symplicity, the software program that will be used for case management, (conduct, Title IX, grievance process, etc) is now "live." Kevin Berg and Reagan Bellamy are entering case information and formatting letters, templates and notifications.

TRIO/SSS

- Last month, all 140 spots were filled. There is a waitlist for the 2019-2020 academic year.
- Tutors have been available for students at both sites; some tutors will be available during finals week
- Program participants enjoyed the Professional Development workshop facilitated by Pamela Alvarado at the Wenatchee site
- TRIO students were celebrated with End-of-the-Year Celebrations at both sites the last week of May. Speakers were great; awards were given, along with certificates and graduation stoles to graduating students. Nearly 100 attended, many students brought a guest and their families.
- Pamela Alvarado continues monthly visits to meet with Omak students and Julia Price; a summer visit to Nespelem is planned
- Jennifer Cawdery and Ivan Valdovinos received awards from the Wenatchee School District College Mentor Program; Jennifer - the Heart of a Mentor award, and Ivan - the Most Fearless Mentor award
- Julia Price recently attended TRIO Priority 4 training in Everett, focused on student financial aid, admissions policies and procedures, and financial/economic literacy

GENERAL

- On May 24, several staff members joined Barbara Carrillo, Foundation board member, for the annual NCW Hispanic Chamber of Commerce. Many local area high school students were recognized with scholarships, including five students who are planning to attend WVC.
- In response to the death of a WVC student, Rachel Odima, several staff members rallied to support students, faculty and staff. A special thank you to the Counseling department (Bertha and Ryan), the Crisis Recovery Team, Athletics (Rachel Goetz and Kyle Vierck), and Campus Life (Erin Tofte-Nordvik) for all they did to support campus and the family.

- **BOARD MEETING: June 19, 2019**

AGENDA ITEM **#9 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

Programs Overview

- With the hiring of a new PEH tenure-track instructor pending, the outdoor recreation and PEH tracks will be re-examined and new emphases explored for the future. The Outdoor Recreation program has had few students enrolled and needs an overhaul to make it viable.
- WVC is working with the Colville to determine the needs of the Tribes in the natural resources area. We are looking at fisheries, forestry and other areas to determine the best way to serve the tribes and Okanogan County.

Policy Overview

- At the federal level, the House of Representatives passed the “Dream Act” giving undocumented students and other students protection as they work toward citizenship. “Dreamers” have been in limbo since President Trump struck down President Obama’s protections. The Senate now must take up the bill.
- The operating budget received much needed funding, although much of it is restricted to specific uses. (**See below**)

Facilities Overview

- Wells Hall continues to be painted in murals by art students and we are receiving many positive comments.
- The Museum is considering leasing the Wells House to the entity known as the “Wells House Committee.” We have expressed concern over the change in partnership and have told them that if that happened, WVC would have to withdraw much of its support as a state agency. Our AAG Steve Bozarth and I met with Kris Bassett from the committee and their attorney with no resolution.

Finance Overview

- Cabinet is still considering the budget for 2019-2020 as we continue negotiations with the faculty.
- Because of the uncertainty of the negotiations, we are asking for a continuing resolution to give us time to piece together the 2019-2020 budget for presentation in the fall.

Other

- Interviewed VPI candidates and Interim Dr. Tod Treat was the top candidate, and we are excited that he accepted the position permanently.
- Interviewed and hired a replacement for President’s Assistant, Janet Franz, who is retiring June 30 after 27 years of service! Maria Iniguez from the Wenatchee School District began work on June 3 and will be at the June Board meeting.
- Attended the ACT Spring Conference in Walla Walla with trustees Phyllis Gleasman and Phil Rasmussen. They will report at the June meeting.
- Met with the Core Theme Leadership Team, and we prioritized projects related to the core themes and strategic plan for approximately \$250,000 worth of funding.
- Held an All District meeting where we discussed legislative funding, ctcLink, accreditation, capital budget and Wells replacement planning, and other items.
- Gave the commencement speech at Bridgeport High School and awarded 6 associate degrees to graduating seniors who never had to leave the Bridgeport campus to earn them.
- Attended an adjunct instructor appreciation celebration.
- I continue to meet with the WVC-Omak Foundation. They are also arranging a meeting with Key Bank, which is where the Confederated Tribes of the Colville Reservation do all their business. We hope to begin a partnership of support for students with them. They have also started a “book fund” for students who cannot afford their books in memory of David Lindeblad.
- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress. She has also been instrumental in getting Microsoft Spark Grant’s attention put on WVC and our area’s underserved populations.
- Working with Reagan, Tod and Brett on faculty negotiations preparations as explained last meeting. We continue with those negotiations and will report progress at the meeting.
- Attended Workforce Board meetings.

- Traveled to Omak several times and met with Shandy Abrahamson, WVC Tribal Relations Director and others.
- Attended WACTC meetings at Pierce College - Fort Steilacoom and discussed the following:
 - Funding from the legislative session, especially the funding for nurse educators and high demand area instructors,
 - Guided Pathways accountability,
 - The state enrollment management report,
 - Supplemental budget (2020-21) request possibilities,
 - HB 1355 counseling task force, and
 - Celebrated the retirements of several presidents.
- Finally, the breakdown of the operating budget passed by the legislature:

2019-21 Biennial Budget Legislative Notes

The 2019 Legislative Session ended with an historic investment in public higher education and an expansion of financial aid for low- and middle-income students. With E2SHB 2158, Workforce Education, the Legislature dedicated a new stream of revenue to increase faculty compensation, improve student success and shore up operational funding for public colleges and universities. Most of the new investments described below were included in this landmark legislation, sponsored by Representative Drew Hansen.

Student Success:

- Guided Pathways Funding: \$32.1 million (\$2m for FY20; \$30.1 million for FY21) to implement Guided Pathways at all CTCs.
- Career Launch Enrollments: \$3 million- \$1m for FY20; \$2m for FY21.
- Student Assistance Grants: \$1.5 million (\$750,000 each year) for emergency assistance grants for students experiencing unforeseen emergencies or situations that affect ability to attend classes (2SHB 1893).
- Homeless College Students: \$548,000 (\$200,000 for FY20; \$348,000 for FY21) is provided for a pilot program that assists students experiencing homelessness or who were in the foster care system (2SSB 5800)
- Washington College Grant: \$190 million for financial aid. The State Need Grant is replaced by the Washington College Grant (WCG). These new investments will:
 - Increase awards with tuition to hold students harmless from tuition and fee increases.
 - Reduce the waitlist by one-third in 2019-20 and eliminate the waitlist in 2020-21.
 - Expand eligibility from 70% to 100% of median family income in 2020-21.

Tuition:

- Tuition may be increased up to a maximum of 2.4% for FY20, continuing the existing tuition policy of increasing tuition based upon the 14-year average growth rate of the median hourly wage.

Foundational Support:

- Compensation and Central Service Support: \$13.83 million (\$6.22m for FY20; \$7.61m for FY21).
- Additional Compensation Support: \$13.83 million (\$6.22m for FY20; \$7.61m for FY21).
- The \$27.66 million this funding provides is estimated to fully cover the cost of legislatively authorized compensation increases.

Compensation:

- The salary results of the civil service collective bargaining process were extended to all state employees. This includes:
 - 3% general salary increase each July of the biennium (For I-732 covered employees, see below).
 - 5% premium pay for all state employees working in King County.
 - For civil service employees, miscellaneous salary increases affected targeted classifications.
- I-732 increases for faculty and technical college classified employees scheduled for July 2019 and July 2020 were included at the rate of 3.2% and 2.8% respectfully. This results in a general salary or COLA increase of 6% for all employees over the biennium.
- Nurse Educator Salary Increases: \$40.8 million (\$20.4m in FY20; \$20.4m in FY21).
- High Demand Faculty Salary Increases: \$20 million is provided in FY21 to increase salaries of locally defined high demand faculty.
- Language specifically authorizing the use of Turnover Savings for faculty increments was removed. (Under expanded faculty bargaining authority, it is no longer needed).
- Appropriations Act allows higher education to use local funds to provide faculty, technical college classified and exempt employee salary increases that exceed those specifically authorized. Colleges that provide increases beyond those specifically authorized by the Legislature, must track and report the costs of those increases to OFM. It is Legislature's intent that those increases not be included in the calculation of future general or COLA salary increases.

- The following benefit rate changes were made:
 - The Public Employee Benefit rate is reduced in fiscal year 2020 from \$971 to \$939 per month/per employee. For fiscal year 2021, the rate is budgeted at \$976 per month/per employee.
 - As part of the civil service collective bargaining process, \$125 is provided for a Flexible Spending Account for each represented civil service employee meeting certain income eligibility requirements set in the CBA.
 - New funding is dedicated to the employer premium for Paid Family Leave, effective January 1, 2019.

Miscellaneous Budget Items:

- Opioid Overdose Medication: \$156,000 (\$132,000 for FY20; \$24,000 for FY21) is provided for planning, training and administering opioid overdose medication in and around residence halls.
- Behavioral Health Credentialing: \$300,000 (\$150,000 each year) is provided to create a grant program at Highline to train internationally trained individuals seeking employment in behavioral health fields.
- SW Center of Excellence on Advanced Manufacturing: \$150,000 each year to expand aerospace and advanced manufacturing center hosted by Everett Community College.
- Youth Civic Ed and Leadership Program: \$75,000 each year is provided for Everett Community College for a partnership on youth civic education and leadership.
- \$500,000 is provided for equipment for a regional Bio-tech training facility in Bothell.
- Colleges must include contact information for suicide, crisis or counseling hotlines on the back of newly issued student and faculty ID cards.
- Funding is continued to fund health care enrollments at Peninsula and the Federal Way higher education initiative at Highline.
- The conference budget includes an “efficiency savings” reduction of \$626,000 each year (smaller than in the proposed Senate budget). (Vetoed by the Governor for higher education)

Miscellaneous Policy Legislation:

- HB 1087 creates an employee funded trust fund to establish a long-term care insurance program for employees working in Washington State. It requires premiums (.58% of wages) to be deducted from employee paychecks beginning January 2022.
- HB 1355 provides for a taskforce to study student counseling, counseling staffing ratio and credentials.
- Initiative 1000 allows the State to use affirmative action to remedy discrimination or underrepresentation of disadvantaged groups.
- HB 1688 provides in-state tuition for students entitled to federal Vocational Rehabilitation & Employment Services benefits (veterans).
- HB 1714 provides for individuals aged 16-21 to receive a H.S. diploma when they earn an AA degree and be eligible for the basic education allocation.
- SHB 1734 requires colleges/universities offering concurrent enrollment (i.e., College in the H.S.) to pursue or be nationally accredited.
- 2SHB 1973 establishes the WA Dual Enrollment Scholarship Pilot Program that provides text book and scholarship funds for low-income Running Start/College in the H.S. students.
- ESSB 5410 requires institutions to award as much credit as possible and appropriate for scores of 3 on an AP exam; 4 on IB exam; and “E” on “A” and “AS” level Cambridge International exam. Requires retroactive application to the 2018-19 academic year.
- 2SSB 5433 requires DOC, SBCTC and OCIO to develop a plan affecting incarcerated students access to a secure internet connection and to expand educational opportunities to include post-secondary degree programs.

BOARD MEETING: June 19, 2019

AGENDA ITEM: #10 (Action)

CATEGORY: ACTION

Continued Spending Authority: Brett Riley

BACKGROUND:

As of the publication of the Board agenda, the SBCTC has not established necessary guidelines required to establish an operating budget for the 2019-21 biennium. Without knowing the operating allocations, WVC administrators cannot finish the college budget for 2019-20

Our spending authority under the 2018-19 approved budget expires June 30, so we are asking the board for temporary spending authority to allow essential college services to continue.

To allow us enough time to develop the most accurate budget, we are asking the Board to grant us authority to spend local funds and slate allocations as needed for operations until the Board meets again in September. We expect to present a complete budget for review prior to that time, but we cannot know for sure.

If the Board grants the expenditure authority, all known earmarks and provisos in the budget legislation will be observed. We will not exceed last year's expenditures for the same time period. We will reduce specific expenditure areas if required by proviso.

The preliminary operating budget for fiscal year 2019-20 will be finalized and presented for board review as soon as possible after the State Board action is known.

This spending authorization will expire when the Board approves our 2019-20 budget.

RECOMMENDATION:

We recommend the board grant the college administration authority to spend funds necessary for operations until the legislature adopts an operating budget and the college can present a budget for board approval. The authorization is to extend through September, 2019, or until a budget is approved.

BOARD MEETING: **June 19, 2019**

AGENDA ITEM: **#11 (Action)**

CATEGORY: **ACTION**

2019-2020 Tuition and Fees: Brett Riley

BACKGROUND:

The WVC Board of Trustees annually approves the tuition schedule for the coming academic year. The legislature released tuition changes for the current academic year, including a 2.4% increase for 2019-20.

Local Boards have authority to set the service and activity fee (S&A) portion of tuition. Legislation allows collections up to the amount proposed below. Other distributions from tuition are set by legislation or the State Board.

The changes will be effective fall quarter and are detailed on the attached tuition schedule.

Under current SBCTC policy, lower division resident tuition is \$110.26 per credit for the first 10 credits and \$215.11 for upper division resident tuition distributed as follows:

Lower Division	Fee Type	Upper Division
\$87.06	Operating Fee	\$191.91
\$11.87	Building Fee	\$11.87
\$11.33	S&A Fee	\$11.33
\$110.26	Total	\$215.11

RECOMMENDATION: The WVC administration recommends the Trustees approve the 2019-20 tuition schedule, effective fall quarter, 2019.

WENATCHEE VALLEY COLLEGE

LOWER DIVISION TUITION

2019/2020 QUARTERLY FEE SCHEDULE~ EFFECTIVE FALL 2019 TO SUMMER 2020

Number of Credits	Washington Resident	Non-State Resident	Non-US Resident
1	110.26	124.85	288.13
2	220.52	249.70	576.26
3	330.78	374.55	864.39
4	441.04	499.40	1152.52
5	551.30	624.25	1440.65
6	661.56	749.10	1728.78
7	771.82	873.95	2016.91
8	882.08	998.80	2305.04
9	992.34	1123.65	2593.17
10	1102.60	1248.50	2881.30
11	1157.18	1303.85	2943.13
12	1211.76	1359.20	3004.96
13	1266.34	1414.55	3066.79
14	1320.92	1469.90	3128.62
15	1375.50	1525.25	3190.45
16	1430.08	1580.60	3252.28
17	1484.66	1635.95	3314.11
18	1539.24	1691.30	3375.94
+ credits	98.93/credit	98.93/credit	276.80/credit
<u>Vocational Programs</u>			
19+ credits	14.84/credit	41.52/credit	41.52/credit

<u>REGISTRATION FEE</u>	\$15.00 per quarter, (Wenatchee Campus only). Does not apply to non-credit classes (continuing education).
<u>COMPREHENSIVE FEE</u>	\$1.50 per credit, \$15 maximum (Omak Campus only)
<u>INSTRUCTIONAL TECHNOLOGY FEE</u>	\$65.00 per quarter (Wenatchee Campus), \$30.00 per quarter (Omak Campus)
<u>STUDENT REC CENTER FEE</u>	\$5.00 per credit, \$75.00 maximum fee (Wenatchee Campus only)
<u>ADDITIONAL FEES</u>	Some classes assess additional fees. Other courses may require payment of non-refundable deposits. <i>Complete fee schedules are available.</i>
<u>BOOKS</u>	Our campus bookstore is located in Van Tassell Center. WVC now uses Barnes & Noble College for all of your bookstore needs.
<u>PARKING PERMIT</u>	\$25.00 per quarter, NONREFUNDABLE \$70.00 per year (Wenatchee Campus only, optional)

WENATCHEE VALLEY COLLEGE RESERVES THE RIGHT TO CHANGE THIS SCHEDULE WITHOUT PRIOR NOTICE.

WENATCHEE VALLEY COLLEGE			
UPPER DIVISION TUITION			
2019/2020 QUARTERLY FEE SCHEDULE~ EFFECTIVE FALL 2019 TO SUMMER 2020			
Number of Credits	Washington Resident	Non-State Resident	Non-US Resident
1	215.11	229.70	614.53
2	430.22	459.40	1229.06
3	645.33	689.10	1843.59
4	860.44	918.80	2458.12
5	1075.55	1148.50	3072.65
6	1290.66	1378.20	3687.18
7	1505.77	1607.90	4301.71
8	1720.88	1837.60	4916.24
9	1935.99	2067.30	5530.77
10	2151.10	2297.00	6145.30
11	2161.88	2308.55	6156.85
12	2172.66	2320.10	6168.40
13	2183.44	2331.65	6179.95
14	2194.22	2343.20	6191.50
15	2205.00	2354.75	6203.05
16	2215.78	2366.30	6214.60
17	2226.56	2377.85	6226.15
18	2237.34	2389.40	6237.70
19+ credits	203.78/credit	203.78/credit	603.20/credit

<u>REGISTRATION FEE</u>	\$15.00 per quarter, (Wenatchee Campus only). Does not apply to non-credit classes (continuing education).
<u>COMPREHENSIVE FEE</u>	\$1.50 per credit, \$15 maximum (Omak Campus only)
<u>INSTRUCTIONAL TECHNOLOGY FEE</u>	\$65.00 per quarter (Wenatchee Campus), \$30.00 per quarter (Omak Campus)
<u>STUDENT REC CENTER FEE</u>	\$5.00 per credit, \$75.00 maximum fee (Wenatchee Campus only)
<u>ADDITIONAL FEES</u>	Some classes assess additional fees. Other courses may require payment of non-refundable deposits. <i>Complete fee schedules are available.</i>
<u>BOOKS</u>	Our campus bookstore is located in Van Tassell Center. WVC now uses Barnes & Noble College for all of your bookstore needs.
<u>PARKING PERMIT</u>	\$25.00 per quarter, NONREFUNDABLE \$70.00 per year (Wenatchee Campus only, optional)

WENATCHEE VALLEY COLLEGE RESERVES THE RIGHT TO CHANGE THIS SCHEDULE WITHOUT PRIOR NOTICE.

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **ACTION**

2019-2020 Tuition and Fee Waivers: Brett Riley

BACKGROUND:

Annually, the Board of Trustees reviews and adopts tuition waivers for the upcoming academic year as allowed by the State Board for Community and Technical Colleges.

The WVC schedule of waivers is attached with the amounts charged in place of resident or non-resident tuition rates. Waivers are grouped as mandatory by statute or SBCTC policy, or locally optional.

Waivers are the difference between standard resident or non-resident tuition rates and the amounts actually charged for specific student groups. A complete list of waivers authorized by the legislature and State Board is available at <http://www.sbctc.ctc.edu>.

There are no new waivers authorized for 2019-20.

Waiver rates proposed are effective fall quarter 2019.

RECOMMENDATION:

That the trustees adopt 2019-20 tuition waivers as presented.

Tuition and Fee Waivers 2019-20

Tuition and fee waivers are divided into categories: (A) those set by the WVC Board of Trustees, (B) those set by the State Board for Community and Technical Colleges and (C) those created by statute. Percentage waivers are applied to the entire base of operating fee, building fee and student activity fee.

		Waiver	Amount Charged
		<u>A. WVC Optional</u>	
<u>Fee Code</u>	<u>FeePay Status</u>	<u>Waivers</u>	
	3	Financial Need Based Students	No tuition or fees
OH	12	High School completion-resident	\$16.54/credit (85% waived)
#G,#P	63/64	Athletic Waiver-Resident and Non-Resident (lower division)	\$343.90/quarter
		Athletic Waiver-Resident and Non-Resident (upper division)	\$551.30/quarter
#A,#B	70	Eligible Veterans or National Guard Members	\$55.13 (50% of resident tuition and fees)
	71	Other Military or Naval Veterans	\$55.13 (50% of resident tuition and fees)
	9	Active Duty Military-Resident	No S & A or building fee
T9	18	Vocational Students (over 18 credits)-Resident	\$14.84/credit (85% waived of 19+ credits)
+E	17	Vocational Students (over 18 credits)-Non-Resident	\$41.52/credit (85% waived of 19+ credits)
		<u>Space Available Waivers</u>	
TT	51/11	State employees (preference given to WVC employees)	\$5/class
TS	10/56	Senior Citizen Audit/Credit	\$5/class
		<u>Ungraded/Course-Based Waivers</u>	
TU	97	Retirement (Senior Citizen)	\$33.08/credit (70% waived)
TM	96	Farm Management	\$36.72/credit (66.7% waived)
TK	94/93	First aid, EMT, Paramedic	\$606.64/credit (45% waived)
TL	95	Parenting Education	\$16.54/credit (85% waived)
		<u>Nonresident Tuition Differential</u>	
+A,+D	29/31	Nonresident US Citizen	Resident operating + non-resident building and S & A fees (\$124.85)
*X	23	Refugees	Resident operating fee + 25% + non-resident building and S & A fees (\$146.62)
*R	20	High School Completion-Non-Resident	\$110.26/credit (resident tuition)
	9	Military Personnel-Active, Non Resident	Resident tuition (must live in WA)
	25	American Indian	Resident tuition

B. SBCTC Mandatory Waivers

TB	33	ABE/ESL	\$25 per student, per quarter
TA	91	Apprenticeship	\$55/credit or \$3.67/clock hour
TB	33	High School 21	\$25 per student per quarter

C. Statutory Mandatory Waivers

72	Children and Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard	No tuition or fees
4	Children and Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters	No tuition or fees
84	Wrongly Convicted Person	No tuition or fees

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **ACTION**

Revised Policy 000.330 Nondiscrimination and Harassment: Reagan Bellamy

BACKGROUND:

The nondiscrimination and harassment policy was revised to reflect changes in state law as well as changes negotiated in the 2019-21 classified staff bargaining agreement.

RECOMMENDATION:

That the board approve revised Policy 000.330 Nondiscrimination and Harassment.

000.330 NONDISCRIMINATION AND HARASSMENT POLICY

Wenatchee Valley College is committed to the policy that all persons shall have equal access to college programs, facilities, admission and employment. Furthermore, it is the policy of Wenatchee Valley College to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person because on the basis of race, creed, color, religion, national or ethnic origin, political affiliation, parental status or families with children, marital status, sex, sexual orientation, gender identity or expression, age, genetic information, being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any real or perceived sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

All college faculty, staff and students must comply with this policy and ~~are also expected to~~ take appropriate measures to prevent discrimination or harassment. Faculty, staff or students who believe they are being discriminated against or harassed for one of the reasons listed above or who witness potential discrimination or harassment is encouraged to report the offending conduct. Prompt corrective measures will be taken to stop discrimination or harassment whenever and wherever it occurs.

Sexual harassment is addressed separately in the college's sexual harassment policy 000.340.

A. DEFINITIONS

1. **Discrimination:** conduct of any nature that violates the policy set forth above by denying equal privileges or treatment to a particular individual because of the individual's race, creed, color, religion, national or ethnic origin, political affiliation, parental status or families with children, marital status, sex (~~gender~~), sexual orientation, gender identity or expression, age, genetic information, being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status, or the presence of any real or perceived sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis.
2. **Discriminatory Harassment:** a form of discrimination consisting of physical or verbal conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin, political affiliation, parental status or families with children, marital status, sex (~~gender~~), sexual orientation, gender identity or expression, age, genetic information, being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status, or the presence of any real or perceived sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

These definitions are not intended to deprive an individual of the right of free expression or other civil rights.

Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in

question, the location and context in which it occurs and the status of the individuals involved.

B. EXAMPLES OF DISCRIMINATORY HARASSMENT

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

1. Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
2. Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture, or foreign accent.
3. Verbal or physical abuse, "jokes" or offensive comments based on an individual's age, gender, disability, or sexual orientation.
4. Making, posting, e-mailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

A victim of harassment can be a man or a woman or a third party who witnesses inappropriate behavior. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other college employee, student, or a non-employee who has a business relationship with the college.

C. REPORTING AND RESOLUTION OF DISCRIMINATION OR HARASSMENT COMPLAINTS

1. Anyone who believes they are a victim of discrimination or harassment should report it, as appropriate, to a WVC counselor, administrator, supervisor, coworker or the executive director of human resources.
2. Any WVC employee, faculty, or administrator that receives oral information from an employee or student that raises a concern that discrimination or harassment may have occurred, will refer the employee or student to the executive director of human resources or designee. The executive director of human resources or designee will speak with the employee or student and provide the complainant with options of pursuing either the informal or formal complaint resolution process.
3. A supervisor receiving information, in their capacity as a supervisor, that describe incidents of discrimination or harassment defined in this policy will:
 - a. Report the incident to the police if suspicion exists that a crime was committed; and
 - b. Report alleged incidents of discrimination or harassment to the executive director of human resources.

The human resources office has primary responsibility for resolving discrimination or harassment complaints in accordance with this policy and the college's complaint procedure for discrimination and harassment 1000.350.

D. DISCIPLINARY ACTIONS

Any individual in violation of this policy will be subject to disciplinary action up to and including expulsion from the college or termination of employment.

Persons who threaten or retaliate against an individual who makes a complaint of discrimination or harassment or cooperates in an investigation of such complaint constitutes a separate violation and may result in a disciplinary action independent of the outcome of a complaint.

E. AMNESTY

The college considers the reporting and adjudication of discrimination or harassment cases on either campus to be of paramount importance. The college does not condone underage drinking or use of illegal drugs. However, the college will extend amnesty to complainants, third-party reporters, witnesses, and those assisting a potential victim of discrimination or harassment from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered in the course of a discrimination or harassment investigation or while individuals are assisting a potential victim. Similarly, the college may in its discretion, provide amnesty for other minor conduct code violations that are discovered in the course of discrimination or harassment report or investigation.

F. CONTACT INFORMATION

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

1. To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
2. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

Supersedes 2.P.44; moved from the 1991 manual

Revised (combined 000.310 Nondiscrimination and changed title); approved by the president's cabinet: 9/10/10, 12/15/15, ___/___/___

Adopted by the board of trustees: 10/20/10, 1/20/16, ___/___/___

Related policies and procedures

- 000.050 Formal Hearing Policy
- 000.300 Freedom of Inquiry and Expression Policy
- 000.340 Sexual Harassment Policy
- 400.100 Student Rights and Freedoms Policy
- 500.125 Equal Opportunity/Affirmative Action Policy
- 1000.350 Complaint Procedure for Discrimination and Harassment Procedure
- 1400.100 Student Rights and Freedoms Procedure

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **ACTION**

Revised Policy 000.340 Sexual Harassment: Reagan Bellamy

BACKGROUND:

The sexual harassment policy was revised to add an “amnesty clause” to encourage reporting of sexual harassment and/or helping a potential victim. The clause allows the college discretion to provide amnesty to the person that reported or helped the victim if it is discovered during the investigation that they used illegal drugs and/or alcohol or had a minor conduct code violation.

RECOMMENDATION:

That the board approve revised Policy 000.340 Sexual Harassment.

000.340 SEXUAL HARASSMENT POLICY

Wenatchee Valley College is committed to the preservation of dignity and integrity for all students and employees; ~~therefore~~therefore, this policy is issued in recognition of the college's moral and legal obligations to provide protection from and resolution of incidents of sexual harassment.

A. POLICY STATEMENT

It is the policy of Wenatchee Valley College to maintain an academic and work environment free of sexual harassment. Sexual harassment of faculty, staff or students is against the law and will not be tolerated. Sexual harassment violates the dignity of individuals and impedes the realization of the college's educational mission. The college is committed to preventing and addressing sexual harassment of faculty, staff and students through education and by encouraging faculty, staff and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

Discrimination and discriminatory harassment is addressed separately in the college's discrimination and harassment policy 000.330.

B. DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female. Sexual harassment occurs under any of the following conditions:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, career advancement and/or academic standing, or
2. When submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual; or
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive work or academic environment.

Sexual harassment is either "quid pro quo" when being asked to subject oneself to something unwelcome in exchange for something else; or "hostile environment" which is when another's conduct is sufficiently severe, persistent or pervasive such that it limits one's ability to work or participate in an educational program, such as unwanted sexually motivated physical, verbal or otherwise communicated conduct.

Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

C. EXAMPLES OF SEXUAL HARASSMENT

Examples of behaviors that may rise to the level of sexual harassment and, therefore, are prohibited by this policy include but are not limited to the following:

1. Physical assault.
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.

3. A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:
 - a. Comments of a sexual nature.
 - b. Sexually explicit statements, questions, jokes, or anecdotes.
 - c. Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body.
 - d. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
 - e. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
 - f. Subtle propositions for sexual activity or direct propositions of a sexual nature.
 - g. Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities.

A victim of sexual harassment can be a man or a woman or a third party who witnesses inappropriate behavior. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other college employee, student, or a non-employee who has a business relationship with the college.

D. CONSENSUAL RELATIONSHIPS

Romantic and/or sexual relationships between faculty and students, staff and students or supervisors and subordinate employees are strongly discouraged. Such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, evaluations, recommendations, promotions, salary increases or performance evaluations, the apparent consensual nature of the relationship is inherently suspect.

Even when both parties have consented to the relationship, there may be perceptions of conflicts of interest or unfair treatment of others. Such perceptions undermine the atmosphere of trust essential to the educational process or the employment relationship. Under such circumstances, the person in the position of supervision or academic responsibility must report the relationship to his or her immediate supervisor. Once the consensual relationship is reported, the immediate supervisor is responsible for eliminating or mitigating the conflict of interest to the fullest feasible extent and ensuring that fair and objective processes are in place for decisions relative to grading, evaluations, recommendations, promotions, salary increases or performance evaluations. The new supervisory or academic arrangement should be documented.

E. REPORTING AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS

1. Anyone who believes they are a victim of discrimination or harassment should report it, as appropriate, to a WVC counselor, administrator, supervisor, coworker or the executive director of human resources.
2. Any WVC employee, faculty, or administrator that receives oral information from an employee or student that raises a concern that sexual harassment may have occurred, will refer the employee or student to the executive director of human resources or

designee. The executive director of human resources or designee will speak with the employee or student and provide the complainant with options of pursuing either the informal or formal complaint resolution process.

3. A supervisor receiving information, in their capacity as a supervisor, that describe incidents of sexual harassment defined in this policy will:
 - a. Report the incident to the police if suspicion exists that a crime was committed; and
 - b. Report alleged incidents of sexual harassment to the executive director of human resources.

The human resources office has primary responsibility for resolving sexual harassment complaints in accordance with this policy and the college's complaint procedure for discrimination and harassment 1000.350.

F. DISCIPLINARY ACTIONS

Any individual in violation of this policy will be subject to disciplinary action up to and including expulsion from the college or termination of employment.

Persons who threaten or retaliate against an individual who makes a complaint of sexual harassment or cooperates in an investigation of such complaint constitutes a separate violation and may result in a disciplinary action independent of the outcome of a complaint.

G. AMNESTY

The college considers the reporting and adjudication of sexual harassment cases on either campus to be of paramount importance. The college does not condone underage drinking or use of illegal drugs. However, the college will extend amnesty to complainants, third-party reporters, witnesses, and those assisting a potential victim of non-consensual sexual contact or non-consensual sexual penetration from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered in the course of a sexual harassment investigation or while individuals are assisting a potential victim. Similarly, the college may, in its discretion, provide amnesty for other minor conduct code violations that are discovered in the course of sexual harassment report or investigation.

Supersedes 2.P.44; moved from the 1991 manual

Revised and approved by the president's cabinet: 9/10/10, ___/___/___

Adopted by the board of trustees: 10/20/10, ___/___/___

Related policies and procedures

000.300	Freedom of Inquiry and Expression
000.330	Nondiscrimination and Harassment
500.125	Equal Opportunity/Affirmative Action
1000.350	Complaint Procedure for Discrimination and Harassment
1400.100	Student Rights and Freedoms

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **ACTION**

New Policy 500.385 Foster Parent Shared Leave: Reagan Bellamy

BACKGROUND:

RCW 41.04 was passed to create a shared leave pool to allow general government and higher education employees to voluntarily donate leave to be used as shared leave for any employee who is a foster parent needing to care for or preparing to accept a foster child in their home. The proposed policy and accompanying procedure was created to outline how Wenatchee Valley College employees may participate in the program.

500.385 FOSTER PARENTS SHARED LEAVE POOL policy

The foster parents shared leave pool (FPSLP) program was created to allow general government and higher education employees to voluntarily donate leave to be used as shared leave for any employee who is a foster parent needing to care for or preparing to accept a foster child in their home per RCW 41.04. Wenatchee Valley College employees may participate in the FPSLP according to [RCW 41.04.674](#) as outlined in the accompanying WVC procedure.

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

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

RECOMMENDATION:

That the board approve new Policy 500.385 Foster Parent Shared Leave.

BOARD MEETING: **June 19, 2019**

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

CATEGORY: **ACTION**

New Policy 500.390 Veteran's In-Service Shared Leave Pool: Reagan Bellamy

BACKGROUND:

RCW 41.04 was passed to create a shared leave pool to allow general government and higher education employees to voluntarily donate leave to be used as shared leave for a veteran to attend medical appointments or treatments for a service connected injury or disability; or an employee's spouse is a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability. The proposed policy and accompanying procedure was created to outline how Wenatchee Valley College employees may participate in the program.

500.390 VETERANS' IN-STATE SERVICE SHARED LEAVE POOL POLICY

The veterans' in-state service shared leave pool (VISSLP) was created to allow general government and higher education employees to voluntarily donate leave to be used as shared leave for a veteran to attend medical appointments or treatments for a service connected injury or disability; or an employee's spouse is a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability per RCW 41.04. Wenatchee Valley College employees may participate in the VISSLP according to [RCW 41.04.685](#) as outlined in the accompanying WVC procedure.

Approved by the president's cabinet: __/__/__
Adopted by the board of trustees: __/__/__

RECOMMENDATION:

That the board approve new Policy 500.390 Veteran's In-Service Shared Leave Pool Policy.

BOARD MEETING: **June 19, 2019**

AGENDA ITEM: **#17 (Action)**

CATEGORY: **ACTION**

New Policy 600.507 Physical and Electronic Access: Brett Riley

BACKGROUND:

Wenatchee Valley College recently completed an external physical and electronic risk assessment project. The results of that assessment revealed a number of opportunities to enhance data security and improve business processes throughout the College. Part of that enhancement is the creation of the proposed 600.507 Physical and Electronic Access Control Procedure and Policy. The proposed policy establishes the framework for quality access standards for the campus and ensures enhanced data and information security going forward.

600.507 PHYSICAL AND ELECTRONIC ACCESS POLICY

Physical and electronic security is essential in providing security, access, and protection to Wenatchee Valley College students, personnel, equipment, buildings and resources. Colleges are popular targets of theft from both internal and external threats. Access to college buildings is a privilege, not a right, and implies user responsibilities and accountability. An essential element of security is maintaining adequate access control so that college facilities may only be accessed by those that are authorized. Issuance of access devices should be careful, systematic, and audited, as inadequately controlled access devices result in poor security. Each department will adopt and implement this policy and accompanying procedure. All units and departments within the scope of this policy are responsible for compliance to ensure the protection of college resources.

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

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

RECOMMENDATION:

That the board approve new Policy 600.507 Physical and Electronic Access.