



BOARD OF TRUSTEES MEETING
January 19, 2022
3:00 P.M. – 3210, Wenatchi Hall/Zoom

Zoom webinar: <https://wvc.zoom.us/j/89430681774>

AGENDA

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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: **January 19, 2022**

AGENDA ITEM : **#1 - Action**

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of November 17, 2021

BACKGROUND:

Attached are the minutes from the November 17, 2021 regular board meeting for approval.

RECOMMENDATION:

That the minutes from the November 17, 2021 regular board meeting be approved.



District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Regular Board Meeting

November 17, 2021 – 3:00 P.M.

WTI 2310/Zoom

MINUTES

ATTENDANCE

Trustees Present:

Tamra Jackson, Chair
Steve Zimmerman, Vice Chair
Wilma Cartagena
Paula Arno Martinez
Phyllis Gleasman

Also Present:

Cabinet Members
Faculty Members
Students

CALL TO ORDER: 3:00 P.M.

APPROVAL OF MINUTES

1. October 20, 2021, Board Meeting Minutes

MOTION NO. 2378

Steve Zimmerman moved that the minutes of the October 20, 2021 board of trustees meeting minutes be approved. The motion was seconded by Phyllis Gleasman and carried unanimously.

CELEBRATING SUCCESS

2. WVC Among Aspen Institute's Top 150 Community Colleges

WVC was named this week to the Aspen Institute's College Excellence Program list of top 150 community colleges in the nation.

The honor allows WVC to compete for \$1 million in shared prize funds to be awarded in 2023. The Aspen Prize recognizes community colleges for outstanding student outcomes in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equity for students of color and students from low-income backgrounds.

"It is an honor to be included in the list of the Aspen Institute's top 150 community colleges," said WVC President Jim Richardson. "Our faculty and staff work tirelessly to remove barriers, prepare students for careers or transfer, improve student success and achieve equitable outcomes for all students."

The Aspen Institute selects the top 150 colleges from more than 1,000 public community and technical colleges nationwide. The Aspen Prize was established in 2011 and is awarded every two years. Nine other Washington community and technical colleges were nominated this year.

INTRODUCTION OF NEW EMPLOYEES

3. **Introduction of Employees**

Regan Bellamy, Executive Director of Human Resources introduced the following new employees: Francisco Sarmiento Torres, Agriculture Faculty; Mireya Sanchez, Foundation Executive Assistant; Griselda Castro, HR Consultant Assistant; Ben Cadman, Fiscal Analyst; Mary Adamski, Registration Program Assistant & Athletics, Jenny Ezpeleta, Biology Lab Technician; Oscar Licon-Eusebio, Community Outreach & Recruitment Coordinator; Levi Vega-Sanchez, Recruiter; Aracely Mendoza, Educational Planner and Adriana (Michelle) Gilman, Running Start Office Assistant.

SPECIAL REPORTS

4. **Mason Renslow, ASWVC Wenatchee President**

Mason Renslow shared that ASWVC will be hosting a virtual pie eating contest.

5. **Abigail Steinshouer, ASWVC Omak President**

Abigail Steinshouer, shared that ASWVCO voted to spend \$500 to support the Native American Heritage month event. Student hangout events have been poorly attended and they will be putting more effort into recruitment.

6. **Patrick Tracy, AHE President**

Patrick Tracy was not present to provide a verbal report.

STAFF REPORTS

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

Brett Riley informed the board that Mish ee twie is approaching its occupancy date.

8. **Dr. Tod Treat, Vice President of Instruction**

Dr. Treat did not add to his written report.

9. **Dr. Chio Flores, Vice President of Student Services**

Dr. Chio Flores did not add to her written report.

10. **Dr. Jim Richardson, President**

Dr. Richardson did not add to his written report.

PUBLIC COMMENTS

No public comments

ADJOURNMENT – 3:24 P.M.

Secretary

Chair

BOARD MEETING: **January 19, 2022**
AGENDA ITEM: **#2 - Information**
CATEGORY: **CELEBRATING SUCCESS**
Transforming Lives Nominees

BACKGROUND:

The Washington State Association of College Trustees (ACT) created the Transforming Lives Awards program in 2012 to recognize current or former students whose lives have been transformed by pursuing higher education at a community or technical college.

Wenatchee Valley College student Stacey Menley was selected by the Board of Trustees as the WVC nominee for the ACT Transforming Lives Award. Stacey was nominated by TRIO Student Support Services Director Sandra Villareal.

Menley is a business computer technology student and serves as the secretary for the Associated Students of WVC. She expects to graduate with an associate degree in business computer technology in summer 2022.

“I’ve lost family members and have had to face breast cancer on my own. My support system fell apart after my mother passed and I have been bouncing around from state to state seeking purpose and building my support network,” Stacey wrote in her application. “Last October, my 154-pound Great Dane, Zoey passed away. She was the love of my life, and my biggest support. It was a difficult loss for me while battling cancer and taking classes online.”

Once she graduates, Stacey plans to earn a bachelor’s in the cybersecurity program at Central Washington University. She currently volunteers at the Wenatchee Humane Society and donates regularly in honor of Zoey.

Those considered for nomination this year were Stacey, Makayla Sauve and Victor Mendez. All three nominees and their nominators will be recognized at an in-person luncheon in spring quarter. The ACT dinner honoring all state nominees that is normally held in Olympia has been postponed.

BOARD MEETING: **January 19, 2022**

AGENDA ITEM: **#3 – Information**

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

Introduction of New Employees: Reagan Bellamy, Human Resources, Executive Director

BACKGROUND:

Reagan Bellamy will introduced new employees.

BOARD MEETING: **January 19, 2022**

AGENDA ITEM: **#4 – Information**

CATEGORY: **SPECIAL REPORTS**

Mason Renslow, ASWVC Wenatchee President

BACKGROUND:

CURRENT MEMBERS:

President: Mason Renslow

Vice President: Ariana Villalobos

Treasurer: Katie Moore

Secretary: Stacey Menley

Director of Campus Activities: Jordan Tidwell

Director of Diversity: Kelvin Ramos

Director of Public Relations: Genesis Fermin-Hernandez

Director of Social & Civic Responsibility: Riley Lamb

Director of Health and Wellness: Eleno Mendez

Student Ambassador: Xitlali Solano

Student Ambassador: Miriam Rivera

EVENT UPDATES:

- ☞ The Veteran’s Day Ceremony went very well in recognition of the veterans who honorably served. There were quite a few participants, including an automotive class.
- ☞ The Student Senate Hangout went great. We played games, watched movies, and learned more about each other and bonded as a team.
- ☞ Turkey Bowl Event Intramural was a success. Three teams in total were comprised. It was well organized and athletes, students, and volunteers all had fun.
- ☞ The Virtual Pie Eating Contest went okay, but we expected more participants. It was very fun and enjoyable for those who participated.
- ☞ The Holiday Destress Event went fantastic. There were more students that participated than expected. It was an excellent way to relax and have fun before finals week.

UPCOMING EVENTS:

- ❖ Jan. 22nd Senate Winter Retreat
- ❖ Jan. 28th Wenatchee Wild Hockey Game
- ❖ Feb. 14th Valentine’s Day Event
- ❖ Feb. 18th-19th Neon Entertainment Roller Skating
- ❖ Mar. Acrylic Painting Class

SENATE ACTIONS AND APPROVALS:

- ❖ Senate approves \$1,200 for the Holiday Destress Event.
- ❖ Senate approves our partnership with Mission Ridge and the Student Rec Center.
- ❖ Senate approves \$2,500 for the Mechatronics Electronics Club to purchase needed supplies.
- ❖ Senate approves \$5,000 for the Neon Entertainment Roller Skating Event.
- ❖ Senate approves \$1,500 for the Wenatchee Wild Hockey Game.
- ❖ Senate approves \$250 for refreshments for the Pharmacy Tech Graduation Ceremony.

- ❖ Senate approves the opening of the North court of the Student Rec Center to the Athletics Dept. during Winter Quarter on Tuesdays and Thursdays from 2pm-6pm.
- ❖ Senate approves \$1,500 for additional barriers and features for the Neon Entertainment Roller Skating Event.
- ❖ Senate approves \$900 for Valentine's Day Event.
- ❖ Senate votes to partner with Knights Cupboard for their grand reopening.
- ❖ Senate approves \$500 for Senate Winter Retreat.

BOARD MEETING: **January 19, 2022**

AGENDA ITEM: **#5 – Information**

CATEGORY: **SPECIAL REPORTS**

Abigail Steinshouer, ASWVC Omak Vice President

BACKGROUND:

Abigail Steinshouer did not provide a written report.

BOARD MEETING: **January 19, 2022**

AGENDA ITEM: **#6 – Information**

CATEGORY: **SPECIAL REPORTS**

Wendy Glenn, WPEA Chief Steward

BACKGROUND:

Wendy Glenn did not provide a written report.

BOARD MEETING: **January 19, 2022**
AGENDA ITEM: **#7 – Information**
CATEGORY: **SPECIAL REPORTS**
Patrick Tracy, AHE President

BACKGROUND:

Patrick Tracy did not provide a written report.

BOARD MEETING: **January 19, 2022**

AGENDA ITEM: **#8 – Information**

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services has been busy since the last Board meeting. WVC was contacted by the Chelan Douglas Health District to stand up an Alternate Care Facility (ACF). WVC staff met with county and Confluence Health officials to prepare for the opening of the ACF.
- Administrative Services staff are transitioning efforts from the Mish ee twee to future projects in the Omak Health Sciences Center (OHSC) project and the CWETI (Center for Workforce Education Technology and Innovation) replacement project. Since our last Board meeting, we have held a kickoff meeting for the OHSC project and will be meeting to start the CWETI replacement project on January 25th. In addition to the above projects, WVC submitted a Project Request Report (PRR) on December 15th to replace Sexton Hall. We expect to learn the outcome of that submission sometime in January or February.
- Administrative Services staff continue to participate in statewide COVID meetings as well as regular Business Affairs Commission (BAC) meetings.

Budget & Internal Auditing

- Through the President's Office, the Budget Office led a retreat prior to the winter break. The retreat served as the launch of the 2022-23 budget development season and covered CARES funding, enrollment, state revenue and related topics to assist Cabinet members in developing area plans and prepare Cabinet members to discuss the 2022-23 budget with their budget managers.
- Budget staff are finalizing the transition to the new ctclink based budgeting software that will "go-live" on the 19th of January. We are planning a demonstration for the Board at a future meeting.

Fiscal Services

- Fiscal Services staff have been working on establishing and disseminating new processes and procedures throughout campus in response to the launch of ctclink. Processes concerning purchasing cards, procurement and travel have been established and communicated across campus.
- Fiscal Services staff have also started the development of the first financial statements since ctclink has been adopted by WVC. Staff have scheduled a meeting with Clifton Larson Allen (CLA) to review Governmental Accounting Standards Board GASB related changes that will have an impact on the 2020-21 financial statements.

Facilities and Capital

- Mish ee twie- WVC has received temporary occupancy through spring to address outstanding landscaping and concrete work that was not completed due to weather. Once this work is completed, we will receive final occupancy.
- Our short-handed facilities and custodial crews worked tirelessly to address the historic snowfall we received the first week of January and put much of our equipment and staff to the test.
- Facilities crews completed and/or are moving forward on a number of projects that include the following:
 - Sexton PRR- Submitted
 - OHSC (Omak Health Sciences Center)- pre-design kickoff prior to winter break
 - CWETI (Center for Workforce Education Technology and Innovation)- pre-design scheduled kickoff 1/25
 - Minor Works
 - ESCO Project- Contract to be signed.
 - Wing 5 Theatre Improvements- Meetings scheduled to refine scope
 - Science Lab Improvements -Planning

Safety and Security

- SSEM and Administrative Services staff are serving as point of contact for Emergency Operations Center (EOC) and campus engagement with the regional COVID response team.
- SSEM is preparing a comprehensive suite of safety related onboarding material for campus that will cover everything from Clery and hazardous materials to ladder safety. SSEM will be having the material translated into Spanish and ready for dissemination in the coming weeks.

Information Technology

- IT staff are putting the finishing touches on the Mish ee twie project including the addition of Zoom technology in the conference space and adding WIFI hotspots throughout the building to ensure the building has comprehensive coverage.
- IT staff are also very engaged in the planning and preparation for the future capital projects going on at both campuses.
- IT staff are working on several student-facing technology projects including an IT helpdesk in the library, a relocation plan to Knights Hall, and an esports program at WVC among other projects.
- Additionally, IT along with Administrative Services submitted a federal grant that is designed to expand IT infrastructure and satellite WVC centers throughout our districts.

BOARD MEETING: **January 19, 2022**

AGENDA ITEM **#9 – Information**

CATEGORY: **STAFF REPORTS**

Tod Treat, Vice President of Instruction

BACKGROUND:

Dr. Treat will provide a verbal report.

BOARD MEETING: **January 19, 2022**
AGENDA ITEM **#10 – Information**
CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

This month's featured department is Education and Career Planning!

Education and Career Planning Team Mission Statement

Guided by our belief in the benefits of education, the Education and Career Planning team provides students with the tools and resources to successfully navigate the academic world. With compassion and integrity, we empower students to take charge of their education and achieve their goals. Adopted January 2013

Team Introductions

Jaima Kuhlmann, Director of Education and Career Planning, has been with WVC for over 18 years.

Noah Fortner, College Navigator for Allied Health and Nursing, started at WVC in 2012.

Ayla Medina-Ulloa, College Navigator, joined the team in mid-November 2021.

Karina Mendoza-Flores, Program Assistant, started with WVC in February 2021.

TBD, another College Navigator position closed Dec 16 and interviews took place on Jan 5.

Overview

The past 24 months have been rocky. And the team has still not fully recovered. The layoffs of January 2020, followed by the start of the pandemic in March of 2020, and then the launch of ctcLink in February of 2021 have slowed down the team's momentum toward goals and projects they had hoped to realize by now; and they've been hampered in their ability to provide students with the level of service they know they need. The team has pulled together to provide students with the best support under the circumstances all while handling personal and professional challenges like they've never experienced before. Below outlines some of the team's progress and achievements during this difficult time. Work continues with rebuilding the team and refocusing work on a Guided Pathways approach to in-take and on-boarding while also addressing equity, retention, and completion gaps and opportunities.

COVID Pandemic Response

- Online Advising and Registration (O.A.R.) Tutorial
 - When the team began working from home in March of 2020, they had to quickly adapt the in-take and on-boarding processes to the evolving situation. Some changes to services were easier to manage than others. And although the Student Services Department returned to working on campus full-time for summer quarter 2021, the department is still adjusting to the new normal. Half of the Education and Career Planning team had been hired during the pandemic and had never been on campus or met in person.
 - Prior to the pandemic, most new students would attend an in-person group on-boarding session where the College Navigators would share student services and resources, review graduation requirements, and help them enroll in classes. Several years back the team had developed an online option for the remote or out-of-state students. With some quick adjustments to the processes, they were able to make the online option the primary on-boarding tool to replace the in-person group sessions. Students were able to schedule follow-up Zoom or phone appointments with a College Navigator as needed. Over the course of the

pandemic the team has continued to make improvements to the information and structure of the Canvas-based Online Advising and Registration (O.A.R.) tutorial and has received positive feedback from students.

- Most recently, the team reinstated a survey at the end of the O.A.R. tutorial for students to share their feedback about the information and process. The team has also begun to make improvements to the information regarding career assessments, resources, and tools; and build more of a pathway-focused approach into the tool. The team also inserted a series of self-evaluation questions which are not only providing some interesting data about new WVC students but is also giving the team an opportunity to offer strategic support to students with specific risk-factors.
 - Almost all of the 437 students who completed the O.A.R. tutorial this summer submitted responses to the Student Self-Evaluations. 63 students (14%) identified as having one or more high-risk needs including homelessness or at-risk of homelessness, food insecurity or lack of reliable access to food, and/or history of a disability or impairment. The team was able to provide the students’ information to the Counseling staff and Student Access Director early in the students’ enrollment process.
 - The self-evaluation also asked students questions related to their future career choice and which WVC pathway they planned to pursue. Not only is this information invaluable when it comes to matching students up with an appropriate faculty advisor, but it also helps the college gauge which pathways may require more resources and support.

Health & Human Services	33%
Liberal Arts	21%
Business-related	18%
STEM-related	13%
Skilled Trades	13%
No answer	2%

- The breakdown above was not surprising but when students were asked how confident they were in their career or pathway choice, the team was surprised to find that 77% felt very or somewhat confident in their choice. Most people assume that a majority of students are undecided about their future. Given that only 4% answered not very or not at all confident in their choice, it seems the number of truly “undecided” students enrolling in college is overestimated (2% did not answer and 17% were neutral about their choice).

- **Online English and Math Placement**

- Even prior to the pandemic WVC was accepting multiple types of outside documentation for English and math placement (test scores, transcripts, etc.). But students who did not have qualifying documentation needed to take an in-person placement test at scheduled group sessions. With the campus closed, other alternatives needed to be developed.
- The Math Department had already developed an online placement test using EdReady which was used as a re-take option when needed. After the pandemic started, it became the primary tool for math placement when student did not have other qualifying documentation.
- The English Department, who had never needed to develop an online placement tool, took a bit longer to get things set up. As an emergency measure, recent high school students could temporarily use their high school GPA for college-level placement in English but a different option was needed for those without recent high school experience or with lower GPAs. The English Department decided to adopt a guided or directed-self placement approached used at a

few other community colleges in the state. Borrowing content from another college, they quickly built a Directed-Self Placement tool within Canvas for the Placement staff to administer. It took a little trial and error and a few different versions to get the pilot project working optimally but the team thinks it's almost there.

- One of the most overwhelming issues caused by the pandemic was the massive amount of email communication required to administer the new placement processes and advise students on their placement. For months the team was buried in email submissions and it took hours for staff to manage. Finally, after a few false starts, Karina developed a new online submission process using FormStack and implemented it this summer. This has not eliminated the email and phone traffic (Karina still exchanges an average of 360+ emails per month with students, and an average of 245 phone calls), but it has greatly improved tracking and document collection. The team continues to tweak and improve the process with each quarter. In addition, the team is in the early stages of trying out the new texting platform, Singla Vine, to help with student communication and follow-up in the hopes that it may improve student response rates and timely submissions.

ctcLink

- With the launch of ctcLink in February of 2021, this year has been one of ups and downs as college staff begin to learn the full functionality and some of the limitations of the new system. The Education and Career Planning team has been working to resolve many of the initial issues but some have yet to get addressed.
 - Training
 - Early in the year the team spent a lot of time on self-paced ctcLink trainings in Canvas, reviewing Quick Reference Guides (QRGs) for instructions on processing placement documents, inputting milestones, assigning advisors, managing student alerts, and more. The team spent a lot of time learning to navigate the student side of ctcLink in order to better teach students to use it and help them enroll. The team also spent time throughout the year training other staff and faculty on ctcLink processes as well as training new staff hired throughout the year.
 - Placement Test Results
 - During enrollment periods, the team paid close attention to permission issues students came up against when signing up for classes. The team worked closely with the Admissions/Registration staff to help students bypass blocks when needed. And then followed up with the Instruction staff to update and correct placement and prerequisite related enrollment requirement coding in ctcLink to find and eliminate the glitches for future students.
 - On Advising Day in November, Jaima was able to announce to the Faculty Advisors that she had worked with the Technology staff to get them access to view placement scores in ctcLink and see date of birth in search results making their advising jobs easier.
 - Student Alerts
 - Throughout the summer Jaima and a previous College Navigator worked to set up processes needed to implement ctcLink's "built-in" early academic warning tool called Student Alerts. They coordinated with the VP of Student Services, Instruction Deans, and Student Services leadership team for additional input and support.
 - Jaima provided information and training to faculty when they returned in September.
 - A total of 128 Student Alerts were submitted by faculty fall quarter. With additional staffing, in future quarters improvements will be made to the processes and outreach/follow-up with students. College Navigators will continue to promote the tool with faculty to increase usage.

Absences	11
Low Grades	35
Missing Assignments	35
Class Participation	45
Class Preparation	1
Tardy	1
TOTAL	128

Collaboration and Training

- In January of 2021, the Student Services Leadership Team began meeting regularly with the Instruction Deans. This has been a very helpful platform for cross-pillar information sharing and idea generating. Many decisions made by each team impact the other team’s work and these regular meeting have helped to bridge the gaps. The joint efforts have been particularly helpful to manage and communicate ctclink changes.
- Another area of focus this year has been on diversity, equity, and inclusion work. The team took advantage of the opportunity to participate in live and recorded webinars and Zoom trainings. Prior to the pandemic, it would have been difficult for the team to take so much time away from the office and the students to travel to and attend these types of trainings, not to mention the additional costs. Some highlights included several Advising with Equity trainings provided by the Advising and Counseling Council, an all-day online webinar offered through NCORE on Becoming Hispanic Serving Institutions (HSIs): From Latinx-Enrolling to Latinx-Service, an all-day team building and diversity training with Erin Tofte, and a personalized two-day training with the SBCTC’s Director of Student Success Center & Strategic Initiatives.

BOARD MEETING: **January 19, 2022**
AGENDA ITEM **#11 – Information**
CATEGORY: **STAFF REPORTS**
Jim Richardson, President

BACKGROUND:

- WVC’s Incident Command System team is now meeting once a month and more regularly as needed as issues with COVID arise, such as the Omicron variant. As you know students had to be vaccinated and attest by November 1.
- WVC continues in a “high-flex” mode which includes face-to-face (F2F), hybrid, and remote classes, but some of the F2F classes have been moved to virtual as the Omicron variant explodes along with hospitalizations in the area. The mask mandate also continues to apply, where masks must be worn by everyone inside buildings. We have also encouraged 6-foot social distancing again as the new variant seems to spread more easily.
- Mish ee twee opened in December, but we continue to run into issues with the contractor, including subcontractors not finishing their work and compressors not working on the HVAC units. We continue to fight to get the building finished, but the contractor isn’t responding quickly.
- I continue to attend the SBCTC’s now bi-weekly presidents’ updates on COVID, budgets, enrollment and state and national directives that we have held since the beginning of March, 2020. We are now beginning our Friday afternoon legislative update every week as the legislative session begins. The Governor’s supplemental operating budget contained almost everything the SBCTC asked for, and the supplemental capital budget contained backfilling for minor works projects left out of the biennial budget, and more than \$17 million to take care of issues due to asbestos abatement and renovation because of it.
- The Foundation executive committee and full board have continued meeting and I have attended and updated them on the situation at the college. Rachel and I have (and continue to) presented about the college and the Foundation at service clubs around the region. Rachel will report at the work session on the new scholarship procedures and deadlines.
- Omak foundation board meetings are now in person, and Livia Mallard is their president this year.
- I have continued to meet with Erin Tofte and Reagan Bellamy to have conversations surrounding equity and inclusion at WVC. We also launched the President’s Council on Diversity, Equity and Inclusion. The Council will be looking at various projects and initiatives going on at WVC and report on them and help foster equity and inclusion across the college.
- We are offering campus staff meetings (both Omak and Wenatchee meetings) every Monday by Zoom and have also initiated weekly office hours for all cabinet members. We have held three “Coffee with Cabinet” listening sessions and had quite a few people show up to talk with us.
- Attended with Reagan Bellamy the Rafe Carroll mediation and came to a settlement, ending his legal action against the college.
- Attended the North Central Washing Workforce Board meeting, the last by long-time executive director, Dave Peterson.
- Attended WACTC presidents meeting virtually, where we also met with the presidents of WSU and UW to discuss transfer and other relationships.

- Held a cabinet budget retreat to plan for and discuss the 2022-23 budget.
- Attended the Administrative Council meeting for Wenatchee Skills Center. Their criminal justice instructor is a nominee for National Life Changer of the Year Award.