

AGENDA
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
WENATCHEE, WASHINGTON
October 17, 2018

12:00 p.m. – Board Work Session	Room 402, Omak Campus
3:00 p.m. – Board of Trustees Meeting	Room 402, Omak Campus

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AGENDA

1. 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: **October 17, 2018**

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

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of September 12, 2018

BACKGROUND:

Attached are the minutes from the September 12, 2018, board meeting for your approval.

RECOMMENDATION:

That the minutes from the September 12, 2018, board meeting be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
September 12, 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
Tamra Jackson
Martha Flores

The board work session was opened by Chair June Darling at 10:00 a.m. Major agenda items included year-end financial report, annual report of physical inventory, annual bookstore year-end report, and P.I.R.C. analysis. 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. June 20, 2018 Board Meeting and August 15, 2018, Board Retreat Minutes**

MOTION NO. 2276

Tamra Jackson moved that the minutes of the June 20, 2018, board meeting and August 15, 2018, board retreat be approved. The motion was seconded by Phyllis Gleasman and carried unanimously.

CELEBRATING SUCCESS

- 2. BSN Graduation**

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.

- 3. TRIO SSS Program**

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. Ninety percent of the students they serve have persisted, graduated, or transferred.

INTRODUCTION OF NEW EMPLOYEES

- 4. Introduction of New Employees**

The following new employees were introduced: Anna Ashmore, Nayeli Cabrera, Wendy Martin, Hilary Martinez, Natalie Martinez, Mike O'Dell, Amy Olson, Yadira Oregon-Lopez, Maggie Segesser, and Jeremy Snyder.

STAFF REPORTS

- 5. **Brett Riley, Vice President of Administrative Services**
Brett Riley did not add to his written report.
- 6. **Quarterly Financial Report, Brett Riley, Vice President of Administrative Services**
The quarterly financial reports were reviewed during the board work session.
- 7. **Tod Treat, Interim Vice President of Instruction**
Tod Treat thanked everyone for their warm welcome during his first months at WVC.
- 8. **Chio Flores, Vice President of Student Services**
Chio Flores reported that over 230 students are expected at tomorrow’s new student orientation.
- 9. **Jim Richardson, President**
President Richardson reported that he, Brett Riley and Libby Siebens recently met with Senator Hawkins to discuss priorities for the upcoming legislative session.

ACTION

Board Chair June Darling announced that the order of the action items would be changed.

10. Revised Board of Trustees Policies

MOTION NO. 2277

Phyllis Gleasman moved that the WVC Board Policies be revised as presented. The motion was seconded by Tamra Jackson and carried unanimously.

(Revised WVC Board Policies attached as Exhibit A)

11. Election of Board of Trustees Officers

MOTION NO. 2278

Martha Flores moved that the following slate of officers be approved for 2018-2019: Board Chair, Phyllis Gleasman; Board Vice Chair, Tamra Jackson; Legislative Action Liaison, Phyllis Gleasman; alternate Legislative Action Liaison, Tamra Jackson. The motion was seconded by Tamra Jackson and carried unanimously.

12. 2018-2019 WVC Operating Budget: Brett Riley

The 2018-2019 operating budget was reviewed during the board work session.

MOTION NO. 2279

Tamra Jackson moved that the 2018-2019 WVC operating budget be approved as presented. The motion was seconded by Phyllis Gleasman and carried unanimously.

(2018-2019 WVC Operating Budget attached as Exhibit B)

3:25 p.m. Meeting adjourned

Secretary

Chair

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. ~~1~~ 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 uniformed 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.

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.

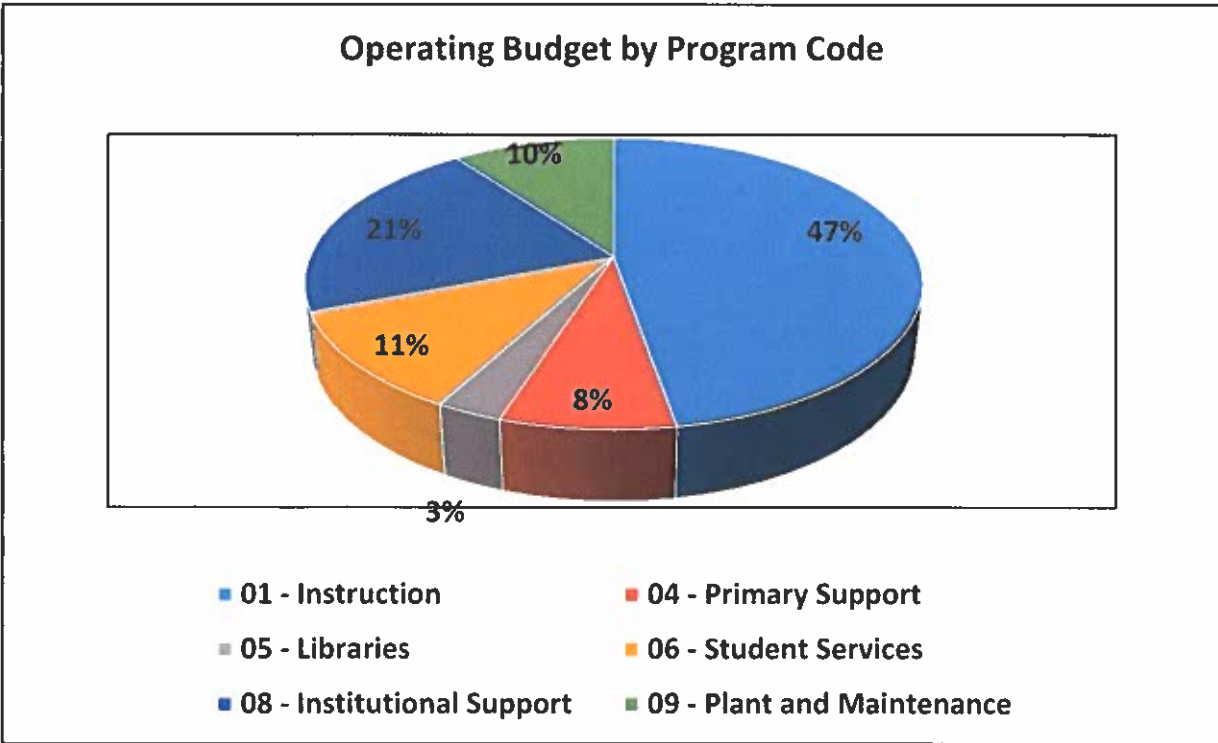
Other-

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

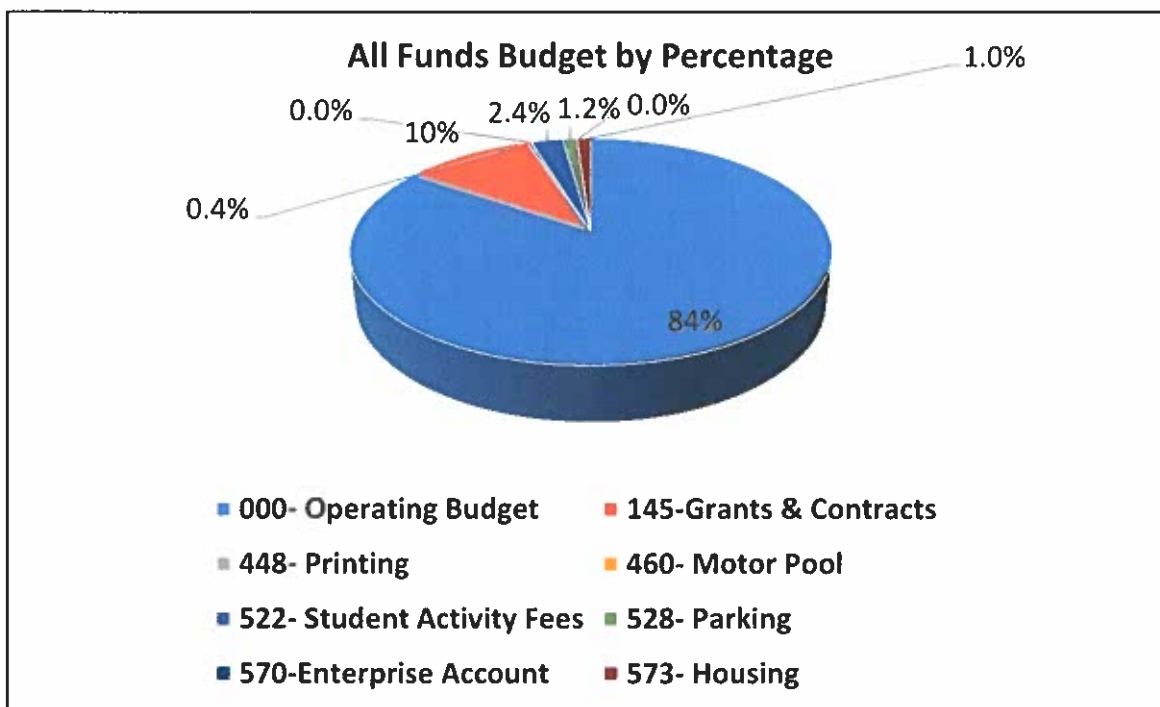
Total Operating Revenue- \$29,318,668

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.

BOARD MEETING: **October 17, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

TRIO SSS Program at Omak

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.

Susanne Alexander served as one of the tutors for TRIO SSS. TRIO SSS participants really enjoyed working and learning from her during their tutoring sessions. She and Falon Lammers were instrumental in making sure we had tutoring available for all students in Omak. The students were tutored for a total of almost 140 hours.

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. TRIO SSS is happy to celebrate two participants including Susanne who are now a part of the Nursing program at WVCO. In addition, TRIO SSS is thrilled to share that student leaders within the campus community continue to participate in TRIO SSS. In Omak, Julia Price, the new retention specialist, will provide services to students while also maintaining a strong relationship with colleagues in Nespelem.

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: **October 17, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

American Indian Studies and Nespelem Partnership

BACKGROUND:

The WVC partnership with the Confederated Tribes of the Colville continues to strengthen. In addition to welcoming WVC's first American Indian Studies faculty, Professor Kestrel Smith, WVC is offering the first course in the American Indian Indigenous Studies (AIIS) program. HIST&219 Native American History has 24 students currently enrolled from across the service area including Omak (4), Wenatchee (9), East Wenatchee, Nespelem, Pateros, Brewster, Cashmere, Oroville, Tonasket, Winthrop, Malaga, Coulee Dam (2), and Spokane. Clearly, this course is showing a Responsiveness to Local Needs!

Additionally, WVC, in partnership with Tribal TANF and Education and Training, is offering the High School 21+ program in Nespelem. Patricia Maher has been hired to teach this class, which will begin October 29. WVC is also offering BCT and Native Languages classes in Nespelem. WVC and the Confederated Tribes continue to explore opportunities related to Natural Resources. Finally, WVC has partnered with the Colville and Grand Coulee Dam School District to provide Native American Language (NAL) 121 to LRSD students this fall. The instructor is appointed by the Colville. WVC will offer NAL 122 in the spring quarter. This partnership allows high school students to fulfill a foreign language requirement for high school graduation while strengthening their connection to the tribal community. Grand Coulee Dam School District is paying the tuition for students participating.

BOARD MEETING: **October 17, 2018**

AGENDA ITEM: **#5 (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: **October 17, 2018**

AGENDA ITEM **#6 (information)**

CATEGORY: **SPECIAL REPORTS**

Luz Estrada, ASWVC Wenatchee President

BACKGROUND:

Your 2018-2019 Student Senate members:

President: Luz Estrada
Vice President: Jared Marshall
Director of Operations: Malakia Dwyer
Director of Admin. Affairs: Ellen Ferrell
Director of Leg. & Campus Activities: Nikolai Josef Kostka
Director of Student Advocacy: Elizabeth K Gear
Director of Intramural Recreation: Rachel Odima
Director of Co-Curricular Engagement: Tia Gleason
Director of Social & Civic Responsibility: Breanne Neal
Director of Diversity: Leslie Garcia Ortiz
Director of Health & Wellness: Elizabeth Ferrell
Student Ambassador: Dillon Feher
Student Ambassador: Kal Cumming
Student Ambassador: Daniela Torrealba
Student Ambassador: Emma Jackson Boe
Student Ambassador: Camille Nelson

We are excited to have a full team for the new year, and we all can't wait to work together and make amazing events with everyone's support!

- ❖ Senate training was held September 12th-21st
- ❖ Senate helped during the new student orientation September 13
- ❖ Senate put together the coffee and donuts event September 26
- ❖ Weekly meeting Tuesday 2:00 pm in Van Tassell Conference Room
- ❖ We reviewed the bylaws and are bringing them to review for the next few meetings
- ❖ Interclub Council's first meeting was 10/03/2018 at 2:00pm - future meetings times are to be determined
- ❖ Tenure Committees have nearly been filled
- ❖ Academic Calendar Representative is Nikolai Josef Kostka

We are looking forward to this fall, and hoping to hold these events through our own planning or partnerships. These events would be: Fall showcase, Halloween party, Disability Awareness Month, Native American Heritage Month, Dia de Los Muertos, and Scholarship Showcase.

BOARD MEETING: **October 17, 2018**

AGENDA ITEM **#7 (information)**

CATEGORY: **SPECIAL REPORTS**

Adrian Carrillo, ASWVC Omak President

BACKGROUND:

Current cabinet: President: Adrian Carrillo, Vice President: Juan Rodriguez, Secretary: Elizabeth Stam, Director of Student/Legislative Affairs: Belinda Brown, Advisor: Livia Millard.

September:

- September 5th, 6th, and 7th - Student Government attended the 2018 (CUSP) Council of Unions and Student Programs conference in Olympia. Every member came back with more goals, knowledge, and skills to improve our team/community.
- September 12th- Student Government assisted Glenn Burnett with the running start orientation. We provided general information, campus tours, music, and pizza.
- September 19th- Student Government helped host the New Student Orientation. We provided general information, campus tours, student ID's, music, pop and pizza.
- Voter Registration- Officers have been going to classrooms to speak about voter registrations. We have posters around the campus and applications inside the Student Government office for students to register to vote.
- Cabinet/Senate Meetings- Cabinet meetings are held every Monday at 8am. Senate meetings will start on October 15th and will be held every Wednesday at 8am.
- Survey- Student Government conducted a survey at both Student Orientations on the best way to get information out to them. The options were Instagram, Facebook, Email, and others. The top two picked were Email and Instagram.
- New Social Media- Student Cabinet have created a new Instagram account under sgwvco.
- Bus passes were purchased and distributed to students needing them for transportation.

October:

- October 1st – Elections packets were made for the five positions in Student Government: Director of Public Relations, Director of Student Activities, Director of Operations, Assistant to Director of Public Relations and Assistant to Director of Legislative and Student Affairs. All applications are due to the front office by October 17th. Interviews will be the week of October 22nd.

Upcoming Events:

- October 10th & 11th- Student Government is hosting an Ice Cream Social providing college swag, voter registration, Student ID's, and student cabinet applications.
- Student Government purchased 25 tickets for students to attend the Cirque ZUMA ZUMA event on October 21st at the Omak PAC.
- October 31st – Student Government will host a Halloween-themed Club Expo in the Student Lounge.
- Undecided date: Cosmic Bowling

BOARD MEETING: **October 17, 2018**

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

CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

I feel the unmistakable chill in the air of fall quarter. This has always been a special time of year for me, both as a student and faculty member. Going into fall quarter, there are several activities going on about which I am excited. First of all, I have had a chance to work with interim Dean of Liberal Arts and Sciences Holly Bringman and interim Vice President of Instruction Tod Treat. Both of them stepped into challenging positions, and I am encouraged by what I have seen so far. I see both of them using their experience to meet the challenges this year has to offer. Specifically, Doctor Treat's experience with accreditation and rural community colleges has been well received. Doctor Treat and I are working together to address enrollment management, specifically working with faculty whose classes and programs are regularly challenged by low enrollment. This has been a sensitive topic, and I am glad to see that faculty and administration are working together on this issue.

Last year I asked the Board if it was interested in having faculty come and speak about what is going on in their areas and programs. When the faculty were asked if they were interested, I received a healthy response from them. I hope that direct communication between the Board and faculty will lead to a better understanding of each other and what we all do to support the college's mission.

Contract negotiations will resume after last year's postponement, and I hope that we can agree on a contract that satisfies both administration and faculty.

Let's not forget about new faculty. Fall is a time of new faculty members navigating their way in the college system, and it's always fun and rewarding to meet, get to know and support our new co-workers. Pre-tenure committees have been established and should be well under way by now.

BOARD MEETING: **October 17, 2018**

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

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

A written report was not submitted.

BOARD MEETING: **October 17, 2018**

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

CATEGORY: **SPECIAL REPORTS**

Kay Sibley, Omak Foundation President

BACKGROUND:

A verbal report will be given.

BOARD MEETING: **October 17, 2018**

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

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services has been participating in a number of meetings with local government agencies and community partners related to land/space partnerships within our service district. Conversations are very preliminary, but would provide spaces that would extend the reach of the main Wenatchee campus to enhance our ability to provide existing instructional programming and promote the growth of new programs.

Budget & Internal Auditing

- At the time of this submission, the WVC budget is within the latest revenue projections. Current enrollment is up 1.4% from last year. Cabinet will evaluate the necessity of a budget revision after final enrollment numbers are calculated on Monday, October 8th. The Internal audit/“PERC’s” plan that was presented at the September Board meeting has commenced; however, there is nothing to share with the Board at this time.

Fiscal Services

- The 16/17 financial statements have been submitted to our third party preparer (Clifton Larson Allen) and are on schedule for an entrance meeting at the end of October with the Washington State Auditor’s Office.

Facilities

- Wells Hall- We have completed the schematic design (SD) phase of the Wells Hall project and are beginning Design and Development (DD) documents. A stakeholders meeting is tentatively scheduled for late October to share the SD documents with the greater campus community and to begin the discussions on the DD documents.
- Fifth Street Monument Sign- The project is still behind schedule due to difficulty identifying a mason for the project. However, we have secured the permit from the city for the project and will be moving forward as soon as a contractor is secured.
- Smith Gym Remodel- A few closeout items remain; however, teams have taken occupancy of the space.
- Minor Works- Our fire alarm panel and elevator projects have been completed. Project still in progress are the Sexton chiller, roofing repairs, and ADA projects are still underway. Once the Gym project is complete, we will be turning our attention to much needed roofing repairs to Van Tassel Center and Wenatchi Hall.

Safety and Security

- Our Clery report was completed and submitted by the October 1st deadline. Also, in collaboration with Student Services and other stakeholders, we have selected Symplicity as our software platform for Clery, Title IX, and grievance tracking and reporting.
- Security hosted another Stop the Bleed Training on the Wenatchee campus and invited Omak staff and faculty during Launch Week. One more Stop the Bleed Training has been scheduled for October 6th. Board members are encouraged to observe and/or participate.
- Our SSEM, Maria Agnew has planned a tabletop exercise for President’s Cabinet and key staff members for November 2nd. I hope to present more information on this event at the Board retreat.

BOARD MEETING: **October 17, 2018**

AGENDA ITEM **#12 (information)**

CATEGORY: **STAFF REPORTS**

Tod Treat, Interim Vice President of Instruction

BACKGROUND:

New Faculty Hires

WVC welcomes a wonderful new cohort of full-time faculty who are already impacting student success on both the Omak and Wenatchee campuses.

Campus	Last	First	Discipline	Degrees	College(s)
Wenatchee	Bullock	Jeff	Agriculture	B.S, Chemistry B.S., Molecular Biology M.S., Biochemistry PhD, Plant Pathology	Western Washington Univ Western Washington Univ Western Washington Univ Washington State University
Wenatchee	Butruille	Meleah	Nursing	MSN, Nursing BSN, Nursing AA, Lane College	Gonzaga University OHSU Lane Community College
Wenatchee	Chvilicek	Brigid	Nursing	BSN, Nursing MSN, Nursing	University of Portland California State University
Wenatchee	Fowler	Melissa	Nursing	BSN, Nursing MSN, Nursing	Brigham Young University University of Utah
Omak	Gadeburg	Tina	Nursing	ADN, Nursing BS, Administration Management MSN, Nursing Leadership/Administration	Wenatchee Valley College Central Washington Univ Western Governors Univ (in progress)
Wenatchee	Henning	Lindsay	Math	B.S., Civil Engineering M.A., Math	University of Kansas University of Kansas
Omak	Jensen	Rita	Nursing	ADN, Nursing BSN, Nursing MSN, Nursing Leadership/Administration	Wenatchee Valley College Western Governors Univ Western Governors Univ
Omak	Kappenman	Kristy	Science	A.A. B.A., Education, Psychology M.S., Biology	Yakima Valley College Central Washington Univ Central Washington Univ
Wenatchee	Korfiatis	Jennifer	Business	B.A., Communication MBA, Marketing	Washington State Univ Capella University
Omak	Smith	Kestrel	American Indian Studies	B.A. M.A., American Indian Studies PhD., American Indian Studies	Virginia Tech University of Arizona University of Arizona
Omak	Solarz	Daniel	History	B.A. History M.A. History PhD History	UCLA Claremont College Claremont College

Curriculum Updates

WVC presented its BAS-Data Analytics and BAS-Teacher Education programs to SBCTC on October 16th.

Fall Launch

Fall Launch Week went very well in supporting faculty as they prepared classes, reflected on student success, and finalized course outlines and materials.

Title III

WVC's Title III Program officially concluded September 30. The impact of Title III on the college has been significant.

Planning

Academic Divisions and Departments are actively engaged in Area Planning, due November 22. The process has been revised this year with emphasis on identifying gains and gaps from last year, using data, in order to establish goals for the next year. Faculty will use this process to identify one program level assessment project used to improve their programs and to identify resources, such as equipment and new positions.

Accreditation

While the Year Seven Self Study includes significant *institutional level data*, WVC is also able to demonstrate that it meets its mission and core themes at the *program level*. Programs demonstrating specific core theme attainment are telling their stories through *vignettes*. To be effective, vignettes must demonstrate a great idea that has been implemented and has had a measurable impact. Examples in Instruction include the HOEPP program (Responsiveness to Local Needs), growth of the mathematics sequences at Omak (Local Needs and Support for Learning), and graduation of WVC's first BAS cohort in nursing (Educational Achievement). Vignettes are also being developed in other areas of the college, such as Process Improvement Review Counseling (PIRC) and support for employee engagement.

Instruction Division for Wenatchee Valley College Board of Trustees Report October 2018

	Division	Division	Division	Division
<i>Instructional Goals</i>	Allied Health	LAS/BS	IT & Library	Workforce Ed
Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]	No update	No update	Completed proof of concept of “Zoom Room,” ITV for \$30K instead of \$140K per room. Continue to work with business office on badging system and photocopying review.	Workforce Ed serves on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority. To promote sustainability, the Agriculture Department offers an online Viticulture Sustainability Certificate (15 credits), which includes courses: Organic Agricultural Production, Organic Plant Nutrition and Sustainable Agriculture and Food Systems.
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.	No update	No update	Presented session on research portal during launch week.	The College with Workforce Education faculty and staff hosted the 2nd annual Pizza, Pop and Power Tools event held on campus May 16th. This event brought more than 250 eighth grade girls to campus to learn more about non-traditional careers. In addition to Pizza, Pop and Power Tools for eighth grade girls, WVC hosted approximately 300 eighth grade boys for Guys and Guts this year. Both events took place on the WVC campus on May 8th, 2018.
Program Growth & Development: Review and analyze all programs offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.	Exploring apprenticeships with SBCTC	AIIS program underway this fall with Native American History course. Meeting scheduled for 10/26 with FT AIIS faculty, tribal partners, and UW to discuss curriculum development for upcoming quarters. Plan to offer AIIS 102 and 103 in winter and spring, respectively. Also plan to continue NAL courses in Omak, Nespalem, and LRHS.	Delivered course review workshop and initiated review with volunteer faculty participants.	Workforce Education is developing and expanding programs in both Omak and Wenatchee. In Omak, the Wildland Fire (Fire Ecology) program has moved to Continuing Education. The progress will be to offer courses and public workshops in Okanogan County. The first public meeting was held on December 2nd in Omak; a second public meeting was held April 5 th in Twisp. A total of 17 local residents attended the December 2 nd event and gave valuable feedback to impact the decisions on the direction of the program. A total of

Instruction Division for Wenatchee Valley College Board of Trustees Report October 2018

				<p>11 residents attended the Twisp meeting.</p> <p>Workforce Ed offered the HVACR certificate program in 2017-18. This offering was due to the Omak Mill closing and need for training for displaced workers. This program utilized the Omak High School welding department as a lab component. Most of these students have continued on to the second year of the program in Wenatchee. In Wenatchee, the BAS-Engineering Technology began in Fall 2017. Faculty lead, Dr. Sai Ramaswamy has met with local business partners and extensively with students. Workforce Ed held an orientation session for all BAS-ET students and developed their class schedules for the entire program. To date, a total of 17 students have applied for the program.</p> <p>Two new BAS program proposals are currently being written: BAS-Teaching and Data Analytics.</p> <p>The Continuing Education Department is in the process for offering an international TESOL program and also negotiating expanding efforts to the Colville Tribes. The TESOL program includes two Continuing Education personnel who traveled to South Korea to film video modules for this certificate course.</p> <p>The Workforce Dean recently completed the 2017-18 Workforce Dean's Academy in conjunction with SBCTC.</p> <p>The Transitional Studies department is currently collaborating with Colville Tribes in Nespelem to offer the HS21+ program there. WVC is</p>
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Instruction Division for Wenatchee Valley College Board of Trustees Report October 2018

				expanding college offerings in Nespelem to serve this rural area.
Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.	Allied Health offers annual schedule for all programs	Preliminary enrollment management discussions started with division chairs. Discussion of course sequencing and program pathways.	No update	The Instruction Office collaborated with the entire WVC campus and completed the Annual Schedule for both 2017-18 and 2018-19. The Instruction Office plans to continue complete the Annual Schedule beginning in January 2019.
Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two years.	Via CTC	Discussed building majors and creating pathways with LAS division. Would provide tool to help guide students during advising.	Continued participation in Guided Pathways initiative.	The Workforce Dean had several meetings with various community members, initiating conversations with the community to benefit the college. These meetings included Okanogan County. The Workforce Dean is a board member of the NCW Suicide Prevention Coalition, NCW Homeless Task Force and the WEC Dean's Academy Advisory Board. The Instruction Office is also soliciting input from the Worker Retraining Advisory Committee. Several Workforce faculty members continue to contribute ideas toward the launch of Guided Pathways.
Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.	Deans, IC, CC, CTC, Directors, Allied Health Department Division and Omak Division	No update	Participated in all Launch Week social events.	WVC is working with SkillSource and WorkSource personnel to continue collaboration with those organizations. The Workforce Dean holds monthly meetings with all Workforce Program Coordinators. The Workforce Dean also co-facilitated the Governor's Summit on Career-Connected Learning in Okanogan County to identify and meet the needs of external constituents/partners; in collaboration with local partners, our region has received for the Career Connect Washington Grant.

Instruction Division for Wenatchee Valley College Board of Trustees Report October 2018

				Also, WVC has met with the Division of Vocational Rehabilitation (DVR) officials to possibly work together in serving potential students aged 16-21 who need additional services to become ready for postsecondary education and/or careers.
Improving Transitions: Adult Basic Education and Single Point of Entry for all WVC Students.	No update	No update	No update	The Workforce Dean and Interim Director of Transitional Studies have worked on this goal and met with Student Services in order to create Single Point of Entry.
2018-19 Hiring Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget. Commitment to retention of staff and faculty through foundational activities and communication like new faculty orientation and workshops, onboarding materials, outreach to adjunct faculty, etc.	Dean of Allied Health co-directing RT, RT advisory meeting with focus on recruiting and retention. Mondays in Omak to provide administrative support as needed with two new nursing faculty in Omak	No update	Hired library Parapro I and Event Support Technician.	The Workforce Dean holds monthly meetings with all Workforce Program Coordinators. Faculty lead positions for both Wildland Fire and BAS-ET were filled in 2017. Two adjunct instructors recently secured full-time positions replacing retired professors in Business/Accounting and Agriculture. Jennifer Korfiatis was hired to replace Nelson Martin and Jeff Bullock was hired to replace Bob Gillespie. Both Jennifer and Jeff bring great credentials and teaching experience to their respective positions. Both will start full-time Fall 2018.
Budget Planning: Increased attention and understanding to all budgets within Instruction (inclusive of grants and Foundation support).	Gains, Goals and Gaps underway with Allied Health programs.	Invited Joanna Tepley to division chair meeting to discuss budget management. Chairs will be asked to project needs for upcoming year based on current year spending and any additional anticipated expenses.	With new fiscal year and new technology fee structure, initiated several significant technology projects.	The Workforce Dean regularly discusses budget processes and issues at monthly Program Coordinator meetings. The Workforce Dean continues to increase fiscal accountability across all WED programs, Transitional Studies and Continuing Education.

BOARD MEETING: **October 17, 2018**

AGENDA ITEM **#13 (information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- Fall competition: Men's Soccer is on a 2-game winning streak; Volleyball placed 3rd at Bellevue Crossover. Women's soccer has been very competitive in conference matches, showing great progress in building the program.
- Baseball is sending 4 athletes to NWAC Showcase, an All-Star event where athletes are seen by 4-year colleges
- Fastpitch continues their "fall ball" season over the coming month
- Practice has begun for Men's and Women's basketball, excited for the upcoming season
- Locker room project is progressing, with Volleyball nearly moved in and awaiting the finishing touches on Men's and Women's Basketball, Fastpitch, and visiting locker rooms. Primary Donors Dennis & Beth Dobbs will be honored once the project is completed.

CAMP

- Full cohort of 62 CAMP scholars for upcoming year; first time for a full cohort prior to the start of fall quarter!
- 51 CAMP Scholars from last year returning this fall (85% fall to fall retention)
- Grant writer will be contracted for a mid-October start
- After 7 years with program, Program Assistant Marichuy Alvizar will transition to new Diversity Center Coordinator position
- College fairs and high school visits are quickly filling the fall schedule. Alfredo Ortiz is collaborating closely with Lucero Martinez
- CAMP application form for upcoming year will soon be available online and fully accessible through Word and pdf
- CAMP Orientation took place September 21 for students, and September 22 was the Bilingual Parent & Student Orientation (over 48 families attended). Coolspeak Youth Engagement Company was invited to present to CAMP students.

CAMPUS LIFE, EQUITY & INCLUSION

- Student Programs and Diversity, Equity and Inclusion areas were combined and now Campus Life, Equity & Inclusion
- New staff were hired: Residence Life Coordinator Jeremy Snyder started September 4; Recreation Center Manager Daniel (Danny) Zavala started October 1; and Diversity & Inclusion Center Coordinator Marichuy Alvizar started October 1
- Student Senate has a full 16-member team, names/contact information available online. Two weeks of training was provided in September; first meeting was September 25. Provide any Senate agenda requests to Erin Tofte-Nordvik. Senate held "Coffee & Donuts" event September 26 to welcome students to the new school year.
- New Student Orientation was held September 13, 3-7pm, with a strong turn out and many campus volunteers. 192 students and 107 family members attended.
- Equity Trainer John Lenssen provided training on President's Day; feedback was positive
- Upcoming events: Fall Transfer Day - Oct 2; Fall Showcase - Oct 10; FAFSA/WASFA Night - November 13
- Student Access Coordinator Carla Boyd has been serving new and returning students with accommodations on both campuses, until a new person for Omak is hired. A Disability Awareness event is being planned for October.
- Currently, there are 6 returning and 8 new International students for this year
- International students participated in a welcome back camping trip before classes started
- Residence Hall is full for this fall. New RAs are beginning to work on programming

COUNSELING

- Counseling hours were offered Tuesdays and Wednesdays this summer. Bertha Sanchez and Ryan Poortinga saw 132 total students in the areas of advising, financial aid (FAFSA and WASFA), crisis and mental health. 33 readmission petitions (31 approved for fall and winter starts and 2 denied).
- Counselors are available for classroom presentations on campus resources, stress, time management, etc.
- Knights Kupboard is open for students needing food and/or personal hygiene items. Hours of operation: Thursdays, 12 – 3pm, Batjer Hall (second floor), Room 8002. Service is also offered to students in need of emergency food.
- WVC Foundation has again provided \$10,000 to Knights Care Fund to help students in need. Students should be referred to counselors for emergency funding.
- WVC received \$10,000 from Biella Foundation to help students with tuition and/or books. Counseling administers these funds, similar to the Knights Care Fund. Funds must be used by June 2019; refer students to Counseling.

STUDENT SERVICES – ADMISSIONS/REGISTRATION/EDUCATIONAL & CAREER PLANNING/FINANCIAL AID

- Recruiter Lucero Martinez helped with organizing fall Counselor Workshop held September 14
- Discussions are underway for establishing a Recruitment Taskforce to better assist with overall college goals for recruitment, collaborating with other areas of the college that facilitate separate outreach events
- Lucero is researching CRM possibilities to track and communicate with future students
- Most degrees for summer quarter graduates have been posted and diplomas are being sent out
- Maggie Segesser joined the Admissions and Registration team and has caught on quickly
- Fee changes: Application fee - from \$25 to 15; Transcript Request Fee - from \$4.50 to \$10; and online through Parchment - from \$7 to \$12.50.
- Student petition changes vetted through Curriculum Committee and Instruction Council last year have been implemented (Late Withdraw, Low Grade Set Aside, and Credit Overload)
- Twenty-one new student advising and registration sessions took place this summer. 443 new students attended (38 more than at the end of August last year). To date, 112 new students have opted for OAR; 89 have completed (20 more than at the end of August last year). Approximately 60 new students were seen over last summer.
- Yadira Oregon met with Chad Evans to learn Just in Time Alert System functionality
- Jaima Kuhlmann attended the summer quarter WCCCSA meeting at Whatcom CC on August 10 and assisted on August 18 with London Pre- Departure Orientation at Shoreline CC
- WVC had 3 WVC students study abroad in Costa Rica August 18 – September 15.
- Master Placement Rubric is being updated with Accuplacer Next Generation scores. New tests will be used beginning October 1 for winter-start students
- FISAP for 2017-2018 and the college participation agreement for Title IV funds for 2019-2020 were completed
- Turn-around time for financial aid document processing is approximately 2 to 3 weeks
- Angie Jaquish and Fran Moser attended Stop the Bleed Training. Cheryl Fritz continues to attend CTCLink meetings.
- October 1, students may start completing FAFSA forms for 2019-2020 school year, as well as WVC scholarship applications. FAFSA is now a mobile app, new for 2019-2020; students can complete FAFSA, check status, make updates using mobile phones.
- Implementation of OnBase continues. Tentative go live date is October 8 (moved from September 24 to allow for sufficient staff resources)
- Preliminary planning for Symplicity Advocate/GME implementation has begun. Projected go live date is the end of January, 2019.

TRIO/SSS

- This summer, staff connected to plan events and opportunities for participants, and revise communication and outreach plans
- During Launch Week, TRIO SSS had a presence and many great opportunities to share about its program and services
- Tutors to be hired: Wenatchee – 2, Omak – 1, with additional tutors as needed. 1:1 tutoring service is popular with many students
- Anticipating 81% of Omak and 91% of Wenatchee participants returning fall quarter
- Starting fall quarter with 92 students enrolled. Needed to enroll from each site: Omak – 8, Wenatchee – 40. Combination from both sites – 6. Eleven appointments pending.
- Funding from Department of Education was increased, this year 146 students can be served

GENERAL

- The Student Services Leadership Team (SSLT) has been working on the division's Strategic Plan, including the development of a new mission statement and goals. The rollout of the plan is scheduled before the end of fall 2018
- The SSLT and the Dean group will be meeting on a monthly basis beginning October 22, 2018. The dedicated time should foster increased collaboration between Instruction and Student Services and be helpful toward advancing strategic plan and core theme work
- Guided Pathways Steering Committee members provided updates during Launch Week at VPI/Dean's Day and training sessions, which were well attended. Approximately 10 faculty signed up to be early adopters to help plan and launch mandatory advising (for students with less than 30 credits) on Advising Day, November 6.

BOARD MEETING: **October 17, 2018**

AGENDA ITEM **#14 (information)**

CATEGORY: **STAFF REPORTS**

Enrollment Report, Jim Richardson, President

BACKGROUND:

As of the 10th day of fall quarter, WVC has 2,183.96 FTES, which is down by 6.49 FTES (or 0.2%) from this time last year. Wenatchee campus is at 1,912.97, which is down 23.32 (or 1.2%) from last fall. Omak campus has 270.99 FTES, which is up 16.83 (or 6.6%) from last year.

College level academic FTES are at 1,118, which is up 80 FTES, or 7.7%. The largest numerical increases have been in Nutrition (up 28.33 FTES, or 243%), college level math (up 16 FTES, or 15%), and philosophy (up 10.67 FTES, or 34%). The largest decreases have been in Art (down 19 FTES, or 24%) and Humanities (down 4.67 FTES, or 14%).

Vocational FTES are at 697.63, which is down 56.16 FTES, or 7.5%. The largest numerical increases have been in Early Childhood (up 23.53 FTES, or 113%) and Chemical Dependency Studies (up 8.25 FTES, or 68%). The largest decreases have been in Medical Assisting (down 17.8 FTES, or 43%) and Business (down 13.47 FTES, or 32%).

Developmental, or pre-college level courses, are at 202.33 FTES, which is down by 25.67, or 29%. Pre-college level English is down 3.67 FTES (or 8%) and pre-college level math is down 22 FTES (or 12%)

Basic Skills are at 166 FTES, which is down by 4.67, or 3%.

BOARD MEETING: **October 17, 2018**

AGENDA ITEM **#15 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

A verbal report will be given.