

AGENDA
 BOARD OF TRUSTEES
 WENATCHEE VALLEY COLLEGE
 WENATCHEE, WASHINGTON
 September 13, 2017

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

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CALL TO ORDER.....

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PUBLIC COMMENT

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

ADJOURNMENT

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

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

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **APPROVAL OF MINUTES**

June 21, 2017, Board Meeting and August 16, 2017, Board Retreat Minutes

BACKGROUND:

Attached are the minutes from the June 21, 2017, board meeting and August 16, 2017, board retreat for your approval.

RECOMMENDATION:

That the minutes from the June 21, 2017, board meeting and August 16, 2017, board retreat be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
June 21, 2017

3:00 p.m. – Board of Trustees Meeting..... Room 2310, Wenatchi Hall

Trustees present

Phil Rasmussen, Chair
June Darling, Vice Chair
Phyllis Gleasman (conference phone)

The board work session was cancelled.

The regular board meeting was opened by Chair Phil Rasmussen at 3:00 p.m. Also in attendance were Assistant Attorney General Dale Lehrman, faculty, and administrators.

APPROVAL OF MINUTES

1. May 17, 2017, Board Meeting Minutes

MOTION NO. 2238

June Darling moved that the minutes of the May 17, 2017, board of trustees meeting be approved. The motion was seconded by Phyllis Gleasman and carried unanimously.

CELEBRATING SUCCESS

2. Recognition of End-Of-Year Award Winners

The following employees were recognized for receiving major end-of-the-year awards: Bob Gillespie, Linda Schultz Herzog Faculty of the Year Award; Heather Ryan, Alcoa Excellence in Teaching Award; Heriberto Martinez, Alcoa Classified Staff Award; Heather Maddy, Exempt Staff of the Year Award; and Livia Millard, Anna Pieratt Spirit of WVC Award.

3. Leo Garcia – Apple Citizen of the Year

Leo Garcia, agriculture faculty, received the Washington State Apple Blossom Festival’s Apple Citizen of the Year award which acknowledges industry leaders who make Wenatchee the Apple Capitol of the World. Leo helped to establish HOEEP at WVC in the 1990s.

4. NWAC Softball Awards

The Wenatchee Valley Knights softball team won the 2017 NWAC softball championship. The Knight’s pitcher Aaliyah Enriquez was named the tournament’s pitcher of the year and head coach Michael Garoutte was named the coach of the year. Catcher Amber Writer was named most valuable player as well as being chosen the NWAC Baden Softball Player of the Year.

5. North Central Washington Sports Award Banquet

WVC athletics partnered with Wenatchee North Rotary to host the 47th annual NCW Sports Award Banquet and WVC Hall of Fame. This event is a fundraiser for the college athletic department. Athletic Director Greg Franz was a key player in planning and organizing this event. Two coaches, Gene Baker and John Murio, were recognized and inducted into the WVC Hall of Fame.

INTRODUCTION OF NEW EMPLOYEES

- 6. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources**
New employee Mike Lantzy, custodial supervisor, was introduced.

SPECIAL REPORTS

- 7. Sharon Wiest, Outgoing AHE President/Patrick Tracy, Incoming AHE President**
A written report was included in the board information packet.

STAFF REPORTS

- 8. Brett Riley, Vice President of Administrative Services**
Brett Riley did not add to his written report.
- 9. Carli Schiffner, Vice President of Instruction**
Carli Schiffner reported that a new chapter will begin for the college this fall; a BSN and a BAS in engineering technology will be offered.
- 10. Chio Flores, Vice President of Student Services**
Chio thanked the trustees for their participation in graduation ceremonies. Freddie Hamm has been selected as the ASWVC President for next year and the student rec center is nearing completion and should be ready for fall classes.
- 11. Jim Richardson, President**
President Richardson reported that Wenatchee graduation was held in a new venue this year and through the efforts of Chio Flores and Laura Singletary, it was very successful. Jim also acknowledged the efforts of cabinet members during a particularly challenging academic year.

At this point, the state does not have a budget. President Richardson assured the trustees that if needed, the college will use reserves and will not resort to laying off employees.

ACTION

- 12. ASWVC Financial Code Revisions: Chio Flores**
ASWVC Senate approved revisions to the financial code in April 2017. The main changes included minor wording revisions, the addition of definitions, and updates to reflect new limits and other policy-related items.

MOTION NO. 2239

June Darling moved that the board approve the ASWVC Financial Code revisions as presented. The motion was seconded by Phyllis Gleasman and carried unanimously.

(ASWVC Financial Code is kept on file in the Student Programs Office)

13. 2017-2018 ASWVC Omak Operating Budget: Chio Flores

The budget committee for ASWVCO approved the 2017-2018 budget in April 2017.

MOTION NO. 2240

June Darling moved that the 2017-2018 ASWVC Omak Operating Budget be approved. The motion was seconded by Phyllis Gleasman and carried unanimously.

(2017-2018 ASWVC Omak Operating Budget attached as Exhibit A)

14. Continued Spending Authority: Brett Riley

Because the state legislature has not adopted an operating budget for the 2017-2019 biennium, operating allocations or tuition rates are not known and WVC administrators cannot finish the college budget for 2017-2018. The trustees are being asked for temporary spending authority to grant authority to spend local funds and state allocations as needed for operations until the board meets again in September. The preliminary operating budget for fiscal year 2017-2018 will be finalized and presented for board review as soon as possible after the legislature and state board action is known. The spending authority will expire when the board approves the budget.

MOTION NO. 2241

June Darling moved that the board grant the college administration authority to spend funds necessary for operations until the legislature adopts an operating budget and the college can present a budget for board approval. The authorization is to extend through September or until a budget is approved. The motion was seconded by Phyllis Gleasman and carried unanimously.

3:35 p.m. Meeting adjourned

Secretary

Chair

WENATCHEE VALLEY

—COLLEGE—

AT OMAK

2017-2018

OPERATING BUDGET

Approved April 25, 2017

ASWVC-O BUDGET 2017-2018

SPECIAL ACCOUNTS

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P40	Contingency	10,650
264-2P31	Campus Projects	5,325
264-2P36	Vehicle Replacement	3,420

2017-2018 ACTIVITIES SUBSIDIES

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P42	Awards	2,000
264-2P37	Cabinet	5,000
264-2P35	Entertainment	13,000
264-2P32	Student Supplies	4,500
264-2P11	Transportation	2,000
264-2P16	Scholarships	28,000
264-2P34	Graduation	5,000
264-2P43	Leadership	3,000
264-2P52	Computer Supplies	0
264-2P54	Legislative Travel	0
264-2PTC	Tutor Center	11,000
264-2PBK	Omak Student Books	4,080
264-2P2R	Recruiting	0
264-2P44	Copier Supplies	0
264-2P86	Bus Passes	0
264-2P45	Science Club	5,000
264-2P33	Nursing Club	5,700
264-2P39	Phi Theta Kappa	0
264-2P41	Red Road Association	5,200

ASWVC-O BUDGET 2017-2018

SPECIAL ACCOUNTS

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P40	Contingency	11,400
264-2P31	Campus Projects	5,700
264-2P36	Vehicle Replacement	3,420

2017-2018 ACTIVITIES SUBSIDIES

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P42	Awards	2,000
264-2P37	Cabinet	5,000
264-2P35	Entertainment	13,000
264-2P32	Student Supplies	4,500
264-2P11	Transportation	2,000
264-2P16	Scholarships	28,000
264-2P34	Graduation	5,000
264-2P43	Leadership	3,000
264-2P52	Computer Supplies	0
264-2P54	Legislative Travel	0
264-2PTC	Tutor Center	11,000
264-2PBK	Omak Student Books	4,080
264-2P2R	Recruiting	0
264-2P44	Copier Supplies	0
264-2P86	Bus Passes	0
264-2P45	Science Club	5,000
264-2P33	Nursing Club	5,700
264-2P39	Phi Theta Kappa	0
264-2P41	Red Road Association	5,200

ASWVC-O BUDGET TWO-YEAR COMPARISON

SPECIAL ACCOUNTS

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>2017-2018</u>	<u>2016-2017</u>
264-2P40	Contingency	11,400	11,400
264-2P31	Campus Projects	5,700	5,700
264-2P36	Vehicle Replacement	3,420	3,420

2017-2018 ACTIVITIES SUBSIDIES

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>2017-2018</u>	<u>2016-2017</u>
264-2P42	Awards	2,000	1,000
264-2P37	Cabinet	5,000	4,000
264-2P35	Entertainment	13,000	15,000
264-2P32	Student Supplies	4,500	1,500
264-2P11	Transportation	2,000	2,000
264-2P16	Scholarships	28,000	26,000
264-2P34	Graduation	5,000	5,000
264-2P43	Leadership	3,000	2,000
264-2P52	Computer Supplies	0	0
264-2P54	Legislative Travel	0	0
264-2PTC	Tutor Center	11,000	14,000
264-2PBK	Omak Student Books	4,080	4,000
264-2P2R	Recruiting	0	0
264-2P44	Copier Supplies	0	0
264-2P86	Bus Passes	0	0
264-2P45	Science Club	5,000	4,000
264-2P33	Nursing Club	5,700	6,000
264-2P39	Phi Theta Kappa	0	4,480
264-2P41	Red Road Association	5,200	4,500

Special Accounts

Contingency: for large campus projects and budgetary needs (such as purchasing new ITV system), and provides potential start-up funds for clubs

Campus Projects: for projects, activities, equipment, furnishings, supplies, and other unforeseen needs regarding the campus during the academic year such as Native Garden upkeep, and transfer of funds to other accounts when needed

Vehicle Replacement: this account is for funding new vehicle purchases

Activities Subsidies

Awards: funding for the annual awards ceremony event, named *Appreciation Day*, for recognizing outstanding students and staff members held by the *Director of Public Relations* and the *Director of Public Affairs*

Cabinet: this account funds the ASWVC-O members' gear such as team shirts, polos, and jackets for conferences and college representation

Entertainment: for events and activities on and off campus—events such as Jammin' Against Hunger, Film Festival, and Okanogan Valley Orchestra and Chorus concerts—that are managed by the ASWVC-O members

Student Supplies: for purchasing equipment—Student ID Card System—and equipment supplies—card system blank cards, ribbons, cleaning kit

Transportation: for funding gas expense

Scholarships: for scholarships awarded quarterly for ASWVC-O student members as an incentive to all their hard work and dedication in improving student life quality at WVC in Omak

Graduation: the ASWVCO has collaborated with the college to support graduation by funding the event at the Omak Performing Arts Center, purchasing gowns and tassel, providing the honor song, purchasing announcements, decorations and also light refreshments

Leadership: for student leadership training for the Senate including summer training, local and regional professional development; and students associated with clubs, organizations, and conferences

Computer Supplies: for computer upgrades and supplies—ink and paper—for student cabinet

Legislative Travel: this budget is reserved for legislative activity on campus, as well as travel associated with it for students advocating ASWVC at the state level

Tutor Center: provides a subsidy to the Tutoring Center for part-time hourly wages and educational opportunities for student tutors

Omak Student Books: provides copy of textbooks for classes taught at WVC for students to loan at the college library for the sole purpose of making the college life more convenient for students to achieve their academic goals

Recruiting: for outreach purposes. This account provides funding of college swag to help promote the college, and recruit students to represent the college. Outlying areas include high schools, Omak Performing Arts Center, and radio station.

Copier Supplies: for supplies such as paper, ink and toner, and copier machine maintenance supplies

Bus Passes: for students in need of bus passes especially those who travel at least an hour away from the college

Science Club: attends a yearly science field trip, sponsors a Christmas present donation drive for children at Paschal Sherman Indian School, and purchases greenhouse supplies for the club's gardening purposes

SNOW @O (Nursing Club): the Omak campus nursing club attends Nurse Legislative Day and also sponsors the graduation Pinning Ceremony in June

Phi Theta Kappa: attends local, regional, and national conferences. The club has not been as active this year, therefore will not be receiving any funds

Red Road Association: provides events in November during Native American Heritage Month; and sponsors the annual United Pow Wow and pumpkin carving contest. Purchases swag items to promote the club; attends a local basket weaving event; promotes cultural events for all students and others within the local community

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
August 16, 2017

10:00 a.m. – Board Retreat Campbell’s Resort, Chelan WA

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

Also in attendance were President Jim Richardson, WVC administrators and Janet Franz, recorder.

Agenda items included board of trustee self-evaluation, CEO evaluation, 2018 board meeting schedule, office succession, 2017-2018 budget review and strategic plan.

Secretary

Chair

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **CELEBRATING SUCCESS**

WVC Ranked 24th Best Community College in the Nation

BACKGROUND:

Wenatchee Valley Community College was ranked the 24th best community college in the nation by WalletHub.com. Colleges were evaluated on cost and financing, educational outcomes and career outcomes. WVC excelled in the latter category where return on educational investment was weighted heavily (ratio of starting salary for graduates to cost of education).

Several Washington community colleges rated well. Whatcom Community College ranked 21st, Pierce College-Puyallup ranked 22nd and Walla Walla Community College ranked 28th.

Washington state also ranked high with the third best community college system in the country.

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

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

BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

It is with great pleasure that I submit to you a report on current AHE activities. Sharon Wiest informed me that she submitted a report to you in June, so this will basically be a description of the summer's activities.

Stepping into the AHE presidency has been very exciting and not short on work at all. Sharon has mentored me and continues to do so as needed, so I have been managing my new responsibilities quite well. Some of the things I have been working on are:

- Getting all new FT faculty set up with tenure committees and mentors
- Finding members for various committees outside of the Core Theme Councils
- Working with the new AHE negotiating team
- Compiling possible items for negotiation in 2018
- Establishing relationships with our Uniserv representatives
- Doing some housework with membership documents
- Working with faculty members and administration to help solve grievances and conflict

As we all are aware, in 2018 we will be negotiating a new contract and for that reason a lot of energy will go into that effort. I feel very confident in the AHE negotiating team, and I also hope that administration will have a strong team. I understand that negotiating is a game of tug of war, but in the end it is all about strengthening our mission here at the college, and hopefully we can work together to make that possible.

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Since June, Administrative Services staff have been working on finalizing the 2017-18 Operating Budget and updating institutional resources to reflect changes made by the legislature that impact the college.
- Financial Aid and Fiscal Services finalized the conversion to Bank Mobile for Financial Aid disbursements. Awards have been successfully going out since late July.
- WVC has also entered to an agreement with RGU Architecture to facilitate our Project Request Report (PRR) process. The PRR is the report that will be submitted to the SBCTC for consideration of a new capital project on the WVC campus. All community and technical colleges are invited to compete in the upcoming capital request competition that is slated to end in December.

Auxiliary Services

- Bookstore- Book adoptions by faculty are well underway and the Bookstore is ramping up staff for the upcoming quarter.
- Service Center- Service Center staff recently participated in a statewide print management survey looking at best practices from across all state agencies. We will report back to the Board as information becomes available.

Fiscal Services

- FY 15 audit is wrapping up. We are waiting for the final report and request for an exit interview. Fiscal Services is preparing for the FY16 financial statement audit and has been notified that WVC is scheduled for a CAFR audit this fall starting September 25th. This audit will look at cash & investments and depreciable assets for FY17. The Board will be notified if their presence will be requested by the State Auditor's Office (SAO).

Facilities

- The Sexton bathroom project has been completed, however not to a standard that is acceptable to WVC. Burton Construction has been asked to rebuild the tile work in the men's bathroom in Sexton Hall. That work is expected to be completed by the start of fall term.
- The Student Recreation Center (SRC) is complete!

Safety and Security

- Cabinet will have participated in an emergency tabletop exercise on September 5th. We plan on debriefing the Board at the September Board meeting.
- Emergency Information flipcharts for both Wenatchee and Omak campuses have been completed and disseminated throughout both campuses. These flipcharts serve as a quick reference guide in the event of an emergency on or around campus.

BOARD MEETING: **September 13, 2017**

AGENDA ITEM **#6 (information)**

CATEGORY: **STAFF REPORTS**

Carli Schiffner, Vice President of Instruction and WVC-Omak

BACKGROUND:

The Instruction Division Goals for 2017-18 are as follows:

Instruction Division Goals, 2017-18
Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]
Increased Retention and Completion: Increase Quarter to Quarter & Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students. [Basic Skills to Developmental Education to college level work; and transfer or job placement.]
Program Growth & Development: Review and analyze all programs offered; program development planning and implementation [including additional BAS development]; assessment cycles of our programs and assessment of student learning outcomes.
Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.
Advising: Engage the college community in guided pathways and implementation.
Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.
Strengthening a Healthy Work Environment: Working to improve overall job satisfaction; work/life balance; time to be mindful; and increased personal connections.
2018-19 Hiring Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget.
Budget: Increased attention and understanding to all budgets within Instruction (inclusive of grant budgets and Foundation support). In addition, create confidence in the budget process with all parties.

Representative Initiatives in motion for 2017-18:

- *Program Improvement Plan (implementation and cycle).
- *Evidence Collection for Student Learning Outcomes Assessment
- *Core Theme Council refinement
- *Contract Negotiations for AHE Contract
- *Expansion of curricular offerings in Okanogan County
- *Curriculum Development: two additional BAS applications; ~six additional two year degrees (and continued work on the American Indian Studies program with University of Washington).
- *Accreditation, Instructional and Institutional
- *Solidification and expansion of articulation agreements with four year transfer institutions
- *Pursue NACEP accreditation status for 2019-2020.
- *Deliver an annual schedule process that will be accompanied by an annual registration process.
- *Guided Pathways, mobilizing for complete implementation by Fall 2018.
- *In concert with the new Transitional Studies Director, and Student Services, create a true single point of entry for all students.
- *Continue to support, lead, etc., grant programs and related initiatives (bilingual education program, Apple STEM Network, MESA, etc).
- *Apprenticeship work with K-12 partners.

BOARD MEETING: **September 13, 2017**

AGENDA ITEM **#7 (information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- The athletic department's spring quarter GPA was 3.19. Fast pitch had the highest, 3.72, with women's basketball a close second at 3.46.
- Jeremy Harden is WVC's new head men's basketball coach. He began recruitment in July and moved to Wenatchee in August.
- Athletic teams were active throughout the summer helping with tournaments, site camps, and coaching clinics.
- Rachel Goetz did a great job handling the athletic department in Greg Franz's absence. Greg is easing back and returned part-time in August.

CAMP

- CAMP staff have been busy recruiting and planning for the next cohort.
- During Yuritzi's maternity leave, Dr. Flores will be attending CAMP staff meetings.

COUNSELING

- Counseling services were available on the Wenatchee campus Wednesdays during the summer. The food bank remained opened as needed. Chelan County Fire District #1 did a food drive for the Knights Kupboard. Ryan Poortinga is working with staff on the Omak campus to start a WVC North Food Bank.

EDUCATION & CAREER PLANNING

- Study Abroad classes are being arranged for Costa Rica and Barcelona. WCCCSA scholarship applications were reviewed for the fall 2017 Barcelona program with scholarship recipients announced during the summer.
- Several international student applications have been reviewed. Two Canadian baseball players were accepted, along with two students from Japan. These join two previously-accepted new students from Nigeria and Thailand. In addition, a Chinese student is transferring from Clark College. These students are joining four returning international students, a grand total of 11 international students are anticipated for fall 2017.

DIVERSITY, EQUITY & INCLUSION

- The 2017/2018 WVC Student handbook was updated to include information about the Knights Kupboard, Barnes & Noble Bookstore, C.V.C. Health Clinic and DREAMers.
- The international summer camps coordinated by Miko Stephens kicked off in mid-July.
- The Bias Incident Reporting Team (BIRT) training went well with a total of nine people in attendance.
- The DREAMers ally training was held in Omak, three people attended. Two students gave strong testimonials.
- During Erin's maternity leave, Chio is serving as primary contact.
- DEI will be hosting/assisting with Citizenship Day, an event where students and community members can receive assistance with applying for citizenship.

STUDENT PROGRAMS

- Wrapped up the end of year with a retreat with the Omak senate.
- Commencement was a huge undertaking. Michelle Cannaday did a great job coordinating multiple details. Discussion to bring commencement back to campus has begun. A debrief to gather feedback and thoughts about the change in venue will take place.
- Residence Hall operations are going well. A policy for emotional support animals was crafted and approved. The hall is full and a waiting list has begun.
- CUSP would like to hold their executive retreat in Wenatchee and have the annual Leadership Conference return to Wenatchee.
- Hillary Conner has been hired as our new Assistant Director of Student Programs and Student Recreation Center manager. She will begin on September 11, 2017.
- Working on a fee schedule for the Student Recreation Center. Everyone will be required to pay to use the facility. Furniture has been ordered and the equipment should arrive in August. Grand opening event is planned for September 22.
- A new VetCorp member, Pedro Murillo-Vera, will be joining us in September.

TRiO/SSS

- Outreach is at 90 with one student pending. Staff are working hard to reach 140 total participants this year. Several students have been accepted to EWU, CWU and WSU and UW for next year.
- The TRiO office will be staffed and working on next year planning all summer. Three retreats will be held in Omak. The grant has tasked TRiO with visiting Nespelem every week. Pamela and Stella will be working with the Colville Tribe to coordinate these visits.

STUDENT SERVICES

- The VA audit went well and won't be scheduled again for 5 years.
- WVC has entered an agreement with BankMobile to offer direct deposit free of charge for students. Led by Kevin Berg and coordinated with the Business Office, students should be able to receive refunds via direct deposit beginning this summer. BankMobile offers many features including an app that warns students if they are overspending.
- Our new Registrar, Jonathan Barnett started in July.
- Accommodation services are in high demand and providing adequate testing space will be a priority as the population grows.
- Jaima Kuhlmann has been promoted to the Director of Education and Career Planning.
- Randy Mitchell will be focusing on career services and transfer advising efforts.
- Jacque Hernandez has left WVC for an opportunity in Bellevue. Her replacement will be advertised in August.
- Lucero Martinez, WVC's new Outreach & Recruitment Coordinator, started mid-August. One of her first assignments was working with our new TAG partners, Waterville, Cashmere and Chelan High Schools.

GENERAL

- Jaima and Dr. Flores just returned from Japan. They were selected as part of the Wenatchee Valley Misawa Delegation. Their itinerary included 2 high school visits, meeting with high school students, principals, counselors and former Misawa summer camp participants.
- Dr. Flores contributed to the MESA application. WVC is a finalist and preparing for a 9/20 site visit.
- Dr. Flores and Dr. Schiffner met several times over the summer with the Guided Pathways Steering Committee. The group has done a considerable amount of work and preparing for Launch Week.

BOARD MEETING: **September 13, 2017**

AGENDA ITEM **#8 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

A verbal report will be provided.

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **ACTION**

2017-2018 Tuition and Fees: Brett Riley

BACKGROUND:

As discussed in April, the WVC Board of Trustees annually approves the tuition schedule for the coming academic year. The legislature released tuition changes for the current biennium, including a 2.2% increase for 2017-18 effective in the first year.

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 \$105.17 per credit for the first 10 credits, and \$205.36 per credit for upper division credits, distributed as follows:

Lower Division	Fee Type	Upper Division
\$ 83.19	Operating Fee	\$ 183.38
\$ 11.17	Building Fee	\$ 11.17
\$ 10.81	S&A Fee (Max)	\$ 10.81
\$105.17	Total	\$ 205.36

The distribution amounts differ from the SBCTC tuition schedule (attached) because the SBCTC published schedule does not display the distributions to the innovation account or the local financial aid fund, which continue at current rates.

RECOMMENDATION:

The WVC administration recommends the trustees approve the 2017-18 tuition schedule, effective fall quarter, 2017.

WENATCHEE VALLEY COLLEGE

LOWER DIVISION TUITION

2017/2018 QUARTERLY FEE SCHEDULE~ EFFECTIVE FALL 2017 TO SUMMER 2018

Number of Credits	Washington Resident	Non-State Resident	Non-US Resident
1	105.17	118.89	282.17
2	210.34	237.78	564.34
3	315.51	356.67	846.51
4	420.68	475.56	1,128.68
5	525.85	594.45	1,410.85
6	631.02	713.34	1,693.02
7	736.19	832.23	1,975.19
8	841.36	951.12	2,257.36
9	946.53	1,070.01	2,539.53
10	1,051.70	1,188.90	2,821.70
11	1,103.78	1,241.70	2,880.98
12	1,155.86	1,294.50	2,940.26
13	1,207.94	1,347.30	2,999.54
14	1,260.02	1,400.10	3,058.82
15	1,312.10	1,452.90	3,118.10
16	1,364.18	1,505.70	3,177.38
17	1,416.26	1,558.50	3,236.66
18	1,468.34	1,611.30	3,295.94
19+ credits	94.36/credit	94.36/credit	271.36/credit
Vocational Programs			
19+ credits	14.15/credit	40.70/credit	40.70/credit

REGISTRATION FEE:

\$5.46 per quarter, (Wenatchee Campus only). Does not apply to non-credit classes (continuing education).

COMPREHENSIVE FEE:

\$1.00 per credit, \$10 maximum (Omak campus only)

TECHNOLOGY FEE:

\$3.00 per credit, \$30.00 maximum fee

ADDITIONAL FEES:

Some classes assess additional fees. Other courses may require payment of non-refundable deposits. *Complete fee schedules are available.*

BOOKS:

Our campus bookstore is located in Van Tassell Center. WVC now uses Barnes & Noble College for all of your bookstore needs.

PARKING PERMIT:

\$25.00/quarter, NONREFUNDABLE \$70.00/year (Wenatchee only, optional)

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

**WENATCHEE VALLEY COLLEGE
UPPER DIVISION SELF SUPPORT**

2017/2018 QUARTERLY FEE SCHEDULE~ EFFECTIVE FALL 2017 TO SUMMER 2018

Number of Credits	Washington Resident	Non-State Resident	Non-US Resident
1	205.36	219.08	603.91
2	410.72	438.16	1,207.82
3	616.08	657.24	1,811.73
4	821.44	876.32	2,415.64
5	1,026.80	1,095.40	3,019.55
6	1,232.16	1,314.48	3,623.46
7	1,437.52	1,533.56	4,227.37
8	1,642.88	1,752.64	4,831.28
9	1,848.24	1,971.72	5,435.19
10	2,053.60	2,190.80	6,039.10
11	2,063.83	2,201.75	6,050.05
12	2,074.06	2,212.70	6,061.00
13	2,084.29	2,223.65	6,071.95
14	2,094.52	2,234.60	6,082.90
15	2,104.75	2,245.55	6,093.85
16	2,114.98	2,256.50	6,104.80
17	2,125.21	2,267.45	6,115.75
18	2,135.44	2,278.40	6,126.70
19+ credits	194.55/credit	194.55/credit	593.10/credit

REGISTRATION FEE:

\$5.46 per quarter, (Wenatchee Campus only). Does not apply to non-credit classes (continuing education).

COMPREHENSIVE FEE:

\$1.00 per credit, \$10 maximum (Omak campus only)

TECHNOLOGY FEE:

\$3.00 per credit, \$30.00 maximum fee

ADDITIONAL FEES:

Some classes assess additional fees. Other courses may require payment of non-refundable deposits. *Complete fee schedules are available.*

BOOKS:

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PARKING PERMIT:

\$25.00/quarter, NONREFUNDABLE \$70.00/year (Wenatchee only, optional)

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

BOARD MEETING: **September 13, 2017**
AGENDA ITEM: **#10 (Action)**

CATEGORY: **ACTION**

2017-2018 Tuition and Fee Waivers: Brett Riley

BACKGROUND:

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

The WVC schedule of waivers is attached with the amounts charged in place of resident or non-resident tuition rates.

Waivers are grouped as mandatory by statute or SBCTC policy, or locally optional.

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

There are no new waivers authorized for 2017-18.

Waiver rates proposed are effective fall quarter 2017.

RECOMMENDATION:

That the trustees adopt 2017-18 tuition waivers as presented.

Tuition and Fee Waivers 2017-18

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	\$15.78/credit (85% waived)
#G,#P	63/64	Athletic Waiver-Resident and Non-Resident	\$328.00/quarter
		Hispanic Orchard Employees Education Program	No tuition or fees
#A,#B	70	Eligible Veterans or National Guard Members	\$52.59 (50% of resident tuition and fees)
	71	Other Military or Naval Veterans	\$52.59 (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	\$14.15/credit (85% waived of 19+ credits)
+E	17	Vocational Students (over 18 credits)-Non-Resident	\$40.70/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)	\$31.55/credit (70% waived)
TM	96	Farm Management	\$35.02/credit (66.7% waived)
TK	94/93	First aid, EMT, Paramedic	\$57.84/credit (45% waived)
TL	95	Parenting Education	\$15.78/credit (85% waived)
<u>Nonresident Tuition Differential</u>			
+A,+D	29/31	Nonresident US Citizen	Resident operating + non-resident building and S & A fees (\$118.89)
*X	23	Refugees	Resident operating fee + 25% + non-resident building and S & A fees (\$139.68)
*R	20	High School Completion-Non-Resident	\$105.17/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	\$53/credit or \$3.53/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

BOARD MEETING: **September 13, 2017**

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

CATEGORY: **ACTION**

2017-2018 Operating Budget: Brett Riley

BACKGROUND:

The WVC 2017-18 Operating Budget is presented here for Board of Trustee approval. Included is a summary of the sources of funds and the rational of budgetary decisions based on enrollment forecasts and legislative action.

RECOMMENDATION:

That the Board adopt the 2017-18 operating budget as presented.

Budget Considerations sourced from Legislative action:

- Resident Tuition increased 2.2% (149 funds)
- State Need Grant funding increased to cover 2.2% (limited Net effect)
- Running Start rates increased to \$6,570 for 17-18 (145 Funds)
- Faculty and Classified Staff salary increases of 2.3% (35% paid for locally- Primarily 149 and 101 funds)
- Non-represented employee increases of 2% (Primarily 101 funds)
- Minimum wage increase (WVC has limited impact)
- Health Care premiums increased to \$913(all funds)
- Pension increased to 12.& for PERS (all funds)

Revenue Forecast:

101 Funds-

Our State allocation is set at **\$13,887,642** including provisos and program funding.

149 Funds-

- Tuition forecast is **\$6,840,680** for 17-18. Enrollment projections have been fluid, varying from even to a decline of 2%.
- Revenue forecast has assumed a 1% decline in enrollment.
- Legislature has increased tuition by 2.2%
- Projections for upper division tuition has been included (30 FTE)

148 Funds-

- Institutional and course fees are projected to increase an average of 2.5% based on fee increases previously approved by the Board.
- Fee revenue is projected to come in at just under \$2 million at **\$1,999,758**.

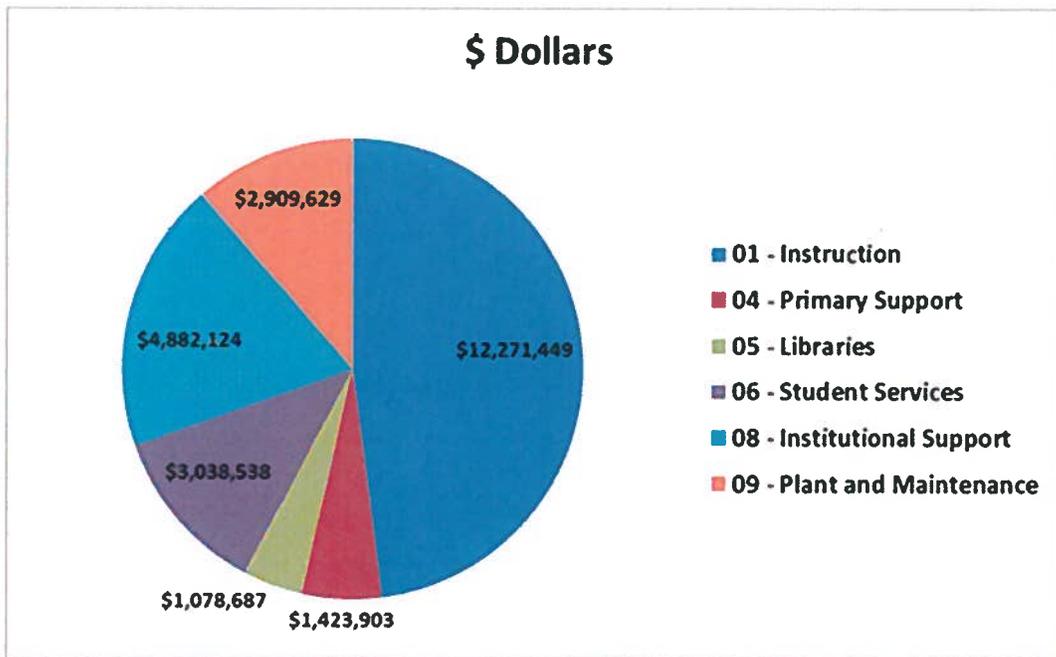
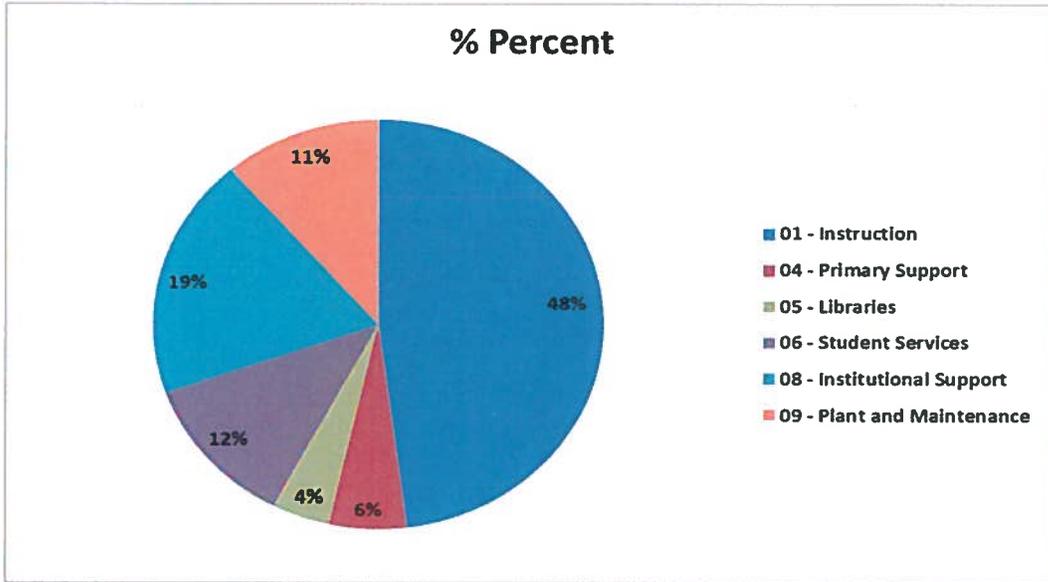
Note: This does not include the Recreation Center fee.

Total Operating Revenue- \$27,705,896

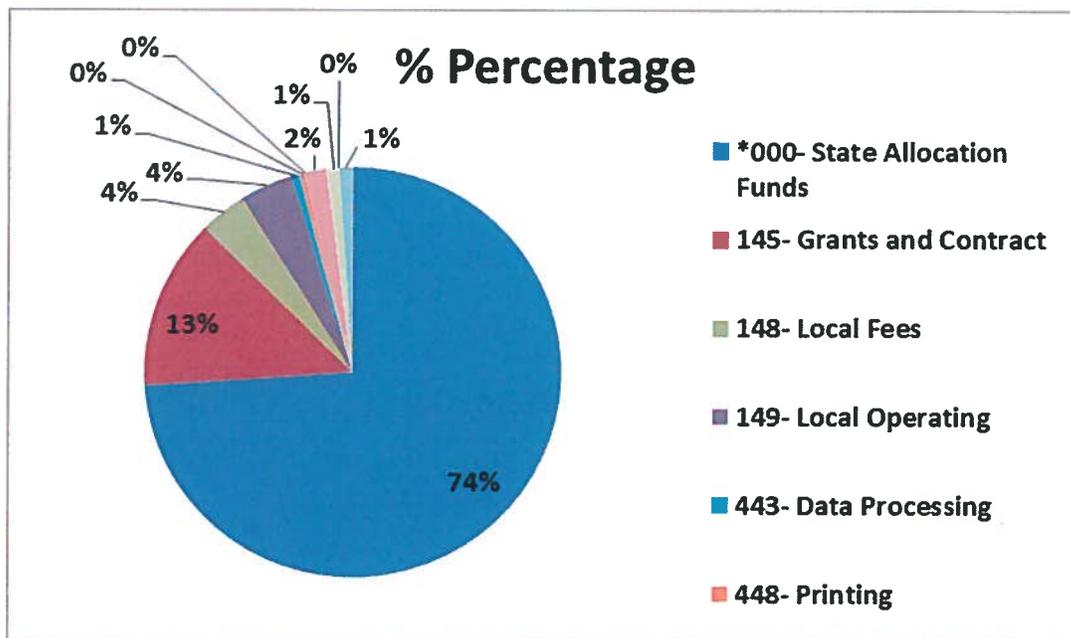
Revenue Source	FY 17-18	% of Budget
101- Total State Allocation	\$ 13,887,642	50%
149- Total Tuition	\$ 6,840,680	25%
*148- Total Cours and Program Fees (Does not include VW fee)	\$ 1,999,758	7%
145- Total Running Start	\$ 4,937,815	18%
Foundation Reimbursement Crane Endowment	\$ 40,000	0%
Total Estimated Operating Revenue FY17-18	\$ 27,705,896	100%

Breakdown by Program Code:

Program Code (Prog)	16-17 Budget	16-17 %	\$ Dollars	% Percent	SBCTC
01 - Instruction	\$ 12,226,175	49%	\$ 12,271,449	48%	47%
04 - Primary Support	\$ 1,616,967	6%	\$ 1,423,903	6%	8%
05 - Libraries	\$ 862,971	3%	\$ 1,078,687	4%	3%
06 - Student Services	\$ 2,689,655	11%	\$ 3,038,538	12%	13%
08 - Institutional Support	\$ 4,585,994	18%	\$ 4,882,124	19%	18%
09 - Plant and Maintenance	\$ 2,946,365	12%	\$ 2,909,629	11%	12%
Total	\$ 24,928,127	100%	\$ 25,604,330	100%	100%



All Funds Budget	\$ Dollars
*000- State Allocation Funds	\$ 23,153,803
145- Grants and Contract	\$ 4,212,574
148- Local Fees	\$ 1,158,211
149- Local Operating	\$ 1,292,317
443- Data Processing	\$ 180,000
448- Printing	\$ 125,441
460- Motor Pool	\$ 900
522- Student Activity Fees	\$ 555,000
528- Parking	\$ 294,926
570- Enterprise Account	\$ 2,524
573- Housing	\$ 341,396
Total	\$ 31,317,092
* Includes Appropriation CG1, 3E0, 123, BG1, BD1	



Summary:

- The operating budget does not include one-time items in the amount of \$1.3 million that will be sourced out of 145-Running Start funds.
- Accounting for one-time items, WVC has budgeted \$500,000 to be held in local reserves.