

AGENDA
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
WENATCHEE, WASHINGTON
November 21, 2018

10:00 a.m. – Board Work Session	Room5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting	Room 2310, Wenatchi Hall

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CALL TO ORDER.....

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ACTION

- 14. Revised Policy 600.111 Financial Reserves: Brett Riley, Vice President of Administrative Services..... 28

PUBLIC COMMENT

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

ADJOURNMENT

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

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

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of October 17, 2018

BACKGROUND:

Attached are the minutes from the October 17, 2018, board meeting for your approval.

RECOMMENDATION:

That the minutes from the October 17, 2018, board meeting be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
October 17, 2018

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

Trustees present

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

The board work session was opened by Chair Phyllis Gleasman at 12:00 p.m. Executive session was held to discuss personnel issues and was followed by classroom visitations.

The regular board meeting was opened by Chair Phyllis Gleasman at 3:00 p.m. Also in attendance were faculty, students, classified staff, and administrators.

APPROVAL OF MINUTES

2. September 12, 2018, Board Meeting Minutes

MOTION NO. 2280

Tamra Jackson moved that the minutes of the September 12, 2018, board of trustees meeting be approved. The motion was seconded by Martha Flores and carried unanimously.

CELEBRATING SUCCESS

3. TRIO SSS Program at Omak

TRIO Student Support Services met their goal to serve 140 students during the 2017-2018 academic year. Ninety percent of the students served have persisted, graduated or transferred.

4. American Indian Studies and Nespelem Partnership

The WVC partnership with the Confederated Tribes of the Colville continues to strengthen. Kestrel Smith has been hired as WVC’s first American Indian Studies professor and is offering the first course in the American Indian Indigenous Studies program. Twenty-four students are currently enrolled from across the service area.

Additionally, WVC, in partnership with Tribal TANF and Education and Training, is offering the High School 21+ program in Nespelem. WVC is also offering BCT and Native Languages classes in Nespelem. WVC and the Confederated Tribes continue to explore opportunities related to Natural Resources. Finally, WVC has partnered with the Colville and Grand Coulee Dam School District to provide Native American Language to LRSD students this fall. The instructor is appointed by the Colville. WVC will offer NAL 122 spring quarter. This partnership allows high school students to fulfill a foreign language requirement for high school graduation while strengthening their connection to the tribal community. Grand Coulee Dam School District is paying the tuition for students participating. Tod Treat expressed his appreciation to Lynn Palmanteer-Holder for her efforts to strengthen this partnership.

INTRODUCTION OF NEW EMPLOYEES

5. **Introduction of New Employees: Reagan Bellamy, Exec. Dir. of Human Resources**

The following new Omak campus employees were introduced: Rita Jensen, Kristy Kappenman, Julia Price, Kestrel Smith, Daniel Solarz, Tina Gadeberg, Michael Johnson and Patricia Maher. Rachel Evey, new interim WVC Foundation Director, was introduced to the Omak campus.

SPECIAL REPORTS

6. **Luz Estrada, ASWVC Wenatchee President**

A written report was included in the board information packet.

7. **Adrian Carrillo, ASWVC Omak President**

Adrian Carrillo reported on recent activities which included voter registration, recruitment for open student senate positions, homeless shelter training, and cosmic bowling.

8. **Patrick Tracy, AHE President**

A written report was included in the board information packet.

9. **Mike Nelson, WPEA Chief Shop Steward**

A written report was not submitted.

10. **Kay Sibley, Omak Foundation President**

Kay Sibley reported on a successful money raising event with Rotary in June. Further fundraising efforts will include a letter writing campaign. Other foundation activities include a presence at the Okanogan County Fair and High School Expo. Election of officers will be held in November and an emphasis is being placed on the recruitment of additional members.

STAFF REPORTS

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

Brett Riley did not add to his written report.

12. **Tod Treat, Interim Vice President of Instruction**

Tod Treat commented on the outstanding credentials of all newly hired faculty.

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

A written report was included in the board information packet.

14. **Enrollment report, Jim Richardson, President**

Enrollment at WVC is fairly even with this time last year with 2,183.96 FTEs. Running Start, however, is slightly down in numbers.

15. **Jim Richardson, President**

President Richardson reported that he, Nancy Spurgeon, Tod Treat and Joey Walter recently presented to the state board the BAS in teaching degree and a feasibility study for a BAS in Data Analytics. The BAS in teaching will be based out of Omak and was approved by the state board.

3:30 p.m. Meeting adjourned

Secretary

Chair

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

CAMP 10-Year Anniversary

BACKGROUND:

College Assistance Migrant Program (CAMP) celebrates 10 years

CAMP is a federally funded program designed to help students from migrant/seasonal farm working backgrounds during their first year of college. The program launched at WVC in 2009 and offers academic assistance, advising and career planning. CAMP also specializes in transfer assistance in the form of college visits, mentorship and more. Each year, over 70 percent of graduating CAMP students transfer to a university. CAMP serves about 60 students per year, and has served a total of 553 students since its launch.

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **CELEBRATING SUCCESS**

WVC Videos

BACKGROUND:

Two videos were recently completed to promote WVC. The first, a comprehensive athletics video, was launched in the summer and promotes all seven athletic teams. It focuses on the hard work and perseverance needed to succeed in athletics and in the classroom. Women's basketball coach, **Rachel Goetz**, led and coordinated the project from start to finish. It was no small task to coordinate students and teams for the all-day shoot (4 a.m. to 9 p.m.)! The video is accessible from the athletics web page, athletics Facebook page and the WVC YouTube channel. The film will be in Wenatchee area theaters in December and will rotate every other month through the academic year.

The second, a video aimed at increasing retention among Latino students, was launched in late October. It is an inspirational look at the sacrifices and perseverance required to complete a college degree. It focuses on an individual student, his culture and what graduation means to his family. CAMP director **Yurtizi Lozano**, TRIO director **Pamela Alvarado** and former completion coach **Rigo Garcia** were instrumental in the development of the project. The video is available in both English and Spanish. The video is accessible from the WVC home page (scroll to center), Facebook pages (WVC, CAMP, TRIO, Diversity/Equity/Inclusion) and the WVC YouTube channel. The film is currently in Wenatchee area theaters (November) and will rotate every other month through the academic year.

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

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

BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **November 21, 2018**

AGENDA ITEM **#5 (information)**

CATEGORY: **SPECIAL REPORTS**

Luz Estrada, ASWVC Wenatchee President

BACKGROUND:

CURRENT MEMBERS:

President: Luz Estrada

Vice President: Jared Marshall

Director of Operations: Malakia Dwyer

Director of Admin. Affairs: Ellen Ferrell

Director of Leg. & Campus Activities: Nikolai Josef Kostka

Director of Student Advocacy: Ellie Gear

Director of Intramural Recreation: Rachel Odima

Director of Co-Curricular Engagement: Tia Gleason

Director of Social & Civic Responsibility: Breanne Neal

Director of Diversity: Leslie Garcia Ortiz

Student Ambassador: Dillon Feher

Student Ambassador: Kal Cummings

Student Ambassador: Daniela Torrealba

Student Ambassador: Emma Jackson Boe

Student Ambassador: Camille Nelson

UPDATES:

- ❖ Senate meetings are held every Tuesday at 2:00pm in the Van Tassell Conference Room.
- ❖ Senate will be meeting every first Friday for ongoing professional development training.
- ❖ Our Student Ambassadors have been giving tours for individuals, small group, and very large groups.
- ❖ We have found students to serve on all Tenure Committees.

EVENT UPDATES:

We are very excited to say that our Halloween dance went really well, and we had 180 people attend the event. We are also happy to say that the dodgeball tournament was very successful and fun. Senate had a team and there were a total of 8 teams which signed up. Below are all the events Senate has put on, and that we were involved in.

- ❖ We put together the Halloween Bash on October 25th. (180 attendees)
- ❖ Dodgeball tournament was October 24th. (8 teams)
- ❖ Senate helped with Dia De Los Muertos November 2nd
- ❖ Four Senate members attended the Queer I am Conference in Olympia, WA October 26 and 27th.
- ❖ Senate had a table during the Fall Showcase October 10th.
- ❖ Senate helped spread the word for the Fall Transfer Day October 2nd.

SENATE ACTIONS/APPROVALS:

- ❖ Senate approved ordering shirts and jackets for everyone on our Senate team.
- ❖ Senate approved the Rec Center for the College and Career Expo October 6th.
- ❖ There were four new clubs approved; Showman's Guild, Sounds of Silence, Culture Club, and Natural Resources.
 - Interclub Council has a total of 22 clubs for 2018-2019
- ❖ Senate approved three \$25 dollar gift cards to promote the Campus Clarity training to students.
- ❖ Senate approved the use of the Rec Center for the Special Olympics on March 3rd.

- ❖ Senate approved Rec Center access for faculty or staff that work in the building not to exceed 7 waivers.
- ❖ Senate approved the Rec Center agreement for athletic teams to be able to use the Rec Center during the winter.
- ❖ Senate approved purchasing volleyball equipment for the Rec Center for a total of \$2,305.87.
- ❖ Senate approved \$2,500 for the spring Science Exploration trip.
- ❖ Senate approved helping Maria Agnew on a Campus Safety Week during winter quarter.
- ❖ Senate approved a Student Showcase, to display students work, during winter quarter in collaboration with the Dean of Arts and Sciences.
- ❖ Senate approved a \$4,000 budget for Intramurals spending for the 2018-2019 school year.

UPCOMING EVENTS:

There are many upcoming events that Senate is very excited to help with, put on, and be a part of. We are all very excited to be doing this and continuing to put together exciting and fun events for students.

- ❖ Flag Football intramural event on November 15th at 2pm.
- ❖ For Native American Heritage month, there will be a film Awake, A Dream from Standing Rock on November 27th and a speaker.
- ❖ A showing of the film “Growing Up Coy” on November 20th to promote transgender awareness.
- ❖ There will be a Veteran’s Appreciation event on November 13th from 8-11am.
- ❖ Nikolai Kostka will be going to the Legislative Academy on November 16th and 17th.
- ❖ Senate is planning a De-stress event for the week before finals.

BOARD MEETING: **November 21, 2018**

AGENDA ITEM **#6 (information)**

CATEGORY: **SPECIAL REPORTS**

Adrian Carrillo, ASWVC Omak President

BACKGROUND:

Current Cabinet: President: Adrian Carrillo, Vice President: Juan Rodriguez, Secretary: Elizabeth Stam, Director of Public Relation: Isaac Baker, Assistant to Director of Public Relationship: Noni, Director of Student Activities: Sarah Poole, Director of Operations: Kevin Gonzales, Director of Student/Legislative: Belinda Brown, Assistant to Director of Student/Legislative: Erica Good, Advisor: Livia Millard.

October:

- October 10th & 11th- Student Government hosted an Ice Cream Social with college swag, voter registration, Students ID's, and student cabinet position applications.
- Student Government purchased 35 tickets for students to attend the ZUMA ZUMA Acrobats performance on October 21st.
- Student Government filled all Cabinet positions October 29th. These are the new officer's positions. Director of Public Relations: Isaac Baker, Director of Student Activities: Sarah Poole, Director of Operations: Kevin Gonzales, Assistant to Director of Public Relations: Noni Alley and Assistant to Director of Legislative and Student Affairs: Erica Good.
- October 31st- Student Government sponsored a Halloween Club Expo. Red Road Association, Science Club, Nursing Club, and Student Government all had booths set up for students. Prizes were given to the best Halloween costumes and pizza was also served to students.

November:

- November 10th- Student Government is sponsoring Cosmic Bowling. Admission are toiletries, blankets, winter clothing and all items will be given to the Okanogan Community Homeless Shelter drive.
- November 16th and 17th- Student Cabinet officers and advisor Livia Millard will be attending the CUSP Legislative Academy in Olympia.
- November 26th- Light 4 Village Project with Dr. Claver Hategekimana and the Economic 101 class. Presentation is open for all students.
- November 30th: As part of Native American Heritage Month, Red Road Association will show the film False Promises: The Lost Land of the Wenatchi. This event is in collaboration with the Wenatchi Advisory Board.
- Student Government purchased 25 tickets for students to attend The COATS musical performance on November 30th.

Other:

- Discussion of possibly bringing in a portable roller-skating rink at the Okanogan Agri-Plex collaborating with another drive in January. This event will be free to students.
- Discussion of Student Cabinet and Red Road Association members providing mentorship with students at Paschal Sherman Indian School.
- Discussion of purchasing recycling bins for the Omak campus.

BOARD MEETING: **November 21, 2018**

AGENDA ITEM: **#7 (information)**

CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

A verbal report will be given during the board work session.

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

Ladies and Gentleman of the board, it has been three years since WPEA has presented a report to the board. Over the course of the last three years WPEA and its members have struggled to maintain an agreeable relationship with the administration of WVC.

WPEA members have lost their parking privileges and now have to pay to park and work at WVC.

We have had our Chief Shop Steward wrongfully terminated from employment for what we believe to be unjust cause without progressive discipline. As you know, this termination has been released from WPEA and turned over for a civil tort suit.

We have had a break room removed from our services without bargaining and after many negotiations it was settled that we would have another space designated for this purposes and to date new space has not been allocated. (Approximately 3 years)

We have been engaged in an extensive and exhausting dialogue over the safety of practices in the Bio Labs. We have agreed to policies and procedures and best practices to find out these are not always followed.

We agreed to have all lab activities assessed for risk and potential hazards by a credible outside third party panel (procedure 1300.320). This assessment would include the assessment of the Biological specimens being used for risk levels, how they are being used and a professional opinion to the safety and best practice of all experimentation conducted in the labs.

WPEA was told this review was not happening due to the inability of administration to find accredited professionals to conduct the reviews. However, the work was allowed to continue unrestricted. After some time, the administration presented WPEA with three reviews which were not detailed nor signed by anyone. We were told this was to protect the reviewer from attack. We pressed the administration for the original signed copy of these documents and were presented with another copy which had a printed name with no signature. (See attached) WPEA is unable to verify the validity of these reviews or the accreditation of the reviewer.

WPEA has made several requests for public records and information and much has been unsatisfied to date.

WPEA is striving for open and honest communication, full disclosure, and follow through by WVC administration to maintain a sense of trust.

WPEA and its members find it unacceptable that issues of safety and health, which may be life threatening to some, would take three years plus for the WVC administration to correct.

WPEA and its members look forward to a time when trust is restored and we rest assured WVC Students, Faculty and Staff are a priority and feel safe again.

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services has been working with Chelan County Emergency Management on a strategic partnership that would benefit the College by providing internship opportunities for our students as well as capital investment related to the Wells Hall Replacement project. This opportunity will be presented at the next Board work session.

Budget & Internal Auditing

- The first two internal audits/"PERC's" are under way. In addition, Budget and Facilities staff participated in Lean Six-Sigma workshop offered by the State of Washington, Governor's Office. As part of the workshop, the College has discovered a low cost training opportunity for our staff. We will be identifying individuals to participate in this program with the intent of growing our own Six-Sigma trained professionals.

Fiscal Services

- The 2016/17 financial statement audit has started. An entrance meeting has been scheduled for November 14th. The SAO has added staff (from three to five) to our audit in an effort to expedite the audit schedule and better prepare us for the 17-18 that needs to be completed prior to our spring accreditation visit.

Facilities

- Wells Hall- The design and development (DD) process began on November 8th, with a stakeholders meeting to review the schematic design documents. We anticipate the DD phase of the project to be completed by January 23rd. Instruction space has largely been developed with minor program specific concerns yet to be finalized. Over the next couple months our architect will be meeting with various internal stakeholders to integrate campus standards, finishes, and program requirements into the design. WVC staff also met with Sage Hills church to discuss long term leasing of space with them to offer classes during construction of the new building.
- Fifth Street Monument Sign- Materials were reviewed and approved by WVC staff on November 7th. The contractor will be mobilizing within the month.
- Minor Works- Project still in progress are the Sexton chiller and ADA improvements. All roof repair projects have been completed for the season. Our roof repair strategy has allowed us to remain well under budget while addressing our roofing needs for the next 10 years. With the remaining roofing funds, we have reallocated \$80,000 to address additional ADA concerns on campus. We will begin architectural and engineering activities this winter with construction to begin in the spring, as weather permits.

Safety and Security

- Administrative and Student Services staff have begun training on Symplicity, our software platform for Clery, Title IX, and grievance tracking and reporting. We will inform the Board when the program has been released to the campus community.
- The College has successfully participated in a Clery focused tabletop exercise. Approximately 33 classified and exempt were in attendance. WVC staff are currently reviewing the feedback from the exercise and evaluating the next step in our training plan (another tabletop or full scale simulation). Additionally, we are working with faculty leadership to provide another tabletop designed specifically for faculty. We have tentatively identified December 10th for this exercise, however the date has been finalized.

BOARD MEETING: **November 21, 2018**

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

CATEGORY: **STAFF REPORTS**

Quarterly Financial Report: Brett Riley, Vice President of Administrative Services

BACKGROUND:

See attached.

**WENATCHEE VALLEY COLLEGE
BALANCE SHEET
1st Qtr FY1819
September 2018**

ASSETS

CASH			
CASH ON DEPOSIT	1,309,188.07		
OTHER - CHANGE FUNDS	2,360.00		
SAVINGS - US BANK	125,006.31		
TOTAL CASH		1,436,554.38	
INVESTMENTS		387,425.22	
ACCOUNTS RECEIVABLE			
CURRENT RECEIVABLES	564,760.74		
ALLOW UNCOLL REC	-45,113.04		
INTER/INTRA GOV REC	2,582,054.23		
LONG-TERM RECEIVABLE	377,595.52		
TOTAL ACCTS RECEIVABLES		3,479,297.45	
INVENTORIES		147,873.72	
GEN LONG-TERM OBLIG		11,050,470.01	
LAND		1,372,427.00	
BUILDINGS		43,952,256.72	
IMPR OTHER THAN BLDG		296,934.09	
FURNISHINGS & EQUIP		739,183.75	
LIBRARY RESOURCES		84,075.90	
TOTAL ASSETS		<u>62,946,498.24</u>	

LIABILITIES AND FUND BALANCE

LIABILITIES

CURRENT LIABILITIES

PAYABLES	-372,483.06
ACCRUED LIABILITIES	-980,902.68
INTER/INTRA GOV PAY	-2,584,372.99
CURR INSTAL&LEASEPAY	-439,000.00
OTHER CURR LIAB	-868,423.48
TOTAL CURRENT LIABILITIES	<u>-5,245,182.21</u>

LONG-TERM LIAB

LT INSTALL&LEASE PAY	-8,796,000.00
OTHER LONG-TERM LIAB	-2,242,461.71
TOTAL LONG-TERM LIABILITIES	<u>-11,038,461.71</u>

TOTAL LIABILITIES

-16,283,643.92

FUND BALANCE

REVENUES	-5,616,957.00
CASH CUSTODY - TREAS	-2,924,066.31
ENC,EXPEND/EXPENSES	-6,282,601.12
TOTAL FUND - NON EQUITY	<u>-14,823,624.43</u>

FUND EQUITY ACCOUNTS

FUND BALANCE	50,790.95
OTHER	-31,881,064.90
TOTAL FUND EQUITY ACCOUNTS	<u>-31,830,273.95</u>

TOTAL FTE'S

-8955.94 -8,955.94

TOTAL FUND BALANCE

-46,662,854.32

TOTAL LIABILITIES AND FUND BALANCE

-62,946,498.24

JH 

**WENATCHEE VALLEY COLLEGE
CONSOLIDATED STATEMENT OF INCOME
1st Qtr FY1819
September 2018**

REVENUES AND OTHER INCOME		
STATE ALLOCATIONS		
	001	3,033,613.69
	WRT	173,635.77
	08A	78,980.93
	489	-
LOCAL RESOURCES		
	145	993,200.28
	148	446,195.13
	149	1,979,977.62
CAPITAL FUNDS		
	147	-
TOTAL REVENUE AND INCOME		6,705,603.42
COSTS, DEDUCTIONS, AND EXPENDITURES		
STATE ALLOCATIONS		
	001	(3,033,613.69)
	WRT	(173,635.77)
	08A	(78,980.93)
	489	-
LOCAL RESOURCES		
	145	(675,645.41)
	148	(398,936.84)
	149	(1,786,215.91)
CAPITAL FUNDS		
	STATE CAPITAL	
	LOCAL CAPITAL	(75.90)
TOTAL COSTS, DEDUCTIONS, AND EXPENDITURES		(6,147,104.45)
REVENUE IN EXCESS OF EXPENDITURES		558,498.97

js *AD*

NOTES TO SEPTEMBER, 2018 FINANCIAL REPORTS

Balance Sheet

Assets

Investments are \$125,000 lower and cash is higher because U.S. Bank account created to hold Board Reserves is short term, thus cash, rather than long term investments. Same amount - different line item.

Inventories \$147,873.72 will be written off in the FY1617 financial statements because, except for minimal supplies, all inventory has been disposed of by either donation to other WVC departments, sold as surplus, donated, or left to B&N.

Liabilities

Accrued Liabilities are \$980,902.68 but of that, \$750,000 is due to SBCTC for the loan taken Fall, 2016. \$500,000 of this was paid 10/19/18, leaving a balance of \$200,000 due January 15, 2019

Statement of Income

The Revenue in Excess of Expenditures is a positive \$558,498.97 and that includes accrued expenditures.

BOARD MEETING: **November 21, 2018**

AGENDA ITEM **#11 (information)**

CATEGORY: **STAFF REPORTS**

Tod Treat, Interim Vice President of Instruction

BACKGROUND:

Responsiveness to Local Needs

An innovative partnership between the WVC Art Program and Ohme Gardens led to the “Movement and Balance” public art installation on October 25-27 and November 2,3. Led by Natalie Schmidt the outdoor art installation celebrated artists and season’s end at Ohme Gardens.

Academic Achievement through Dual Credit

WVC continues to promote Dual Credit through Running Start, College in the High School, and CTE Dual Credit.

Career and Technical Dual Credit

District Name	GR 9-12 Total	% Student Population Registered	% Student Population Transcribed	CTE Dual Credits Received
Bridgeport School District	256	38.00%	35.00%	508
Pateros School District	101	38.00%	32.00%	239
Tonasket School District	341	25.00%	23.00%	292
Mansfield School District	27	19.00%	19.00%	15
Okanogan School District	401	21.00%	16.00%	332
Manson School District	189	16.00%	13.00%	122
Cashmere School District	498	15.00%	11.00%	355
Wenatchee School District	2,480	18.00%	10.00%	1,216
Cascade School District	440	25.00%	8.00%	201
Entiat School District	103	7.00%	6.00%	45
Lake Chelan School District	502	6.00%	5.00%	103
Waterville School District	105	4.00%	4.00%	20
Eastmont School District	1,936	7.00%	3.00%	360
Methow Valley School District	189	3.00%	2.00%	10
Omak School District	1,654	1.00%	1.00%	63
Brewster School District	278	0.00%	0.00%	0
Lake Roosevelt	235	0.00%	0.00%	0
Oroville School District	175	6.00%	0.00%	0

Running Start			
<i>High School</i>	AY 1718		<i>Spring 2018</i>
	Headcount	<i>% Minority</i>	<i>GPA</i>
Wenatchee High Schl	292	31%	2.95
Eastmont High School	195	30%	2.95
Cascade	64	10%	3.15
Cashmere High School	51	15%	2.76
Omak High School	41	34%	2.55
Okanogan High School	39	26%	2.84
Tonasket High School	26	21%	2.94
Chelan High School	25	40%	3.05
Pateros High School	20	65%	2.98
Oroville High School	20	45%	3.37
Entiat High School	19	26%	2.93
Brewster High School	14	62%	2.89
Waterville High Schl	11	18%	2.80
Quincy High School	11	45%	2.64
Liberty Bell Hgh Schl	8		2.78
Lake Roosevelt High School	7	50%	2.95
Westside High Schl	6	44%	2.92
Mansfield High Schl	3		
Manson High School	3	33%	2.88
Open Doors	2	50%	2.36
MV Indep Learn Ctr	1		2.85
Homelink Schools	1		4.00
Insight School of Wash	1	100%	1.33
North Kitsap High School	1		2.53
Omak Alternative High School	1		
WA Virtual Academy	1	0%	4.00

Advisory
On
30, several
members
Joey
welcomed

Boards
October
Cabinet
and Dean
Walter
WVC's

Professional-Technical Program Advisory Committees. The meeting addressed the importance of advisory feedback from program quality, accreditation, and improvement. Members were also oriented to their role from the perspective of ethics, skills and resource review, and were able to meet to discuss programs.

WVC is also currently engaged in building its Professional Educators Standards Advisory Board for our BAS in Teaching.

	Division	Division	Division	Division
<i>Instructional Goals</i>	Allied Health	LAS/BS	IT & Library	Workforce Ed
Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]	Promotion of continued efforts to reuse, recycle, repurpose and make efforts to be good stewards of state resources in the name of sustainability.	No update.	<ul style="list-style-type: none"> - Completed trial run of new course review process. - LLT Dean (interim ctcLink PM/OCM) attended OCM training. - Successful hire of ctcLink PM/OCM 	Workforce Ed serves on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority. To promote sustainability, the Agriculture Department offers an online Viticulture Sustainability Certificate (15 credits), which includes courses: Organic Agricultural Production, Organic Plant Nutrition and Sustainable Agriculture and Food Systems.
Increased Retention and Completion: Increase Quarter to Quarter & Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students.	Promotion of advising, tutoring, faculty office hours and ongoing services to support student learning and retention and completion rates.	No update.	<ul style="list-style-type: none"> - LLT dean (Guided Pathways Co-Facilitator) participated in Guided Pathways summit in SeaTac. 	The College with Workforce Education faculty and staff hosted the 2nd annual Pizza, Pop and Power Tools event held on campus May 16th. This event brought more than 250 eighth grade girls to campus to learn more about non-traditional careers. In addition to Pizza, Pop and Power Tools for eighth grade girls, WVC hosted approximately 300 eighth grade boys for Guys and Guts this year. Both events took place on the WVC campus on May 8th, 2018.
Program Growth & Development: Review and analyze all programs offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.	In the works: <ul style="list-style-type: none"> • MA Apprenticeship program (contract in the works) • Pharmacy Tech (advisory meeting this month) 	Program Learning Outcomes submitted by Dev. Ed. English, Anthropology, Science Division, Math Divisions.	No update.	The Workforce Dean attended the North Central WA Career Connections Expo in Okanogan County on 10-17-18 (with several other WVC faculty and staff: Recruiting: Lucero CAMP: Alfredo Running Start: Glen and Maria Christina Welding: Zach Machining: Mickey Automotive: Tom BCT: Sompheng Omak Campus: Livia & Cameron Allied Health and Workforce Deans: Jenny & Joey

				<p>Omak Foundation: Arnie).</p> <p>Workforce Education is developing and expanding programs in both Omak and Wenatchee. In Omak, the Wildland Fire (Fire Ecology) program has moved to Continuing Education. The progress will be to offer courses and public workshops in Okanogan County. The first public meeting was held on December 2nd in Omak; a second public meeting was held April 5th in Twisp.</p> <p>A total of 17 local residents attended the December 2nd event and gave valuable feedback to impact the decisions on the direction of the program. A total of 11 residents attended the Twisp meeting.</p> <p>Workforce Ed offered the HVACR certificate program in 2017-18. This offering was due to the Omak Mill closing and need for training for displaced workers. This program utilized the Omak High School welding department as a lab component. Most of these students have continued on to the second year of the program in Wenatchee.</p> <p>In Wenatchee, the BAS-Engineering Technology began in Fall 2017. Faculty lead, Dr. Sai Ramaswamy has met with local business partners and extensively with students.</p> <p>Workforce Ed held an orientation session for all BAS-ET students and developed their class schedules for the entire program. To date, a total of 17 students have applied for the program.</p> <p>Two new BAS program proposals are currently being written: BAS-Teaching and Data Analytics.</p>
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				<p>The Continuing Education Department is in the process for offering an international TESOL program and also negotiating expanding efforts to the Colville Tribes. The TESOL program includes two Continuing Education personnel who traveled to South Korea to film video modules for this certificate course.</p> <p>The Workforce Dean recently completed the 2017-18 Workforce Dean's Academy in conjunction with SBCTC.</p> <p>The Transitional Studies department is currently collaborating with Colville Tribes in Nespelem to offer the HS21+ program there. WVC is expanding college offerings in Nespelem to serve this rural area.</p>
<p>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.</p>	<p>Annual schedule in place in all allied health program and nursing assistant both for credit and continuing education.</p>	<p>Conversations started with divisions regarding annual schedule structure, and sequencing of courses for optimal enrollment/access for students.</p>	<p>No update.</p>	<p>The Instruction Office collaborated with the entire WVC campus and completed the Annual Schedule for both 2017-18 and 2018-19. The Instruction Office plans to continue complete the Annual Schedule beginning in January 2019.</p>
<p>Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two years.</p>	<p>Advising efforts discussed in Core Theme Council and IC. Discussion only, no action items in place.</p>	<p>No update.</p>	<p>No update</p>	<p>The Workforce Dean had several meetings with various community members, initiating conversations with the community to benefit the college. These meetings included Okanagan County. The Workforce Dean is a board member of the NCW Suicide Prevention Coalition, NCW Homeless Task Force and the WEC Dean's Academy Advisory Board.</p> <p>The Instruction Office is also soliciting input from the Worker Retraining Advisory Committee. Several Workforce faculty members continue to contribute ideas toward the launch of Guided Pathways.</p>

<p>Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.</p>	<p>Methods of communication via; Monthly department, division and directors meetings, Instruction Council, Curriculum Committee, weekly nursing meetings, deans meetings, all campus meetings, and individual faculty and staff meetings on both campuses.</p>	<p>AIIS advisory committee met to discuss next steps in development of program. Committee planning to visit UW and tribal sites as part of ongoing discussions.</p>		<p>WVC is working with SkillSource and WorkSource personnel to continue collaboration with those organizations. The Workforce Dean holds monthly meetings with all Workforce Program Coordinators. The Workforce Dean also co-facilitated the Governor's Summit on Career-Connected Learning in Okanogan County to identify and meet the needs of external constituents/partners; in collaboration with local partners, our region has received for the Career Connect Washington Grant. Also, WVC has met with the Division of Vocational Rehabilitation (DVR) officials to possibly work together in serving potential students aged 16-21 who need additional services to become ready for postsecondary education and/or careers.</p>
<p>Improving Transitions: Adult Basic Education and Single Point of Entry for all WVC Students.</p>	<p>No update.</p>	<p>Current conversation with Chairs for Dev. Ed. English and Transfer English regarding combining divisions</p>	<p>No update.</p>	<p>The Workforce Dean and Interim Director of Transitional Studies have worked on this goal and met with Student Services in order to create Single Point of Entry.</p>
<p>2018-19 Hiring Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget. Commitment to retention of staff and faculty through foundational activities and communication like new faculty orientation and workshops, onboarding materials, outreach to adjunct faculty, etc.</p>	<p>Request for the following positions, Pre-tenure in Omak (2 positions), RN to BSN (1 position), Simulation Lab assistant (in Wenatchee- part time), and Simulation Lab Manager (a WAC requirement in Nursing)/Remediation Specialist</p> <p>Currently urgently seeking Radiologic Technology Director</p>	<p>Division chairs and dept. heads working on area planning. Asked to be purposeful in their asks and provide solid data and rationale.</p>	<p>No update.</p>	<p>The Workforce Dean holds monthly meetings with all Workforce Program Coordinators. Faculty lead positions for both Wildland Fire and BAS-ET were filled in 2017. Two adjunct instructors recently secured full-time positions replacing retired professors in Business/Accounting and Agriculture. Jennifer Korfiatis was hired to replace Nelson Martin and Jeff Bullock was hired to replace Bob Gillespie. Both Jennifer and Jeff bring great credentials and teaching experience to their</p>

				respective positions. Both began full-time in Fall 2018.
Budget Planning: Increased attention and understanding to all budgets within Instruction (inclusive of grants and Foundation support).	Clarity and understanding of budget processes ongoing.....	Division chairs provided with budget training with Joanna Tepley and Tracy Shaw. Asked to be better stewards for the division budget and needs.	No update.	The Workforce Dean regularly discusses budget processes and issues at monthly Program Coordinator meetings. The Workforce Dean continues to increase fiscal accountability across all WED programs, Transitional Studies and Continuing Education.

Shout Outs:

- Radiology Technology Week this week, celebrating students, staff, faculty and all they do!
- RN to BSN awarded full accreditation from ACEN – Kudos Dr. Hosey
- Pat Tracy represented Allied Health in the career fair on the Wenatchee campus on November 4th, 2018
- The entire delegation of WVC representatives from both campuses that attended the Career Expo on October 17th at the Agri-plex in Okanogan
- The Spirit Club launched...thank you Foundation for supporting the efforts!
- Thank you Tria Skirko for your leadership on the Omak campus, your efforts are appreciated!
- Thank you Cecilia Escobedo for your leadership in the Instruction Division, your organization, attention to detail and calm and positive spirit is recognized and appreciated!
- Thank you Dr. Tod Treat, for coming to WVC, hitting the ground running and bringing vision, guidance and expertise, you are appreciated!

BOARD MEETING: November 21, 2018

AGENDA ITEM #12 (information)

CATEGORY: STAFF REPORTS

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- Men's Soccer is closing out their season with final 2 regular season games, in the hunt for postseason berth.
- Women's Soccer has been on a roll the last couple weeks, making great progress and earning draws versus top flight programs in Spokane and CBC. While their win-loss record is not stellar this year, they have certainly eclipsed the quality of their play over the last several years; program is enjoying some of the best play in its history. Finished up their season with 3 road games, the final took place October 24
- All student-athletes completed mandatory Title IX training, provided by Associate Dean Kevin Berg
- Fall preparations are in full swing for all sports. Each of the indoor teams now has a locker room space to call home, thanks to the remarkable donors and great work of the maintenance crew

CAMP

- A grant writer was contracted and has begun gathering data, information and writing for upcoming rewrite
- Maria Navarrete and Yuritzi Lozano will attend and present at the National HEP/CAMP Association Conference November 5-8
- Program Assistant position was posted and closed October 25. Currently hiring for Transfer Mentor program. Typically, 10 students at different universities are hired to assist CAMP scholars in the transfer process
- Will host Michigan State University CAMP as they present about WVC's National CAMP Internship programs
- All students had monthly check-ins to create ISP and outlines. Mid-quarter progress reports taking place the next two weeks
- Ten outstanding second-year peer mentors are planning events for current students
- Alfredo Ortiz is conducting high school visits, attending college fairs and planning college visits. This year, CAMP taking the lead on requests from Migrant Graduation Specialists in the high schools
- Many students have already begun to submit applications for the upcoming 2019-2020 academic year
- In collaboration with TRIO SSS and International programs, CAMP took a group of 22 students to WSU for Preview Days October 27. A group of 20 students will travel to UW for their Multicultural Transfer Day on November 1

COUNSELING

- Counselors provided informational session to Educational Planners, Running Start, Workfirst, TRiO, and Workforce Ed on Academic Standards and DREAMers
- Through Knights Care Fund and Biella Foundation Scholarship, 10 students have been helped since 9/26/18. Students have sought assistance with tuition, books, housing and gas
- Knights Kupboard recently received a huge donation of diapers and wipes from the Women's Service League, thank you!
- For the month of October, total of 69 students were served through the Knight's Kupboard

CAMPUS LIFE, EQUITY & INCLUSION

- New Recreation Center Manager Daniel (Danny) Zavala and Diversity & Inclusion Center Coordinator Marichuy Alvizar both started October 1
- Fall Transfer day was held October 2. Fall Showcase was held October 10, with 25 clubs and community organizations tabling. Beautiful day, with good student participation. 21 Clubs are becoming active for this year
- Student Senate events: Dodgeball tournament October 24; Halloween Bash (big fall event) October 25 at Student Recreation Center. Safety Week, beginning of next quarter. Ten Senate members attended Stop the Bleed training October 6
- Disability Awareness Movie Event, October 23, Van Tassell, "Music Within"; Día De Los Muertos Celebration, November 2. FAFSA/WASFA Night will be held on November 13
- Nine campus group visits scheduled for this Fall, Student Recreation Center staff is helping coordinate
- Total of 14 new Student Access Services intakes (Wenatchee and Omak); 20 consults with faculty, facilities and L & I case worker & doctors.
- Johanna Hamilton, International Programs, is on a recruiting trip to Japan, end of October through early November
- Residence Hall is full for Fall; new RAs are beginning work on programming. Using new ResLife Portal for communication with RAs and residents
- Student Recreation Center is holding staff b-ball games Thursdays at noon; running group starting soon. Pick-up basketball Tuesdays and Thursdays at 5:00pm. Hosting College and Career Expo November 6, possibly hosting Special Olympics March 2

STUDENT SERVICES

- Fall Counselor workshop was successful; attendees were thrilled to have workshop in Wenatchi Hall
- Maggie Segesser and Jonathan Barnett are streamlining processes not looked at for several years (i.e. discontinuing printing and mailing instructor rosters); instructors have electronic access
- Working on a proposal to change to academic standards policy and use a students' quarterly GPA when determining academic status
- September 6 was the final new student advising and registration session for fall. Total of 23 sessions this summer, 487 new students attended (31 more than last year). Total of 133 new students opted for OAR; 114 completed (same as last year). Just over 600 new students this summer/fall
- All-Team Meeting to kick off the year was held September 13. Reviewed SWOT analysis from May, shared progress updates on 2018/19 team goals, and held a team building exercise
- Yadira Oregon saw 19 walk-ins and 7 follow-up appointments; received 8 JIT Alerts the first week of the quarter, made 3 successful contacts so far
- Career Services saw over 200 students; about 90% of inquiries were work-study related
- Kevin Berg conducted Wenatchee High School FAFSA night; Maria Navarrete did the Spanish version
- WSAC Unit Record Report was submitted; student achievement council will now review
- OnBase document imaging go live was postponed to week of October 15 while a few glitches were worked out. Symplicity training started week of October 15
- Documents and information have been gathered for the Civil Rights Audit scheduled late October

TRIO/SSS

- Program Participants 109/140; currently 109 students enrolled in program. Need to enroll the following: Omak – 5, Wenatchee – 26. 17 pending appointments
- Hired 1 tutor in Omak and 1 tutor in Wenatchee. 1:1 tutoring service is popular with many students
- Each staff member is dedicating one hour a week to focus on outreach throughout the campus. Average of 6 students per day are being seen
- Collaborating with colleagues in financial aid to facilitate a scholarship workshop for all program participants

BOARD MEETING: **November 21, 2018**

AGENDA ITEM **#13 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

A verbal report will be given.

BOARD MEETING: November 21, 2018

AGENDA ITEM: #14 (Action)

CATEGORY: ACTION

Revised Policy 600.111 Financial Reserves: Brett Riley, VP of Admin Services

BACKGROUND:

The proposed reserve policy better addresses the board fiduciary responsibilities by ensuring the district maintains adequate fund balances and reserve levels, while providing management discretion required to handle day-to-day operations of the district.

600.111 **FINANCIAL RESERVES POLICY**

~~WVC WILL MAINTAIN A FINANCIAL RESERVE OF AT LEAST 5% OF THE ANNUAL OPERATING BUDGET (FUNDS 001 AND 149).~~

A. POLICY

~~Adequate fund balance and reserve levels are necessary components of the college's overall financial management strategy and key factors in assessing the college's financial strength and fiduciary integrity. Maintenance of a fund balance assures adequate resources for cash flow and mitigation of short-term revenue shortages, and enables multiyear planning for self-support program improvements. Expenditures drawn from reserve accounts shall require prior approval from the president, unless previously authorized for expenditure within the college's annual budget. Notice of such action will be presented to the board of trustees audit committee at their monthly meeting.~~

B. DESIGNATED FUND RESERVES

~~The college will maintain a reserve for designated programs, including auxiliary services and self-support programs, to provide for adequate cash flow, multi-year planning, and operating contingencies. Programs will be designated by the president or president's designee. The reserves will be not more than 15 percent of each fund's operating expenditures, unless a different level is necessary to sustain its operations.~~

C. CAPITAL RESERVES

~~The college will maintain, as necessary, a local capital reserves account to manage facilities needs that are not funded or are underfunded by the state. These funds will be designated as capital reserves by the president or president's designee.~~

D. BOARD FUND BALANCE RESERVES

~~The college will maintain an annual board fund balance reserve. At the start of each fiscal year, 5 percent of the operating budget expenditures will be designated to this reserve for special board initiatives and unbudgeted emergencies at the board's discretion. The fund balance is not to exceed 25 percent of the annual operating budget. Once a fund balance of 25 percent of the annual operating budget is reached, the designated 5 percent will be allocated to a student experience enhancement fund and distributed at the discretion of the president or designee.~~

E. GENERAL FUND BALANCE RESERVES

~~The college will maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 15 percent of the college's operating budgeted expenditures unless a different level is necessary to sustain operations.~~

F. RESTRICTED RESERVES

~~The college will maintain all other funds required by law that are restricted as to type of use complying with federal, state, grantor, and office of financial management rules.~~

~~Approved by the president's cabinet: / /
Adopted by the board of trustees: 5/20/09, / /~~

RECOMMENDATION:

That the board of trustees approve the proposed revision to the Financial Reserve Policy 600.111 with a compliance date of September 1, 2021, subject to annual review.