

AGENDA
 BOARD OF TRUSTEES
 WENATCHEE VALLEY COLLEGE
 WENATCHEE, WASHINGTON
September 12, 2018

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

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INTRODUCTION OF NEW EMPLOYEES

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STAFF REPORTS

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- 9. Jim Richardson, President 25

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- 10. Election of Board of Trustees Officers 27
- 11. Revised Board of Trustees Policies..... 28
- 12. 2018-2019 WVC Operating Budget: Brett Riley 50

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 12, 2018**

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

CATEGORY: **APPROVAL OF MINUTES**

June 20, 2018, Board Meeting and August 15, 2018, Board Retreat Minutes

BACKGROUND:

Attached are the minutes from the June 20, 2018, board meeting and August 15, 2018, board retreat for your approval.

RECOMMENDATION:

That the minutes from the June 20, 2018, board meeting and August 15, 2018, board retreat be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
June 20, 2018

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

Trustees present

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

The board work session was opened by Chair June Darling at 10:00 a.m. Major agenda items included the August board retreat, 2018-2019 operating budget, and reserve balance report. A recap of the May 10-11, 2018, ACT Conference was given as well as an update on campus security. Executive session was held to discuss personnel issues.

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

APPROVAL OF MINUTES

1. May 16, 2018, Board Meeting Minutes

MOTION NO. 2218

Tamra Jackson moved that the minutes of the May 16, 2018, board of trustees meeting be approved. The motion was seconded by Phyllis Gleasman and carried unanimously.

CELEBRATING SUCCESS

2. End-Of-Year Awards Recognition

The following employees were recognized for receiving major end-of-the year awards: Jack Johnson, Linda Schultz Herzog Faculty of the Year Award; Lee Barnhill (Wenatchee) and Angela Brantner (Omak), WVC Part-Time Faculty Award; Derek Sheffield, Alcoa Excellence in Teaching Award; Angelica Jaquish, Alcoa Classified Staff Award; Randy Mitchell, Exempt Staff of the Year Award; and Ruth Allan, Anna Pieratt Spirit of WVC Award.

SPECIAL REPORTS

3. Jourdan Hughes, ASWVC Wenatchee President

A written report from Jourdan Hughes was included in the board information packet.

4. David Ratautas, ASWVC Omak President

A written report from David Ratautas was included in the board information packet.

5. Patrick Tracy, AHE President

A written report from Patrick Tracy was included in the board information packet.

STAFF REPORTS**6. Brett Riley, Vice President of Administrative Services**

Brett Riley reported that minor works projects are progressing and the college has applied to the state board for potential surplus minor works monies.

7. Carli Schiffner, Vice President of Instruction

Carli Schiffner reported that the science position on the Omak campus was recently filled.

8. Chio Flores, Vice President of Student Services

Chio Flores did not add to her written report.

9. Jim Richardson, President

President Richardson distributed an article regarding a workforce development program success. Marcos, a dislocated worker from the Alcoa plant closure in January 2016, was referred to SkillSource by Riva Morgan at Wenatchee Valley College. Through their assistance, Marcos earned his ATS degree from WVC and has been hired full time at Graybeal Signs. Jim added that over 100 Alcoa employees took classes at WVC.

ACTION**10. Continued Spending Authority: Brett Riley**

Partly due to the change in the legislative timeline in setting tuition for the SBCTC system, WVC staff are still finalizing the 2018-19 operating budget. With the 2017-2018 budget expiring on June 30, 2018, the board is being asked for a temporary spending authority to allow essential college services to continue until the board meeting in September.

MOTION NO. 2219

Phil Rasmussen moved that the board grant the college administration authority to spend funds necessary for operations until the September board meeting. The motion was seconded by Phyllis Gleasman and carried unanimously.

11. 2018-2019 Tuition and Fees: Brett Riley

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 2.2% increase for 2018-19. Under current SBCTC policy, lower division resident tuition is \$107.59 per credit for the first 10 credits and \$209.98 per credit for upper division credits.

MOTION NO. 2220

Phyllis Gleasman moved that the board approve the 2018-19 tuition schedule, effective fall quarter 2018. The motion was seconded by Tamra Jackson and carried unanimously.

(2018-2019 Tuition and Fees schedule attached as Exhibit A)

ACTION (continued)

12. 2018-2019 Tuition and Fee Waivers: Brett Riley

Annually the WVC Board of Trustees reviews and adopts tuition waivers as allowed by the SBCTC.

MOTION NO. 2221

Phyllis Gleasman moved that the board approve the 2018-19 tuition and fee waivers as presented. The motion was seconded by Phil Rasmussen and carried unanimously.

(2018-2019 Tuition and Fee Waivers attached as Exhibit B)

13. 2018-2019 Student Fee Schedule: Brett Riley

The board of each community college district is authorized to establish incidental fees and to receive revenues from the sale of items that are by-products of an educational program. Proposed fees will be implemented fall quarter unless otherwise noted. All WVC proposed fees comply with legislative directives.

MOTION NO. 2222

Tamra Jackson moved that the board approve the 2018-2019 student fee schedule as presented. The motion was seconded by Phil Rasmussen and carried unanimously.

(2018-2019 Student Fee Schedule attached as Exhibit C)

14. 2018-2019 ASWVCO Budget: Chio Flores

The proposed 2018-2019 ASWVCO operating budget reflects two primary changes – funding for a new student program (MASK at Omak) and the Food Pantry.

MOTION NO. 2223

Tamra Jackson moved that the board approve the proposed 2018-2019 ASWVCO Budget as presented. The motion was seconded by Phil Rasmussen and carried unanimously.

(2018-2019 ASWVCO Budget attached as Exhibit D)

3:20 p.m. Meeting adjourned

Secretary

Chair

EXHIBIT A

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 2.2% increase for 2018-19.

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 \$107.59 per credit for the first 10 credits and \$209.98 for upper division resident tuition distributed as follows:

Lower Division	Fee Type	Upper Division
\$85.02	Operating Fee	\$187.41
\$11.51	Building Fee	\$11.51
\$11.06	S&A Fee	\$11.06
\$107.59	Total	\$209.98

Tuition and Fee Waivers 2018-19

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
OH	12	High School completion-resident	\$16.14/credit (85% waived)
#G,#P	63/64	Athletic Waiver-Resident and Non-Resident	\$335.60/quarter
#A,#B	70	Eligible Veterans or National Guard Members	\$53.80 (50% of resident tuition and fees)
	71	Other Military or Naval Veterans	\$53.80 (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	\$14.48/credit (85% waived of 19+ credits)
+E	17	Vocational Students (over 18 credits)-Non-Resident	\$41.09/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)	\$32.28/credit (70% waived)
TM	96	Farm Management	\$35.83/credit (66.7% waived)
TK	94/93	First aid, EMT, Paramedic	\$59.17/credit (45% waived)
TL	95	Parenting Education	\$16.14/credit (85% waived)
<u>Nonresident Tuition Differential</u>			
+A,+D	29/31	Nonresident US Citizen	Resident operating + non-resident building and S & A fees (\$121.73)
*X	23	Refugees	Resident operating fee + 25% + non-resident building and S & A fees (\$142.99)
*R	20	High School Completion-Non-Resident	\$107.59/credit (resident tuition)
	9	Military Personnel-Active, Non Resident	Resident tuition (must live in WA)
	25	American Indian	Resident tuition
<u>B. SBCTC Mandatory Waivers</u>			
TB	33	ABE/ESL	\$25 per student, per quarter
TA	91	Apprenticeship	\$54/credit or \$3.60/clock hour
TB	33	High School 21	\$25 per student per quarter
<u>C. Statutory Mandatory Waivers</u>			
	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

LOCAL FEES AND SALES FOR 2018-19

PROPOSED

I. CLASSIFICATION OF FEES AND SALES

Fees may be established to cover the cost of a service or goods required of all students (or all students within a specific program). Lab and material fees are established to cover the cost of materials that are consumed or used while performing class or laboratory work, for maintaining a healthy lab or class environment, for transportation to field trips, and for the repair, replacement or use of equipment used by the students.

The following fees are approved by the Wenatchee Valley College Board of Trustees.

A. LAB, MATERIAL AND INSTRUCTIONAL FEES

		WVC Admin. Unit	WVCN Admin. Unit	Fee Unit	FY 2017-18	Approved FY 2018-19	Per	Wenatchee	Omak
1. Art									
	Ceramics	AB	MB	2	\$41.80	\$43.40	class	148.011.LG31 0430 LH	
	Printmaking	AB	MB	2	\$20.70	\$21.50	class	148.011.LG31 0430 LP	
	Painting & Drawing	AB		2	\$7.90 or \$16.00	\$16.60	class	148.011.LG31 0430 LY	
	Figure Drawing	AB		2	\$84.30	\$87.60	class	148.011.LG31 0430 LD	
	Graphic Design	AB		2	\$50.90	\$52.90	class	148.011.LG28 0430 CU	
	2D Art	AB		2	\$14.50 to \$29.30	\$35.40	class	148.011.LG31 0430 ND	
	3D Art & Sculpture	AB		2	\$29.30	\$35.40	class	148.011.LG31 0430 NJ	
	Digital Design	AB		2	\$50.90	\$57.90	class	148.011.LG27 0430 CS	
	Beading-Omak	AB		2		variable	class		148.011.2L31 0430 QD
	Watercolor-Omak	AB		2		variable	class		148.011.2L31 0430 QK
	Art Lab-Omak	AB		2		variable	class		148.011.2L31 0430 QA
2. Automotive Technology		BC	NJ	2	\$52.00	\$52.00	class	148.012.LJ21 0430 LA	148.012.2L21 0430 Q6
3. Instructional Technology				3	\$20.70	\$65.00	quarter	148.041.1A12 0430 CL	
	Dedicated to the cost of supplies and maintenance of the computer labs, campus wide print services and general student technology infrastructure.			3	\$20.70	\$30.00	quarter		148.041.2A12 0430 QC
4. Emergency Medical Training		BJ	NS	2	\$75.00	\$75.00	class	148.012.LJ66 0430 LE	148.012.2L66 0430 QM
5. Medical Laboratory Technology		BL		2	\$75.00	\$75.00	class	148.012.LJ62 0430 LT	
	MULTI TV fee			2		\$100.00	class		
	Walla Walla program 150,213,223,233								
6. Nursing Programs		BM	NU	2	\$75.00	\$75.00	class	148.012.LJ61 04630 LN	148.012.2L61 0430 QL
	CNA			2	\$75.00	\$75.00	class	148.012.LJ68 0430 LB	
7. Nursing BSN		BM		2	\$100.00	\$100.00	class	148.012.LJ65 0430 AE	
8. Physical Education									
	Fitness Center	AO	MO	3	\$11.40	\$11.80	quarter	148.011.LG25 0430 FC	148.011.2L20 0430 Q9
	Equipment Fee-Physical Education	AO	MO	2	\$11.40	\$11.80	class	148.011.LG20 0430 LG	148.011.2L20 0430 QJ
	Racquetball Court	AO		0	\$11.40	\$11.80	each	148.011.LG25 0430 FQ	
	Fee for occasional use of the racquetball court; fee is per session, regardless of the number of people.								
9. Outdoor Recreation Equipment Fee				2		\$15.00	class	148.012.LJ19 0430 AM	
10. Radiologic Technology		BO		3	\$75.00	\$75.00	quarter	148.012.LJ63 0430 LK	
11. Refrigeration/Industrial Technology		BP	NP	2	\$31.20	\$32.40	class	148.012.LJ28 0430 LR	
12. Industrial Electronics Software Fee		BT		2	\$48.20	\$50.10	class	148.012.LJ34 0430 CI	

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EXHIBIT C

13. Science Lab		AC or AD	MR	2	\$26.60	\$31.60	class/2 hr lab	148.011.LG50 0430 LS	148.011.2L50 0430 QB
Anatomy & Physiology, Biology, Chemistry, Geology, Bio Anthropology,		AC or AD	MR	2	\$53.20	\$58.20	class/4 hr lab	148.011.LG50 0430 SG	148.011.2L50 0430 QB
Physics, Earth Science & Astronomy		AC or AD	MR	2	\$79.80	\$84.80	class/6 hr lab	148.011.LG50 0430 SH	148.011.2L50 0430 QB
14. Welding		BW	NX	2	\$75.00	\$75.00	class	148.012.LJ20 0430 LW	148.012.2L2W 0430 QW
15. Machining				1	\$15.60	\$16.20	credit	148.012.LJ33 0430 ML	
16. Computer Technology & Systems		BR	NR	3	\$48.20	\$50.10	quarter	148.012.LI15 0430 L5	148.012.2L15 0430 Q5
17. HOEEP		BV		3	\$150.00	\$150.00	quarter	148.012.IJ11 0430 BH	
18. Technical Professional Software									
BCT Software		BE	ND	2	\$32.10	\$33.30	class	148.012.LI16 0430 L8	148.012.2L16 0430 Q8
Natural Resources		AW		2	\$32.10	\$33.30	class	148.012.LJ57 0430 LO	
19. Technical Professional Labs									
Agriculture/Tree Fruit		BV	NW	2	\$28.10	\$29.20	class	148.012.LJ26 0430 L6	148.012.2L26 0430 QS
Criminal Justice		BQ		2	\$28.10	\$29.20	class	148.012.LJ13 0430 CJ	
Natural Resources		AW		2	\$28.10	\$29.20	class	148.012.LJ57 0430 LU	
20. Engineering Software				3	\$75.00	\$75.00	quarter	148.012.LJ34 0430 LI	
21. BAS Engineering Equipment Fee				3		\$100.00	quarter	148.012.LJ56 0430 BK	
22. Theater (THTR 170 only)		AF		2	\$51.60	\$53.60	class	148.011.LG34 0430 OP	
23. ABE/ESL Materials Fee		NZ		3	\$10.00	\$10.00	quarter	148.018.1L84 0430 AC	
24. Private Music Instruction		AN		1	\$300.00	\$350.00	credit	148.011.LG33 0430 NP	
25. Brewing Class Fee				2	\$19.40	\$20.10	class	148.011.LG31 0430 BW	
26. Athletic Training Equipment/Supplies		AO		2		\$25.00	class	148.011.LG20 0430 AK	
B. MISCELLANEOUS SERVICE FEES									
1. ASWVC Identification Card Replacement Fee				0	\$5.00	\$7.50	each	522.264.1P19 0420 19	
Wenatchee campus only.									
2. ABE/ESL Identification Card				0	\$10.00	\$10.00	each	522.264.1P19 0430 1C	
3. International Student Application Fee				0	\$80.00	\$50.00	each	148.061.1D24 0430 AI	
4. Instructional Support Fee (International Student)				3		\$10.00	quarter	148.061.1D24.0430 C7	
5. Service Fees									
NSF Check Processing Fee				0	\$40.00	\$40.00	each	148.082.1B00 0405 NS	
Lost Keys/Other WVC Items				0	up to \$10.00	up to \$10.00	each	148.092.1E05 0405 MR	
Invoice Fee				3	\$10.00	\$12.00	quarter	145.182.1B80 0420 BO	
Duplicate Copies (W2, 1099, 1098T)				0		\$7.50	each	145.182.1B80 0420 CA	

6. Parking Fees (\$2-\$40 quarter, \$70-\$150 annual)					variable	variable			
Wenatchee campus only.									
New Permit			3				quarter	528.252.1B92	0402 PN
Permit Renewal			3				quarter	528.252.1B92	0402 PP
Evening Permit			3				quarter	528.252.1B92	0402 P5
Reserved Permit			3				quarter	528.252.1B92	0402 PR
Parking Permit Staff			3				quarter	528.252.1B92	0402 PS
Parking Fine			0				each	528.252.1B92	0405 PF
7. Registration Fee			3	\$5.46	\$15.00		quarter	148.066.1D01	0430 FY
Used to support registration.									
8. Transcript Fee			0	\$4.50	\$10.00		each	148.500.1404	0430 FT
9. Payment Plan Charge			3	\$25.00	\$25.00		quarter	148.082.1B81	0420 PC
10. Payment Plan Late Charge									
First due date late payment			0	\$20.00	\$20.00		each	148.082.1B81	0405 PL
Third due date late payment			0		\$40.00		each	148.082.1B81	0405 PL
11. Application Fee - Limited Enrollment Programs			0	\$50.00	\$50.00		each	148.043.1J60	0430 AG
12. Allied Health Key/ID Replacement			0	\$20.00	\$20.00		each	148.012.1J60	0405 KR
Fee covers the cost of replacing lost keys and clinical ID cards.									
13. Admission Application Fee			4	\$25.00	\$15.00		year	148.066.1D01	0430 AA
Fee covers the initial application process and graduation fee.									
14. Tech Prep			4	\$15.00	\$15.00		year	148.012.1D68	0430 EU
15. Bachelors Application Fee									
Fee covers the initial application process to Bachelors programs									
Engineering			0	\$35.00	\$50.00		each	148.012.1J56	0430 EY
16. BSN Application Fee									
Fee covers the initial application process to BSN program									
Nursing			0	\$35.00	\$50.00		each	148.012.1J65	0430 AJ
17. Drop for Non-Payment			0		\$10.00		each	148.082.1B83	0405 DA
Fee is applied each time a student is dropped for non payment after the tuition due date deadline.									
C. TESTING FEES									
Fees cover the cost of test materials, processing, proctors, transcribing, and activities pertaining to assessment.									
1. Challenge									
Testing			0	\$25.00	\$50.00		each	148.063.1D61	0430 ET
Per credit fee			1	\$10.00	\$10.00	credit (15 max.)		145.111.1U20	0430 EX
2. Accuplacer			0	\$24.00 \$8.00/section	\$24.00 \$8.00/section	3 sections		148.063.1D61	0430 EB
								148.063.2D61	0430 QH
3. Radiologic Technology Test			0	\$52.00	\$52.00		each	148.012.1J63	0430 EK
4. Proctor Fee			0	\$25.00	\$25.00		each	148.063.1D69	0420 EP
Any test administered independently for individuals who are not students at Wenatchee Valley College.								148.063.2D69	0420 EQ

D. PASS THROUGH FEES - EXTERNAL PROGRAMS AND INSURANCE

Fees that are collected as an amount to be remitted to an outside agency, e.g., insurance, field trips, ski lift tickets, testing fees are established by the third party or to cover the cost of the service.							
Rates are subject to change. Wenatchee Valley College collects these fee amounts only as a service to students.							
1. Insurance - Allied Health Care Liability Malpractice					variable	variable	148.011.1G0L 0430 IL 148.011.1G0L 0430 IL
Rates subject to change from the insurance company. All health care students in clinicals are required to obtain this coverage.							
2. Insurance - Student Intern Liability		3	\$12.00	\$12.00	quarter		148.011.1G0L 0430 II
3. Additional Diploma Cover		0	\$3.20	\$5.00	each		148.061.1D21 0430 AH
4. Experiential Learning Fee (Field Trips)							
Covers the estimated cost of transportation and related expenses for experiential learning activities.							
Science		2	\$7.50 min.; \$35 max.	\$7.50 min.; \$50 max.	class		148.011.LG50 0430 L3 148.011.2G50 0430 QP
Music		2			class		148.011.LG33 0430 NK
Anthropology-Omak		2			class		148.011.2L39 0430 QV
History/Political Science-Omak		2			class		148.011.2L43 0430 QX
Sociology/Philosophy-Omak		2			class		148.011.2L45 0430 QY
Natural Resources		2			class		148.012.LJ57 0430 NF
Agriculture		2			class		148.012.LJ26 0430 AF
Outdoor Recreation		2			class		148.012.LJ19 0430 OF
Machining		2			class		148.012.LJ33 0430 MH
Art		2			class		148.011.LG31 0430 NG
Industrial Tech		2			class		148.012.LJ34 0430 OT
English		2			class		148.011.LG36 0430 E4
5. First Aid		2	\$6.00	\$6.00	class		148.012.1J60 0430 L1 148.011.2L20 0430 QU
				\$20.00			
6. CPR Replacement Card		0	\$20.00		each		148.012.1J61 0430 L7
7. Book Fee							
Fee covers the actual cost of books or specialized supplies for a course.							
SDS Book Fee		2	variable	\$21.00	class		148.063.1D04 0430 BF
ECE Book Fee-Omak		2	variable	variable	class		148.012.2L71 0430 Q7
8. OSHA Safety Certification							
Fee covers the actual cost of the test.							
Industrial Tech		0	variable	variable	each		148.012.LJ34 0430 OS
Refrigeration		0	variable	variable	each		148.012.LJ28 0430 OA
9. Program Required Tests							
Fee covers the actual cost of the test.							
TEAS		0	variable	variable	each		148.012.LJ61 0430 EN
Workkey Assessments		2	variable	variable	class		148.012.LJ42 0430 AW
10. Automotive Toolkit (Optional if std brings own)		0	\$75.00	\$75.00	each		148.012.LJ43 0430 LC
11. Refrigeration Toolkit (Optional if std brings own)		0	\$50.00	\$50.00	each		148.012.LJ43 0430 LC
12. Clinical Placements		0		\$100.00	each		148.012.LJ61 0430 NE
Fee covers the cost of placement to Eastern State Hospital							

E. FOOD SERVICE, STUDENT HOUSING AND STUDENT RECREATION CENTER

011	1. Food Service		3	variable	variable	quarter	573.262.1B90 0430 DB
	Charges are based upon food service costs.						
	2. Student Housing						

A. Dorm Deposit			0	\$400.00	\$200.00	each	573.262.1B91 0430 DD		
B. Administrative/Programming Fee			0		\$200.00	each	573.262.1B95 0430 DG		
C. Application Fee			4	\$50.00	\$50.00	year	573.262.1B91 0430 DF		
D. Dorm Damage Charge			0	variable	variable	each	573.262.1B91 0405 DC		
Student housing damage charges vary depending on damage assessment.									
E. Dorm Room			3	as needed to max.	as needed to max.	quarter	573.262.1B91 0423 DR		
F. Dorm Technology Fee			3	\$60.00	\$60.00	quarter	573.262.1B91 0430 DT		
G. Weekly Fee			0		\$111.00	week	573.262.1B91 0423 DR		
H. Resident Life Payment Plan			3		\$25.00	quarter	148.082.1B81 0420 DL		
Resident Life Payment Plan Late Fee									
First due date late payment									
			0		\$20.00	each	148.082.1B81 0405 DM		
Third due date late payment									
			0		\$40.00	each	148.082.1B81 0405 DM		
I. General Contract Violations			0		\$5-\$50	each	573.262.1B95 0405 DP		
These fees apply to residents who violate rules/policies outlined in the Housing Handbook									
Improper Check Out Fee									
			0		\$35.00	each	573.262.1B95 0405 DP		
Conduct Violations									
First Offense									
			0		\$35.00	each	573.262.1B95 0405 DP		
Second Offense									
			0		\$50.00	each	573.262.1B95 0405 DP		
Third Offense									
			0		\$75.00	each	573.262.1B95 0405 DP		
Roof Access									
			0		\$100.00	each	573.262.1B95 0405 DP		
Tampering/Disabling Fire Safety Devices									
			0		\$250.00	each	573.262.1B95 0405 DP		
Early Contract Termination Fee									
			0		\$750.00	each	573.262.1B95 0405 DP		
Overnight Guest Violation									
			0		\$40.00	each	573.262.1B95 0405 DP		
Garbage									
			0		\$25.00	each	573.262.1B95 0405 DP		
Lock Out									
			0		\$10.00	after 3	573.262.1B95 0405 DP		
J. Lost Key			0		\$10.00	each	148.092.1E05 0405 DK		
2. Student Recreation Center (SRC)									
WVC Guest									
			0		up to \$5.50 includes tax	each	522.264.1PVW 0430 VW		
WVC Student Guest (with current student ID)									
			0		up to \$3.50 includes tax	each	522.264.1PVW 0430 VW		
WVC Transitional Studies/Summer (Optional)									
			3		\$5.00	quarter	522.264.1PVW 0430 VW		
SRC Equipment Rental									
			0		variable	each	522.264.1PVW 0430 VW		
SRC Room Rental									
			0		variable	each	522.264.1PVW 0430 VW		
F. PROFESSIONAL DEVELOPMENT AND COMMUNITY EDUCATION COURSES									
Fees vary to cover costs of the courses.									
G. ADJUNCT PROGRAM SALES									
Funds collected are subsequently used to support the program generating the sales. These sales of goods or services are created as an adjunct to the instructional programs.									
1. Automotive Repair									
			0	variable	variable	each	148.042.1J23 0420 AT		
2. Tree Fruit/Horticultural Sales									
			0	variable	variable	each	148.042.1J2P 0420 AP		
H. STUDENT SELF IMPOSED FEES									
1. Comprehensive Fee									
			1	\$1.00/credit; \$10.00 max.	\$1.50/credit; \$15.00 max.	credit		528.252.2B93 0430 QR	
This north campus fee is dedicated to various student areas rather than collecting individual fees. (i.e. graduation, parking lot maintenance)									
48									
012	2. Student Recreation Center (SRC)								
			1	\$5.00/credit; \$75.00 max.	\$5.00/credit; \$75.00 max.	credit		522.264.1PVW 0430 VW	

II. APPROVAL PROCESS AND ACCOUNTING FOR FEES AND SALES												
A. LAB, MATERIALS AND SERVICE FEES												
All new fees or changes in fees require approval by the Board of Trustees. Annually, information is distributed about current fee revenue and expenses and fees are reviewed by area directors, deans or others. Recommendations for changes are made by deans or directors and discussed by the president's cabinet before being presented to the Board for approval.												
B. PASS THROUGH FEE CHARGES - TESTING, INSURANCE & EXTERNAL PROGRAM FEES												
Fees collected and remitted to an outside agency (e.g., insurance, field trips, ski lift tickets, testing fees) are established by the third party. Wenatchee Valley College collects these fee amounts only as a service to students. These fees are not subject to legislative restrictions and are reported to the Board as an information item.												
C. SALES												
Departments producing goods or a service as a by-product of the educational program may retain the revenues for use in the instructional program.												
D. ANNUAL APPROVAL BY THE BOARD OF TRUSTEES												
All fees are approved by the Board on an annual basis.												
E. STUDENT APPROVED FEES												
The Student Recreation Center (SRC) Fee (\$5.00 per credit, maximum of \$75.00 per quarter) and the Omak Comprehensive Fee (\$1.50 per credit, maximum of \$15.00 per quarter) are student initiated and approved fees.												
F. ACCOUNTING AND BUDGETING												
The fiscal services office is responsible for maintaining current fee code and rate tables for ensuring correct assessment of fees.												
All fees and program revenues are budgeted for the coming fiscal year, based upon historical revenue collections and projected program changes. Updates may be made to budgets in response to enrollment or other program changes. Any balance at the close of a fiscal year is carried forward to the next fiscal year. This process will allow for planned expenditures that exceed the annual revenue collected. All budget adjustments are processed through the district budget manager for reporting to the Board. Laboratory and material fees may not be used to cover salary expenses unless directly related to the lab environment.												

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
August 15, 2018

9:00 a.m. – Board Retreat Warm Springs Inn, Wenatchee WA
--

Trustees present

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

Also in attendance were President Jim Richardson, WVC administrators and speaker Gene Sharratt.

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

Secretary

Chair

BOARD MEETING: **September 12, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

BSN Graduation

BACKGROUND:

The inaugural graduation for the Bachelor of Science in Nursing (BSN) program was August 17, 2018. The BSN program, one of two four-year degree programs at WVC, graduated 19 students. Twenty-three students have been admitted to the second cohort for the 2018-2019 school year.

A poster presentation was held before the pinning ceremony which is the culmination of a year of partnership between nursing students and public health leaders. Students were asked to work on pressing needs in the community and healthcare as part of their practicum experience. The practicum gives students practice completing quality improvement projects, facilitating health education and safety initiatives and addressing public health concerns. Topics were shared ranging from opioid policy development to health education on antimicrobial resistance to investigation into cancer clusters.

BOARD MEETING: **September 12, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

TRIO SSS Program

BACKGROUND:

TRIO Student Support Services had an incredible 2017-2018 academic year. This summer the program achieved a major milestone and met their goal to serve 140 students. The team – Pamela Alvarado, Ivan Valdovinos, Jennifer Cawdery, and former Omak retention specialist, Stella Columbia -- would not have been able to do this alone. They are grateful for the support they received from the faculty members who invited them into the classroom; the administration and campus partners, especially the College Assistance Migrant Program (CAMP); and from Student Services colleagues district wide. Between both sites, the team conducted 800 student appointments and celebrated with close to 60 graduates in June. Another resounding success for the program is that 90% of the students they have served have persisted, graduated, or transferred. As part of the program, students visit transfer institutions where many continue their education. In Omak, Julia Price, the new retention specialist, will provide services to students while also maintaining a strong relationship with colleagues in Nespalem. Finally, this year WVC was the proud hosting institution of the Washington state TRIO Civic Leadership Conference, a statewide leadership conference for TRIO participants.

BOARD MEETING: **September 12, 2018**

AGENDA ITEM: **#4 (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: **September 12, 2018**

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

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services is preparing to release a request for proposals (RFP) for our food service contract currently being managed by the Alley Café. Establishing a new contract now ensures that our food service partner will be consistent throughout the design and construction of the new Wells Hall facility with the hopes that the vendor will be able to provide input and feedback related to the design of the conference and food service space that will be a part of the new facility. We anticipate the RFP to be available in early fall with a new contract signed and vendor in place by winter quarter 2019.

Budget & Internal Auditing

- The 2018-19 operating budget will be presented to the Board for approval at the September board meeting. The internal audit “PIRC” schedule has been discussed and approved by Cabinet. The schedule will be shared with the Board at the September board meeting. The Process Improvement Review Counseling (PIRC) will integrate the familiar audit process one would expect with an efficiency analysis of business processes for the unit be audited.

Fiscal Services

- The 15/16 audit has been completed and posted to the State Auditors and SBCTC websites. We expect the 16/17 audit to begin late fall and last approximately six weeks. This timeline allows the college time to get the 17/18 audit started and completed prior to the accreditation deadline in spring of 2019.

Facilities

- Fifth Street Monument Sign- Burton Construction will be serving as the general contractor for the monuments sign project. The project is currently behind schedule due to difficulty identifying a mason for the project.
- Smith Gym Remodel- Smith Gym remodel project is wrapping up.
- Over the summer, WVC facilities staff were trained as certified roofing sealant applicators from the manufacturer. This is important for our campus, as roofs begin to deteriorate on the Wenatchee and Omak campuses, we will have trained staff to extend the life of our roofs up to 10 years and allow the College to properly replace old TPO roofs properly and over time. Current small works funding is only meeting approximately 40% of the system demand for roof repairs and maintenance.

Safety and Security

- In partnership with Student Services, the College has secured and new reporting software to improve reporting and compliance with respect to various federal, state, and local regulations (Clery, Title IX, etc.).
- Additionally, under the leadership of our SSEM, Maria Agnew, WVC has transitioned to a new on campus security contractor. As of July 20th, U.S. Security Associates will serve as our contracted security team on the WVC-Wenatchee campus.

BOARD MEETING: **September 12, 2018**

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

CATEGORY: **STAFF REPORTS**

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

BACKGROUND:

NOTES TO MARCH, 2018 FINANCIAL REPORTS

Balance Sheet

Assets

Deposits in Transit are receipts from June 30 that have not yet been deposited or posted

Investments are \$125,000 lower and cash is higher because U.S. Bank account created to hold Board Reserves is short term, thus cash, rather than long term investments. Same amount - different line item.

Inter/Intra Gov Rec fluctuates widely due to timing of tuition due dates, grant invoicing, Tuition Distribution and Pooled Cash Transfers processes. (Made up of GL's 1352,1353,1354,1355)

Inventories will continue to decline until all remaining Bookstore stock is cleared.

Buildings is significantly increased as a result of the completion of the Student Rec Center's construction in progress; Large differences in Improvements Other Than Bldg. and Furnishings & Equip reflect the continuing progress in accurately reporting WVC assets. See Inventory Report for further details.

Library Resources had not been previously reported but WVC asset now include that line item.

Liabilities

Accrued Liabilities is almost all related to the 06B payroll

Inter/Intra Gov. Pay fluctuates similarly to Inter-intra Gov Rec above.

Other Long-Term Liab. is increased as an offset to the Gen Long-Term Obligation above.

Fund Balance

Change in Fund Balance is inverse to the increase to assets

Statement of Income

The large variances in funds 145 and 149 are a result of Running Start revenue in fund 145 T-transferred to fund 149.

The increase in Capital Funds is largely a result of distributing revenue accumulated in the Bookstore budget (\$660,952) and the Pre-reutilized funds in BFET (\$174,352) to local capital projects

The debit amount in capital funds is a result of transferring accumulated cash from BFET, and aged equipment budget, and bookstore revenue to previous biennium deficits.

**WENATCHEE VALLEY COLLEGE
BALANCE SHEET
13th Month - Final 2018**

ASSETS

CASH		
CASH ON DEPOSIT	1,333,073.08	
DEPOSITS IN TRANSIT	50,392.85	
OTHER - CHANGE	2,360.00	
SAVINGS - US BANK	<u>125,003.14</u>	
TOTAL CASH		1,510,829.07
INVESTMENTS		385,458.97
ACCOUNTS RECEIVABLE		
CURRENT RECEIVABLES	1,160,797.45	
ALLOW UNCOLL REC	-45,113.04	
INTER/INTRA GOV REC	5,082,543.67	
LONG-TERM RECEIVABLE	<u>565,831.45</u>	
TOTAL ACCOUNTS RECEIVABLES		6,764,059.53
INVENTORIES		147,873.72
PREPAID EXP&DEF CHR		0.00
GEN LONG-TERM OBLIG		11,050,470.01
LAND		1,372,427.00
BUILDINGS		43,952,256.72
IMPR OTHER THAN BLDG		296,934.09
FURNISHINGS & EQUIP		739,183.75
LIBRARY RESOURCES		<u>84,075.90</u>
TOTAL ASSETS		<u>66,303,568.76</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

CURRENT LIABILITIES		
PAYABLES	-352,715.05	
ACCRUED LIABILITIES	-1,401,919.99	
INTER/INTRA GOV PAY	-5,321,813.74	
CURR INSTAL&LEASEPAY	-439,000.00	
OTHER CURR LIAB	<u>-1,373,878.18</u>	
TOTAL CURRENT LIABILITIES		-8,889,326.96
LONG-TERM LIAB		
LT INSTALL&LEASE PAY	-8,796,000.00	
OTHER LONG-TERM LIAB	<u>-2,430,697.64</u>	
TOTAL LONG-TERM LIABILITIES		-11,226,697.64
TOTAL LIABILITIES		<u>-20,116,024.60</u>

FUND BALANCE

REVENUES	-23,750,354.96	
CASH CUSTODY - TREAS	-14,024,048.71	
ENC,EXPEND/EXPENSES	<u>25,806,023.94</u>	
TOTAL FUND - NON EQUITY		-11,968,379.73
FUND EQUITY ACCOUNTS		
FUND BALANCE	-1,995,337.82	
OTHER	<u>-32,223,826.61</u>	
TOTAL FUND EQUITY ACCOUNTS		-34,219,164.43
TOTAL FTE'S	0	
TOTAL FUND BALANCE		<u>-46,187,544.16</u>

TOTAL LIABILITIES AND FUND BALANCE **-66,303,568.76**



**WENATCHEE VALLEY COLLEGE
CONSOLIDATED STATEMENT OF INCOME
13th Month - Final 2018**

REVENUES AND OTHER INCOME		
STATE ALLOCATIONS		
001	11,302,315.00	
WRT	737,448.00	
08A	1,756,271.00	
489	689,897.00	
LOCAL RESOURCES		
145	6,360,863.43	
148	1,461,918.31	
149	6,370,423.73	
CAPITAL FUNDS		
147	898,530.33	
TOTAL REVENUE AND INCOME	29,577,666.80	
COSTS, DEDUCTIONS, AND EXPENDITURES		
STATE ALLOCATIONS		
001	(11,302,315.00)	
WRT	(737,448.00)	
08A	(1,756,271.00)	
489	(689,897.00)	
LOCAL RESOURCES		
145	(6,174,230.46)	
148	(1,966,127.43)	
149	(5,760,113.11)	
CAPITAL FUNDS		
STATE CAPITAL		
LOCAL CAPITAL	38,189.97	
TOTAL COSTS, DEDUCTIONS, AND EXPENDITURES	(28,348,212.03)	
REVENUE IN EXCESS OF EXPENDITURES	1,229,454.77	

BOARD MEETING: **September 12, 2018**

AGENDA ITEM **#7 (information)**

CATEGORY: **STAFF REPORTS**

Tod Treat, Interim Vice President of Instruction

BACKGROUND:

Curriculum Updates

- WVC submitted its BAS-Teaching Program Proposal to SBCTC on August 13. WVC will seek similar approval with the Professional Education Standards Board prior to full implementation.
- WVC submitted revised BAS-Data Analytics Statement of Need to SBCTC on August 21 (after completing feedback).
- WVC will present both BAS programs to SBCTC on October 15-16th.

Inaugural Graduating Class for WVC BSN Program

WVC celebrated 19 graduates at its August 17 inaugural graduation. Prior to the graduation, graduates participated in a poster session demonstrating their work. Students were asked to work on pressing needs in the community and healthcare as part of their practicum experience. The practicum gave students practice completing quality improvement projects, facilitating health education and safety initiatives and addressing public health concerns. They shared their work on topics ranging from opioid policy development to health education on antimicrobial resistance to investigation into cancer clusters.

Leadership Transitions:

Instruction recognizes the outstanding leadership of Dr. Carli Schiffner who has moved on to serve as Deputy Executive Director for Education at the State Board for Community and Technical Colleges.

Holly Bringman is serving as Interim Dean of Liberal Arts and Sciences after demonstrating outstanding leadership overseeing WVC's Running Start Program.

Fall Launch:

Fall Launch Week is an important time for Instruction as we welcome back faculty in preparation for the fall quarter. A variety of activities are planned that reengage faculty as they prepare classes, reflect on student success, and finalize course outlines and materials. In preparation for WVC's Year Seven Accreditation this year, particular emphasis will be placed on considering how Instruction uses Core Themes in its planning, program review and assessment, demonstrating students are learning, and improvements. 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 14 and pre-tenure meetings for all probationers will take place on September 19. These are important opportunities to welcome, support, and guide a new generation of WVC faculty.

BOARD MEETING: **September 12, 2018**

AGENDA ITEM **#8 (information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- New Athletic Director Kyle Vierck started on July 16.
- Beth & Dennis Dobbs Locker Room project is in final stages; estimate completion on September 5. Includes updates to Men's and Women's Basketball team rooms, new Volleyball team room, updates to efficient lighting, and more.
- Athletics is collaborating with Campus Life on sound financial processes for budget forecasting and management.
- Volleyball kicks off the season at Springfield, OR for NWAC Showcase on August 24-26. Both Soccer teams travel to Tukwila for NWAC Friendlies on August 23-24.
- Tentative master schedule was established for the coming 13 months for signature events in department fundraising. Information on events, dates and details available in September.
- Balance of student-athletes will be welcomed to campus early September, with Baseball starting just after Labor Day, and Basketball and Softball teams arriving shortly thereafter.

CAMP

- Currently, 51 CAMP scholars returning this fall, with a few additional students expected to enroll.
- 34 students currently enrolled for Cohort 10 next year. Approximately 27 applications in progress. Anticipate a full cohort before September orientation.
- Outreach and recruitment events are being booked. Alfredo Ortiz recruited at the annual Migrant Education Conference in Yakima, August 16-17.
- Grant rewrite process is on schedule. Data collection, identification of key partners for letters of support, and request for proposals from other CAMP grants have occurred.

COUNSELING

- Bertha Sanchez and Ryan Poortinga have been meeting with students on a summer schedule, returning to full-time the start of Fall quarter.

CAMPUS LIFE, EQUITY & INCLUSION

- Student Programs and Diversity, Equity and Inclusion areas have been combined. New Associate Dean of Campus Life, Equity & Inclusion position was created and Erin Tofte-Nordvik is in that position. Laura Singletary has taken a position at Whatcom CC.
- Hiring for three positions: Residence Life Coordinator (Jeremy Snyder begins early September); Recreation Center Manager (Hillary Connor's last day was Aug 17); Diversity & Inclusion Center Coordinator (new position created in the merger).
- Student Senate interviews were conducted and offers for positions made. Senate training starts Sept 12.
- New Student Orientation will be Sept 13, 3-7:00pm. Many volunteers needed.
- Equity trainer John Lenssen will be here to train all staff for President's day.
- Fall Showcase scheduled for Oct 3.
- Until a new person is hired, Carla Boyd is covering Omak students who have accommodations and has updated all Omak files. She had 8 new intakes for students (summer and fall); 4 consults with faculty, facilities and L & I case worker.
- Anticipate 6 returning International students, and 8 new students for the next year.
- Johanna Hamilton has been keeping busy with summer international programs including: Naju group (30 students) July 15 to August 1; Misawa group (14-16 students): August 6-15; Shimane group (about 20 students) August 21-28.

STUDENT SERVICES

- Financial aid processing, using document imaging, continues ahead of schedule and far below budget. Train the trainers for document imaging, which will be used by several departments, was completed and now in testing.
- DOE and Congress focusing on efforts to simplify the FAFSA and hopefully will address the requirements with the collection of verification documents.
- Looking into installing electronic bulletin boards, perhaps replacing current cork board in Student Services lobby.
- Admissions & Registration processed spring quarter graduates and sent out diplomas.
- Maggie Segesser was hired as Program Specialist and started August 1, replacing Ann Tyrrell who retired July 31. Maggie comes from Clover Park Technical College with 15+ years' experience in several facets of student services.
- Educational Planning held 13 new student advising and registration sessions since May 29. To date, no sessions were canceled due to low enrollment; in fact, one session was added. 258 new students attended (23 more than at the end of July 2017). Last year, there was total of 456 new students in face-to-face intake sessions. So far, 60 new students have opted for the online session (OAR); 41 have completed (last year a total of 114 students completed OAR).
- Amy Olson was hired as Career Center Coordinator and started August 13. She was formerly a WVC Educational Planner for Allied Health.
- Randy Mitchell met with Bob Greiner, Zack Jacobson, and Link Transit on July 12 to discuss internship opportunities for Auto and Eltro students for 2018/19 academic year. Link Transit will offer 2 paid internships.
- Student workers will now submit electronic timesheets through the Electronic Time and Leave system.
- Noah Fortner processed Nursing and MA applications. Nursing: 105 received (46 accepted in Wenatchee, 16 Omak). MA: 23 received (20 accepted in Wenatchee, 3 Omak). Additional 3 applied and were accepted for MA after deadline (2 Wenatchee, 1 Omak).
- Andrew Behler called 315 recent HS21+ students not registered for Fall HS21+ courses or college courses.
- Yadira Oregon was hired as new Completion Coach and started July 23, replacing Rigo Garcia.
- Jaima Kuhlmann presented WCCCSA 101 training for new members at Shoreline Community College on July 12. She helped lead the July 21 Costa Rica Pre-Departure Orientation at North Seattle Community College. Three WVC students traveling to Costa Rica attended. Jaima also worked with Virginia Gabby, a colleague at North Seattle College, to edit and format the new WCCCSA website.

TRiO/SSS

- Goal of serving 140 students at Wenatchee and Omak sites was reached!
- Julie Price was hired as new Retention Specialist in Omak.
- TRIO's office in Omak was moved to Administration Building, room 123.
- Working retreat was held at Omak August 22.
- Tutors will be hired for Wenatchee (2) and Omak (1). Additional tutors may be hired if needed. 1:1 tutoring service is popular with many students.
- Estimate 91% of Wenatchee and 81% of Omak participants will be returning fall quarter.
- Academic year will begin with 74 students enrolled. Need to enroll Omak - 13, Wenatchee - 53. About 30 appointments are pending.

GENERAL

- Dr. Flores attended Harvard's Institute for Educational Management (IEM) July 14-27. She enjoyed her time in Cambridge/Boston and while highly intensive, she was appreciative for the opportunity and eager to employ what she learned. She has shared her experience with Cabinet and held a brown bag on August 27 to interested staff.
- The Student Services Leadership Team (SSLT) has been working diligently on the division's strategic plan. A mission statement has been developed and now SSLT will focus attention to establishing goals/strategies.
- WVC has entered a contract with Symplicity beginning this fall. The company offers Advocate, a software solution which will help with the case management for student conduct, Title IX and behavior intervention cases, including the employee grievance and conflict resolution process.
- WVC will be offering an online financial literacy tool for students beginning fall 2018. Dr. Flores worked with ECOMM to secure Igrad, an online experience that will help students master personal finance, prepare for a successful career and learn more about available financial resources.

BOARD MEETING: **September 12, 2018**

AGENDA ITEM **#9 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

Programs Overview

- WVC is monitoring several low-enrolled programs for fall quarter, including machining. Community relations has been featuring several programs in WVC advertising and social media and receiving positive responses, but so far enrollment continues to struggle.
- WVC has its first bachelors graduates as the BSN program graduated 19 students in August.

Policy Overview

- After discussion about reserves at the board retreat in August, the cabinet is working on a new reserves policy to present to the trustees in October. The policy will ensure that the college is able to meet its liabilities for up to three months if the state does not meet its obligations for any reason.

Facilities Overview

- The design process for Wells Hall replacement continues on track for finishing in time to move to the construction stage if the legislature approves those funds for the next biennium. Demolition and then construction would begin in the summer of 2019. Plans are being made to relocate the classes now taught in Wells Hall to either temporary portables or other facilities.
- The remodel of the locker rooms is taking longer than expected, but should be finished soon. There is also ADA work taking place across campus in Wenatchee.
- The lactation pod has been installed in Sexton Hall.

Finance Overview

- Dr. Chio Flores assembled a team during the past weeks to do a “phone-a-thon” to reach out to students enrolled in spring who were not yet enrolled in fall. Most of the students were positive about the contact and more than 30 indicated they were going to enroll this fall. Omak also made calls earlier and saw an immediate bump in fall enrollment. At this point, fall enrollment looks strong at more than 3% over last fall’s numbers.
- The final allocation from the state has been added to our 2018-19 budget and the new budget will be presented to the trustees this month.

Other

- I continued to work with system presidents and chancellors at WACTC, but am now off the executive committee for the first time in seven years. I am a member of the capital committee. The CTC system continues to be the lowest funded sector of education in Washington State.
- I attended the WACTC retreat in July where we made plans for the 2018-19 year and discussed probable budget requests for the legislature for the 2019-21 biennial budget they will be working on this session.
- I continue to meet with David Davin, the executive director of the WVC Foundation and the Foundation Executive Committee. The full board resumes its meetings in September. David has submitted his resignation to take a similar position in Illinois, so the foundation will be going through another transition at executive director after only one year.
- I also continue to meet with the WVC-Omak Foundation.
- I continue to meet monthly with WVC Budget Analyst/Internal Controls Accountant, Joanne Tepley about her work with WVC budget managers regarding the 2018-19 budget. She will also be working with departments on efficiencies through her PIRC program, which she will be presenting to the board this month.
- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress. Discussed the progress of the training contract with Confluence Health and their need for on-going training.

- Cabinet has continued to meet with different departments on campus before cabinet meetings to talk about people's concerns, accomplishments, and hopes for WVC. We will continue the visitations regularly before cabinet meetings, including going to Omak to meet there. We are compiling the comments and will report out to the college community and the trustees later this fall when all visitations are finished for the first round.
- Attended a SBCTC meeting in Leavenworth representing WACTC and discussing WACTC's position on the 2019-20221 biennial budget request among other issues.
- Met with WVC's AAGs and Reagan Bellamy on personnel matters a couple of times.
- Said goodbye to VPI Carli Schiffner after more than five years and many accomplishments, including the transition to a bachelor degree granting institution. She will be missed at WVC but will be a great addition to the SBCTC staff.
- Hired Dr. Tod Treat as Interim VPI. Dr. Treat spent the last five years at Tacoma Community College and worked at several institutions in Illinois before that.
- Was interviewed on KPQ several times during the summer.
- Met with the state auditors in their exit interview.
- Held a cabinet retreat to look at accomplishments and plan for the coming year.
- Attended the Board retreat which included an afternoon session with Dr. Gene Sharatt.

BOARD MEETING: **September 12, 2018**

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

CATEGORY: **ACTION**

Election of Board of Trustees Officers

BACKGROUND:

Board of Trustees will elect officers to serve during the 2018-2019 academic year.

RECOMMENDATION:

At the discretion of the board.

BOARD MEETING: **September 12, 2018**

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

CATEGORY: **ACTION**

Revised Board of Trustee Policies

BACKGROUND:

WVC Board of Trustees reviewed and revised the board policies during their retreat on August 15, 2018.

RECOMMENDATION:

That the WVC Board Policies be revised as presented.

WENATCHEE VALLEY
COLLEGE

BOARD OF TRUSTEES

POLICY MANUAL

The Board of Trustees (“Board”) of Wenatchee Valley College (“College”) adopts this manual as guidance in its development and monitoring of policies and procedures that relate to the governance of the college.

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GOVERNANCE

G1: Purpose

The purpose of governance is that the Board, on behalf of the citizens of Chelan, Douglas, and Okanogan Counties, ensure the accountability of the college by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost, and (b) avoids unacceptable activities, conditions, and decisions.

Accordingly,

1. The Board serves as the link between the organization and the ownership by:
 - a. Advocating for the college and its students at local, state and national levels;
 - b. Representing the needs, interests and concerns of the community to the CEO.

2. The Board maintains written governing policies that address each category of organizational decision:
 - a. Governance: how the Board conceives, implements, and monitors its own tasks;
 - b. Mission and Core Themes: recipients and organizational outcomes;
 - c. Board-Staff Linkage: how Board authority is delegated and its proper use monitored;
 - d. Executive Limitations: constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.

G2: Policy Governance

The Board adheres to the principles of Policy Governance, which emphasizes (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership rather than administrative detail, (4) clear distinction between Board and CEO roles, (5) collective rather than individual decision-making, (6) a focus on the future, and (7) proactive rather than reactive behavior.

Accordingly,

1. The Board cultivates a sense of group responsibility. The Board uses the expertise of individual members to enhance the ability of the Board as a body rather than to substitute individual judgements for the Board's values. The Board will allow no officer, individual, or committee to hinder the accomplishment of Board commitments.

2. The Board is the initiator of policy. The Board directs, controls, and inspires the organization through the establishment of policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major focus is on the intended long-term effects outside the organization; not on the administrative programmatic means of achieving those effects.

3. The Board is responsible for excellence in governing, and enforces upon itself whatever discipline is needed to govern with excellence. Discipline applies to such matters as attendance, preparation, maintaining focus on policy rather than administration, and ensuring continuance of governing capability. Continual Board development includes orientation of new Board members in the Board's policy governance process and periodic discussion of process improvement.

4. The Board annually evaluates its own performance using **only** the criteria established in its Governance and Board-Staff Linkage Policies.

G3: Chairperson's Role

The chairperson assures the integrity of the board's process and may represent the Board to outside parties. While Board members may simply report Board decisions, the Chairperson is the only Board member authorized to speak for the Board, other than in specifically authorized instances.

Accordingly,

1. The Chairperson's basic duties are outlined in the By-Laws, Policy G9.
2. The Chairperson assures that meeting discussions focus on issues which, according to Board policy, clearly belong to the Board to decide or examine, not the CEO.
3. The Chairperson has no authority to supervise or direct the CEO.

G4: Board Members' Code of Ethics

The board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as board members.

Accordingly,

1. Members must represent unconflicted loyalty to the interests of the community. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - b. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - d. Members will annually disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - a. Members' interaction with the chief executive or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - b. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - c. Members will give no voice to individual judgments of CEO or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

G5: Cost of Governance

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Accordingly,

1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - a. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
 - b. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
 - c. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the citizens of Chelan, Douglas and Okanogan counties' viewpoints and values.
2. Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

G6: Conferring Recognition

The Board of Trustees retains its authority to confer recognition in the name of the college upon individuals and organizations.

Accordingly,

1. The Board of trustees retains final authority for the naming of all college facilities and sites, including buildings, rooms, wings, parks, and other areas on campus, or owned by the college off campus. The naming protocol includes the following considerations:
 - a. Consideration will be given to geographical, functional, and historical themes, with a historical timeline that includes the original inhabitants of the college service area.
 - b. Consideration will be given to organizations who have donated to the college considerable funds, property, or equipment, without which a building, program, or activity may not have been possible.
 - c. Consideration will be given to individuals, normally who are deceased, who devoted a considerable amount of time and effort, beyond normal expectations, to the betterment of the college or who made a sizeable donation toward the completion of a site or facility.
 - d. During public capital campaigns for new facilities, the board may grant naming rights for rooms, portions of rooms, building wings, lobbies, courtyards, etc. within or adjacent to a building based on contributions to that specific campaign. Such action will be coordinated with the WVC Foundation.
2. When it is deemed that a building or facility or a portion of a building or facility is to be named or renamed, the Board of Trustees may appoint a committee to assist in researching possible names to be considered. The committee will bring its recommendations to the Board for selection and approval.
3. Building names are intended to be permanent. Granting naming rights for a stipulated period of time based upon a donor's contribution will not be considered. All agreements pertaining to the naming of a facility shall include the stipulation that the name may be retired under certain circumstances which include the following:
 - a. The facility is demolished, or converted to an entirely different function, or is remodeled or renovated to such an extent as to present a significantly different footprint or appearance.
 - b. The board has determined that the name is no longer appropriate to be displayed on campus.
4. All facilities named for an individual or organization shall exhibit a plaque on public display describing the contribution of the individual or organization to the college.

G6: Conferring Recognition (continued)

5. Honorary degrees recommended by the CEO may be awarded with the prior approval of the Board.
6. The Board may from time to time confer recognition in a form it deems appropriate to any organization or individual, including, students, staff, and community members

G7: Board Self-Evaluation

The Board evaluates its own performance on an annual basis.

Accordingly,

~~1. The Board monitors and discusses its process and performance at each meeting. Self-monitoring includes comparison of Board activity and discipline to the terms of Governance and Board-Staff Linkage Policies.~~

~~1.2~~ (The Board evaluation may include:)

- a. Policy Governance: Review Board adherence to the terms of its Governance Policy;
- b. Strategic Direction: Review the organization's compliance with mission and Core Theme Policies, and the Compliance Indicators used to report on them;
- c. Direction to the CEO: Review the status of Board-Staff Linkage and Executive Limitations Policies, and the Compliance Indicators used to report on them;
- d. Special Projects: Review compliance with any other items of special interest singled out by the Board.

~~2.3~~ The Board self-evaluation is reviewed annually at the Board retreat. The Board Chairperson is charged with assuring timely follow-up on any revisions or other items marked for further discussion.

G8: Amendments

The Board shall review the terms of this manual annually in a single session or by sections in multiple sessions. Any changes recommended by at least two Board members shall be placed on the agenda for discussion and action at the next regularly-scheduled Board meeting.

G9: By-Laws

The Board of Trustees of Community College District 15, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article I OFFICES

- Section 1. The Board of Trustees shall maintain an office at 1300 Fifth Street, Wenatchee, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.
- Section 2. Correspondence or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.

Article II MEETINGS

- Section 1. The Board of Trustees shall hold at least one regular meeting each month, unless dispensed by the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.
- Section 2. All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.
- Section 3. No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.
- Section 4. Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees electronically or via first class mail if requested prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12 noon six days before the meeting in order to be included on the agenda. The Chair or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if, in his/her judgment, the matter is of an emergency nature.
- Section 5. All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.
- Section 6. The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken, other than the purpose, or purposes for which the special meeting was called.
- Section 7. All items that are within the President's prerogative as set forth in Board Policy BSL-2:2, but require Board approval by RCW and/or WAC codes, shall be placed on a Consent Agenda. The Consent Agenda shall be voted upon without discussion. However, any member of the Board may request the removal of any item on the Consent Agenda for discussion at the next meeting of the Board.
- Section 8. Each regular meeting of the board shall provide members of the public an opportunity to address the board on any item of business as provided in WAC 132W-105-060.

Article III
EXECUTIVE SESSIONS

- Section 1. The Board of Trustees may convene in Executive Session whenever it is deemed necessary to discuss any matter authorized by state law.
- Section 2. No official business of the Board of Trustees shall be formally acted upon in Executive Session

Article IV
RECORDS OF BOARD ACTION

- Section 1. All business transacted in official Board meetings shall be recorded in minutes and filed for reference.

Article V
PARLIAMENTARY PROCEDURE

- Section 1. Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members. With approval of the Board Chair, members may be considered present via telephone or other electronic means.
- Section 2. The Board may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.
- Section 3. Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.
- Section 4. In question of parliamentary procedure, the actions of the Board shall be conducted according to the Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.

Article VI
ADOPTION OR REVISION OF POLICIES

- Section 1. Policies of the Board are established for Executive Limitations, Board Governance Process, Board Staff Linkage and Core Themes. In order to achieve a consistent pattern of administration, such policies should be reflected in continuous decision making.
- Section 2. Proposed written policies, or revision of existing written policies, shall be presented to the Board one month prior to the intended date of formal action to provide ample time for consideration and possible revisions.

Article VII
OFFICERS OF THE BOARD

- Section 1. At the first regular meeting of the board following July 1 of each ~~odd-numbered~~ year, the board shall elect from its membership a Chair and Vice-Chair to serve ~~for the coming two years (one-year terms)~~. In Addition, the President of Wenatchee Valley College shall serve as Secretary to the Board of Trustees as specified by State Law. The Secretary may, at his/her discretion, appoint the administrative assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board.
- Section 2. The Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording action of the Board, and develop in concurrence with the Board

Secretary, an agenda for each meeting of the Board. The Chair shall, while presiding at official meetings, have full rights of discussion and vote.

- Section 3. The Vice-Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall act as Chair of the Board in the absence of the Chair.
- Section 4. In case of the absence of the Chair and Vice-Chair from any meeting of the Board of Trustees or in case of the inability of both of the two to act, the Board of Trustees shall elect for the meeting a chair Pro Tempore, and may authorize such Chair Pro Tempore to perform the duties and acts authorized or required by said Chair or Vice-Chair to be performed, as long as the inability of these said officers to act may continue.
- Section 5. The Secretary of the Board shall in addition to any duties imposed by Rules and Regulations of the State Board, keep the official seal of the Board, maintain all records of meetings and other official action of the Board.
- Section 6. The Secretary shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.
- Section 7. The Secretary, or the designee must attend all regular and special meetings of the Board, and official minutes must be kept of all such meetings.

Article VIII COMMITTEES

- Section 1. The Board of Trustees shall act as a Committee of the Whole for the conduct of its business.
- Section 2. Special committees of Board members may be appointed by the Chair of the Board upon authority of the Board with such powers and duties and for such term as the Board may determine.
- Section 3. Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting a copy of said minutes shall be delivered electronically or by first class mail if requested to each member of said committee and remaining members of the Board of Trustees and the President of the college.

Article IX FISCAL YEAR

- Section 1. The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

Article X OFFICIAL SEAL

- Section 1. The Board of Trustees shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be

WENATCHEE VALLEY COLLEGE
District 15
State of Washington

MISSION AND CORE THEMES

MC1: Mission

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.

MC2: Educational Achievement

Students will achieve their goals for education and employment through preparation for successful transfer to the baccalaureate level, development of the professional/technical expertise for successful entry into the workforce, or proficiency in college readiness skills needed to pursue goals for further education and employment.

MC3: Support for Learning

WVC's non-instructional programs and services will support students' attainment of their educational goals and promote access to all of the college's educational opportunities.

MC4: Responsiveness to Local Needs

WVC's degrees, programs, courses and services will be responsive to local demand and community needs. WVC will actively seek community input through its foundations, advisory committees, and collaboration with external organizations.

MC5: Diversity and Cultural Enrichment

Students and staff will be supported by practices and policies that create an inclusive environment for learning and work. The college community and residents of District 15 will have opportunities to experience diverse and multiculturally rich perspectives through curriculum, educational programs, and special events.

BOARD-STAFF LINKAGE

BSL1: Chief Executive Role

The President, as chief executive officer, is accountable to the board acting as a body. The board will instruct the chief executive through written policies, delegating to him or her interpretation and implementation of those policies.

BSL2: Delegation to CEO

All Board authority delegated to the operating organization is delegated through the chief executive, so that all authority and accountability of the operating organization – as far as the Board is concerned – is considered to be the authority and accountability of the chief executive.

Accordingly,

1. The Board directs the CEO to achieve specific results for specified recipients through Mission and Core Theme Policies. The Board limits the latitude the CEO may exercise through Executive Limitations Policies.
2. As long as the CEO uses any reasonable interpretation of the Board's Mission and Core Themes and Executive Limitations Policies, the chief executive is authorized to make decisions, take actions, establish practices, and develop activities in furtherance of those policies.
3. The board may change its Mission and Core Themes and Executive Limitations Policies, thereby shifting the boundary between board and chief executive domains. By so doing, the board changes the latitude of choice given to the chief executive. But so long as any particular delegation is in place, the board and its members will respect and support the chief executive's choices.
4. Only decisions of the board acting as a body are binding upon the chief executive.
 - a. Decisions or instructions of individual board members are not binding on the chief executive except in rare instances when the board has specifically authorized such exercise of authority.
 - b. In the case of individual board members requesting information or assistance without board authorization, the chief executive can refuse such requests that require – in the CEO's judgment – a material amount of staff time or funds or is disruptive.

BSL3: Chief Executive Evaluation

As the Board's single official link to the operating organization, the CEO's performance is considered to be synonymous with organizational performance as a whole.

1. Consequently, the CEO's job performance is evaluated by criteria in only two areas:
 - a. Organizational accomplishment with respect to Mission and Core Theme Policies
 - b. Organizational operation within the boundaries of prudence and ethics as described in Executive Limitations Policies.
2. A formal, written evaluation of the CEO's performance is conducted at least once yearly, presented to the CEO for discussion and response if desired, and filed in the CEO's personnel record.
3. A formal evaluation of the CEO's performance may be conducted at any time by the Board or at the request of the CEO.

BSL4: Monitoring

The purpose of monitoring is to determine the degree to which Board policies are being fulfilled.

Consequently,

1. The Board may choose to monitor any policy at any time.
2. Monitoring may be directed at procedures, activities, or programs only insofar as they may affect a Board policy.
3. Ongoing monitoring activity includes:
 - a. Reports in compliance with Board Policies EL5 through EL8 at all regularly-scheduled meetings;
 - b. Reports on one or more of the items contained in the Board's Mission and Core Theme Policy.
 - c. Annual comprehensive report on core themes.
4. Special monitoring activity may include:
 - a. External report: Review of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
 - b. Direct board inspection: Review of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.

BSL5: Reduction and Elimination of Programs

WVC programs may from time to time become candidates for reduction or elimination due to a variety of considerations, including enrollment and cost, among others. A "program" for the purpose of this section is an ongoing service or activity funded in whole or in part by WVC for students or the public. Examples of programs include but are not limited to academic transfer departments, Running Start, ABE/ESL, organized sports, student housing, and professional/technical (vocational) departments. The CEO shall not allow the Board to be unformed of substantial program changes (at least 50% of a program's annual budget or 50% reduction of a program's curriculum).

Accordingly:

1. The Board may initiate the discussion of elimination or substantial reduction of a program at any time.
 - a. Consistent with BSL 2 (3) and BSL 4, the Board should cite its reasons for participating in a normally administrative manner. Such reasons may include overriding community interest or financial emergency;
 - b. The discussion must occur in an open public meeting and with the participation of the CEO;
 - c. The Board may secure the participation of students, faculty, or community members, as it deems appropriate;
 - d. A minimum notice as defined by bargained agreements, other regulations or accreditation standards must be given to the public and affected employees and students prior to Board action on the substantial reduction or elimination of a program.

2. The CEO may initiate the discussion of elimination or substantial reduction of a program at any time. The CEO may not:
 - a. Fail to follow applicable policies and procedures outlined in the NWCCU Accreditation Standards, the current AHE (faculty) contract, current SBCTC guidelines, and other legal requirements that may apply;
 - b. Fail to inform the Board of a substantial reduction or elimination of a program, at least 60 days prior to the proposed action. The Board may:
 - ii. Delegate the decision to the CEO;
 - iii. Seek the opinion of an external auditor or other authority;
 - iv. Seek greater community input before making the decision.

EXECUTIVE LIMITATIONS

EL1: General Executive Constraint

The chief executive officer shall not allow in or by the operating organization any practice, activity, decision or situation which is unlawful, imprudent, or in violation of commonly accepted business practices and professional ethics.

EL2: Treatment of Community Members and Students

With respect to staff interaction with community members and students or those applying to be students, the CEO shall not cause or allow conditions, procedures, or decisions which are unsafe, disrespectful, unduly undignified, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

Accordingly, she or he may not:

1. Use application forms or procedures that elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
3. Fail to establish with community members and students a clear understanding of what may be expected and what may not be expected from the service offered.
4. Fail to provide a grievance process to those students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this policy.
5. Operate without written procedures which clarify the rules for students.

EL3: Treatment of Employees

With respect to treatment of paid and volunteer staff, the chief executive may not cause or allow conditions which are unfair or undignified, or are in violation of agreements with the Association for Higher Education (AHE) and Washington Public Employees Association (WPEA).

Accordingly, she or he may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for expressing an ethical dissent.
3. Restrict the exercise of academic freedom.
4. Prevent staff from grieving to the board when (a) internal grievance procedures have been exhausted and (b) the employee alleges either (1) that board policy has been violated to his or her detriment or (2) that board policy does not adequately protect his or her human rights.
5. Hinder employees from becoming acquainted with their rights under this policy.

EL4: Compensation

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the chief executive may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, he or she may not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Create compensation obligations over a longer term than revenues can be reasonably projected, in no event longer than one year.

EL5: Treatment of Asset Protection

The chief executive may not allow assets to be unprotected, inadequately maintained nor unnecessarily subjected to risk.

Accordingly, he or she may not:

1. Unnecessarily expose the organization, its board or staff to claims of liability.
2. Fail to protect intellectual property, information and files from loss or significant damage.
3. Receive, process or disburse funds under controls which are insufficient to meet the auditor's standards.
4. Endanger the organization's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.
5. Name college facilities including buildings, rooms, wings, parks, landscaped areas or other significant locations.

EL6: Financial Planning

Fiscal planning shall not deviate materially from board Mission and Core Themes Policies or risk fiscal jeopardy.

Accordingly, he or she may not cause or allow financial planning which:

1. Contains too little information to enable:
 - credible projection of revenues and expenses,
 - separation of capital and operational items,
 - description of cash flow,
 - disclosure of planning assumptions,
 - description of status of unrestricted reserve funds.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period, plus allocated reserve.
3. Reduces the current assets, including state board allocations, at any time to less than twice current liabilities.

EL7: Financial Condition and Activity

With respect to the actual, ongoing condition of the organization's financial health, the chief executive may not cause or allow the development of fiscal jeopardy or a material deviation from Board Mission and Core Theme Policies.

Accordingly, he or she may not:

1. Expend more funds than have been received in the fiscal year to date, plus the allocated reserves, unless the board-approved debt guideline is met.
2. Conduct inter-fund shifting in amounts greater than can be restored within 90 days without board approval.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property without prior board approval.
6. Fail to pursue receivables after a reasonable grace period.
7. Make a single purchase, commitment or obligation of greater than \$150,000.
8. Expend any amount from unallocated reserve funds.

EL8: Communication and Support to the Board

With respect to providing information and counsel to the board, the CEO may not permit the board to be uninformed. Accordingly, he or she may not:

1. Neglect to submit monitoring data required by the board in a timely, accurate and understandable fashion, directly addressing provisions of the board policies being monitored.
2. Let the board be unaware of relevant trends, anticipated media coverage, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
3. Fail to advise the board if, in the CEO's opinion, the board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the board and the CEO.
4. Fail to marshal for the board as many staff and external points of view, issues and options as needed for fully informed board choices.
5. Fail to provide a mechanism for official board communications.
6. Fail to deal with the board as a whole, except when fulfilling individual board member requests for information.
7. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.
8. Fail to secure the prior approval of the board for the elimination of a service or program when such action would not be consistent with Board Mission and Core Theme Policies.

EL9: Emergency Executive Succession

In order to protect the board from sudden loss of chief executive services, the chief executive may not have fewer than two other executives familiar with board and chief executive issues and processes.

BOARD MEETING: **September 12, 2018**

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

CATEGORY: **ACTION**

2018-2019 WVC Operating Budget: Brett Riley

BACKGROUND:

The WVC 2018-2019 operating budget is presented 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.

Budget Considerations Sourced from Legislative Action:

- Resident Tuition increased 2.2% (149 funds)
- Running Start rates increased for 17-18 (145 Funds)
- \$6,110.51 to \$7,565.67 (Regular 93%)
- \$6,937.22 to \$8,425.34 (Vocational)
- Salary Increases
- I-732: 3% in July & .7% in January
- Classified: 2% in July & 2% in January
- Exempt: 2% in July & 2% in January
- Health Care premiums increased to \$916 (all funds)
- Pension increased .10%

Revenue Forecast:

101 Funds-

- Our State allocation is projected at **\$14,872,985** including provisos and program funding.

149 Funds-

- Tuition forecast is **\$6,428,513** for 18-19. Enrollment projections have been improving since spring. We are conservatively projecting a 2% decrease in tuition revenue.
- Projections for upper division tuition has been included (30 FTE).

***148 Funds-**

- Institutional and course fees are projected to increase an average of 4% based on fee increases previously approved by the Board.
- Fee revenue is projected to come in at just over \$2 million at **\$2,063,346**

***Note:** This does not include the Recreation Center fee.

145 Funds-

- Largely Running Start revenue, 145 funds are projected at **\$5,833,825** with enrollment coming in even to last year's numbers.

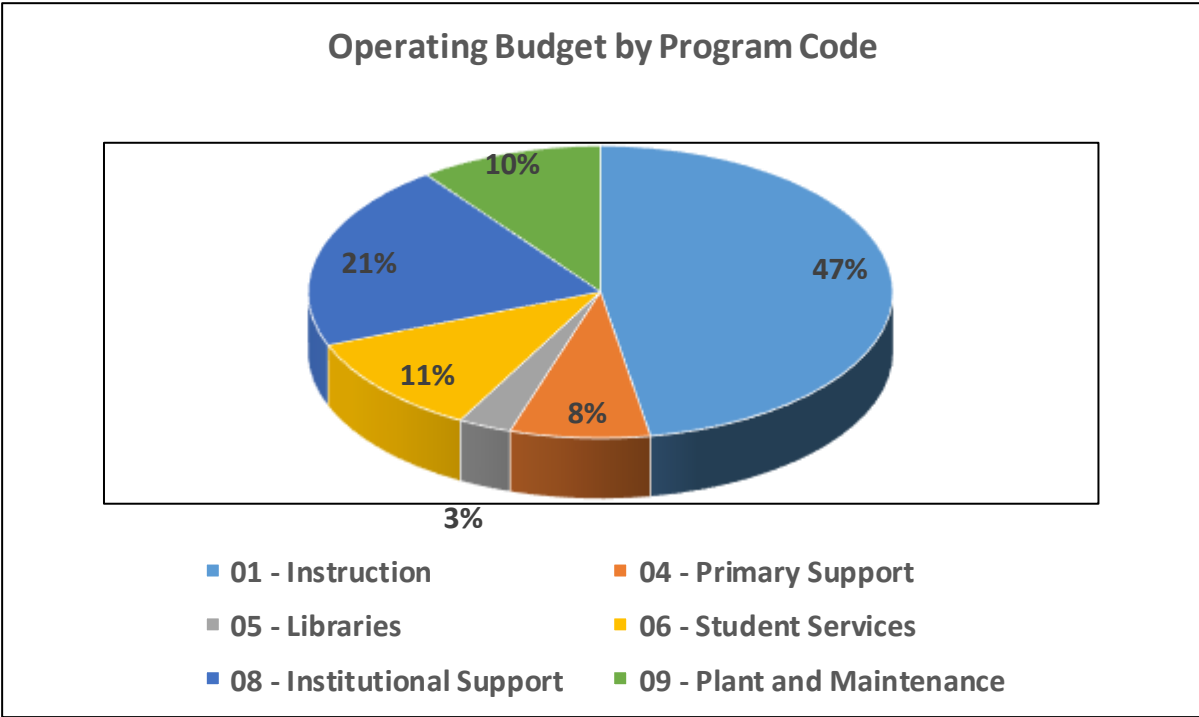
Other-

- **\$120,000** in Foundation sourced funds dedicated to specific program

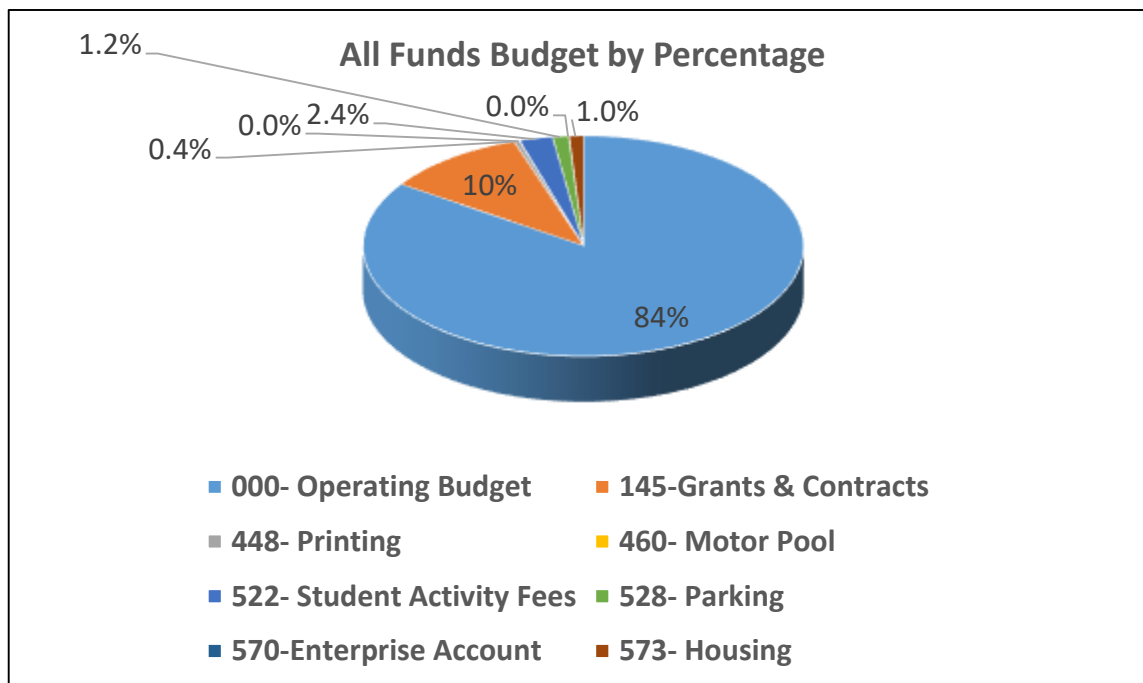
Total Operating Revenue- \$29,318,668

2018-19 Revenue Forecast by Fund		
Revenue Source	FY 18-19	% of Budget
101- Total State Allocation	\$ 14,872,985	50.73%
149- Total Tuition	\$ 6,428,513	21.93%
*148- Total Course and Program Fees *(Does not include VW fee)	\$ 2,063,346	7.04%
145- Running Start	\$ 5,790,825	19.75%
College in the HS	\$ 43,000	
Foundation Reimbursement		
Crane Endowment	\$ 40,000	0.14%
Auvil Endowment	\$ 80,000	
Total Estimated Operating Revenue FY 18-19	\$ 29,318,668	100%

Operating Budget by Program Code					
Program Code	17-18 Budget	17-18 Percent	18-19 Budget	18-19 Percent	SBCTC
01 - Instruction	\$ 12,271,449	48%	\$ 13,385,574	47%	47%
04 - Primary Support	\$ 1,423,903	6%	\$ 2,191,549	8%	8%
05 - Libraries	\$ 1,078,687	4%	\$ 834,004	3%	3%
06 - Student Services	\$ 3,038,538	12%	\$ 3,142,247	11%	13%
08 - Institutional Support	\$ 4,882,124	19%	\$ 5,884,079	21%	18%
09 - Plant and Maintenance	\$ 2,909,629	11%	\$ 2,881,215	10%	12%
Total	\$ 25,604,330	100%	\$ 28,318,668	100%	100%



All Funds Budget	
000- Operating Budget	\$ 28,318,668
145-Grants & Contracts	\$ 3,490,844
448- Printing	\$ 129,204
460- Motor Pool	\$ 13,000
522- Student Activity Fees	\$ 820,000
528- Parking	\$ 393,774
570-Enterprise Account	\$ 12,385
573- Housing	\$ 351,638
Total	\$ 33,529,513



Summary:

- WVC has established an operating budget of \$28,318,668 based on conservative revenue and enrollment estimates.
- The operating budget provides for \$1,000,000 to be held in local contingency designated for Board Reserve.

RECOMMENDATION:

That the trustees accept the 2018-2019 WVC operating budget as presented