



BOARD WORK SESSION

May 20, 2020

12:00 P.M. – Zoom

12:00 P.M. – Board Work Session.....	Zoom
3:00 P.M. – Board of Trustees Meeting.....	Zoom

Register in advance to attend the Zoom webinar:

https://wvc.zoom.us/webinar/register/WN_m0PhupMjRjyyJ803tIH6pw

After registering, you will receive a confirmation email containing information about joining the webinar.

AGENDA

<u>TIME</u>		<u>PAGE #</u>
12:00	COMMUNICATIONS	
12:05	REPORT FROM TRUSTEES <ul style="list-style-type: none">• ACCT Leadership Conference – Sept. 30 – Oct. 3, 2020, Chicago, IL	
12:10	PRESIDENT’S REPORT <ul style="list-style-type: none">• Financial Report (Brett Riley)• Capital Projects Update (Brett Riley)• 2020-2021 Operating Budget (Brett)• New/Revised Procedures (Reagan Bellamy, Ty Jones)<ul style="list-style-type: none">○ NEW 1600.503 – Sustainability○ UPDATE 1540.130 – Classified Classification/Reallocation Review○ NEW 1540.140 – Classified IT Professional Structure Evaluation○ UPDATE 1000.255 Survey Procedure○ UPDATE 1200.220 Grant Development & Approval Procedure○ UPDATE 1000.257 Third Party Data Request Procedure• Enrollment (Jim Richardson)• President’s Update (Jim Richardson)	<div>1</div> <div>3</div> <div>6</div> <div>9</div> <div>11</div> <div>13</div>
1:40	BOARD AGENDA ACTION ITEMS <ul style="list-style-type: none">• 2021-2022 Academic Calendar (Chio Flores)• New Policy 600.503 (Reagan Bellamy)• Continued Spending Authority (Brett Riley)• Revised 2019-2020 Budget (Brett Riley)	<div>15</div> <div>16</div> <div>17</div> <div>18</div>
1:50	BOARD MEETING AGENDA REVIEW	
2:00	EXECUTIVE SESSION (Personnel Issues)	
Adjourn		

NEW

1600.503 SUSTAINABILITY PROCEDURE

A. PURPOSE

The following outlines and establishes procedures associated with the WVC Sustainability Policy.

B. DISTRICT

WVC requires all activities to meet or exceed conformance with applicable environmental standards, regulations and guidelines. Teaching and service activities will seek to minimize negative impacts on the environment and maximize inclusive and equitable educational opportunities. Sustainability is defined as understanding and practicing environmental stewardship, economic equity, and social justice.

C. EDUCATION AND AWARENESS

Education about sustainability will be supported on campus. This can be done through dedicated courses, such as the Introduction to Sustainability course, or integrated into other courses. The sustainability committee and ASWVC will work on expanding opportunities for education about sustainability, including but not limited to public lectures and film screenings.

Awareness will be developed through approved signs, events, maps, campus tours, and other media. When possible, a sustainability coordinator will be supported to promote awareness of sustainability on campus and to work with community partners to connect with sustainable practices in the community.

D. WASTE

Focus will be on reducing waste to improve cost effective and environmentally sound waste management practices. Data will be collected through waste audits and other appropriate analysis to determine ideal locations, numbers, and configurations of trash and recycling receptacles in order to comply with current recycling guidelines and reduce waste. Training on what is recyclable and how to reduce waste will be made available through videos or workshops to guide staff, students and faculty.

Reduce and reuse options will be highlighted as a means to reduce plastic waste in particular.

1. Plastic water bottles for sale on campus will be phased out over a two-year period..
2. Hydration stations for refillable water bottles must be accessible in working order.
3. Reusable water bottles will be made available to students and staff.
4. Vending machines will replace plastic bottles with more easily recycled options such as cans.

E. NATURAL RESOURCES

Maintain Tree Campus USA status which involves yearly Arbor Day celebrations and service learning projects related to trees. Follow tree care management guidelines.

Promote an awareness of resource use (including energy, water, and other natural, and manufactured resources) and implement actions to conserve resources where possible. Staff and students are encouraged to adopt a process of reduce, reuse, recover, recycle in purchasing decisions.

F. CARBON FOOTPRINT

WVC is working to reduce greenhouse gas emissions by 36 percent below 2005 levels by 2035, in accordance with laws passed by the Washington state legislature in 2009. This will be achieved

through multiple strategies related to energy efficiency, conservation and waste reduction. Maintaining and improving campus tree canopy will also help to meet this goal.

G. FOOD & DINING

Dining services will use all reasonable efforts to offer affordable, home-made food from fresh seasonal ingredients, locally sourced when possible. To reduce waste, WVC dining will prioritize the following:

1. Purchasing reusable, recyclable and biodegradable products when available.
2. Reducing single-use plastic products.
3. Recycling materials as appropriate.
4. Reusing containers in compliance with food safety standards.
5. Serving meals on reusable plates, dishes, and flatware, and water in glasses.

H. TRANSPORTATION

Decision-making related to transportation should consider environmental impacts, affordability, and accessibility. Priority will be given to:

1. Public transportation.
2. Bicycle infrastructure on campus.
3. Walkability.
4. Electric and low emission vehicles.

I. BUILDINGS

When funding permits and when suitable for a given building, research and implement the best available technologies to address improvements to heating, ventilation and air conditioning (HVAC), envelope, lighting, labs, building controls, data centers, water use, materials and furnishings. Scheduling of heating and lighting will increase energy efficiency for cost savings and resource conservation. All efforts will be made to reclaim heat that would otherwise be vented.

In demolition, materials will be reclaimed, reused or recycled whenever possible. New construction will promote green building strategies along with fiscal responsibility.

Approved by the president's cabinet: __/__/__

Presented to the board of trustees: __/__/__

Last reviewed: __/__/__

Policy contact: Director of Facilities

Related policies and procedures

[600.503 Sustainability Policy](#)

UPDATED

1540.130 CLASSIFIED CLASSIFICATION/REALLOCATION REVIEW PROCEDURE

A. PURPOSE

The college will comply with the established compensation plan adopted by Washington state human resources (SHR) and adhere to the elements under the Washington Administration Code (WAC) classification rules governing the administration of the compensation plan. [WAC 357-13](#) establishes specific criteria and allows employers the authority and discretion to carry out activities related to the classification of positions. It also establishes the right of an employee to request a review by the director of the SHR.

Wenatchee Valley College recognizes that accurate position descriptions are critical for the overall effectiveness of the classification plan and the utilization of that plan within the college. Therefore, the following business practices are established by this procedure:

1. The immediate supervisor of a position is responsible to ensure an accurate position description is established and maintained for each position under his/her supervision.
2. Supervisors, with the assistance of the human resources office, are expected to perform an appropriate position analysis for each position under their supervision.
3. The human resources office is responsible for providing tools and training to supervisors to ensure job analyses are consistent and accurate.
4. The human resources office is responsible for housing, reviewing, and monitoring the job analysis and position description for each district position.
5. The human resource office is responsible for the content compliance of the college position descriptions with the overall content and elements contained in the classification plan issued by the director of the SHR.

B. GENERAL INFORMATION

When there are permanent and substantive changes in the job duties and scope of responsibility of a position involving the addition, reduction, or modification of duties and responsibilities, reallocation to a different classification may be warranted. An employee who feels that they are performing duties that are not in their position description and not appropriate to their job classification, may request a position review if six months have elapsed since the last review and the employee believes the work is better described by another class.

Human resources is responsible for allocating or reallocating each classified position to an established class in the SHR classification plan based upon a review and analysis of the duties and responsibilities of the position. Positions will be allocated on a best-fit basis as determined by the majority of the work performed. Allocation and reallocation decisions are limited to comparisons of the type and level of work that is performed with the available class specifications. The volume of work performed, the expertise with which the work is performed, or the work performed by other employees in similar positions does not affect classification.

C. REQUESTING A POSITION REVIEW

1. **Employee:** An employee may initiate a position review of their position if the duties have significantly changed, it is anticipated that the changes are permanent, and it has been at least six months since the last review. Employees are strongly encouraged to discuss the request with their supervisor or manager before initiating a review.
2. **Supervisor/Department Head:** A supervisor/department head must request a position review anytime it is anticipated that there will be immediate permanent and substantive changes to a

position, or if an employee has been assigned new duties for less than six months and it is anticipated that the change in duties will be permanently assigned. The supervisor may also initiate the request if they know that the employee has been performing duties not listed on the current position description for more than six months and the employee has not yet submitted a request for a position review.

3. **Human Resources:** Human resources may also initiate a position review based on known or suspected changes in the position, classification plan, and/or other organizational issues.

D. POSITION REVIEW PROCESS

1. In order to gain an understanding of the position and the duties that are believed to be outside the current class, a [Classified Staff](#) Position Review Request Form must be filled out completely, signed by the employee and forwarded to human resources. [For IT position reviews, see WVC procedure 1540.140 classified staff IT professional structure evaluation.](#)
2. Human resources will review the request, conduct interviews and/or request additional information if necessary and determine the appropriate job class for the position within 60 calendar days of receipt of the completed request. In addition, based on information provided by the employee and/or supervisor, human resources will verify whether or not the employee meets the competencies established for the position if the position is reallocated.
3. The effective date of the reallocation resulting from an employee's request for a position review is the date the completed request form was received in human resources.
4. The employee, supervisor and union (if applicable) will receive written notice when the employee's position is reallocated.

E. EFFECT ON THE INCUMBENT

The position review process may result in the position remaining the same or being reclassified to a different class with a higher salary range, a different class with the same salary range, or a different class with a lower salary range. If the review does not support a change in classification, the position remains in its current classification.

For an in-depth description of how an employee is affected when their position is reallocated, see Article 31 of the WPEA contract for represented classified employees, or [WAC 357-13-090](#) for non-represented classified employees.

F. SALARY DETERMINATION

See Article 31 of the WPEA contract for represented classified employees or WVC procedure 1540.050 for non-represented classified employees.

G. RIGHT TO REQUEST A STATE HUMAN RESOURCES DIRECTOR REVIEW

If an employee disagrees with the results of the WVC human resources position review, the employee has the right to request a review of the decision by the office of the state human resources director. The request must be in writing with a copy to the human resources office within 30 calendar days of being provided the results of the position review or the notice of reallocation.

Note: An employee may not request a review by the office of the state human resources (SHR) director when the allocation or reallocation is based on the department of personnel implementing new classifications, and the employee is reallocated to a class with the same salary range maximum. In this instance, the employee is first required to submit a request for a position review to WVC human resources. If, after human resources conducts a review of the employee's position, the employee disagrees with the allocation decision, the employee may then request a SHR review of the results of the decision.

H. RIGHT TO APPEAL A SHR DIRECTOR'S REVIEW ([WAC 357-52](#))

A classified employee, or WVC as the employer, may appeal a SHR director's position allocation review determination by filing written exceptions. Allocation exception appeals must be filed with the personnel resources board following the instructions in the SHR director's review response.

Approved by the president's cabinet: 4/28/09, __/__/__

Presented to the board of trustees: 6/17/09; 10/19/11, __/__/__

Renumbered from 1540.030 and approved by the president's cabinet: 8/2/11

[Last reviewed: 4/16/20](#)

Procedure contact: Human Resources

Related policies and procedures

[1540.050](#) [Classified \(non-represented\) Salary Determination Procedure](#)

[1540.140](#) [Classified IT Professional Structure Procedure](#)

NEW

1540.140 CLASSIFIED INFORMATION TECHNOLOGY PROFESSIONAL STRUCTURE EVALUATION PROCEDURE

A. PURPOSE

In accordance with [WAC 357-13-058](#), this procedure outlines the framework by which information technology positions are evaluated. The administrative processes in this framework are to be used in conjunction with Wenatchee Valley College's classification and compensation policies to administer the information technology professional structure (ITPS) within the college. For a position to be included in the ITPS, the duties and responsibilities assigned to the position must meet the criteria for inclusion as outlined in the IT Evaluator's Handbook. Use of a standard form developed by the OFM State Human Resources Director for IT positions, or an alternate form approved by the Director, is used for requests to establish or reevaluate ITPS positions.

B. NEW POSITIONS

When a new position is being established, the following must be followed:

1. The supervisor of the position completes a classified staff IT position description (available on the HR website) ensuring the assigned duties, responsibilities and competencies are accurately reflected.
2. The supervisor signs the position description, attaches the current organization chart and forwards it to the director of information technology or designee.
3. The director of information technology will review the request for establishment. If the request is upheld, the director of information technology will sign and forward to the HR office for processing.
4. The ITPS coordinator reviews the information for completeness and convenes a meeting of the ITPS evaluation committee.

C. POSITION REVIEW (Employer-Initiated):

When an existing position is being reviewed for a possible reallocation by the employer, the following must be followed:

1. When duties of an existing ITPS position change, the supervisor updates the IT position description. If the position is filled, the supervisor will request input from the incumbent ensuring the assigned duties and responsibilities as well as competencies are accurately reflected. The supervisor and employee (if filled) sign the position description, attach the current organization chart and other required documentation and forward to the director of information technology or designee.
2. The director of information technology will review the request. If the request is deemed appropriate, the director of information technology will sign the position description and forward all documentation to the HR office for review by the ITPS coordinator.
3. The ITPS coordinator reviews the information for completeness and determines whether the changes to the position duties warrant re-evaluation.

- a. If the position warrants reevaluation, the ITPS coordinator convenes a meeting of the ITPS evaluation committee.
- b. If the position has not changed significantly since its last review, the ITPS coordinator documents the reasons, files the position description as an update, and notifies the director of information technology and supervisor. No evaluation is required within the IT position evaluation tool.

D. POSITION REVIEW (Employee-Initiated):

When an existing position is being reviewed for a possible reallocation by the employee, the following must be followed:

1. An employee who believes their position is improperly classified in the ITPS (or improperly excluded from the ITPS) must complete and sign the classified staff IT position review request-employee form and submit to the human resource office for review by the ITPS coordinator.
2. The ITPS coordinator will ensure all necessary documentation is completed by the employee and supervisor, including the supervisor portion of the classified staff position review request.
3. The ITPS coordinator convenes a meeting of the ITPS evaluation committee.

E. PROCESS FOR EVALUATION:

The process for evaluation must follow the following steps:

1. The ITPS coordinator reviews the information for completeness and convenes a meeting of the ITPS evaluation committee for the following:
 - a. Establishments;
 - b. employer requests for reevaluation when the positions job duties have changed significantly; and
 - c. employee-initiated requests for reevaluation.
2. Using the IT Evaluator's Handbook, the committee reviews the position for inclusion. If the ITPS evaluation committee determines the position meets the criteria for inclusion, it is evaluated for placement in the ITPS. Once completed, the ITPS coordinator enters this information into the IT position evaluation tool.
3. The ITPS coordinator completes all documentation and notifies the director of information technology, the supervisor and the employee (if applicable) of the ITPS evaluation committee's decision.
4. If it is determined the position is excluded from the ITPS, the content of the position description will be transferred over to the appropriate position description form at the next evaluation cycle, in accordance with the collective bargaining agreement.
5. Employees will be notified of their appeal rights pursuant to the collective bargaining agreement.

F. GLOSSARY OF TERMS

Classified IT Position Description – A form used to document position objectives, assigned work activities, problem solving, decision making, impact and supervisory/managerial responsibilities of IT positions.

IT Position Evaluation Tool – The enterprise application used by the ITPS evaluation committee to record the evaluation of IT positions. Additionally, the IT position evaluation tool is the position history repository that is used for tracking and reporting needs.

ITPS Coordinator – A professional level human resource consultant of the college’s human resources office assigned to administer the ITPS process, who serves as the single point of contact between the college and the Office of Financial Management, State Human Resources Division for all ITPS issues.

ITPS Evaluation Committee – Staff members assigned and formally trained to determine inclusion of IT professional positions and evaluate those positions using the IT Evaluator’s Handbook and the IT position evaluation tool. At Wenatchee Valley College, this committee consists of the college ITPS coordinator and the director of information technology or designee from the college who has comprehensive knowledge of the college’s business. The ITPS coordinator convenes and chairs the committee.

Approved by the president’s cabinet: __/__/__

Presented to the board of trustees: __/__/__

Last reviewed: __/__/__

Policy contact: Human Resources

Related policies and procedures

1454.130 [Classified Classified/Reallocation Review Procedure](#)

UPDATED

1000.255 SURVEYS PROCEDURE

A. PURPOSE

The purpose of this procedure is to ensure that surveys conducted under the name of Wenatchee Valley College or involving its students or employees will be consistent with the mission of the college and will appropriately protect the rights of human subjects in research.

B. REVIEW PROCESS

The investigator responsible for the survey should review the protection of human subject's policy 000.250 and procedure 1000.250 to determine whether or not the project requires review and approval by the Institutional Review Board (IRB). The WVC Executive Director of Institutional Effectiveness provides assistance in making this determination.

If the project does not require IRB review, the investigator shall provide a description of the proposed project to the WVC Executive Director of Institutional Effectiveness or the vice president or executive director for his/her area, who will forward the request to the president's cabinet.

The investigator will provide, in writing, the following information:

1. A brief statement describing the intent/purpose of the survey project.
2. A description of the intended participants in the research (employees; students; participants in specific programs or courses, etc.).
3. A copy of the informed consent information to be provided to participants.
4. A copy of any advertisements or recruiting materials and/or a description of participation incentives to be offered (if any).
5. A statement describing how confidentiality or anonymity of data will be maintained, if personal information is to be collected.
6. A copy of the survey questions.

C. REVIEW CRITERIA

The president's cabinet will review all requests and will contact the investigator with a decision to approve the project; approve with modifications or restrictions; table the request pending receipt of additional information; or disapprove. To ensure adequate time for review, requests should be submitted with complete documentation at least two weeks prior to the intended start of the research.

The review will include the following criteria:

1. Whether the survey supports or is related to WVC's mission.
2. Whether the purpose of the survey is explained clearly, and no deception is involved.
3. Whether the provisions for confidentiality are adequate and appropriate.
4. Whether participation in the survey is voluntary and there are no negative consequences for opting out.
5. Whether any incentives or rewards are reasonable and have an appropriate funding source.
6. Whether the survey needs to be reviewed by WVC's IRB.

Approved by the president's cabinet: 8/26/14

Adopted by the board of trustees: 9/11/14

Last reviewed: __/__/__

Related policies and procedures

000.250 Protection of Human Subjects Policy

300.330 Use of Human Subjects in Instructional Activities Policy

1000.250 Protection of Human Subjects Procedure

UPDATED

1200.220 GRANT DEVELOPMENT & APPROVAL PROCEDURE

A. PURPOSE

The purpose of this procedure is to ensure that any grants pursued on behalf of Wenatchee Valley College (WVC) are in alignment with the mission and strategic priorities of the college.

These procedures apply to all grants pursued on behalf of WVC by either the college or its associated foundations (Wenatchee Valley College Foundation and WVC at Omak Foundation), and to all types of funding sources (state, federal, private, etc.).

B. DEFINITIONS

Grants: a grant is defined as a sum of dollars offered by an entity outside the college and awarded through a competitive application process that specifies the activities to be undertaken to reach stated goals. An example of this type of grant is a proposal to a private foundation or to an agency of the federal government.

State Grant: a grant offered by the state of Washington through the State Board for Community and Technical Colleges awarded through a competitive or non-competitive application process that specifies the activities to be undertaken to reach stated goals. An example of this type of grant is a Workforce Education Grant.

C. PROCESS

1. Application Process

- a. The institutional effectiveness office will coordinate the development and submission of all grant proposals. This office will be the initial contact for proposals at an institutional level or involving multiple departments or partnerships with outside entities. The instruction office is the initial contact for proposals that fall under the authority of the chief academic officer.
- b. The initiating department or individual is responsible for working with the appropriate departments to develop the major components of a grant proposal, with adequate time allowed for preparation and review at appropriate levels. Guidelines for proposal development can be obtained from the institutional effectiveness office and are posted on the WVC intranet.
- c. The institutional effectiveness office should coordinate the proposal development process. This may include:
 - i. Verifying that the project is consistent with institutional priorities.
 - ii. Confirming that the project has the support of the appropriate administrator.
 - iii. Providing general institutional information and assisting in obtaining relevant data to support the proposal.
 - iv. Proposal review, editing and/or writing.
- d. With the approval of the appropriate vice president, the proposal will be brought to the president and cabinet members as an information item. The following information should be presented:

- i. Summary of the project, including effective dates and staffing.
 - ii. Total budget, including institutional contribution and source (budget number).
 - iii. Support requirements, including reporting and monitoring.
 - iv. Impact on other units of the college.
 - e. The president's cabinet will approve any proposal with one or more of the following characteristics:
 - i. Total budget of \$50,000 or more.
 - ii. If the grant will result in creation of a new staff or faculty position
 - iii. If the grant will redefine or reclassify the status of a given position
 - iv. Commitment of matching funds or in-kind contribution of institutional resources.
 - v. If the grant funded activity will continue for more than one fiscal year.
 - f. Renewals of existing projects or amendments to current projects will undergo an abbreviated review coordinated by the office of institutional effectiveness to ensure that all affected departments are aware of changes in budget information or project activities.
 - g. Either the president or the chief financial officer, as the contracting authorities for the college, must sign all proposals prior to submission unless this authority is delegated to another individual.
2. Implementation Process
- a. Information on grant award decisions (funded or not funded) should be forwarded upon receipt to all affected offices, including the initiating department or individual, institutional effectiveness, human resources, and fiscal services. This information should address any revisions in the budget or implementation of the project as determined by the funding agency.
 - b. The human resources office may initiate advertising for new positions prior to a grant award being received if this is necessary to allow sufficient time for the application and interview process for grant activities to begin on schedule. These positions shall be posted as contingent on receipt of funding.
 - c. Upon receipt of a grant award, the fiscal services office will assign budget numbers for grant funds and determine the signature authorities for those budgets.
 - d. The institutional effectiveness office will review any reporting requirements for the grant and determine how reporting responsibilities will be addressed, in coordination with the fiscal services office and the initiating department or individual.

Originally approved by the president's cabinet: 4/13/03

Revised and approved by the president's cabinet: 9/16/08

Presented to the board of trustees: 10/15/08

Last reviewed: __/__/__

Procedure contact: Institutional Effectiveness

Related policies and procedures

UPDATED

1000.257 THIRD PARTY DATA REQUEST PROCEDURE

A. GENERAL PRACTICE

As a matter of college practice, WVC does not participate in third party surveys, data or information requests. These requests, if honored, are expensive to the college in terms of time and resources required to provide the information, with little or no benefit accrued to the college.

Also, as a matter of procedure and to protect the college, all surveys, data collections and research projects that are conducted outside of course instruction must be cleared through the college's institutional review board process.

Sometimes, these requests can be legitimate requests for existing public documents. If college staff are unsure if a request might fall into this category, they should contact the public records officer.

B. DEFINITION

Third parties, in this context, are any person, institution or entity not associated with the college that does not have a governance or regulatory role to Wenatchee Valley College (WVC) or does not have some type contractual or reciprocation agreement with WVC.

If college staff are uncertain if a request received is from a third party, they should contact their supervisor or the institutional effectiveness department for clarification.

C. RESPONDING TO REQUEST

When a request is received, it is best to respond in the following or similar manner:
We would like to inform you that Wenatchee Valley College (WVC) does not participate in general surveys or general data collections about the college unless:

1. It is required by U.S. federal law or regulation.
2. It is required by Washington state law or regulation.
3. Participation has been requested by the State Board for Community & Technical Colleges of Washington (SBCTC).
4. Some collaboration or reciprocity agreement has been entered into with WVC by those requesting the information.

In addition, all general surveys or data collections requests must be reviewed and approved by WVC's Institutional Review Board (IRB).

For existing document requests that fall under Washington State's public records request laws and policies, please contact the public records officer.

Approved by the president's cabinet: 11/21/17

Presented to the board of trustees: 11/29/17

Last reviewed: __/__/__

Procedure contact: Institutional Effectiveness

Related policies and procedures

300.330 Use of Human Subjects in Instructional Activities Policy

1000.250 Protection of Human Subjects Procedure

1000.255 Surveys Procedure

1300.330 Use of Human Subjects in Instructional Activities Procedure

1600.205 Public Records Disclosure Procedure

BOARD MEETING: May 20, 2020

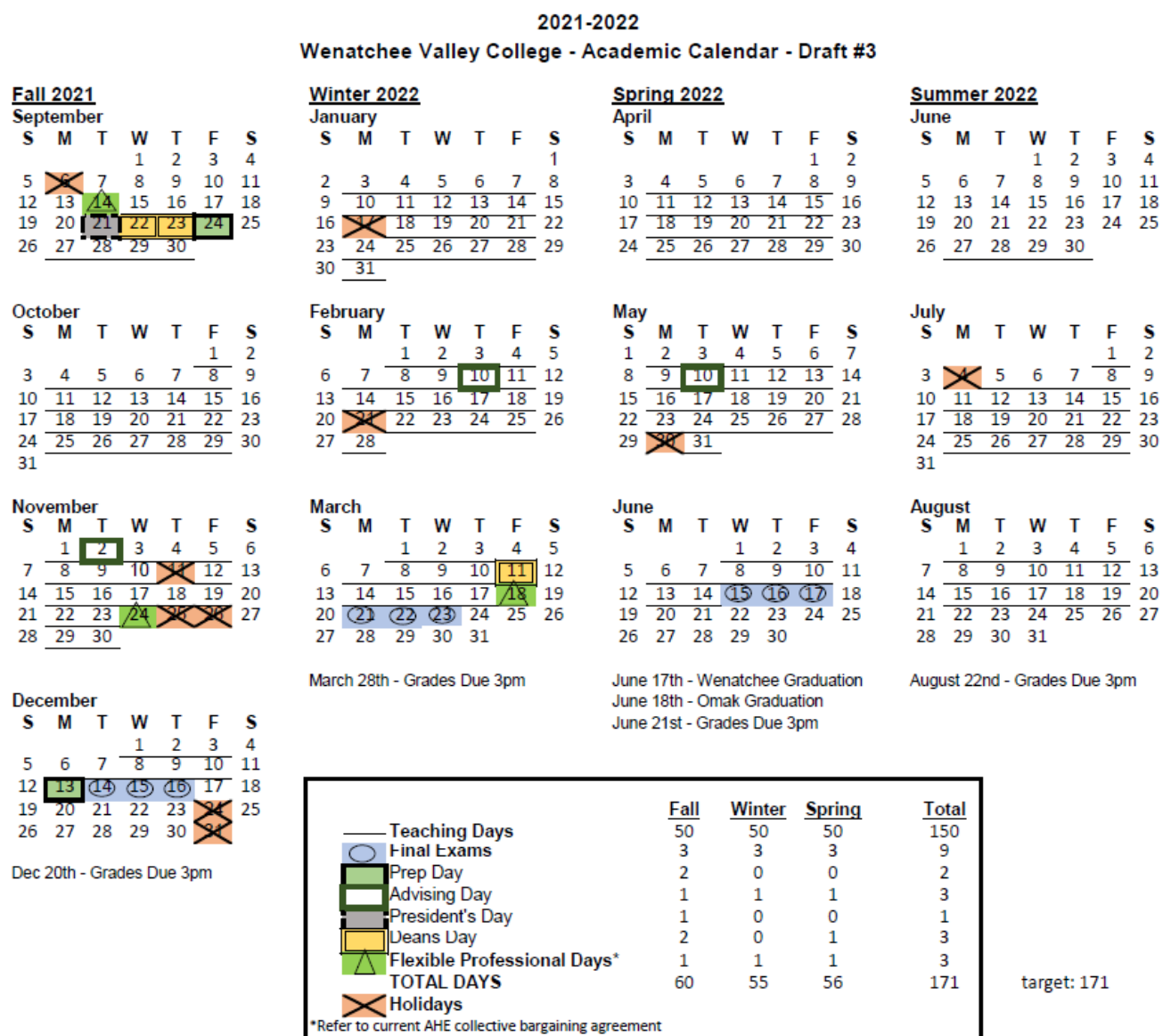
AGENDA ITEM #12 – Action

CATEGORY: ACTION

2021-2022 Academic Calendar: Chio Flores, Vice President of Student Services

BACKGROUND:

The Academic Calendar Committee began meeting in October 2019 to develop the 2021-2022 Academic Calendar, as outlined in Academic Calendar Procedure 1400.600. Drafts #1, #2, and #3 went out to all campus for review and comments were received from faculty and staff. Draft #3 was reviewed in March by cabinet and presented to the board for review.



RECOMMENDATION:

That the board approve the proposed academic calendar for 2021-2022.

BOARD MEETING: **May 20, 2020**

AGENDA ITEM: **#13 - Action**

CATEGORY: **ACTION**

New Policy 600.503: Reagan Bellamy, Executive Director of Human Resources

BACKGROUND:

600.503 SUSTAINABILITY POLICY

The Wenatchee Valley College (WVC) Sustainability Policy exemplifies the long-term commitment of its two campuses to be efficient, transparent and accountable through deliberate, collaborative and sustainable alignment of resources. This policy guides WVC staff, students, and faculty to be good stewards of fiscal and environmental resources. Our environmental and social responsibility is rooted in WVC's mission to serve the educational and cultural needs of students of diverse ethnic and economic backgrounds. Recognizing that practicing sustainability is fundamental to ensure a legacy for the future, the institution and all members of the college community support actions, decisions and leadership that will do the following.

1. Provide educational opportunities to learn about and practice sustainability.
2. Create partnerships within and outside the college that further environmental stewardship, economic equity, and social justice.
3. Promote the sustainable management of resources to protect health and well-being, while building resilient infrastructure.

Procedures will be developed, as necessary, to implement this policy with the flexibility to modify as conditions change.

RECOMMENDATION:

That the board approve new policy 600.503 – Sustainability.

BOARD MEETING: **May 20, 2020**

AGENDA ITEM: **#14 - Action**

CATEGORY: **ACTION**

Continue Spending Authority: Brett Riley, Vice President of Administrative Services

BACKGROUND:

As of the publication of the Board agenda, WVC staff are still finalizing the 2020-21 operating budget. This, in part, is in response to the unprecedented economic status of the State of Washington as a result of the COVID-19 pandemic. We are expecting a significant decline in the state allocation, which comprises over 50% of our annual operating budget.

With our 2019-20 approved budget expiring June 30, we are asking the Board for temporary spending authority to allow essential college services to continue until the next regularly scheduled Board meeting in September.

We expect to present a complete budget for review at the next Board meeting after the June 17 revenue forecast.

If the Board grants the expenditure authority, all known earmarks and provisos in the budget legislation will be observed. We will not exceed last year's expenditures for the same time period. We will reduce specific expenditure areas if required by proviso.

This spending authorization will expire when the Board approves our 2020-21 budget.

RECOMMENDATION:

We recommend the board grant the college administration authority to spend funds necessary for operations until the September Board meeting.

BOARD MEETING: **May 20, 2020**

AGENDA ITEM: **#15 - Action**

CATEGORY: **ACTION**

Revised 2019-2020 Operating Budget: Brett Riley, Vice President of Administrative Services

BACKGROUND:

The Revised WVC 2019-20 operating budget is presented here for Board of Trustee approval. Included is a summary of the sources of funds and the rationale of budgetary decisions based on enrollment forecast and legislative action.

RECOMMENDATION:

That the trustees accept the 2019-20 operating budget as presented

Revenue Forecast:**101 Funds-**

- Our State allocation is projected at **\$16,086,013** including provisos and program funding.

149 Funds-

- Tuition forecast is **\$6,136,098** for academic year 2019-20. Enrollment projections have been improving since spring. We are conservatively projecting flat tuition revenue.

148 Funds-

- Fee revenue is projected to come in at **\$2,242,761**. We expect some variability with fee revenue as we implement the new fee schedule.

146 Funds-

- Revenue from Running Start remains significantly lower than last year but has stabilized. We are expecting FY20 Running Start revenue to come in at **\$5,329,943**.

Other-

- **\$180,000** in WVC Foundation sourced funds dedicated to specific endowed programs as well as a one-time \$50,000 technology donation.

Total Operating Revenue- \$29,974,815

Revenue Source	FY 19-20	% of Budget
101- Total State Allocation	\$ 16,086,013	53.7%
149- Total Tuition	\$ 6,136,098	20.5%
148- Total Course and Program Fees	\$ 2,280,724	7%
145/146- Running Start	\$ 5,329,943	17.8%
Foundation Reimbursement	\$ 180,000	0.60%
Crane Endowment	\$ 50,000	
Auvil	\$ 80,000	
Technology Replacement	\$ 50,000	
Total Estimated Operating Revenue FY 19-20	\$ 29,974,815	100%

- WVC has established an operating budget of \$29,871,176 based on most recent revenue and enrollment estimates.