



AGENDA
BOARD OF TRUSTEES
September 11, 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.....

APPROVAL OF MINUTES

1. June 19, 2019, Board Meeting Minutes and August 21, 2019 Board Retreat Minutes 1

CELEBRATING SUCCESS

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STAFF REPORTS

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ACTION

8. Election of Board of Trustees Officers33
9. 2019-2020 WVC Operating Budget: Brett Riley34

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: **September 11, 2019**

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

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of June 19, 2019 and Board Retreat Minutes from August 21, 2019

BACKGROUND:

Attached are the minutes from the June 19, 2019 board meeting and the August 21, 2019 board retreat.

RECOMMENDATION:

That the minutes from the June 19, 2019 board meeting and the August 21, 2019 board retreat be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
June 19, 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

Phyllis Gleasman, Chair
June Darling
Martha Flores
Phil Rasmussen

The board work session was opened by Chair Phyllis Gleasman at 10:00 a.m. Major agenda items included an annual report on the Residence Hall, new and revised procedures and an update on BAS programs. Executive session was held to discuss personnel issues.

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

APPROVAL OF MINUTES

1. May 15, 2019, Board Meeting Minutes

MOTION NO. 2304

Phil Rasmussen moved that the minutes of the May 15, 2019, board of trustees meeting be approved. The motion was seconded by June Darling and carried unanimously.

CELEBRATING SUCCESS

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

INTRODUCTION OF NEW EMPLOYEES

8. Introduction of New Employees

The following new employees were introduced: Maria Iñiguez, Executive Assistant to the President; Lisa Foster, Director of Student Access and Tod Treat, Vice President of Instruction.

SPECIAL REPORTS

9. Patrick Tracy, AHE President

A verbal report was not given by AHE President Patrick Tracy.

10. Mike Nelson, WPEA Chief Shop Steward

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

STAFF REPORTS

11. Brett Riley, Vice President of Administrative Services

Brett Riley did not add to his written report.

12. Tod Treat, Interim Vice President of Instruction

Tod Treat thanked everyone who attended graduation on June 14, 2019.

13. Chio Flores, Vice President of Student Services

Chio Flores thanked everyone involved in planning graduation, excited for the upcoming year.

14. Jim Richardson, President

President Richardson informed the Board that he and Ty Jones would be traveling to Park City, UT to present to the Northwest Commission to get the final report for accreditation.

ACTION

15. Continued Spending Authority: Brett Riley, Vice President of Administrative Services

The 2018-2019 budget expires on June 30, 2019, the board is being asked for temporary spending authority to allow essential college services to continue until legislature adopts an operating budget.

MOTION NO. 2305

Phil Rasmussen moved that the board grant authority to continue spending until the adoption of a new budget. The motion was seconded by Martha Flores and carried unanimously.

16. 2019-2020 Tuition and Fees: Bret Riley, Vice President of Administrative Services

The WVC Board 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 2019-2020.

MOTION NO. 2306

June Darling moved that the board approve the 2019-2020 Tuition and Fees as presented. The motion was seconded by Martha Flores and carried unanimously.

(Tuition and Fees attached as exhibit A)

17. 2019-2020 Tuition and Fee Waivers: Brett Riley, Vice President of Administrative Services

The proposed 2019-2020 Tuition and Fee Waivers were reviewed at the board work session. There are no new waivers authorized for 2019-2020.

MOTION NO. 2307

June Darling moved that the board approve the 2019-2020 Tuition and Fee Waivers. The motion was seconded by Phil Rasmussen and carried unanimously.

(Tuition and Fee Waivers attached as exhibit B)

18. Revised Policy 000.330 Nondiscrimination and Harassment: Reagan Bellamy, Executive Director of Human Resources

Policy 000.330 Nondiscrimination and Harassment was revised to reflect changes in state law as well as changes negotiated in the 2019-2021 classified staff bargaining agreement.

MOTION NO. 2308

Martha Flores moved that the board approve the revised Policy 000.330 Nondiscrimination and Harassment. The motion was seconded by Phil Rasmussen and carried unanimously.

(Revised Policy 000.330 Nondiscrimination and Harassment is exhibit C)

19. Revised Policy 000.340 Sexual Harassment: Reagan Bellamy, Executive Director of Human Resources

Policy 000.340 Sexual Harassment was revised to add an “amnesty clause” to encourage reporting of sexual harassment and/or helping a potential victim.

MOTION NO. 2309

Phil Rasmussen moved that the board approve the revised Policy 000.340 Sexual Harassment. The motion was seconded by Martha Flores and carried unanimously.

(Revised Policy 000.340 Sexual Harassment is exhibit D)

20. New Policy 500.385 Foster Parent Shared Leave: Reagan Bellamy

New Policy 500.385 Foster Parent Shared Leave was created in regards to RCW 41.04, to allow higher education employees to voluntarily donate leave to an employee who is a foster parent needing to care for or prepare for a foster child in their home.

MOTION NO. 2310

Martha Flores moved to adopt New Policy 500.385 Foster Parent Shared Leave. The motion was seconded by Phil Rasmussen and carried unanimously.

(New Policy 500.385 Foster Parent Shared Leave is exhibit E)

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

New Policy 500.390 Veteran's In-Service Shared Leave Pool was created in regards to RCW 41.04, to allow higher education employees to voluntarily donate leave for a veteran to attend medical appointments or treatment for a service connected injury or disability; or if the employee's spouse is a veteran who requires assistance for a service connected injury or disability.

MOTION NO. 2311

June Darling moved to adopt New Policy 500.390 Veteran's In-Service Shared Leave. The motion was seconded by Martha Flores and carried unanimously.

(New Policy 500.385 Veteran's In-Service Share Leave Pool is exhibit F)

22. New Policy 600.507 Physical and Electronic Access: Brett Riley

New Policy 600.507 Physical and Electronic Access establishes the framework for quality access for the campus and ensures enhanced data and information security.

MOTION NO. 2312

Phil Rasmussen moved to adopt New Policy 600.507 Physical and Electronic Access. The motion was seconded by Martha Flores and carried unanimously.

(New Policy 600.507 Physical and Electronic Access is exhibit G)

3:25 p.m. Meeting adjourned

Secretary

Chair

2019-2020 Tuition and Fees

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

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

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.

<u>Fee Code</u>	<u>FeePay Status</u>	<u>Waiver</u>	<u>Amount Charged</u>
		<u>A. WVC Optional Waivers</u>	
	3	Financial Need Based Students	No tuition or fees
0H	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
		Senior Citizen	
TS	10/56	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 \$55/credit or \$3.67/clock hour
TA	91	Apprenticeship	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

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 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 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, 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, 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, 6/4/19 Adopted by the board of trustees: 10/20/10, 1/20/16, 6/19/19

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

000.340 SEXUAL HARASSMENT POLICY

Wenatchee Valley College is committed to the preservation of dignity and integrity for all students and employees; 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, 6/4/19

Adopted by the board of trustees: 10/20/10, 6/19/19

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

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: 6/4/19

Adopted by the board of trustees: 6/19/19

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: 6/4/19

Adopted by the board of trustees: 6/19/19

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: 6/4/19

Adopted by the board of trustees: 6/19/19

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY
COLLEGE DISTRICT NO. 15
WENATCHEE, WASHINGTON
August 21, 2019

9:00 a.m. – Board Retreat Room 2322, Wenatchi Hall
--

Trustees present

Phyllis Gleasman, Chair
Tamra Jackson, Vice Chair
Phil Rasmussen

Also in attendance were President Jim Richardson, and newly appointed trustee Steve Zimmerman.

Agenda items included board self-evaluation, CEO evaluation and review of board policies.

Secretary

Chair

BOARD MEETING: **September 11, 2019**

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

CATEGORY: **CELEBRATING SUCCESS**

BACKGROUND:

Overview of July 12th, 2019 Active Shooter Drill

The intent of the drill was to recognize and build up on strengths while identifying gaps and developing plans toward improvement. More specifically, how the emergency notifications systems WVC has in place are currently working and their effectiveness.

Wenatchee Valley College Objectives:

- Assess and improve individual and collective faculty, staff, employees and student response to an active shooter/threat.
- Test WVC emergency lockdown, RAVE, Alertus and phone paging system in an emergency, test 911.
- Activate and assess crisis recovery team effectiveness.

Other objectives from law enforcement, fire, EMS and medical facilities (hospitals and walk-in clinics):

- Assess and improve Public Safety and Emergency Medical Services (EMS), coordination and effectiveness to neutralize threat, restore order and provide initial patient evacuation care.
- Assess and improve the roles, methods and effectiveness of internal and external communications during an active shooter event.
- Medical triage and accountability during and after an event.

What worked for Wenatchee Valley College:

- The lockdown activation by the security guard and the quick timing of locking down campus once the call was made.
- Utilizing the RAVE system after the lockdown was initiated with follow up,
- Timely RAVE message follow-ups during the incident
- The desktop/email messaging alert,
- The ShoreTel phone paging, WVC Incident joining the Emergency Operation Center mobile activation, and
- Activation of the WVC Crisis Response Team.

What can WVC improve?

- Shorten the length of time between receiving RAVE text messages and RAVE email messages.
- Clean up technical issues with the ShoreTel paging. The paging was intermittent, and some messages during follow up messaging were not received over all of campus.

Next steps:

Practice short sections of active threat training, to practice the physical lockdown with a law enforcement response. Practice giving first aid to injured people, and practice combat first aid life saving techniques. Practice these two key components in real time, simulating the actual time frame these incidents have taken in the past. The goal is to help people practice lifesaving skills in real time. This is positive feedback from people who have received Stop the Bleed training and from our nursing and emergency medical professionals.

BOARD MEETING: **September 11, 2019**

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

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services finalized the certificate of participation (COP) financing process with the Washington State Treasurer's office. Our financing package will be included in the Treasurers February or June offering depending on market conditions. This COP funds \$4.5 million of the local portion of the Well Hall project and will be reimbursed through the WVC Foundation's fundraising efforts.
- Administrative Services also spent the summer securing a food service vendor for the next five years. We recently negotiated a contract with the proprietor of From Scratch at Pybus as the new food service vendor for the Wenatchee campus.

Budget & Internal Auditing

- The 2019-20 budget will be presented at the September board meeting. The College has been evaluating a number of variables this year as it related to budget. Our assessment of those variables are captured and reflected in the proposed budget.

Fiscal Services

- Fiscal Services staff continue working on data cleanup, training material, and work flow process efficiencies to prepare for ctclink conversion.
- Fiscal Services have completed year-end processes and have turned to their attention to ctclink training and preparations.

Facilities

- Wells Hall- Facilities and Administrative Services staff have spent the summer working with our architects to finalize construction documents, which are now complete. A pre-bid walk through is scheduled for September 4th with interested contractors.
- Minor Works-
 - ADA Work- ADA work across campus continues. This work is in response to the OCR audit that was performed last winter.
 - Wells Hall Temporary Space- Facilities as well as staff from Information Technology have worked throughout the summer to get the temporary spaces prepared for fall quarter. Cabinet recently did a walkthrough of these spaces and identified a few minor items to address prior to the start of the quarter.

Safety and Security

- Safety personnel and campus representatives participated in an active shooter tabletop exercise on June 25th. This event was the initial gathering with partner agencies in preparation for the full exercise scheduled for July 12th.
- Safety and Security staff led a campus effort with our community partners in an active shoot training exercise. Maria Agnew co-led the exercise in partnership with Confluence Health staff. This exercise brought together multiple first responder agencies including the Wenatchee Police Department, Chelan County Sheriff's Department, Confluence Heath, Ballard Ambulance, Life Flight, among other regional agencies.

BOARD MEETING: September 11, 2019

AGENDA ITEM: #4 (Information)

CATEGORY: STAFF REPORTS

Brett Riley, Vice President of Administrative Services – Quarterly Financial Report

WENATCHEE VALLEY COLLEGE
BALANCE SHEET
FY1819 FINAL
June 2019

ASSETS

CASH		
CASH ON DEPOSIT	(78,642.34)	
DEPOSITS IN TRANSIT	71,031.03	
OTHER - CHANGE FUNDS	2,360.00	
SAVINGS - US BANK	125,015.58	
TOTAL CASH		119,764.27
INVESTMENTS		409,631.89
ACCOUNTS RECEIVABLE		
CURRENT RECEIVABLES	1,220,704.18	
ALLOW UNCOLL REC	(32,085.03)	
INTER/INTRA GOV REC	(1,279,419.77)	
LONG-TERM RECEIVABLE	1,578,738.72	
TOTAL ACCTS RECEIVABLES		1,487,938.10
INVENTORIES		
GEN LONG-TERM OBLIG		10,720,282.01
LAND		1,372,427.00
BUILDINGS		42,530,396.39
IMPR OTHER THAN BLDG		267,504.35
FURNISHINGS & EQUIP		915,285.29
LIBRARY		103,108.81
TOTAL ASSETS		57,926,338.11

LIABILITIES AND FUND BALANCE

LIABILITIES		
CURRENT LIABILITIES		
PAYABLES	(659,346.77)	
ACCRUED LIABILITIES	(893,215.64)	
INTER/INTRA GOV PAY	1,392,077.93	
CURR INSTAL&LEASEPAY	(449,000.00)	
OTHER CURR LIAB	(1,613,698.64)	
TOTAL CURRENT LIABILITIES		(2,223,183.12)
LONG-TERM LIAB		
LT INSTALL&LEASE PAY	(8,347,000.00)	
OTHER LONG-TERM LIAB	(4,113,491.01)	
TOTAL LONG-TERM LIABILITIES		(12,460,491.01)
TOTAL LIABILITIES		(14,683,674.13)
FUND BALANCE		
REVENUES	(25,597,680.07)	
CASH CUSTODY - TREAS	(16,280,130.70)	
ENC,EXPEND/EXPENSES	29,840,126.87	
TOTAL FUND - NON EQUITY		(12,037,683.90)
FUND EQUITY ACCOUNTS		
FUND BALANCE	44,124.84	
OTHER	(31,249,105.02)	
TOTAL FUND EQUITY ACCOUNTS		(31,204,980.18)
TOTAL FTE'S		
TOTAL FUND BALANCE		(43,242,664.08)
TOTAL LIABILITIES AND FUND BALANCE		-57,926,338.21



**WENATCHEE VALLEY COLLEGE
CONSOLIDATED STATEMENT OF INCOME
FY1819 FINAL
June 2019**

REVENUES AND OTHER INCOME		
STATE ALLOCATIONS		
001	12,252,078.00	
WRT	762,323.00	
08A	1,538,216.00	
489	637,851.00	
LOCAL RESOURCES		
Running Start	5,758,977.16	
145 & 146	1,875,190.29	
148	2,135,494.64	
149	6,113,584.19	
CAPITAL FUNDS		
057/060	3,051,936.65	
TOTAL REVENUE AND INCOME	34,125,650.93	
COSTS, DEDUCTIONS, AND EXPENDITURES		
STATE ALLOCATIONS		
001	(12,252,078.00)	
WRT	(762,323.00)	
08A	(1,538,216.00)	
489	(637,851.00)	
LOCAL RESOURCES		
145/146	(7,390,852.62)	
148	(2,030,076.54)	
149	(6,251,964.93)	
CAPITAL FUNDS		
STATE CAPITAL	(3,051,936.65)	
LOCAL CAPITAL	(3,000.00)	
TOTAL COSTS, DEDUCTIONS, AND EXPENDITURES	(33,918,298.74)	
REVENUE IN EXCESS OF EXPENDITURES	207,352.19	


9/11/2019

NOTES TO FINAL FY1819 FINANCIAL REPORTS

**Balance Sheet
Assets**

Cash is in a negative position at fiscal year end due primarily to the 7 entries totaling \$645,688.11 that crossed the fiscal year. Investments increased as a result of transferring endowment donations that had been deposited into fund 846 to fund 859 so they could be invested in the LGIP.

Liabilities

Liabilities are four million less because of inter-fund loans in GL1355, and because Inter/Intra Gov Pay fluctuates widely due to timing of tuition due dates, grant invoicing, Tuition Distribution and Pooled Cash Transfer processes. (Made up of GLs 1352, 1353, 1354, 1355

Statement of Income

Our Revenue in Excess of Expenditures balance of \$207,352.19. This balance represents posted revenue and expenses; accruals are not included.

Below is a copy of the cash projection included in the March, 2018 financial reports. On the June 2019 - 13th Month bank reconciliation report there 7 entries for a total of \$645,688.11 that drove our cash balance to -\$78,642.34 because of the late allocation reimbursement that crossed fiscal years. If not for this timing issue these transactions would have occurred in FY1819 and the ending cash balance would have been \$567,045.77. Our cash projection was \$613,048.29 meaning our projection was off just \$46,002.52

The Revenue in Excess of Expenditures is a positive \$4,541,430.57 and that includes accrued expenditures.	
HOWEVER...	
The balance remaining in the 101 allocation that supports payroll expenses is nearly expended and all further payroll charged to that fund will be charged to fund 149. The only major sources of revenue between now and July 1 are the third quarter of Running Start and Summer tuition. These can be expected to generate approximately \$1,800,000 and and \$800,000 for a total of \$2,600,000.	
Current Excess	4,541,430.57
+ RS & Summer	2,600,000.00
Total est	<u>7,141,430.57</u>
PR 04A-06B after grant/alloc reimb est	7,078,382.28
Difference	<u>63,048.29</u>
Plus rev not RS/Summer est	550,000.00
Est FY1819 cash bal	<u>613,048.29</u>



BOARD MEETING: **September 11, 2019**

AGENDA ITEM **#5 (Information)**

CATEGORY: **STAFF REPORTS**

Tod Treat, Vice President of Instruction

BACKGROUND:

Educational Achievement

On August 12, the College received notice of NWCCU approval for WVC's Associate of Applied Science (AAS) degree program in Engineering Technology Associate of Applied Science - Transfer (110 quarter credits), One-Year Certificate in Pharmacy Technician One-Year Certificate (67 quarter credits), and Associate of Applied Science (AAS) degree program in Pharmacy Technician Associate of Applied Science - Transfer (102 quarter credits), as a requirement of the Commission's Policy on Substantive Change.

Congratulations to Dave Bennett, Professor of Biology, for his nomination by GWATA as STEM Champion of the Year. Several WVC student groups were also nominated as STEM College Student Innovators. These include the Microbiology Class; Amanda Jeffries; Ashlynn Burgess, Ashley Heuchert, and Reuben Hart; and Ayden & Kai Bailey.

The WVC Medical Assistant Pinning took place on August 10, 2019 in celebration of the programs' graduates.

Support for Learning

Supplemental Instruction

WVC is exploring supplemental instruction and its potential to enhance equitable student success outcomes. Models have been developed in both CAMP and MESA. The WVC MESA program offered two student-led workshops in fall 2018, four in winter 2019, and seven in spring 2019. Students who had successfully passed the class and had demonstrated leadership skills led these Academic Excellence Workshops (AEWs) as student facilitators. Intermediate algebra, pre-calculus, calculus, general chemistry, and general physics students could choose to attend one of the two AEW sessions offered every week. Faculty mentors worked closely with student facilitators to create worksheets that reviewed the material students needed to focus on to succeed in the class and to develop skills they could transfer to the next class in the series. A total of 121 students attended workshops during the 18-19 academic year. Overall, WVC students who attended AEWs offered by WVC MESA had a positive experience. Attending AEWs had a positive impact on student confidence for all survey respondents. Students reported an improvement in their performance on homework (88%) and quizzes/exams (91%). Student facilitators were effective communicators who were prepared to lead weekly workshops and present meaningful content. Peer-to-peer mentoring was a valuable co-curricular strategy to respond to students with different learning styles that helps them to gain cultural capital.

Responsiveness to Local Needs

WVC is deploying Zoom rooms in various locations to afford enhanced access. A Zoom care cart will be located in Tonasket High School and in Nespelem with intent to implement some connections with campuses in winter quarter.

Diversity and Cultural Enrichment

WVC continues development of AIIS program. Advisory committee met at PSIS over the summer. Fall AIIS courses will be offered simultaneously via Zoom in Omak, Nespelem, and Wenatchee. Decision made to appoint Shandy as the facilitator of future advisory committee meetings in order to broaden the focus to the tribal partnership inclusive of AIIS and other potential programs. Discussion with Shandy Abrahamson regarding a NAL certificate. In the beginning stages of development. Potentially useful for the tribe to provide training necessary to teach NAL within the community.

A session entitled “MESA: A Path for STEM success” was presented at the STEM Summit on August 13. The STEM Summit highlights multiple professional learning opportunities for teachers and educational staff members in the area of science, technology, engineering and mathematics taught by experts and specialists in their fields. The session gave WVC MESA the opportunity to establish and strengthen collaborations with school districts in our service area. For example, a collaboration with the Robotics Program at the Foothills Middle School is under development, in which a group of WVC STEM club members will participate in the Wenatchee Regional Robotics Tournament as judges envisioning potential mentoring opportunities with a multicultural perspective.

Continuous Improvement

Leadership Transitions

The Instruction Team (formerly known as the Dean Team) added three new members this summer – Kristen Hosey, Director of Nursing; Maria Monroe, Director of Concurrent Enrollment; and Karina Vega-Villa, Director of MESA. All three now report to the Vice President of Instruction and will add their expertise and enthusiasm to an already great team.

Sustainability

Fall Launch

Fall Launch Week is an important time for Instruction as we welcome back faculty in preparation for the fall quarter. Particular emphasis will be placed on documenting student learning through outcomes assessment. Dr. Gianina Baker, Assistant Director for the National Institute for Learning Outcomes Assessment, will keynote the second day of Launch Week. Dr. Baker’s main research interests include student learning outcomes assessment at Minority Serving Institutions, access and equity issues for underrepresented administrators and students, and higher education policy. Instruction is also very excited to be welcoming a number of new faculty at both the Omak and Wenatchee campuses. Orientation for new faculty will take place on September 12 and pre-tenure meetings for all probationers will take place on September 18. These are important opportunities to welcome, support, and guide a new generation of WVC faculty.

Running Start

RS held their very first parent session during College 101. Ben Sorensen gave advice and suggestions on how parents can support their child in the Running Start program. He will share what resources the college has to offer and tips for success that they can help their students with at home like set study times, encouraging and supporting attendance, how to help students ask questions and the common mistakes new students make. RS is also launching a Mentorship Program for RS students during College 101. There are currently 18 senior students willing to volunteer and mentor a brand new student. The purpose of the RS Mentorship program is for mentors to serve as a resource on how to navigate college life. The goal is to have mentors provide new RS students with a college connection that can provide encouragement and knowledge when facing first-year college challenges. There are certain requirements, expectations, and training that mentors need to have before they can be mentors.

BOARD MEETING: **September 11, 2019**

AGENDA ITEM **#6 (Information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

CAMP

- CAMP received funding! On July 31, 2019, WVC CAMP received notice of re-funding; WVC was the only CAMP applicant this year from Washington State to be funded. CAMP looks forward to continuing to serve students over the next 5 years
- Hosted a successful STEM & Leadership Academy August 5-15, a partnership with Wenatchee School District (26 high school juniors from WHS Migrant Education Program participated, ending with a celebration ceremony August 15)
- Currently have 36 admitted students for the Fall 2019 cohort. Still actively recruiting and working with student applicants

CAMPUS LIFE, EQUITY & INCLUSION

- Johanna Hamilton coordinated several activities for three different international groups this summer. In July, we had thirty 6th graders and 2 chaperones visiting from our Korean sister city Naju for 2.5 weeks. On August 5, 17 high school students with their chaperones joined us from Misawa, Japan. On August 12, a dinner celebration was held at Dr. Flores' home, the night before they departed to Japan. Last but not least, the University of Shimane Japanese nursing students, along with their 2 chaperones, arrived on August 21 for several days which included site visits to Confluence Health
- Throughout the summer, Jeremy Snyder, Residence Hall Coordinator, worked closely with International Programs to ensure international visitors have a good experience. In addition, he closely monitored capacity for the upcoming academic year. By mid-July, only 9 spots of available 72 beds remained. Early move-in began in August with student athletes and only 3 spots for women remained by August 29

TRIO/SSS

- Department of Education approved continuation of the Student Support Services project at WVC for the 2019-2020 academic year. A 4.5% across-the-board increase was awarded
- Hired new Interim Retention Specialist Belen Bazan-Delgado, who started August 19. She is an East Wenatchee native and former TRIO SSS participant at UW
- Ivan Valdovinos, former Retention Specialist, was promoted to serve as Interim Director for 2019-2020 academic year
- Currently, 111/140 students enrolled; Wenatchee 91, with 2 pending; Omak 20 (79% full, 29 spots to fill)
- 2018-2019 wrapped up with many student celebrations. Most notably, 45 students graduated! Goal was to help students apply to and be awarded scholarships. Facilitated workshops, sent weekly email reminders, developed a scholarship guide and worked one-on-one with students to ensure students received financial support they deserve. In total, students received over \$114,000 in renewable and one-time scholarships. Many received the Washington State Opportunity Scholarship, for students pursuing STEM and Healthcare related careers with up to \$22,000 in scholarships over a course of five years
- Ivan Valdovinos was recently accepted to NW Association Educational Opportunity Programs (NAEOP) Emerging Leaders Institute. As a fellow, he will participate in yearlong leadership development program designed to inspire and cultivate strong leadership within NAEOP and the Washington State TRIO Association
- Ivan Valdovinos attended Priority 5 TRIO Training in Salt Lake City, learning how to better recruit and support homeless students and students with disabilities
- Hosting Summer Bridge Program September 18-19 to give students a more intimate environment in which to explore WVC, the TRIO SSS program, and themselves. Currently have 19 students attending from both campuses

GENERAL

- On August 1, Student Services team members (Kevin Berg, Nancy Syria, Ivan Valdovinos, Yuritzzi Lozano, Yadira Oregon, and Edgar Salamanca) participated in the fall 2019 Phone-a-thon. 218 students who had completed credits in spring 2019 but had not registered were called. They spoke directly to over 86 students, 60 of whom indicated they were planning to enroll for fall. Compared to last year's effort, a similar amount of calls were made, but more students this year indicated they would register
- The Guided Pathways Steering Committee (GPSC) met once this summer on July 31 to discuss state essential practices and funding guidelines, as well as the new model for directing the work going forward. The four pillars of work – clarify paths, get on path, stay on path and ensure learning – will be shared and overseen by the Dr. Treat and Dr. Flores. The GPSC will take on a consultative approach, make recommendations and change in terms of membership in the upcoming academic year
- In July, a Strategic Enrollment Management Taskforce was formed to help guide recruitment, retention and completion efforts. The core group (Dr. Treat, Dr. Flores, Kevin Berg, Libby Siebens, Lucero Martinez and Maria Monroe) have met to discuss best approach for directing the work, including the identification of gaps/opportunities. The group agreed to meet regularly during the academic year and will initially focus on the assessment of available data (i.e., financial aid, retention, yield and penetration rates)

BOARD MEETING: **September 11, 2019**

AGENDA ITEM **#7 (Information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

Programs Overview

- A new tenure-track BAS in Teaching instructor has been hired for the Omak campus. This instructor will lead the program working with other instructors and Dean Walters. We hope to have the program curriculum in place by winter quarter for a soft launch (classes), with full launch (beginning cohort) scheduled for fall 2020.
- WVC continues to work 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. The Tribes have volunteered use of their hatchery for the program, and there are also several well-qualified tribal employees who could instruct in the program. The program would not be restricted to tribal members.

Policy Overview

- WACTC and the State Board will be putting together a supplemental budget request for the legislature, which should include funding for the design of the WVC Technology and Innovation Center.

Facilities Overview

- Wells Hall Replacement designs are out for contractors to use in their bidding process. We are looking at a late October “ground breaking” and demolition beginning in November.
- Work continues on the temporary facilities on campus and at Sage Hills Church and will be ready for occupancy when the faculty get back. The September 11 meeting will include a board member tour of these facilities.
- The Museum has ended lease negotiations with the Wells House Committee for the Wells House and we have reentered discussions about working with them to create a new home for the WVC Foundation.

Finance Overview

- The budget for 2019-2020 has been finalized and will be presented to the Board at the September 11 meeting.
- Negotiations with the AHE (faculty union) continue.

Other

- Ty and I met with the NWCCU Commissioners in Park City, Utah, and discussed our accreditation status. We received the final report and next steps which will be discussed at the September 11 meeting.
- We held an active shooter exercise on campus with local emergency personnel involved including police, sheriff’s officers, both ambulance services, Confluence Health and others. It included a scenario of a shooter in Wells Hall, with “actors” playing victims and by standers. The first responders searched for and “neutralized” the shooter and other responders triaged the “victims.” The Flight for Life helicopter transported one “victim” to the hospital and ambulances brought more. There was a follow up discussion on what went well and what needed to be improved by every agency.
- Have met several times with new WSD superintendent Dr. Paul Gordon. We have a good working relationship with the school district and that should continue.
- Met several times with Foundation Executive Director Rachel Evey about the coming capital campaign for Wells Hall. Campbell and Company is doing the feasibility study for and helping set up the campaign, including possible themes for the campaign, limitations of the campaign, donor abilities, and other support help.

- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress (Stacy is chair). She has also been instrumental in getting Microsoft Spark Grant's attention put on WVC and our area's underserved populations. She is also working with the Ports of Chelan and Douglas Counties as they look to consolidate into a regional port district. Stacy is the president of the GWATA Board this year and president elect of the Greater Wenatchee Valley Chamber of Commerce board.
- Working with Reagan, Tod and Brett on faculty negotiations as explained in detail at the retreat. 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. I continue to meet with the WVC-Omak Foundation.

BOARD MEETING: **September 11, 2019**

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

CATEGORY: **ACTION**

Election of Board of Trustees Officers

BACKGROUND:

Board of Trustees will elect officers to serve during the 2019-2020 academic year.

RECOMMENDATION:

At the discretion of the board.

BOARD MEETING: **September 11, 2019**

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

CATEGORY: **ACTION**

2019-2020 WVC Operating Budget: Brett Riley

BACKGROUND:

The WVC 2019-20 operating budget is presented here for Board of Trustee approval. Included is a summary of the sources of funds and the rationale of budgetary decisions based on enrollment forecast and legislative action.

Revenue Forecast:

101 Funds-

- Our State allocation is projected at **\$16,311,513** including provisos and program funding.

149 Funds-

- Tuition forecast is **\$6,536,277** for academic year 2019-20. Enrollment projections have been improving since spring. We are conservatively projecting flat tuition revenue.

148 Funds-

- Fee revenue is projected to come in at **\$2,280,724**. We expect some variability with fee revenue as we implement the new fee schedule.

146 Funds-

- Largely Running Start revenue, 146 funds are projected at **\$5,846,301** with enrollment coming in significantly lower than last year.

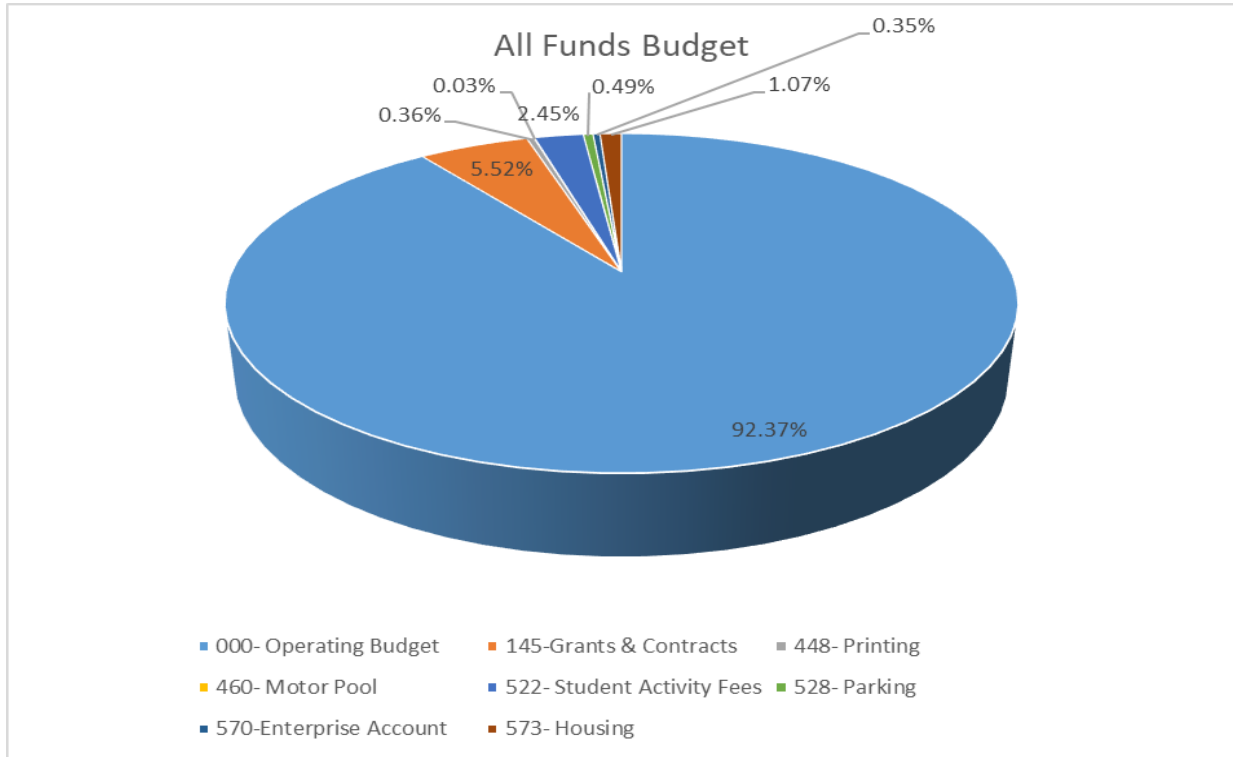
Other-

- **\$130,000** in Foundation sourced funds dedicated to specific program

Total Operating Revenue- \$30,974,815

Revenue Source	FY 19-20	% of Budget
101- Total State Allocation	\$ 16,311,513	52.66%
149- Total Tuition	\$ 6,536,277	21.10%
148- Total Course and Program Fees	\$ 2,280,724	7.36%
145/146- Running Start	\$ 5,641,301	18.44%
College in the HS	\$ 75,000	
Foundation Reimbursement		
Crane Endowment	\$ 50,000	0.41%
Auvile	\$ 80,000	
Total Estimated Operating Revenue FY 19-20	\$ 30,974,815	100%

All Funds Budget	
000- Operating Budget	\$ 30,971,429
145-Grants & Contracts	\$ 1,850,998
448- Printing	\$ 120,000
460- Motor Pool	\$ 10,000
522- Student Activity Fees	\$ 820,000
528- Parking	\$ 162,904
570-Enterprise Account	\$ 116,350
573- Housing	\$ 359,305
Total	\$ 33,529,513



Summary:

- WVC has established an operating budget of \$30,971,429 based on most recent revenue and enrollment estimates.
- The operating budget provides for \$500,000 to be held in local reserve designated for Board Reserve. This balance is subject to accurate revenue projections and enrollment mix.

RECOMMENDATION:

That the trustees accept the 2019-20 operating budget as presented