



BOARD OF TRUSTEES MEETING

November 20, 2019

3:00 P.M. – Room 2310, Wenatchi Hall

AGENDA

Page #

CALL TO ORDER

APPROVAL OF MINUTES

- 1. October 23, 2019, Board Meeting Minutes..... 1

CELEBRATING SUCCESS

- 2. Wells Hall Groundbreaking ..... 9

INTRODUCTION OF NEW EMPLOYEES

- 3. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources ..... 10

SPECIAL REPORTS

- 4. Lexi Reyna-Godman, ASWVC Wenatchee President ..... 11
5. Adrian Carrillo, ASWVC Omak President ..... 12
6. Patrick Tracy, AHE President..... 13
7. Mike Nelson, WPEA Chief Shop Steward ..... 14

STAFF REPORTS

- 8. Brett Riley, Vice President of Administrative Services..... 15
9. Tod Treat, Vice President of Instruction ..... 16
10. Chio Flores, Vice President of Student Services..... 17
11. Jim Richardson, President ..... 19

ACTION

- 12. Endowment Designation Modification: Rachel Evey..... 20
13. Renumbering Policy 600.550 Expressive Activities Policy: Reagan Bellamy..... 21
14. Retitle Policy 570.000 Exempt Staff Policies: Reagan Bellamy ..... 24
15. Rescind Policy 500.250 Employee Performance Evaluations: Reagan Bellamy..... 25
16. Rescind Policy 500.325 Faculty & Staff Development & Training Program: Reagan Bellamy ..... 25
17. Rescind Policy 540.010 Classified Collective Bargaining: Reagan Bellamy ..... 25
18. Rescind Policy 570.120 Exempt Hiring: Reagan Bellamy ..... 25
19. Rescind Policy 570.600 Exempt Staff Grievance: Reagan Bellamy ..... 25
20. Rescind Policy 710.400 Licensing & Copyright: Reagan Bellamy ..... 25
21. Rescind Policy 710.900 Discipline & Remedies: Reagan Bellamy ..... 25
22. Rescind Policy 300.310 Health Occupations Disclaimer: Reagan Bellamy ..... 25
23. New Policy 300.310 Allied Health Programs Disclaimer: Reagan Bellamy ..... 26
24. New Policy 500.395 Lactation/Breastfeeding Break: Reagan Bellamy ..... 27
25. Revised Policy 200.100 Delegation of Authority: Reagan Bellamy ..... 28
26. Revised Policy 200.127 Photo Release/Testimonial Policy: Reagan Bellamy ..... 29
27. Revised Policy 300.500 Continuing Education: Reagan Bellamy ..... 30
28. Revised Policy 500.125 Equal Opportunity/Affirmative Action: Reagan Bellamy ..... 31
29. Revised Policy 570.200 Exempt Salaries: Reagan Bellamy ..... 34

PUBLIC COMMENT

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

ADJOURNMENT

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

BOARD MEETING: **November 20, 2019**

AGENDA ITEM : **#1 - Action**

CATEGORY: **APPROVAL OF MINUTES**

**Board Minutes of October 23, 2019**

---

BACKGROUND:

Attached are the minutes from the October 23, 2019 board meeting for approval.

RECOMMENDATION:

**That the minutes from the October 23, 2019 board meeting be approved**



District No. 15  
Wenatchee, Washington

---

## WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

### Regular Board Meeting

October 23, 2019 – 2:00 P.M.

Room 401 – Omak Campus

## MINUTES

### ATTENDANCE

Trustees Present:

Phyllis Gleasman, Board Chair  
Tamra Jackson  
June Darling

Also Present:

Cabinet Members  
Faculty Members  
Classified Employees

### CALL TO ORDER

The regular board meeting was opened with the reading of the land acknowledgement statement by Chair Phyllis Gleasman.

### APPROVAL OF MINUTES

#### 1. September 11, 2019, Board Meeting

MOTION NO. 2316

June Darling moved that the minutes of the September 11, 2019 board of trustees meeting be approved. The motion was seconded by Tamra Jackson and carried unanimously.

### CELEBRATING SUCCESS

#### 2. ACCT Leadership Congress Presentation

The partnership between Confederated Tribes of the Colville Reservation and Wenatchee Valley College is changing lives in our district as well as strengthening the relationship between the tribes and WVC. The college would not be able to serve the entirety of its service district if it was not for the educational collaboration with the Colville.

Congratulations to President Richardson, Trustees Phyllis Gleasman and Tamra Jackson, Shandy Abrahamson, WVC Director of Tribal Relations and Tammy James-Pino and Kayce Palmer from the Confederated Tribes of the Colville Reservation for their outstanding presentation at the ACCT Leadership Congress in San Francisco.

#### 3. Wendell George Building Naming

Wendell was appointed to the board of trustees for Wenatchee Valley College by Governor Gary Locke in February 1992 and served as a trustee until 2003. Wendell served as chair of the board from 1996-98 and again from 2000-01. He also served as vice chair from 2001-02. His leadership in the board's adoption of the Carver model of governance helped move the college forward efficiently and effectively. The college went through an accreditation process during his tenure and Wendell served as chair of a presidential search. His quiet, confident

demeanor held the course of the college steady. In addition to his service to Wenatchee Valley College, Wendell has also served on the Colville Business Council, the Paschal Sherman Indian School Board and the Omak School Board. Wenatchee Valley College is grateful to Wendell George for his leadership during his tenure as a member of the board of trustees and his continued support. In his honor, a building naming ceremony will take place on October 23, 2019 at 3:00 PM on the Omak Campus.

## **INTRODUCTION OF NEW EMPLOYEES**

### **4. Tod Treat, Vice President of Instruction and WVC Omak**

Tod Treat introduced Shannon Rodman, History Faculty - Omak and Dr. Marie Rose-McCully, BAS in Teaching Faculty – Omak.

## **SPECIAL REPORTS**

### **5. Lexi Reyna-Goodman, ASWVC Wenatchee President**

A written report from Lexi Reyna-Goodman was included in the board information packet.

### **6. Adrian Carrillo, ASWVC Omak President**

In addition to Adrian Carrillo's written report, Adrian reported about the suicide awareness workshops that will be happening in collaboration with the Wenatchee campus.

### **7. Patrick Tracy, AHE President**

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

### **8. Omak Foundation Report: Wilson Wooschlager**

In addition to Wilson Wooschlager's written report, Wilson and the foundation treasurer gave a verbal report of the work the foundation is doing to support students. The foundation has provided over \$10,000 in scholarships, provided gas cards and purchased nursing kits for students in need. The foundation has hired someone to help develop the foundation's website.

## **STAFF REPORTS**

### **9. Brett Riley, Vice President of Administrative Services**

Brett Riley did not add to his written report.

### **10. Tod Treat, Vice President of Instruction**

In addition to Tod Treat's written report, he shared a written report from Dr. Kristen Hosey regarding the Nursing departments accomplishments, goals and activities for October.

### **11. Chio Flores, Vice President of Student Services**

Chio Flores did not add to her written report.

### **12. Enrollment Report, Jim Richardson, President**

President Richardson shared that enrollment numbers are at the lowest they have been in the last thirty years, including almost one hundred fewer running start students. The trends show that school district enrollment numbers are also down and the population that goes to college is decreasing.

### **13. Jim Richardson, President**

President Richardson did not add to his written report.

**ACTION**

**14. Revised WAC 132-112-002 Expressive Activities**

MOTION No. 2317

June Darling moved to approve the revisions to WAC 132-112002 as presented. The motion was second by Tamra Jackson Flores and carried unanimously.

*(Revision of WAC 132-112-002 - Exhibit A)*

**ADJOURNMENT**

The meeting was adjourned at 2:29 P.M.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

NEW SECTION

**WAC 132W-112-002 Expressive activities.** This chapter shall be known as facility use for expressive activities.

NEW SECTION

**WAC 132W-112-103 Statement of purpose.** Wenatchee Valley College District is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the college. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities to which the college's facilities and grounds are dedicated. Accordingly, the college designates the common areas of the college as a limited public forum dedicated to the use of college groups, subject to the time, place, and manner limitations and restrictions set forth in this policy. Groups or individuals who are invited or permitted to engage in first amendment activities at the college do not represent an endorsement by Wenatchee Valley College or the board of trustees.

The purpose of the time, place, and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. The college recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The college has designated certain sites as public use areas open to noncollege groups as set forth herein.

NEW SECTION

**WAC 132W-112-105 Definitions.** (1) "College facilities" includes all buildings, structures, grounds, office space and parking lots.

(2) "College groups" means individuals or groups who are currently enrolled students or current employees of the college, or guests of the college who are sponsored by a recognized student organization, employee organization, or the administration of the college.

(3) "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints.

(4) "Noncollege groups" means individuals, or combinations of individuals, who are not currently enrolled students or current employ-

ees of the college and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the college.

(5) "Public use areas" means those areas of each campus that the college has chosen to open as places where noncollege groups may assemble for expressive activity protected by the first amendment, subject to reasonable time, place, or manner restrictions.

#### NEW SECTION

**WAC 132W-112-115 Use of facilities.** (1) Subject to the regulations and requirements of this policy, groups may use the campus limited forums for expressive activities between the hours of 8:00 a.m. and 10:00 p.m.

(2) College buildings, rooms, and athletic fields may be rented by noncollege groups in accordance with the college's facilities use policy. When renting college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy. When the college grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

(3) Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

(4) Groups are encouraged to notify the campus public safety department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.

(5) All sites used for expressive activity should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of damaged property.

(6) All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.

(7) The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

(8) The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees, or invitees to the college.

(9) There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking

activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(10) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:

(a) Such activities serve educational purposes of the college; and

(b) Such activities are under the sponsorship of a college department or office or officially chartered student club.

(11) The event must also be conducted in accordance with any other applicable college policies and regulations, local ordinances and state or federal laws.

#### NEW SECTION

##### **WAC 132W-112-125 Additional requirements for noncollege groups.**

(1) College buildings, rooms, and athletic fields may be rented by noncollege groups in accordance with the college's facilities use policy. When renting college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy. When the college grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

(2) Noncollege groups may otherwise use college facilities for expressive activity as identified in this policy.

(3) The college designates the following area(s) as the sole limited public forum area(s) for use by noncollege groups for expressive activity on campus:

(a) The public use area may be scheduled. Scheduled groups have priority of use over unscheduled groups:

(i) On the college's Wenatchee campus, the limited public forum is located on the west side of the campus fountain in front of the Van Tassell building.

(ii) On the Omak campus, the limited public forum is located on the north side of campus located adjacent to the garden behind the North Classroom building.

(b) Please contact the vice president of administrative services for more information.

(4) Noncollege groups that seek to engage in expressive activity on the designated public use area(s) are encouraged to provide notice to the campus public safety office no later than twenty-four hours prior to the event along with the following information solely to ensure:

(a) The area is not otherwise scheduled; and

(b) To give the college an opportunity to assess any security needs:

(i) The name, address, and telephone number of a contact person for the individual, group, entity, or organization sponsoring the event;

(ii) The date, time and requested location of the event;

(iii) The nature and purpose of the event; and



(iv) The estimated number of people expected to participate in the event.

NEW SECTION

**WAC 132W-112-127 Distribution of materials.** College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus, in compliance with WVC policy 200.180, distribution of materials. Noncollege groups may distribute materials only at the site designated for noncollege groups. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.

NEW SECTION

**WAC 132W-112-135 Trespass.** (1) Noncollege groups who violate these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of chapter 9A.52 RCW or municipal ordinance.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with established college policies.

(3) When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice president of administration or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice president of administrative services or designee will be the final decision of the college and should be issued within five work days.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 132W-112-100 Freedom of speech and assembly.

BOARD MEETING: **November 20, 2019**  
AGENDA ITEM: **#2 - Information**  
CATEGORY: **CELEBRATING SUCCESS**  
**Wells Hall Groundbreaking**

---

**BACKGROUND:**

Wenatchee Valley College hosted a Wells Hall groundbreaking ceremony on Tuesday, October 29. The ceremony was a celebration of the future state-of-the-art Wells Hall replacement building. The event was free and open to the public and sponsored by the Wenatchee Valley College Foundation.

WVC President Jim Richardson, Senator Brad Hawkins and WVC English Faculty Jack Johnson spoke at the event. The ceremony included a final tour through wings three and four of Wells Hall, and ended with a reception in the Music and Art Center. The event was well attended with more than 40 people, including state legislators, city and county-elected officials.

The Wells Hall replacement building construction will begin in November and is scheduled for completion by fall of 2021. The \$37 million project will replace four of the five wings of Wells Hall, which was built in 1951. The fifth wing, which includes the campus theater and ceramics studio, will remain intact and become a stand-alone building.

The new building will be three stories and total more than 70,000 square feet. It will house the Chelan County Emergency Operations Center and a conference center available for public use, in addition to 25 classrooms, numerous offices and program spaces. For more information on the project visit [wvc.edu/ConstructionUpdates](http://wvc.edu/ConstructionUpdates).

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#3 – Information**

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

**Introduction of News Employees: Reagan Bellamy, Executive Director of Human Resources**

---

BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#4 – Information**

CATEGORY: **SPECIAL REPORTS**

**Lexi Reyna-Goodman, ASWVC Wenatchee President**

---

**BACKGROUND:**

**CURRENT MEMBERS:**

President: Lexie-Reina Goodman

Vice President: Ellie Gear

Treasurer: Nathan Nguyen

Secretary: Lindsay Johnson

Director of Campus Activities: Braxton Igne

Director of Diversity: Esmerelda Valencia

Director of Public Relations: Leslie Moreno-Ramirez

Director of Social & Civic Responsibility: Kal Cummings

Director of Health and Wellness: Rafael Borjas

Senate Ambassador: Maria Orozco

Senate Ambassador: Ashley Agren

Senate Ambassador: Lina Mercado-Tejada

Senate Ambassador: Aurelia Guerrero

**EVENT UPDATES:**

- ❖ The intramural soccer tournament went really well.
- ❖ Our weekly food event is going great seems to be popular and we get a lot of students coming to them.
- ❖ Senate held a pumpkin scavenger hunt event on the 24<sup>th</sup> to promote the new cafeteria and the Halloween Dance.
- ❖ The Halloween Dance was a success with over 140 attendees.
- ❖ The College and Career Expo went great with some senate members volunteering with set-up and tear down for the event which was held in the Student Rec Center.
- ❖ The Dia de los Muertos celebration was a great success with over 200 attendees. Senate had an Altar in front of the office.

**UPCOMING EVENTS:**

- ❖ Nov. 8th Veteran's Knights Morning flag ceremony
- ❖ Nov. 13th Capture the flag event
- ❖ Nov. 13th World Kindness day event at the fountain

**SENATE ACTIONS AND APPROVALS:**

- ❖ Senate approves the use of the SRC for the Hall of Fame event on January 31<sup>st</sup> and waived all Rec Center fees.
- ❖ Senate approves \$200 for voter registration and informational table
- ❖ Senate approves \$650 for new microwaves and cleaning supplies for cafeteria and lounge areas.
- ❖ Senate approves \$1000 for Capture the Flag event for pizza and prizes.
- ❖ Senate approves the reservation of \$1500 for Senate Shirts and Jackets.
- ❖ Senate approves \$85.50 for overage in spending for Fall Showcase.
- ❖ Senate approves \$1000 for meal vouchers for Veteran Knights event for veterans to eat for free at the cafeteria on Nov. 8<sup>th</sup>.
- ❖ Senate approves the name change of ASL club from Sounds of Silence to Signing Knights.
- ❖ Senate approves \$50 for World Kindness day event.

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#5 – Information**

CATEGORY: **SPECIAL REPORTS**

**Adrian Carrillo, ASWVC Omak President**

---

BACKGROUND:

November:

- November 1st – The Student Body and MEChA Club are offering students a trip in student vans to Wenatchee’s campus for a Día De Los Muertos event.
- November 12th- The Student Body put on an event in honor of our Veterans. We purchased cupcakes and had a banner for students to sign.
- November 22nd- As part of Native American Heritage Month, Red Road Association will be showing the film, N. Scott Momaday: Words from a Bear at the Omak Theatre. There will be refreshments and a silent auction during the event. A donation drive for the Hearts Gathered Immersion School for school and arts and craft supplies.
- November 23rd- Red Road Association will sponsor a Missing and Murdered Indigenous Women’s Walk at the East Omak Park to bring awareness of this issue. This event is co-sponsored by the Confederated Tribes of the Colville Reservation Diabetes Program. There will be guest speakers, a moment of silent and t-shirts for this event.
- November 25th- The Student Body will be giving away Thanksgiving dinner baskets; the Student Pantry will also supply other necessities for those in need, with emphasis on holiday meals during this season.

Other:

- Discussion of suicide prevention awareness workshop for winter quarter.
- Discussion of a school spirit event the first week of December. It will be Christmas themed.
- Science Club has an upcoming raffle. Donated prize is a short-term stay in a cabin in Conconully. Also a “Bugs and Bones” event is being planned in collaboration with the local elementary and middle schools
- Snow@O will be hosting a coat drive in the months of November and December.
- MEChA Club will be selling tamales as a fundraiser, prepared in an health district certified/approved kitchen, and sold by state certified food handlers.

Respectfully Submitted by Adrian Carrillo, ASWVCO Student Body President

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#6 – Information**

CATEGORY: **SPECIAL REPORTS**

**Patrick Tracy, AHE President**

---

BACKGROUND:

A report was not submitted by Patrick Tracy, AHE President

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#7 – Information**

CATEGORY: **SPECIAL REPORTS**

**Michael Nelson, WPEA Chief Shop Steward**

---

BACKGROUND:

A report was not submitted by Michael Nelson, WPEA Chief Shop Steward

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#8 – Information**

CATEGORY: **STAFF REPORTS**

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

---

BACKGROUND:

**Administrative Services**

- Administrative Services – Primary efforts have been focused around budget management, staff have also been working with the facilities team to ensure an effective launch to the Wells Hall replacement project by participate in planning and site preparation meetings with the primary contractor for the project, Lydig Construction..

**Budget & Internal Auditing**

- Our budget manager has been serving as a resource for cabinet as WVC begins to navigate the budget reduction process.
- Additionally, Joanna continues her PERC/Internal Audit of the Registration department. This PERC was requested by department staff and the results will presented to the Board when the evaluation in complete.

**Fiscal Services**

- The Fiscal Services team has been working diligently to have FY19 financial statements completed in preparation for a December 2<sup>nd</sup> audit kickoff meeting with the Washington State Auditor’s Office (SAO). Currently, staff have completed the onsite work and have provided the draft document to our consultants, Clifton, Larsen, Allen (CLA) for final review and packaging.
- Fiscal Services staff are also preparing for ctclink trainings that have now been scheduled throughout winter and early spring.

**Facilities**

- Wells Hall- WVC has received an executed contract and notice to proceed from the Department of Enterprise Services (DES) to initiate work on the Wells Hall replacement project. A preconstruction meeting is scheduled for November 13<sup>th</sup> to kick off the project.
- Minor Works-
  - Facility Condition Survey (FCS)- A draft FCS has been prepared by SBCTC staff. College staff will be reviewing project costs and prioritizing work for next biennium. A copy of the survey results and proposed projects will be available for Board review at the November meeting.

**Safety and Security**

- Maria worked with campus representatives to host another “Stop the Bleed” event on campus. This event was more faculty focused, however we also had a few staff looking to update their skills.
- Additionally, Maria worked with facilities staff to provide fall protection training to both campus and off campus representatives.



BOARD MEETING: **November 20, 2019**

AGENDA ITEM **#9 – Information**

CATEGORY: **STAFF REPORTS**

**Tod Treat, Vice President of Instruction**

---

**BACKGROUND:**

**Educational Achievement**

The Nursing program is excited to announce that its NCLEX-RN and NCLEX-LN pass rates for fall, 2019 are 98% and 100% respectively. These are the highest RN rates for students at WVC in several years!

Priscilla Nunez, a MESA student, was one of the fourteen recipients nationwide of a scholarship for the [Grace Hopper Celebration](#), the world largest gathering of women technologists. During the event, Priscilla's leadership was selected to lead the startup of College Loops at WVC. College Loops will work in conjunction with the STEM Club to connect female/female identifying students in Computer Science. [The College Loops program](#) is part of the Girls Who Code organization.

The Community College Research Center (CCRC) and Aspen Institute spent several days this month visiting with WVC and some of our valued high school partners (Bridgeport, Eastmont, Wentachee) to learn more about how the College is demonstrating equity and success in our Running Start and College in the High School programs. A future national publication will include the College based on this very successful visit.

**Support for Learning**

Guided Pathways work continued with a redevelopment of the steering committee into four subcommittees, one for each pillar. The steering committee has a plan for the year which will produce the plan required to be delivered to the State by March 1, 2020. That work will also identify what is working that we can scale easily and what will need to be developed over time. The committee also completed the Scale of Adoption Assessment (SOAA), required by the State Board, and to be used by both the College and the State Board to determine priorities for implementation.

**Responsiveness to Local Needs**

WVC successfully offered Math 151 series on Omak campus as a full section this fall. The College plans to offer the remainder of the math series for the first time. The College is elevating opportunities for students on this campus with plans for Physics series and possibly the Biology series (211, 212, and 213). The objective is to provide Omak students greater access to the science degree in the future.

**Diversity and Cultural Enrichment**

MESA students volunteered in a bi-annual outreach event at the USDA ARS Tree Fruit Lab on November 7. The event had 75 8<sup>th</sup> graders participating in six activity stations in different labs. MESA volunteers supported activity leaders who demonstrated and directed activities in soil science and plant physiology. The MESA program director participated alongside the event director, Dr. Loren Honaas, in a presentation about our experience as scientists.

**Continuous Improvement**

Assessment work continues with the primary focus on developing the capacity of our four Assessment Coordinators. That work has included coordination between them and the Faculty Assessment Committee; training; strategy development; team development; identification of methodology; and initiation of contact with program coordinators.

**Sustainability**

WVC recently met with executives at Confluence Health to strengthen a great partnership and discuss industry demands for Allied Health and medically focused technology programs.

BOARD MEETING: **November 20, 2019**

AGENDA ITEM **#10 – Information**

CATEGORY: **STAFF REPORTS**

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

---

BACKGROUND:

#### **ATHLETICS**

- Men's soccer clinched a postseason berth and head to play Highline College after the best finish since 2014
- Women's soccer season wrapped up with 4-1 win at Blue Mountain and 3-1 loss versus Yakima to close their fall campaign
- Volleyball continues to battle through a tough NWAC east schedule and recently grabbed a victory over visiting Blue Mountain
- Hall of Fame and Scholarship Auction event date will be January 31, 2020 at the Maguire Student Rec Center. Inductees include 1971 WVC football team and Karissa Martin-Harle, women's basketball star and All NWAC performer. Tables and individual tickets are available on WVC Foundation website
- Both basketball team seasons are beginning, as the women launch their NWAC title defense. Much of November features the Knights on the road across the Northwest, before returning to conference play after Christmas break

#### **CAMP**

- In collaboration with TRIO and Diversity & Inclusion, male CAMP students will attend Black & Brown Summit hosted by Highline College
- Outreach for next academic year is well under way. Recruiter has attended 26 events and outreached to approximately 6,525 people to date
- Most of CAMP team will attend and present at National HEP/CAMP Conference in Las Vegas, as well as gather best practices from colleagues

#### **CAMPUS LIFE, EQUITY & INCLUSION**

- Shandy Abrahamson, Erin Tofte-Nordvik, Livia Millard and Marichuy Alvizar are holding monthly diversity meetings to move equity and inclusion forward at WVC. Equity strategic planning will start in January.
- Senate is collaborating with From Scratch with weekly free cookies for students every Monday
- Students creating a monthly bathroom stall newsletter to promote events, starting in November
- Recent events: Disability Awareness - October 23; minimal participation, although great presentation quality from Confluence Health providers. Hispanic Heritage - October 8 & 15; very well attended and appreciated. Fall Showcase - October 9; twenty clubs participated as well as many departments and programs, fed nearly 200. Voter registration held by Senate; over 70 registered. Intramural soccer event had 4 teams; everyone had a great time. Halloween Dance; 150 attendees
- BIRT: More flyers being found; holding two informational sessions - November 19 for students, November 22 for employees
- Dia de los Muertos celebration was a huge success with 200 evening attendees. Veteran's Day event being held November 8, 8:00 am
- International Programs: Currently, eight international students (6 from Japan, 2 from China). One Canadian student is not continuing for spring quarter. Two more Japanese students will be starting winter quarter. Johanna Hamilton is working on online recruitment and marketing and has made major upgrades to the website. Creating scholarship opportunities and ideas with WVC Foundation and learning about tuition waivers for exchange programs
- Residence Hall: Major shower repairs being done on second and first floors, due to years of water damage. Six students relocated to hotel until work is finished. Housing still full, working on collecting all unpaid rent. RAs and CAs doing a great job of building community
- Student Recreation Center: Alumni memberships being offered. Staff payroll deductions available to pay for Rec Center membership. Dodgeball tournament went well, more than 40 participants
- Student Access Services: De-escalation training went well, 20 participants. Hiring for ASL interpreters to cover student needs. Addressing many student needs from parking to housing

## **STUDENT SERVICES**

- WGU representatives were on campus to meet with students and presented an information session for Student Services staff
- Amy Olson conducted five work study onboarding sessions (47 students attended). Several university advising days were scheduled. 26 students received university advising with WSU and EWU. Also facilitated the WCHSCR Fall Transfer Fair in Van Tassell
- Randy Mitchell worked on internship opportunities: October 14 – Randy Mitchell, Sai Ramaswamy, and Zack Jacobsen met with Mark Peaslee, Process Automation Engineer at Stemilt Growers to discuss building an internship program for Electronics and Engineering Technology students. October 24 - Randy Mitchell, Sai Ramaswamy, and Arius Elvikis met with Ryan Brownlee from Pacific Engineering to discuss creating an internship program for Drafting and Engineering Technology
- Jaima Kuhlmann finalized and sent out the Placement Test Fee Waiver form to Student Services staff and grant programs. Seven fee waiver requests have been received, five used. The form is linked to the Testing Center webpage
- New Completion Coach Sandra Villarreal started October 7
- Jaima Kuhlmann presented Study Abroad information session; 12+ students attended in Wenatchee
- Admissions implemented new Student Information Update Form for returning students after being away from the college for a period. New process streamlines readmissions and saves students and staff time
- Laura Murphy joined the newly formed Veteran and Military Services Council (VMSC)
- Kevin Berg attended ATIXA conference in San Francisco. Also attended Level IV OCR training and has been certified as ATIXA Civil Rights Investigator Level IV
- Staff currently participating in ctcLink People Soft fundamentals training. Specific areas of training will be assigned once completed

## **TRIO/SSS**

- 138/140 (98% full) cohort for the 2019-2020 academic year
- Dr. Flores and Ivan Valdovinos met with our Institutional Data team to discuss plan of action for TRIO Grant Rewrite data retrieval
- On October 2, eight students participated in a Welcome Back Leadership Workshop in Wenatchee
- Interim Director Ivan Valdovinos traveled to Omak to facilitate a Welcome Back event; 3 students participated
- Scholarship Workshop: 14 students engaged in Fall Quarter workshop

BOARD MEETING: **November 20, 2019**

AGENDA ITEM **#11 – Information**

CATEGORY: **STAFF REPORTS**

**Jim Richardson, President**

---

BACKGROUND:

President Richardson will provide a verbal report.

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#12 – Action**

CATEGORY: **ACTION**

---

**Endowment Designation Modification: Rachel Evey, Executive Director, Foundation**

---

**BACKGROUND:**

**Wenatchee Valley College Foundation Fund 3308 – Allied Health / Exceptional Faculty Award**

Wenatchee Valley College Foundation staff recommends modifying the original agreement for this fund to make current and future distributions more accessible to all faculty. Based on the designation and source of the endowment gifts, the following is recommended.

- Amend the original agreement for the Fund 3308. The addendum will designate awards as follows:
  - 50% of annual distributions will be for allied health and science faculty awards
  - 50% of annual distributions will be for faculty awards for all fields
  
- For 2019-2020, retain the \$20,000 approved distribution from the Fund 3308 with the following:
  - Award \$10,000 (50%) for allied health and science faculty awards
  - Award \$10,000 (50%) for faculty awards for all fields

The Wenatchee Valley College Foundation board of directors approved the recommendation at the October 14, 2019.

**RECOMMENDATION:**

**That the board approve the modification of the Wenatchee Valley College Foundation Fund 3308 – Allied Health / Exceptional Faculty Award as presented**

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#13 – Action**

CATEGORY: **ACTION**

**Renumbering Policy 600.550 Expressive Activities Policy: Reagan Bellamy, Executive Director, HR**

---

BACKGROUND:

Expressive Activities Policy needs to be renumbered from 600.550 to 000.190. This puts it in the General section with related policies.

RECOMMENDATION:

**That the board approve the renumbering of Policy 600.550 to 000.190**

## **600.550 EXPRESSIVE ACTIVITIES POLICY**

### **A. STATEMENT OF PURPOSE**

Wenatchee Valley College District is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the college. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities to which the college's facilities and grounds are dedicated. Accordingly, the college designates the common areas of the college as a limited public forum dedicated to the use of college groups, subject to the time, place, and manner limitations and restrictions set forth in this policy. Groups or individuals who are invited or permitted to engage in first amendment activities at the college do not represent an endorsement by Wenatchee Valley College or the board of trustees.

The purpose of the time, place and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. The college recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The college has designated certain sites as public use areas open to non-college groups as set forth herein.

### **B. DEFINITIONS**

**College groups:** means individuals or groups who are currently enrolled students or current employees of the college, or guests of the college who are sponsored by a recognized student organization, employee organization, or the administration of the college.

**College facilities:** includes all buildings, structures, grounds, office space and parking lots.

**Expressive activity:** includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints.

**Non-college groups:** means individuals, or combinations of individuals, who are not currently enrolled students or current employees of the college and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the college.

**Public Use areas:** means those areas of each campus that the college has chosen to open as places where non-college groups may assemble for expressive activity protected by the First Amendment, subject to reasonable time, place or manner restrictions.

### **C. USE OF FACILITIES AND SITES**

1. Subject to the regulations and requirements of this policy, groups may use the campus limited forums for expressive activities between the hours of 8 a.m. and 10 p.m.
2. Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.
3. Groups are encouraged to notify the campus public safety department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.
4. All sites used for expressive activity should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.
5. All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.
6. The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.
7. The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.
8. There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.
9. College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office or officially chartered student club.
10. The event must also be conducted in accordance with any other applicable college policies and regulations, local ordinances and state or federal laws.

#### **D. ADDITIONAL REQUIREMENTS FOR NON-COLLEGE GROUPS**

1. College buildings, rooms, and athletic fields may be rented by non-college groups in accordance with the college's facilities use policy. When renting college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy. When the college grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.
2. Non-college groups may otherwise use college facilities for expressive activity as identified in this policy.
3. The college designates the following area(s) as the sole limited public forum area(s) for use by non-college groups for expressive activity on campus:
  - a. The public use area may be scheduled. Scheduled groups have priority of use over unscheduled groups:
    - i. On the college's Wenatchee campus the limited public forum is located on the west side of the campus fountain in front of the Van Tassell building.
    - ii. On the Omak campus, the limited public forum is located on the north side of campus located adjacent to the garden behind the North Classroom building.
  - b. Please contact the vice president of administrative services for more information.
4. Non-college groups that seek to engage in expressive activity on the designated public use area(s) are encouraged to provide notice to the campus public safety office no later than twenty-four hours prior to the event along with the following information solely to ensure (1) the area is not otherwise scheduled and (2) to give the college an opportunity to assess any security needs:
  - a. The name, address and telephone number of a contact person for the individual, group, entity or organization sponsoring the event; and
  - b. The date, time and requested location of the event; and
  - c. The nature and purpose of the event; and
  - d. The estimated number of people expected to participate in the event.

#### **E. DISTRIBUTION OF MATERIALS**

College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus, in compliance with WVC policy 200.180, Distribution of Materials. Non-college groups may distribute materials only at the site designated for non-college groups. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.

#### **F. TRESPASS**

1. Non-college groups who violate these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of RCW 9A.52 or municipal ordinance.
2. Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.
3. When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice president of administration or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice president of administrative services or designee will be the final decision of the college and should be issued within five workdays.

*Approved by the president's cabinet: 2/7/19*

*Adopted by the board of trustees: 2/22/19*

*Last reviewed: \_\_/\_\_/\_\_*



BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#14 – Action**

CATEGORY: **ACTION**

**Retitle Policy 570.000 Exempt Staff Policies: Reagan Bellamy, Executive Director, HR**

---

**BACKGROUND:**

570.000 Exempt Staff Policies does not reflect what the policy is about. The policy name needs to change to Exempt Staff Employment Authority.

**RECOMMENDATION:**

**That the board approve the retitle of Policy 570.000**

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#15 - 22 – Action**

CATEGORY: **ACTION**

**Rescind Policy 500.250, 500.325, 540.010, 570.120, 570.600, 710.400, 710.900, 300.310:  
Reagan Bellamy, Executive Director, HR**

---

**BACKGROUND:**

Rescind the policies listed for the following reasons:

- 500.250 Employee Performance Evaluations Policy. Evaluations are covered by collective bargaining agreements and other policies/procedures.
- 500.325 Faculty & Staff Development & Training Program Policy. The policy states that the college will fund training and development. We currently have programs funded through the WVC Foundation.
- 540.010 Classified Collective Bargaining Policy. This policy does not reflect federal law and is unnecessary.
- 570.120 Exempt Hiring Policy. This policy does not match an evolving practice and is unnecessary.
- 570.600 Exempt Staff Grievance. This policy states the obvious and is unnecessary.
- 710.400 Licensing & Copyright. This is a duplicate policy of 700.500.
- 710.900 Discipline & Remedies. This is a duplicate policy of 700.900.
- 300.310 Health Occupations Disclaimer Policy had a name change and significant changes so please rescind this policy and approve the new policy 300.310 Allied Health Disclaimer Policy.

**RECOMMENDATION:**

**That the board approve to rescind Policy 500.250, 500.325, 540.010, 570.120, 570.600, 710.400, 710.900, 300.310**

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#23 – Action**

CATEGORY: **ACTION**

**New Policy 300.310 Allied Health Programs Disclaimer: Reagan Bellamy, Executive Director, HR**

---

**BACKGROUND:**

300.310 Allied Health Programs Disclaimer replaces the Health Occupations Disclaimer Policy.

**300.310 ALLIED HEALTH PROGRAM DISCLAIMER POLICY**

Students considering an allied health program at Wenatchee Valley College should be aware that Washington state law ([RCW 43.43.832](#)) permits businesses or organizations that provide services to children, vulnerable adults or developmentally disabled persons to request criminal history records. Facilities used for clinical work experience in the allied health programs require criminal history clearance before beginning any clinical activities. Criminal record checks are required of all students accepted into the allied health programs within 45 days of beginning the program. Conviction of certain crimes may prevent completion of clinical course requirements (thereby preventing completion of the program) and may prevent further licensing and employment in the healthcare field.

*Supersedes 6.P.19 and policy 300.310 Health Occupations Disclaimer*

*Approved by the president's cabinet: \_\_/\_\_/\_\_*

*Adopted by the board of trustees: \_\_/\_\_/\_\_*

*Last reviewed: 10/30/19*

**RECOMMENDATION:**

**That the board approve new Policy 300.310 Allied Health Programs Disclaimer**

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#24 – Action**

CATEGORY: **ACTION**

**New Policy 500.395 Lactation/Breastfeeding Break: Reagan Bellamy, Executive Director, HR**

---

BACKGROUND:

**500.395 LACTATION/BREASTFEEDING BREAK POLICY**

Wenatchee Valley College, in compliance with the Fair Labor Standards Act, Title IV and Washington state law ([RCW 43.10.005](#)), adopts this policy to support the health and well-being of employees (see A.4 below for information about students) and their infant children by providing a workplace that supports a decision of an employee to breastfeed their child. The college supports and encourages the practice of breastfeeding and the expression of breastmilk by employees who are breastfeeding when they return to work. The college prohibits discrimination and harassment of breastfeeding employees who exercise their rights under this policy.

Upon return to work after the birth of a child and for two years thereafter, breastfeeding employees are allowed reasonable time to express milk during work hours.

**A. RESPONSIBILITIES**

1. Employee

The employee is responsible for requesting and arranging with their supervisor appropriate and reasonable break times or flexible scheduling for expressing milk. The employee must provide her own pump, adapter, and accessories as well as a small cooler or insulated bag.

2. Supervisor

The supervisor is responsible for providing reasonable paid break times each day for employees wishing to express breast milk. The supervisor must assist in providing a positive atmosphere of support for breastfeeding employees.

3. Department in conjunction with supervisor

The department, in conjunction with the supervisor, must provide a private location, other than a restroom, with a lock on the door for expressing milk.

4. Students and instructors

Although it is college policy not allowing student to bring their children to class, upon request, we need to provide a private space, other than a restroom, for the nursing parent to express milk. Although each parent and baby is different, a nursing parent may need to express milk every two to three hours. If a class runs long or the student has back-to-back classes without enough break time to express milk, the student must work with their instructor(s) to arrange a schedule to take a break during class. This includes exams that run long; a student must be allowed to express milk without penalty.

It may be unlikely that a student will have their child brought to campus every two to three hours to breastfeed, but if that is what they decide to do, the college must accommodate the nursing parent. In no instance should the student bring the child to class.

Approved by the president's cabinet:   /  /  

Adopted by the board of trustees:   /  /  

Last reviewed:   /  /  

RECOMMENDATION:

**That the board approve new Policy 500.395 Lactation/Breastfeeding Break**

BOARD MEETING: November 20, 2019

AGENDA ITEM: #25 – Action

CATEGORY: ACTION

---

**Revised Policy 200.100 Delegation of Authority: Reagan Bellamy, Executive Director, HR**

---

**BACKGROUND:**

The following policy, 200.100 Delegation of Authority, is revised to be more inclusive without specifically naming senior administrators.

**200.100 DELEGATION OF AUTHORITY POLICY**

The board delegates the appointing authority of the college to ~~senior administratorsthe persons occupying the following positions~~ in the president's absence: ~~vice president of instruction and vice president of administrative services (hereafter collectively referred to as "senior administrators")~~. The appointing authority delegated to the senior administrators shall only be exercised if the following criterion is met:

1. The president must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by [pageremail](#) or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.
2. On or before July 1 of each academic year, the president will file with the board, the order of position list of the senior administrators.
3. No one shall exercise any authority unless all administrators preceding him or her on the senior administrator's order of positions list are also absent as previously defined.
- ~~3. On or before July 1 of each academic year, the president will file with the board, the order of position list of the senior administrators.~~
4. The senior administrators who are able to establish that the president and other administrators who precede them on the order of positions list are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Wenatchee Valley College District 15 personnel (with the exception of the president or other senior administrators as defined herein) without prior approval of the board of trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

*Supersedes 4.A.06 (procedure moved to policy)*

*Adopted by the board of trustees: 5/10/00*

*Updated titles: adopted by the board of trustees: 9/19/07*

*Revised and approved by the president's cabinet: 9/27/11,    /   /*

*Adopted by the board of trustees: 11/16/11,    /   /*

*Last reviewed: 8/29/19*

Policy contact: President

**Related policies and procedures**

None identified at this time

**RECOMMENDATION:**

**That the board approve revised Policy Revised Policy 200.100 Delegation of Authority**

BOARD MEETING: November 20, 2019

AGENDA ITEM: #26 – Action

CATEGORY: ACTION

Revised Policy 200.127 Photo Release/Testimonial Policy: Reagan Bellamy, Executive Director, HR

---

BACKGROUND:

The following policy, 200.127 Photo Release/Testimonial requires a few revisions.

**200.127 PHOTO RELEASE/TESTIMONIAL POLICY**

When shooting photographic or video images that are intended for promotional use by Wenatchee Valley College, releases must be obtained from people who will be recognizable and who are not employees of the college. Release forms are also necessary when publishing testimonial statements from students and other non-staff members when their names are being published. This policy applies to images and statements to be used in college promotional materials, such as printed publications, displays, videos, [stapes](#), and on the college's websites.

By filling out a release form, a person authorizes the college to publish his or her likeness and testimonial statements in college promotional materials, expecting no compensation or gratuity of any kind from Wenatchee Valley College.

Official photo and testimonial release forms are obtained through the WVC Community Relations Department or [on the WVC website under forms on the college intranet site](#). It is the responsibility of the department publishing images and testimonial statements to have the necessary releases on file.

*Approved by the president's cabinet: 12/16/08,    /   /*

*Adopted by the board of trustees: 02/18/09,    /   /*

*[Last reviewed: 10/9/19](#)*

Policy contact: Community Relations

**Related policies and procedures**

None identified at this time

RECOMMENDATION:

**That the board approve revised Policy 200.127 Photo Release/Testimonial Policy**

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#27 – Action**

CATEGORY: **ACTION**

---

**Revised Policy 300.500 Continuing Education: Reagan Bellamy, Executive Director, HR**

---

**BACKGROUND:**

The following policy, 300.500 Continuing Education, was revised to add clarity.

**300.500 CONTINUING EDUCATION POLICY**

The college will strive to determine and meet the needs of its district’s residents and communities through continuing education offerings. Among the areas of concentration are professional development and customized training to serve individuals and businesses, small business development, community education for life-long learners, and specialized programs. [Most of these course offerings are non-credit bearing.](#) The chief academic officer will delegate the responsibility for developing and offering such programs to the appropriate college personnel.

[Approved by the president’s cabinet: / /](#)

[Adopted by the board of trustees: 7/12/00, / /](#)

[Last reviewed: 10/30/19](#)

Policy contact: Dean of Workforce Education

**Related policies and procedures**

None identified at this time

**RECOMMENDATION:**

**That the board approve revised Policy 300.500 Continuing Education**

BOARD MEETING: **November 20, 2019**

AGENDA ITEM: **#28 – Action**

CATEGORY: **ACTION**

**Revised Policy 500.125 Equal Opportunity/Affirmative Action: Reagan Bellamy, Executive Director, HR**

---

BACKGROUND:

The following policy, 500.125 Equal Opportunity/Affirmative Action, is revised to remove old state guidelines and update protected groups.

RECOMMENDATION:

**That the board approve revised Policy 500.125 Equal Opportunity/Affirmative Action**



## 500.125 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

### A. POLICY STATEMENT

Wenatchee Valley College is an equal opportunity employer and is committed to the policies and procedures that promote equal employment opportunity and to operating in compliance with state and federal law. This policy of equal opportunity applies to, and must be an integral part of, every aspect of human resource policy and practice in the employment, development, advancement, and treatment of employees and applicants for employment at the college. The ultimate goals of [equal opportunity and the affirmative action program](#) are to:

1. Meet goals [in areas where protected classes are underrepresented, set in the college's affirmative action plan of underrepresented women, minorities, people with disabilities and qualified covered veterans.](#)
2. Ensure equality at Wenatchee Valley College.
3. Avoid discrimination, either intentional or inadvertent.
4. Develop a workforce that is truly representative of all segments of the college's service area.
5. Enhance the operation of college's services.

### B. DEFINITIONS

**Affirmative action** is a program of positive action, undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks, Asians, Hispanics, persons with a disability, and any other protected groups found to be underutilized in the work force or affected by policies and practices having an adverse impact.

**Equal employment opportunity** is employment of individuals without consideration of race, creed, color, religion, national or ethnic origin, [political affiliation](#), parental status or families with children, marital status, sex, ~~(gender)~~, sexual orientation, gender identity or expression, age, genetic information, [being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any real or perceived sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations.](#)

### ~~C. AFFIRMATIVE ACTION PROGRAM~~

~~The college has created an affirmative action plan that identifies achievements made, through the application of our good faith efforts, to create a workforce that meets or exceeds the availability of protected groups. We also recognize the hiring difficulties experienced by some groups and set goals to achieve the full and fair utilization of these persons in the workforce.~~

### ~~CD. RESPONSIBILITY~~

~~The human resource office is responsible for the implementation of the affirmative action program, including assuring that recruitment activities reach appropriate sources of job candidates, providing training and advice to managers and supervisors to assure their understanding and implementation of the college's policy of equal opportunity and affirmative action.~~

### ~~DE. RESOLUTION OF COMPLAINTS~~

~~The college recognizes the right of individuals or groups to raise questions and pursue complaints of discrimination and adheres to a strict policy that prohibits retaliation for doing so. Questions, complaints of alleged discrimination, or concerns regarding this policy or its implementation may be directed to the Executive Director of Human Resources, Reagan Bellamy, Wenatchi Hall, 1300 Fifth Street, Wenatchee, WA 98801, (509) 682-6445 (Voice) or (509) 682-6853 or 711 (TTY).~~

### ~~EF. DISCIPLINARY ACTIONS~~

Any individual in violation of this policy will be subject to disciplinary action up to and including expulsion from the college or termination of employment.

Persons who threaten or retaliate against an individual who makes a complaint of discrimination, or cooperates in an investigation of such complaint, constitutes a separate violation and may result in a disciplinary action independent of the outcome of a complaint.

*Adopted by the board of trustees: 9/12/01*

*Revised and changed title; approved by the president's cabinet: 9/10/10*

*Adopted by the board of trustees: 10/20/10*

*Last reviewed:*

Policy contact: Human Resources

**Related policies and procedures**

- 000.190 [Expressive Activities Policy](#)
- 000.300 [Freedom of Inquiry and Expression Policy](#)
- 000.330 [Nondiscrimination and Harassment Policy](#)
- 000.340 [Sexual Harassment Policy](#)
- 1000.350 [Complaint Procedure for Discrimination and Harassment Procedure](#)
- 1400.100 [Student Rights and Freedoms Procedure](#)

BOARD MEETING: November 20, 2019

AGENDA ITEM: #29 – Action

CATEGORY: ACTION

---

**Revised Policy 570.200 Exempt Salaries: Reagan Bellamy, Executive Director, HR**

---

**BACKGROUND:**

The following policy, 570.200 Exempt Salaries, is revised to correct a few areas.

**570.200 EXEMPT SALARIES POLICY**

The ~~board of trustees~~college shall adopt a basic salary schedule for all exempt staff. The salary ~~base and~~ range for each position shall be established in relation to the duties, responsibilities and level of education required, and market trends that may ~~impact~~affect recruitment and retention. The board delegates to the president the authority to assign salaries for exempt staff. Individual placement within the established range for each position will be determined by the president in consultation with the ~~director of chief~~ human resources officer.

*Supersedes 4.P.05; adopted by the board of trustees: 9/12/01*

*Renamed and approved by the board of trustees: 9/19/07*

*Revised and approved by the president's cabinet: \_\_\_/\_\_\_/\_\_\_*

*Adopted by the board of trustees: \_\_\_/\_\_\_/\_\_\_*

*Last reviewed: \_\_\_/\_\_\_/\_\_\_*

Policy contact: Human Resources

**Related policies and procedures**

None identified at this time

**RECOMMENDATION:**

**That the board approve revised Policy 570.200 Exempt Salaries**