

AGENDA  
BOARD OF TRUSTEES  
WENATCHEE VALLEY COLLEGE  
WENATCHEE, WASHINGTON  
October 25, 2017

|  |   |
|--|---|
| 11 a.m. – Board Work Session .....       | Lucy Covington Government Center, 21 Colville St, Nespalem WA |
| 3 p.m. – Board of Trustees Meeting ..... | Lucy Covington Government Center, 21 Colville St, Nespalem WA |

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**AGENDA**

1. Call to Order

**APPROVAL OF MINUTES**

2. September 13, 2017, Board Meeting Minutes..... 2

**SPECIAL REPORTS**

3. Freddie Ham, ASWVC Wenatchee Vice President ..... 11
4. David Ratautas, ASWVC Omak President ..... 12
5. Patrick Tracy, AHE President..... 13

**STAFF REPORTS**

6. Brett Riley, Vice President of Administrative Services ..... 14
7. Carli Schiffner, Vice President of Instruction and WVC-Omak ..... 15
8. Chio Flores, Vice President of Student Services..... 19
9. Enrollment Report: Jim Richardson, President ..... 21
10. Jim Richardson, President..... 22

**ACTION**

11. Tenure Review: Jim Richardson ..... 23
12. Resolution #17-220 Wells Hall COP: Brett Riley..... 24

**PUBLIC COMMENT**

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

**ADJOURNMENT**

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**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 25, 2017**

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

CATEGORY: **APPROVAL OF MINUTES**

**Board Minutes of September 13, 2017**

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BACKGROUND:

**Attached are the minutes from the September 13, 2017, board meeting for your approval.**

RECOMMENDATION:

**That the minutes from the September 13, 2017, board meeting be approved.**

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

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

Trustees present

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

*The board work session was cancelled.*

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

**APPROVAL OF MINUTES**

**1. May 17, 2017, Board Meeting Minutes**

**MOTION NO. 2238**

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

**CELEBRATING SUCCESS**

**2. Recognition of End-Of-Year Award Winners**

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

**3. Leo Garcia – Apple Citizen of the Year**

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

**4. NWAC Softball Awards**

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

**5. North Central Washington Sports Award Banquet**

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

**INTRODUCTION OF NEW EMPLOYEES**

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

**SPECIAL REPORTS**

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

**STAFF REPORTS**

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

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

**ACTION**

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

**MOTION NO. 2239**

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

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

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

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

**MOTION NO. 2240**

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

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

**14. Continued Spending Authority: Brett Riley**

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

**MOTION NO. 2241**

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

3:35 p.m. Meeting adjourned

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

Under current SBCTC policy, lower division resident tuition is \$105.17 per credit for the first 10 credits, and \$205.36 per credit for upper division credits, distributed as follows:

| <b>Lower Division</b> | <b>Fee Type</b> | <b>Upper Division</b> |
|-----------------------|-----------------|-----------------------|
| \$ 83.19              | Operating Fee   | \$ 183.38             |
| \$ 11.17              | Building Fee    | \$ 11.17              |
| \$ 10.81              | S&A Fee (Max)   | \$ 10.81              |
| \$105.17              | <b>Total</b>    | \$ 205.36             |

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

**Tuition and Fee Waivers 2017-18**

Tuition and fee waivers are divided into categories: (A) those set by the WVC Board of Trustees, (B) those set by the State Board for Community and Technical Colleges and (C) those created by statute. Percentage waivers are applied to the entire base of operating fee, building fee and student activity fee.

| <u>Fee Code</u>                         | <u>FeePay Status</u> | <u>Waiver</u>   | <u>Amount Charged</u>  |
|---|----------------------|---|--|
| <b>A. WVC Optional Waivers</b>          |                      |   |  |
|   | 3                    | Financial Need Based Students   | No tuition or fees   |
| OH                                      | 12                   | High School completion-resident   | \$15.78/credit (85% waived)  |
| #G,#P                                   | 63/64                | Athletic Waiver-Resident and Non-Resident   | \$328.00/quarter   |
|   |                      | Hispanic Orchard Employees Education Program  | No tuition or fees   |
| #A,#B                                   | 70                   | Eligible Veterans or National Guard Members   | \$52.59 (50% of resident tuition and fees)                                     |
|   | 71                   | Other Military or Naval Veterans  | \$52.59 (50% of resident tuition and fees)                                     |
|   | 9                    | Active Duty Military-Resident   | No S & A or building fee   |
| T9                                      | 18                   | Vocational Students (over 18 credits)-Resident  | \$14.15/credit (85% waived of 19+ credits)                                     |
| +E                                      | 17                   | Vocational Students (over 18 credits)-Non-Resident  | \$40.70/credit (85% waived of 19+ credits)                                     |
| <u>Space Available Waivers</u>          |                      |   |  |
| TT                                      | 51/11                | State employees (preference given to WVC employees)   | \$5/class  |
| TS                                      | 10/56                | Senior Citizen Audit/Credit   | \$5/class  |
| <u>Ungraded/Course-Based Waivers</u>    |                      |   |  |
| TU                                      | 97                   | Retirement (Senior Citizen)   | \$31.55/credit (70% waived)  |
| TM                                      | 96                   | Farm Management   | \$35.02/credit (66.7% waived)  |
| TK                                      | 94/93                | First aid, EMT, Paramedic   | \$57.84/credit (45% waived)  |
| TL                                      | 95                   | Parenting Education   | \$15.78/credit (85% waived)  |
| <u>Nonresident Tuition Differential</u> |                      |   |  |
| +A,+D                                   | 29/31                | Nonresident US Citizen  | Resident operating + non-resident building and S & A fees (\$118.89)           |
| *X                                      | 23                   | Refugees  | Resident operating fee + 25% + non-resident building and S & A fees (\$139.68) |
| *R                                      | 20                   | High School Completion-Non-Resident   | \$105.17/credit (resident tuition)   |
|   | 9                    | Military Personnel-Active, Non Resident   | Resident tuition (must live in WA)   |
|   | 25                   | American Indian   | Resident tuition   |
| <b>B. SBCTC Mandatory Waivers</b>       |                      |   |  |
| TB                                      | 33                   | ABE/ESL   | \$25 per student, per quarter  |
| TA                                      | 91                   | Apprenticeship  | \$53/credit or \$3.53/clock hour   |
| TB                                      | 33                   | High School 21  | \$25 per student per quarter   |
| <b>C. Statutory Mandatory Waivers</b>   |                      |   |  |
|   | 72                   | Children and Spouse of Totally Disabled or POW/MA or Deceased Eligible Veterans or National Guard | No tuition or fees   |
|   | 4                    | Children and Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters             | No tuition or fees   |
|   | 84                   | Wrongly Convicted Person  | No tuition or fees   |

**Budget Considerations sourced from Legislative action:**

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

**Revenue Forecast:**

**101 Funds-**

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

**149 Funds-**

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

**148 Funds-**

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

Note: This does not include the Recreation Center fee.

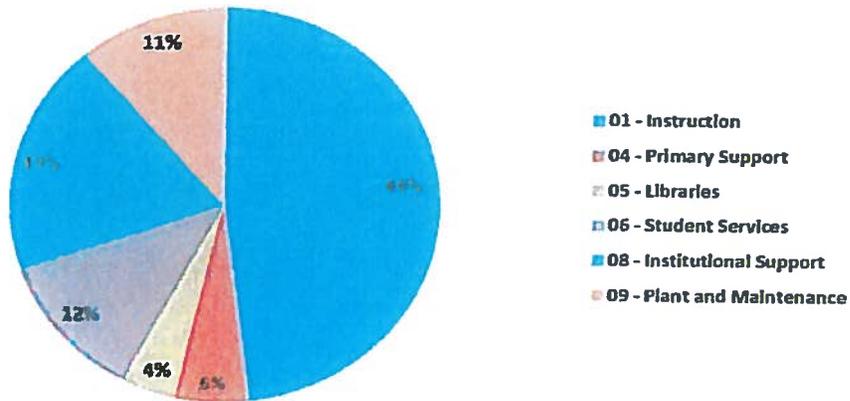
**Total Operating Revenue- \$27,705,896**

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

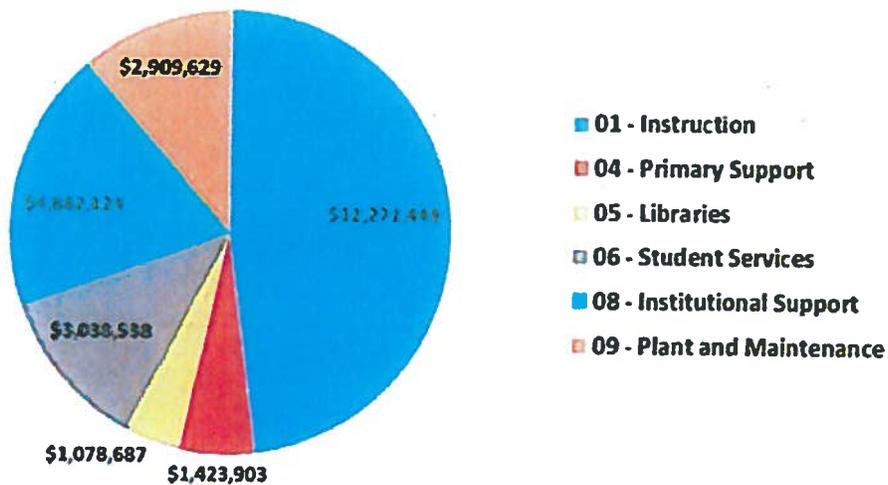
**Breakdown by Program Code:**

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

**% Percent**

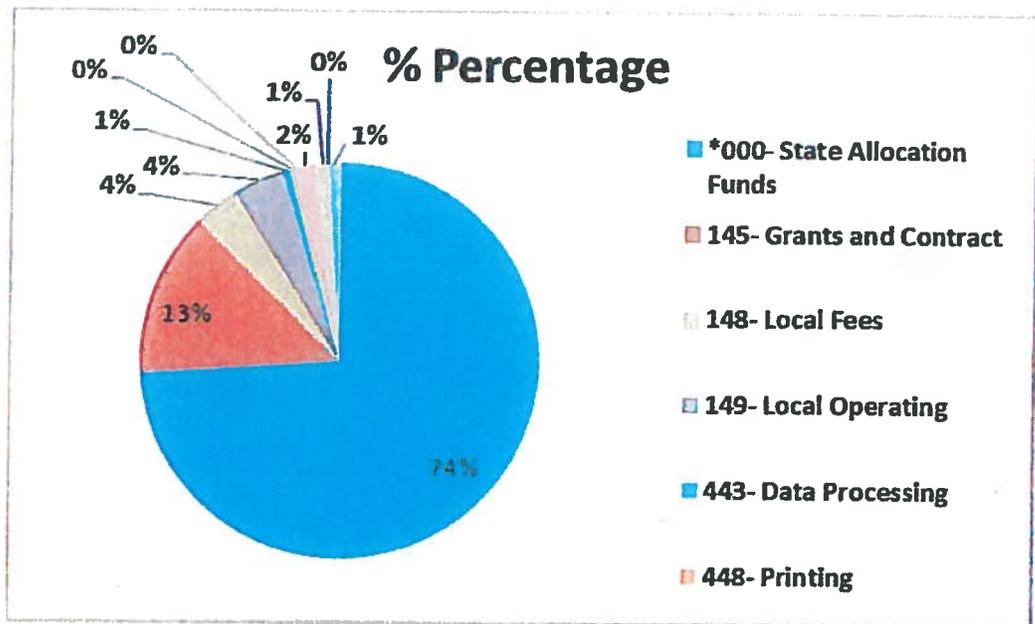


**\$ Dollars**



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

\* Includes Appropriation CG1, 3E0, 123, BG1, BD1



**Summary:**

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

BOARD MEETING: **October 25, 2017**

AGENDA ITEM **#3 (information)**

CATEGORY: **SPECIAL REPORTS**

**Freddie Hamm, ASWVC Wenatchee President**

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**BACKGROUND:**

The ebbs and flows of September have been healthy for this year's team. I'm proud to work with such committed Senate team. We have been looking at the bigger picture and doing our best to find ways to support our student body. We have come out of the gates eager to learn and are committed to being selfless in our service.

The Senate, in collaboration with Student Programs and the Student Recreation Center Operations Committee, hosted the Grand Opening of the Student Recreation Center on September 22<sup>nd</sup>. We had approximately 300 students, faculty, staff, alumni, and community members in attendance. Our Senate team gave campus tours prior to the ribbon cutting ceremony. President Richardson, David Davin, and I all said a few words before a family friend spoke on behalf of the McGuire family. Lastly, we proceeded to cut the ribbon and opened the doors to our new entity on campus. What an exciting time for our student body and campus community!

**General Items:**

- Senate came back to campus early (August 21<sup>st</sup>) in order to train. We met with most of the departments on campus.
- We attended a state-wide leadership conference Sept 6-8
- We have been holding weekly senate meetings every Tuesday at 5:30-7:30 p.m.
- We are working to fine tune our goals for the year.
- We have Bi-weekly Interclub Council meetings on the first and third Tuesday of every month at 1-2 p.m.
- Senate has been meeting with their pre-tenure committees, and other committees are holding informal meetings.
- We attended Student Programs' monthly leadership series. October's topic was diversity and inclusion, and was presented by Erin Tofte. We learned about vocabulary and had a lengthy discussion on race.
- Senate members have been attending athletic games to show support for our student athletes.
- Senate members volunteered for the Alumni Association's Knight Fright Ride
- We are actively working to with WACTCSA and this year's legislative agenda. We plan to focus on two of the items: open educational resources and support for undocumented students.
- We have provided campus tours (with bi-lingual option in Spanish) for new and prospective students, and college interview candidates.

The upcoming events planned for the month of October are listed below:

**Breast Cancer Awareness Volleyball Tournament**

- Scheduled for Oct 12<sup>th</sup> from 2-4:45 p.m. in the SRC
- The teams must be Coed, meaning that each team must have two members of the opposite gender
- Wear lots of PINK to display support!!

**Oil/Tire Change**

- Schedule for October 25 at 1-3 p.m.
  - o Oil Changes located in Batjer Hall Automotive department
  - o Tire Change info located at Fountain
- First 10 students signed-up receive free oil changes
- Auto Club students are volunteering to help demonstrate proper oil/tire changing procedures

**National Pizza Making**

- Scheduled for October 22<sup>nd</sup> from 5-7 p.m., located at the dorms
- Senate will provide crusts and a plethora of toppings for students to invent their own personal creation!
- This event is meant to reach our dorm family and also help create a social atmosphere for current dorm students to engage with one another

**Service Project**

- Senate members aren't able to participate in the Oct 28<sup>th</sup> Make a Difference Day because of athletic schedules. Instead, we have a service project in our community set for Oct. 29<sup>th</sup>.

**Fall Festival**

- Schedule for October 31<sup>st</sup>, located at the fountain from 9-2 p.m.
- There will be games, food, and opportunities to meet and interact with others

BOARD MEETING: **October 25, 2017**

AGENDA ITEM **#4 (information)**

CATEGORY: **SPECIAL REPORTS**

**David Ratautas, ASWVC Omak President**

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**BACKGROUND:**

Current cabinet: President: David Ratautas, Director of Operations: Tiffani Taylor, Director of Administrative Affairs: Laura Brown, Director of Student Activities: Becky Biernacki, Advisor: Livia Millard.

**August:**

- Student Cabinet held a training meeting on 8/2/17 to go over the different aspects of student cabinet and what is expected. Also discussed goals, objectives and events for the upcoming quarter. Each cabinet member was given individual tasks to be completed before the next meeting.
- Student Cabinet met on 8/31/17 to reiterate goals, objectives and upcoming events. Cabinet members reported on how their individual tasks for the month were going. Both new student and running start orientations were discussed at length in regard to event dates and times and items to be purchased.

**September:**

- Cabinet members went to the CUSP leadership conference on 9/6/17 to 9/8/17 in Pasco, WA. The conference was effective in giving each member insight on what being a leader means. Each member took part in several workshops pertaining to their individual roles in student government over the course of two days. Also, the conference presented the opportunity to network with other community colleges across Washington.
- The Running Start Orientation was held on 9/12/17. Running Start students went through several workshops introducing them to the college and tips on becoming successful students. Cabinet members assisted by providing tours, giving information on the services student cabinet offers and the upcoming selections. Running Start students were treated to pizza purchased by student government.
- New Student Orientation was held on 9/20/17. Similar to the Running Start Orientation, new students attended workshops introducing them to faculty, student services, tips on how to become successful students, and how to navigate the website to take advantage of the technical resources provided. Student Cabinet members assisted by giving tours, information on services offered and upcoming selections. New students were also treated to pizza.

**October:**

- Student cabinet decided that weekly cabinet meetings will be held on Thursdays at 8:00 am, and student cabinet meetings will be held on Tuesday at 8:00 am.
- Student senate applications have been available since October 2<sup>nd</sup> and the deadline to turn them in is October 13<sup>th</sup>. Selection interviews will be held from October 16<sup>th</sup> to the 21<sup>st</sup>.
- On October 11<sup>th</sup> we will have the S'more Social. This is one of the first events of the quarter. Ideally, students will build social networks among each other. Also, applications will be handed out during this event. Students will be given information on what clubs are available and how to start clubs.
- On October 28<sup>th</sup> we will hold our Cosmic Bowling event which is held at Valley Lanes in Omak. This event functions as a preliminary food drive to our Jammin' Against Hunger event. Price of admission is a few food items; the exact amount is to be determined. Also, students are able to bring a few friends or family members to the event to participate.
- On October 31<sup>st</sup> we will hold a Club Expo event. During this event clubs will set up booths and provide information on their club's activities and how to enroll. Student cabinet will likely set up a booth with information on how to start clubs. There will be a Halloween theme to this event and a costume contest.

**Upcoming events still being discussed:**

- Jammin' Against Hunger
- De-stress and do your best

BOARD MEETING: **October 25, 2017**

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

CATEGORY: **SPECIAL REPORTS**

**Patrick Tracy, AHE President**

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**BACKGROUND:**

Just as with summer quarter, I am working my way through many new processes. This has all been made much easier by the support of previous and current AHE executive members as well as the general support of the general AHE membership.

The beginning of fall quarter went well with the establishment of tenure committees and mentors for all recently-hired faculty. Of course there are always a few hiccups, but the committees seem stable. Being that this was my first time doing this, I was glad to see how engaging faculty members are when asked to be a mentor or on a tenure committee. Another part of getting pre-tenure committees going is scheduling. During launch week, all committee members were asked to bring their calendars to a pre-tenure meeting and were asked to get their timelines established for fall quarter. This seems to have worked very well and avoided endless amounts of email trying to schedule committee meetings and classroom observations. I also participated in the mentoring of new faculty, including the lunch where faculty share their own experiences of the tenure process. Overall I see the introduction new faculty receive as highly beneficial.

All committees have been established. This meant rearranging current faculty where needed and placing new faculty on committees. I believe I was able to work well with administration in getting the right people on the right committees.

In the last month, we were able to get two faculty grievances resolved. That being said, we have others still active. All of them are in the biology department.

BOARD MEETING: **October 25, 2017**

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

CATEGORY: **STAFF REPORTS**

**Brett Riley, Vice President of Administrative Services**

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BACKGROUND:

**Administrative Services**

- As part of the PRR process presented in September, Administrative Services hosted a PRR work session with RGU Architecture. The work session brought together representatives from across the campus to discuss the need, design, and layout of the new technical building. In attendance were faculty, deans, program directors and coordinators as well as representatives from the executive team.

**Fiscal Services**

- The Washington State Auditor's Office is onsite and performing a CAFR audit. Again, this audit will look at cash & investments as well as depreciable assets for FY17. At this time there has not been a request for Board involvement.

**Facilities**

- WVC has reached a resolution on the completion of the Sexton Bathroom project. The project will be completed at the next break in the academic schedule.

**Safety and Security**

- Administrative Services and Public Relations staff attended a four day training entitled "FEMA Multi-Hazard Emergency Planning" offered through North Central Educational Service District. This training serves as the first step in developing a comprehensive update in our emergency response plan. In the coming weeks and months the Board will be informed of milestone achievements as the plan is updated.

BOARD MEETING: **October 25, 2017**

AGENDA ITEM **#7 (information)**

CATEGORY: **STAFF REPORTS**

**Carli Schiffner, Vice President of Instruction and WVC-Omak**

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**BACKGROUND:**

The beginning of the 2017-2018 academic year is underway! We are delighted with the full classes, engaged faculty, and the start of numerous degree programs (including our four year programs!). What an exciting new chapter for the college. The future looks bright!

**Updates and Celebrations:**

Wenatchee Valley College was selected as one of six sites identified for the **MESA Community College** grant expansion program. This is a tremendous opportunity for our students who will be greatly assisted in their pursuit of a STEM field while at WVC and beyond. We are in the early planning stages of the grant—which includes hiring a program director and a part-time retention coordinator; researching how to make EF 3016 a MESA student center; and implementing our proposed student recruitment plan. This grant program will be able to help over a 100 underrepresented students pursue majors in STEM fields.

During Launch Week, the college focused on the importance of **Guided Pathways** and the successful completion of our students. In addition to the keynote address by Pierce College President, Marty Cavaluzzi, faculty and staff participated in an exercise about the implementation of the meta-major pathways. Each pathway, branded with an icon and color, met in interdisciplinary groups and identified resources and infrastructure needed to move forward with the Guided Pathways model at WVC. The Guided Pathways Steering Committee will be meeting later in the month to plan for Advising Day (November 6) and to review feedback from Launch Week and the faculty survey. On a related note, the grant application is being worked on by a team at WVC for funding Guided Pathways work from the College Spark Foundation. The application is due October 30.

**Title III** has entered its final year of funding. As we wind down the grant, we plan for the next federal grant pursuit—that of a Title V grant. There have been numerous successes with the Title III grant—hiring of a completion coach (Rigo Garcia) and his intrusive advising methodology; restructuring of the Just in Time Alert system (our homegrown early alert system for student intervention); development of an in-house Student Data Tracking System (SDTS), which captures the whole student in one electronic location; the creation of a Faculty Course Development Institute for faculty teaching online; the near submission of a substantive change with the NWCCU for approval to offer a fully online transfer degree; hiring of specialized tutors to work with the particular needs of our Transitional Studies and Developmental Education students; the launching of the Knights Technical Support Desk; increased access to library content for several programs including the new 4 year degrees; and the funding of several classroom upgrades across the district to support innovative and collaborative learning.

**Concurrent Enrollment.** The Running Start team has recently implemented several initiatives to increase retention and improve student performance. Students are being required to meet with an educational planner in Running Start to map out a two-year and beyond plan. This plan helps the student to visualize all the courses needed in order to reach their individual goals (AAS-DTA, university transfer, major prerequisites, and high school graduation requirements).

Targeted marketing efforts have been made in the last year to increase enrollment including multiple campus visits/recruitment events, doubling the number of information sessions offered last spring, creating professional marketing materials (brochures) for disbursement at other recruitment events in high schools, advertising on the 5th street billboard, and providing multiple information sessions in Spanish for parents of children wanting to access the program. These efforts have yielded favorable results with an overall increase in enrollment to nearly 900 students between both campuses this fall.

## Instruction Division for Wenatchee Valley College Board of Trustees Report October 2017

|   | Division   | Division  | Division  | Division   | VPI/Omak   |
|---|--|---|---|--|--|
| <i>Instructional Goals</i>  | Allied Health  | LAS/BS  | IT & Library  | Workforce Ed   | Omak   |
| <b>Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]</b>  | Best practices in sustainability and sustainability tour scheduled with Deans team next week.  | Campus Art Walk Brochure was developed for public awareness of educational spaces across campus. 49 FT and 95 PT instructors teaching nearly 28,000 credits this fall in A&S: Academic FTE (transfer) was 1,678 headcount in Fall 2016; in Fall 2017 Academic headcount rose to 1,790   | Received gift of Leslie McEwan's music library.<br><br>Moved student computers to Windows 10 from Windows 7   | 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.   | Sustainability Tour completed on campus.   |
| <b>Increased Retention and Completion: Increase Quarter to Quarter &amp; Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students. [Basic Skills to Developmental Education to college level work; and transfer or job placement.]</b> | RN pass rates 97%, LPN 100%,<br><br>Increased recruitment efforts in all allied health programs.<br><br>Empowering Youth event on WVC campus October 14, 2017. | Increased coordination and support of ABE – to – Developmental Education- to College level work during summer 2017. Conversations began between new A&S dean and division chairs regarding alignment, particularly in Math and English. Work plan for new A&S dean includes K-12 and inter-college alignment proposals. Math Pathways initiative with SBCTC led to approval of faculty and administrator participation in Seattle-based October 26 <sup>th</sup> workshop in conjunction with UT Austin | Created action plan with PIO to meet web accessibility standards.<br><br>Connected Guided Pathways data needs to Title III Research Portal project. | Plans are underway to continue and possibly expand Pizza, Pop and Power Tools in 2018 to include additional schools representing Okanogan County.  | Programming offered at Nespelem onsite for further completion of transfer degree.<br><br>Staff to attend Financial Aid outreach at Tonasket and Pateros High Schools; and organizing College Goal Washington event in conjunction with Colville Confederated Tribes and College Bound. |
| <b>Program Growth &amp; Development: Review and analyze all programs offered; program development planning and implementation[including additional BAS development]; assessment cycles of our programs and assessment of student</b>  | Pharmacy Tech proposal to Carli and ready for submission to SBCTC. Space Use Proposal complete. RN to BSN cohort beginning this week. YIPPEEEEE!!!!            | American Indian Studies summer meetings with Colville Tribes and University of Washington in August, to discuss the UW's new AIS Major and Minor, approval anticipated fall 2017. Second meeting September 29 <sup>th</sup> was productive. Update will be given at Nespelem BOT meeting.   | Completely updated ITV room 2217 to support course delivery to Omak.  | Workforce Education is developing and expanding programs in both Omak and Wenatchee. In Omak, Marshall Brown is leading Wildland Fire (Fire Ecology) courses and public workshops at Omak. A new HVACR program has started in Omak, with 15 students currently enrolled in ESRT 102 -the OSHA 10 HVAC Principles class. In Wenatchee, the BAS-Engineering Technology has started; faculty lead, Dr. Sai Ramaswamy has met with local |  |

## Instruction Division for Wenatchee Valley College Board of Trustees Report October 2017

|   |  |  |  |   |   |
|---|--|--|--|---|---|
| <b>learning outcomes</b>  |  | Progress made on development of MOU with Colville Tribes. Draft returned to tribes for additional edits 9/28;  |  | 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.<br>The Workforce Dean is currently a member of the 2017-18 Workforce Dean's Academy in conjunction with SBCTC.  |   |
| <b>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.</b>   | Annual schedule in allied health programs in place.                                | Annual schedule was managed consistently across the institution over the summer.   | Nothing to report.                                       | The Instruction Office completed the Annual Schedule.   | Annual Schedule process reviewed and 17-18 development calendar shared during Launch Week.  |
| <b>Advising: Engage the college community in the conversation around guided pathways and implementation.</b>  | Active Advisory Committee meetings in all allied health programs.                  | A&S faculty enthusiastic about Guided Pathways after Launch Week; MESA Teacher of the Year Awards dinner with Gov. Inslee introduced WVC administrators to Washington MESA. The following week the college had a site visit and was awarded the MESA STEM grant. Initial meetings are being coordinated. | Nothing to report.                                       | The Workforce Dean had several meetings with various community members to initiate conversations with the community to benefit the college. These meetings include Okanagan County.<br><br>The Instruction Office is also soliciting input from the Worker Retraining Advisory Committee.<br><br>Several Workforce faculty members recently contributed ideas toward the launch of Guided Pathways. | Guided Pathways exercise at Launch Week with all faculty.<br><br>Guided Pathways Steering Committee and work plan identified for Fall Quarter.<br><br>Advising Day planning underway.<br><br>RFA for Guided Pathways grant being completed. |
| <b>Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.</b> | Communication via deans, department, division, directors, CTC, IC and CC meetings. | Faculty were invited to meet new A&S dean informally over summer.<br><br>Dean has clear workplan for first year with five areas of focus.<br><br>Dean will prepare plan for part time faculty engagement and integration for consideration based on data and research during AY17-18.                    | Delivered Launch Week sessions on new resources in L&LT. | WVC is working with SkillSource personnel to continue collaboration with that organization.<br><br>The Workforce Dean holds monthly meetings with all Workforce Program Coordinators.   | Omak business ethics class worked with community members this past spring on service projects.<br><br>Instruction Division Goals, and regular communication from VPI continues.   |
| <b>Strengthening a Healthy Work Environment:</b>  | Encourage healthy work, life balance with faculty and staff                        | New SRC promoted to employees for wellness. PEH faculty and students will  | Nothing to report.                                       | The Workforce Dean continues to make personal and professional connections with all campus areas on both the Wenatchee and  | Scheduled coffee breaks with faculty and staff during Launch Week.  |

## Instruction Division for Wenatchee Valley College Board of Trustees Report October 2017

|  |   |  |  |  |   |
|--|---|--|--|--|---|
| <b>Working to improve overall job satisfaction; work/life balance; time to be mindful; and increased personal connections.</b>   | and role model and support efforts.   | serve as excellent ambassadors to the Center and we anticipate increased enrollment.   |  | Omak campuses.   | Encouragement of staff to pursue professional development opportunities.                                      |
| <b>2018-19 Hiring &amp; Staffing Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget.</b>   | RT Director position posted, two FT Nursing faculty positions open after the first of the year. | Division Area Plans will likely produce faculty-driven FT hire requests, based on enrollment data and cost of adjunct faculty overloads and benefits | Initial development of assessment, event support and OER position proposals. | Looking to replace Bob Gillespie's position in Agriculture Department.       | Hired staff replacements in Omak, including Running Start, front office, and Allied Health program assistant. |
| <b>Budget: Increased attention and understanding to all budgets within Instruction (inclusive of grant budgets and Foundation dollars). In addition, create confidence in the budget process with all parties.</b> | Training offered 10/2   | Training offered 10/2.   | Presented Technology Plan to Cabinet.  | Workforce Program Coordinators are currently working on future budget needs. | Training from VP Riley on budgets. Still working on clarity and clean up, especially with Omak budgets.       |

BOARD MEETING: **October 25, 2017**

AGENDA ITEM **#8 (information)**

CATEGORY: **STAFF REPORTS**

**Chio Flores, Vice President of Student Services**

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BACKGROUND:

#### **ATHLETICS**

- Laurel Wyatt, a former WVC student athlete and assistant coach, has been hired as WVC's new Head Fast pitch coach.
- Construction in the women's locker room remodel in the gym is scheduled to begin in October.
- Over 145 student-athletes, new and returning, are enrolled fall quarter.

#### **CAMP**

- As part of their welcoming activities, CAMP conducted an orientation and a youth engagement company "Cool Speak" presented. A bilingual presentation, which was positively received, was also conducted for the parents.
- Program participation for cohort 9 is going very well. Last year's retention is anticipated at 84% with 52 of 57 students completing.
- The bookstore is really expensive with many text books priced at \$300. Seeking ways to restock the lending library and given price matching with the bookstore isn't an option, working with the business office on alternative vendors.

#### **COUNSELING**

- Ryan and Bertha are back from the summer break. Knight's Kupboard was actively used over the summer. Seeking student employees to assist with staffing and organizing the room. Chelan County Fire District collected canned food and monetary donations over the summer. Ryan is working to open a food bank on the Omak campus.
- The DREAMers Task Force has been busy with the rescinding of DACA on September 5. Bertha has attending some community forums. The Taskforce tabled at the Fall Counselors Workshop. Ally training will be held on October 17. At this time, WVC has about 120 students that have self-identified as documented or DACA. WVC also has employees who are DACA.

#### **DIVERSITY, EQUITY & INCLUSION**

- Citizenship Day was held on September, 23. Over 30 volunteers, from across the state, including attorneys, offered services related to the application for citizenship. Approximately 15 people were served throughout the day.
- Miko Stephens, WVC's International Coordinator, is retiring in November. She currently teaches Japanese for WVC and plans to continue. Erin and Chio are working to make the position full-time.
- The EAP course has been redesigned for fall quarter. DEI will no longer cover the instructor salary and the cost of the course will decrease.

#### **EDUCATION AND CAREER PLANNING**

- Throughout the summer a total of 21 sessions were offered, 456 new students attended face-to-face in-take sessions. A total of 145 new students opted for OAR. New student enrollments are nearing 2007 numbers from a high in 2011 of almost 800 new students.
- Interviews were conducted to fill the open Program Assistant position in the Testing Center. The position was offered to Rosario Gonzalez; who started Oct 2. She comes to WVC with experience as a Learn Center Assistant at SkillSource and as a teacher for Eastmont School District.
- Ed Planners offered walk-ins the first two days of the quarter to assist students with last minute schedule changes, general questions, etc. Over 53 students were seen. This year the fall schedule was extremely tight with virtually literally no seats open most of September. If additional classes had been added in August, students may have been able to enroll or had more time to make class adjustments
- Jaima traveled to Costa Rica for a study abroad site visit in September. She stayed with a local host family, toured the ICLC campus, sat in on classes, met with the staff and instructors, visited several homestays, participated in several student activities and gathered student feedback.
- September 26 the Barcelona Study Abroad program began. Six WVC students are participating.
- For the 2017/18 school year, a total of 10 international students have enrolled: four from Japan, two from Canada, one from Korea, China, Nigeria and Saudi Arabia.

#### **STUDENT PROGRAMS**

- The Student Recreation Center ribbon cutting ceremony was held on Friday, 9/22. The building is up and running and working through technology related issues.

**FINANCIAL AID/STUDENT SERVICES**

- Twenty-five applicants have been accepted in the BSN program for fall start. Students are receiving a WVC scholarship and some are receiving employee (i.e., Confluence Health) assistance.
- Lucero Martinez and Kevin Berg visited WHS on September 19.
- Financial Aid processed 168 WASFA and 3927 FAFSA forms for 2017/2018.
- College Goal will take place on October 26.
- ASWVC senate on Campus Clarity, RAVE, Financial Literacy and BankMobile.
- Kevin Berg met with the WVC Foundation on how to identify students that have financial need and are late getting started for classes.

**TRiO/SSS**

- Stella Columbia will be working in Nespelem twice a month, weather permitting.
- A tutor for Omak students and one tutor for Wenatchee students have been hired. A second tutor will be recruited for the Wenatchee campus.
- All events for the 17-18 year have been planned, including further collaboration with campus partners.
- Pamela Alvarado attended the Annual COE TRiO Conference (Council for Opportunity in Education) in DC. She received updates from the Dept. of Education, met her Program Specialist, attended sessions, and connected with colleagues.

BOARD MEETING: **October 25, 2017**

AGENDA ITEM **#9 (information)**

CATEGORY: **STAFF REPORTS**

**Enrollment Report: Jim Richardson, President**

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**BACKGROUND:**

As of the 10th day of Fall quarter, WVC has 2,190.45 FTES, which is down by 153.30 FTES (or 6.5%) from this time last year. Wenatchee campus is at 1,936.29, which is down 139.56 (or 6.7%) from last Fall. Omak campus has 254.16 FTES, which is down 13.74 (or 5.1%) from last year.

College level academic FTES are at 1,038, which is down 10.60 FTES, or 1%. The largest numerical increases have been in Art (up 12.33 FTES, or 18%) and Sociology (up 10.67 FTES, or 24%). The largest decreases have been in Psychology (down 13.67 FTES, or 14%) and Nutrition (down 10 FTES, or 46%).

Vocational FTES are at 753.79, which is down 10.60 FTES, or 1.4%. The largest numerical increases have been in Nursing (up 23.80 FTES, or 22%) and Business (up 18.73 FTES, or 82%). The largest decreases have been in Medical Lab Technology (down 10.07 FTES, or 41%) and Industrial Technology (down 7.87 FTES, or 42%).

Developmental, or pre-college level courses, are at 228 FTES, which is down by 91.67, or 29%. Pre-college level English is down 43 FTES (or 47%) and pre-college level math is down 48.67 FTES (or 21%)

Basic Skills are at 170.67 FTES, which is down by 32.77, or 16%.

BOARD MEETING: **October 25, 2017**

AGENDA ITEM **#10 (information)**

CATEGORY: **STAFF REPORTS**

**Jim Richardson, President**

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BACKGROUND:

A verbal report will be given.

BOARD MEETING: **October 25, 2017**  
AGENDA ITEM: **#11 (Action)**

CATEGORY: **ACTION**

**Tenure Review: Jim Richardson**

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**BACKGROUND:**

**According to the AHE contract, a tenure review committee has been established and has evaluated non-tenured faculty members' instructional and professional effectiveness.**

**Tria Skirko, eResources Librarian on the Omak Campus is a third-year probationary faculty member who started Spring 2015, so she is on a different tenure cycle.**

**RECOMMENDATION:**

**That Tria Skirko be granted tenure status after the successful completion of nine quarters.**

BOARD MEETING: **October 25, 2017**

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

CATEGORY: **ACTION**

**Resolution #17-220 Wells Hall COP: Brett Riley**

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**BACKGROUND:**

As part of the State funded Wells Hall Replacement Project, WVC committed \$5,000,000 in local funds to support the building of 62,000 square feet of instructional space and an additional 7,000 square feet dedicated to a conference and event center. This event center was designed to serve the campus as well as the wider Wenatchee Valley community. To date, the Wenatchee Valley College Foundation has raised \$800,000 for the building of the conference center. The Foundation and the College are committed to continuing to raise funds for the project over the next three years as the design and construction of the facility progresses. While raising funds for the project, the college will also seek additional funding with State Board for Community and Technical College approval of a \$5,000,000 Certificate of Participation to complete the 69,000 square foot project.

**RECOMMENDATION:**

That the funding authorization for the Wells Hall Replacement Project be approved as presented.



*Board of Trustees  
Resolution 17-220*

WHEREAS, **Wenatchee Valley College** submitted a capital projects request to the State of Washington for a new 69,000 sq. ft. building to replace the existing Well Hall as well as an adjoining conference and event center. As part of the proposal, \$5,000,000 in local capital was committed to support the buildout of the conference and event center.

NOW, THEREFORE, BE IT RESOLVED, that **Wenatchee Valley College** shall be seeking additional funding with State Board for Community and Technical Colleges (SBCTC) to design and construct the conference and event center portion of the Wells Hall Replacement project to accommodate the needs and desires of Wenatchee Valley College. The Wenatchee College Foundation has already secured \$800,000 cash donation to kick off the project. The College will work with the SBCTC to obtain Legislative approval of a \$5,000,000 Certificate of Participation (COP) to complete the buildout of the 7,000 square foot portion of the building.

BE IT FURTHER RESOLVED, that **Wenatchee Valley College** has legal authority, and that **Brett T Riley, Vice President of Administrative Services**, is/are hereby authorized, for and on behalf of **Wenatchee Valley College** to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to the Wells Hall Replacement project.

*Adopted this 25<sup>th</sup> day of October, 2017.*

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*Jim Richardson, Secretary*

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*June Darling Chair*

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*Phil Rasmussen*

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*Phyllis Gleasman*

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*Tamra Jackson*

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*Martha Flores*