

MINUTES  
BOARD OF TRUSTEES  
WENATCHEE VALLEY COLLEGE  
DISTRICT NO. 15  
WENATCHEE, WASHINGTON  
September 21, 2016

10:00 a.m. – Board of Trustees Work Session.....	Room 5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting .....	Room 2310, Wenatchi Hall

Trustees present

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

*The board work session was opened by Chair Phil Rasmussen at 10:00 a.m. Major agenda items included student housing quarterly report, board policy review plan, revised Procedure 1400.320 Deceased Student, revised Procedure 1600.510 Security and Parking, post tenure reports and concurrent enrollment. Executive session was held to discuss personnel issues.*

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

**APPROVAL OF MINUTES**

- 1. June 15, 2016, Regular Board Meeting and August 17, 2016, Board Retreat Minutes**

**MOTION NO. 2211**

**Tamra Jackson moved that the minutes of June 15, 2016, regular meeting and August 17, 2016, board retreat minutes be approved. The motion was seconded by Phyllis Gleasman and carried unanimously.**

**CELEBRATING SUCCESS**

- 2. Environmental Excellence Award – Auto Program**

The WVC automotive technology program received the Environmental Excellence Award from the City of Wenatchee for assisting with their hazardous materials collection event.

- 3. Early Childhood Learning Center Accreditation**

Due to the collaborative efforts of Nancy Spurgeon and Westside High School personnel, the Westside Early Learning Center has received national re-accreditation. The National Academy of Early Childhood Program Accreditation (NAEYC) was awarded to the Westside Early Learning Center in August 2016 and will be in effect until December 2021.

**INTRODUCTION OF NEW EMPLOYEES**

- 4. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources**

The following new employees were introduced: Ben Van Dyke, math faculty; Kerin Keys, math faculty; Jeannie Tucker, teaching and learning coordinator; Jennifer Talbot, student leadership and engagement coordinator; Alfredo Ortiz, CAMP recruitment specialist; Jessica Lowney, biology lab technician; Michael Hicks, program assistant in financial aid; and Rhia Foster, events coordinator.

**SPECIAL REPORTS****5. Tatem Resutek, ASWVC Wenatchee President**

Tatem Resutek introduced members of the ASWVC senate and highlighted the recent senate training, leadership conference in Olympia and the review of the constitution and bylaws. Tatem stated that one of the main goals of the senate is to build an environment that encourages participation.

**6. Jose Alvarez, ASWVC Omak President**

Jose Alvarez highlighted student orientation and the review of the bylaws. He stated that he appreciated the opportunity to network during the leadership conference.

**7. Sharon Wiest, AHE President**

Sharon Wiest reported that the new core theme based governance system was approved by the faculty. The board thanked her for her hard work on this new governance model.

**STAFF REPORTS****8. Suzie Benson, Vice President of Administrative Services**

Suzie Benson reported that the new gym floor is complete and a draft audit report has been received.

**9. Year-End Financial Report: Suzie Benson, Vice President of Administrative Services**

The year-end financial statements were reviewed during the board work session. WVC continues to use local funds to pay for operating costs.

**10. Carli Schiffner, Vice President of Instruction**

Carli Schiffner reported on new faculty orientation. She added that word has been received from NWCCU that the graphic design degree has been approved.

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

Chio Flores highlighted the new hires for her department. She added that it is a very talented team and they are all eager for the new year. Groundbreaking on the new student rec center will take place on October 1, 2016.

**12. Jim Richardson, President**

Jim Richardson praised staff involved in working with over 100 laid off Alcoa workers. Approximately 80 of these workers will be attending WVC this fall. He added that the presidents of UW and WSU have expressed support of community college students and welcome their transfer to their institutions.

**ACTION****13. ASWVC By-Law Revisions: Chio Flores**

In June 2016, the ASWVC senate in collaboration with the director of student programs began a best practice review of student government organizations within the community college system. The resulting by-law revisions were reviewed by student president Tatem Resutek during the board work session.

**MOTION NO. 2212**

**June Darling moved that the board approve the ASWVC By-Law revisions as presented. The motion was seconded by Tamra Jackson and carried unanimously**

*(ASWVC By-Laws are on file in the student programs office.)*

**ACTION (continued)****14. New Policy 400.315 Missing Student: Suzie Benson**

The Clery Act specifically requires a “policy statement” to address missing student notification and investigation procedures.

**400.315 MISSING STUDENT POLICY**

Wenatchee Valley College is committed to the safety and wellbeing of all individuals in the college community, and will investigate any report of a missing student who resides in on-campus student housing following practices consistent with Section 488 of the Higher Education Opportunity Act of 2008 (20 USC 1092). Practices will include maintaining emergency contact information, notifying appropriate individuals if a student is missing and educating student housing residents about how and when an investigation will be initiated.

**MOTION NO. 2213**

**Tamra Jackson moved that the board approve new Policy 400.315 Missing Student. The motion was seconded by Phyllis Gleasman and carried unanimously.**

**15. Revised Policy 600.128 Refund Policy: Suzie Benson**

Revisions made to Policy 600.128 Refund Policy make it clear that refunds of “less than or equal to \$25” are exempt from refund by check. No other language in the policy was changed.

**MOTION NO. 2214**

**Martha Flores moved that the board approve revised 600.128 Refund Policy. The motion was seconded by Tamra Jackson and carried unanimously.**

*(600.128 Refund Policy attached as Exhibit A)*

**16. New Policy 600.107 Capital Assets and Inventory Control: Suzie Benson**

New Policy 600.107 is intended to formalize expectations for the accounting and control of college owned property. The policy statement covers both depreciable tangible personal property and real property, buildings and infrastructure. Language is consistent with Washington State Auditor’s expectations and the SBCTC Fiscal Affairs Manual. The proposed policy originally required a periodic physical inventory. During the board work session, however, the board revised the policy to require a physical inventory of all property at least every three years.

**MOTION NO. 2215**

**Phyllis Gleasman moved that the board approve new Policy 600.107 Capital Assets and Inventory Control as amended. The motion was seconded by Martha Flores and carried unanimously.**

*(New Policy 600.107 Capital Assets and Inventory Control is attached as Exhibit B)*

**ACTION (continued)**

**17. Election of Board of Trustees Officers**

**MOTION NO. 2216**

**Phyllis Gleasman moved that the board approve the following slate of officers for 2016-2017: Phil Rasmussen, Chair; June Darling, Vice Chair; and Tamra Jackson, Legislative Action Committee Liaison. The motion was seconded by Martha Flores and carried unanimously**

3:40 p.m. Meeting adjourned

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Secretary

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Chair