

**WENATCHEE VALLEY COLLEGE**  
**BOARD WORK SESSION**  
**AGENDA**

September 13, 2017  
10:00 a.m. Room 5015A, Van Tassell

	<u>TIME/PG#</u>
I. CALL TO ORDER	
II. RESIDENCE HALL QUARTERLY REPORT (Ashley Olson)	10:00 AM/PG#2
III. COMMUNICATIONS	10:15
• Talking Points for Legislative Discussions	
IV. REPORT FROM TRUSTEES	10:20
• Selection of Board Officers	
• G9 By-Laws Review	PG#5
• Potential Board Development Training	
V. PRESIDENT’S REPORT	11:00
• Financial Report (Brett Riley)	
• Capital Projects Review (Brett Riley)	
• Annual Inventory Report (Brett Riley)	
• Guided Pathways Update (Chio Flores/Carli Schiffner)	
• Tenure Review (Jim Richardson)	
• Strategic Plan/Public Input (Jim Richardson)	
• President’s Update (Jim Richardson)	
VI. EXECUTIVE SESSION (Personnel Issues)	11:35
LUNCH	Noon
VII. BOARD AGENDA ACTION ITEMS	1:00 PM
• 2017-2018 Tuition and Fees: Brett Riley	BP#21
• 2017-2018 Tuition and Fee Waivers: Brett Riley	BP#24
• 2017-2018 Operating Budget: Brett Riley	BP#26
VIII. BOARD MEETING AGENDA REVIEW	1:30
IX. BOARD DEVELOPMENT	1:35
• Tour of Art on Campus	

# Residence Hall Board Report

Sept 13<sup>th</sup> Meeting

## Updates/Changes:

- Community Liaisons are in the process of being hired for this next academic year to add additional layers of support for students related to campus events and activities, campus resources, and community engagement. [More information below].
- I learned a lot navigating my way through move out, facility cleaning and maintenance, summer international programs and early move in's. The summer is certainly an incredibly busy time for the Residence Hall. Most rooms have had at least 4 different people living in them if not more.

## Recent Accomplishments:

- We ended the spring quarter with only one bed open.
- We have filled the hall for the fall quarter significantly sooner than last year. We currently have 5 males and 5 females on our waiting list. I have provided those students with a list of local property management places as well as some apartment information to assist them in identifying housing in the valley and continue to update them as their status on the waitlist changes.
- We were able to identify alternative storage location for the items that we were storing in one half of room 207.
  - There is an increased need and demand for student housing this year. Additionally, we are looking at all possible angles to reduce costs and generate revenue.
- We had our first emotional support animal in the hall this summer and we had wonderful feedback from students living in the hall, it appears that he enhanced the lives of the student that needed him, but also the whole floor. There were no physical damage issues, other than needing to charge the student back for a volleyball that the dog destroyed. This same student and her dog will be returning for the 2017-2018 academic year.

## On-Going Goals/Current Projects:

- Per the business office request we are formalizing a payment plan for the residence hall fees for students living on campus.
- Continuing to work with campus partners to develop a master plan that identifies a sustainable framework for the Residence Hall and residential living and learning experience for students.
- Enhancing the culture of the Residence Hall and having more frequent contact with residents about academic performance, and goals.
  - I did not receive any JIT alerts from faculty for students this summer.
  - I did assist 3 students in securing financial aid that wouldn't have otherwise been able to obtain it on their own.
- Getting students more connected to campus resources and opportunities.

- Adding Community Liaison positions focused on the following areas:
  - **Campus Activities**
    - Will collaborate with ASWVC Student Senate Campus Activities Board and get students engaged in Senate, Club, Athletic, and other on campus events and activities.
  - **Campus Resources**
    - Will become well versed in campus resources and provide updates to all residents, as well as be a resource to students needing assistance.
  - **Sustainability & Community Engagement**
    - Will assist in creating more sustainable practices in the Residence Hall, and connect residents to events and activities in the community.
    - We ~~just~~ added recycling to the hall, and my hope is to have this student to explore even more sustainable practices and incentives for residents.
      - Including: reduction of usage, addition of composting etc.
- Moving students in earlier and hosting a hall orientation that includes:
  - Roommate Agreements
  - Pod Agreements
  - Common Area Agreements
  - Get to know you floor activities
  - Answering questions related to classes starting
  - Launching the Strengths Based Leadership Program
  - Gathering more information about students and their interests and how we can serve them best this academic year

### **Future Projects:**

- Prioritizing building maintenance projects and working with facilities.
  - Address the sinking sections of the parking lot.
  - Replace carpet/flooring throughout the entire building
    - Prioritizing 1<sup>st</sup> and 2<sup>nd</sup> floor
  - Replace 1<sup>st</sup> Floor furniture.
  - Create a plan to replace AC/Heaters in the rooms.

### **Summer Occupancy:**

- We had 9 students living in the residence hall attending summer classes.
- We had 7 individuals living in the hall on short term contracts (former residents transitioning to off campus housing, 3 Stemilt Interns and 1 WSU Tree fruit intern).
- We housed students participating in International exchange programs:
  - 35 people with the Naju City Group – 6<sup>th</sup> Graders (18 Days)
  - 20 people with the Misawa group – High School Students (10 Days)
  - 20 people from Shimane University (8 Days)
- We have also moved a number of students in early this year. Early move in's started first with Volleyball, men's and women's Soccer, and student senate. Mens'

basketball, baseball, 2 international students as well as our Resident Advisors are moving in over Labor Day weekend. We will also have softball, and women's basketball moving in prior to the official move in date of Wednesday, Sept 20<sup>th</sup>.

- As of Sept 5<sup>th</sup> we will have 36 students residing in the hall.

**Projected Building Demographics**

	17-18	16-17
Baseball	12	13
Men's Basketball	8	9
Women's Basketball	3	1
Volleyball	2	0
Women's Soccer	4	2
Women's Softball	6	1
International Students	4	2
General Students	37	44
Student Senate	2	2
Identity Groups		
Males	38	48
Females	37	24

**75 Beds**

- We are excited that we are finally housing students in all 75 available beds.
- 1 Student is a dual athlete playing baseball and men's basketball.
- 2 Male Resident Advisors & 1 Female Resident Advisor.
- Will be gathering more demographic data of our students during the move in/orientation and report out final statistics during the Fall Quarter Board Report.

## **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 year, the Board shall elect from its membership a Chair and Vice-Chair to serve for the ensuing year. 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