

# Board of Trustees

District no. 15

## Meeting Notice

March 15, 2023

Wenatchee Valley College, Wenatchee Campus  
1300 Fifth Street, Wenatchee, WA 98801

### OUR MISSION

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

### TRUSTEES

Tamra Jackson, Chair  
Steve Zimmerman, Vice Chair  
Wilma Cartagena  
Paula Arno Martinez  
Phylcia Hancock Lewis

### PRESIDENT

Faimous Harrison, PhD.

## Wenatchee Valley College Board of Trustees March 15, 2023

|                 |          |   |
|-----------------|----------|---|
| Work Session    | 10:00 am | Maguire Conference Center- 1103E, Zoom<br><a href="https://wvc.zoom.us/j/81504557103">https://wvc.zoom.us/j/81504557103</a> |
| Regular Meeting | 3:00 pm  | Wenatchi Hall – 2310, Zoom<br><a href="https://wvc.zoom.us/j/85485160089">https://wvc.zoom.us/j/85485160089</a>             |

### WORK SESSION AGENDA

- 10:00      **COMMUNICATIONS**
- 10:05      **REPORT FROM TRUSTEES**
- April 12, 2023, Board Retreat Planning
- 10:10      **PRESIDENT’S REPORT**
- Financial Report (Brett Riley)
  - Capital Update (Brett Riley)
  - Quarterly Financial Update (Brett Riley)
  - Enrollment (Ty Jones)
  - Foundation Report (Rachel Evey) ..... 2
  - President’s Update (Dr. Faimous Harrison)
- 11:00      **CORE THEME INDICATOR REPORT: TY JONES**
- February: Diversity & Cultural Enrichment Report
  - March: Educational Achievement Report
- 11:40      **SABBATICAL LEAVE REPORT**
- Angie Russell
- 11:55      **BOARD MEETING AGENDA REVIEW**
- Action Items
- 12:00      **LUNCH**
- 12:30      **BOARD DEVELOPMENT**
- Our Valley Our Future, Steve Maher
- 1:30      **ENROLLMENT MANAGEMENT PLAN: CHIO FLORES**
- 2:00 pm    **EXECUTIVE SESSION**
- An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30)

## REGULAR MEETING AGENDA

### CALL TO ORDER

### LAND ACKNOWLEDGEMENT

### APPROVAL OF MINUTE6

1. February 15, 2023, Regular Board Meeting ..... 5

### CELEBRATING SUCCESS

2. National Association of Professional Mortgage Women (NAPMW) Grant ..... 8
3. Women’s Basketball Playoffs ..... 9

### INTRODUCTION OF NEW EMPLOYEES

4. Introduction of New Employees, Reagan Bellamy, HR Executive Director

### PUBLIC COMMENT

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

### SPECIAL REPORTS

5. ASWVC President, Ally Aspen ..... 10
6. ASWVCO President, Abby Steinshouer
7. AHE President, Patrick Tracy
8. WPEA Chief Shop Steward, Wendy Glenn

### STAFF REPORTS

9. Brett Riley, Vice President of Administrative Services ..... 11
10. Dr. Tod Treat, Vice President of Instruction..... 13
11. Dr. Chio Flores, Vice President of Student Services ..... 16
12. Dr. Faimous Harrison, President ..... 21

### ACTION

13. Tenure Review, Dr. Faimous Harrison, President ..... 24

### ADJOURNMENT

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

# WORK SESSION

## Supporting Documents

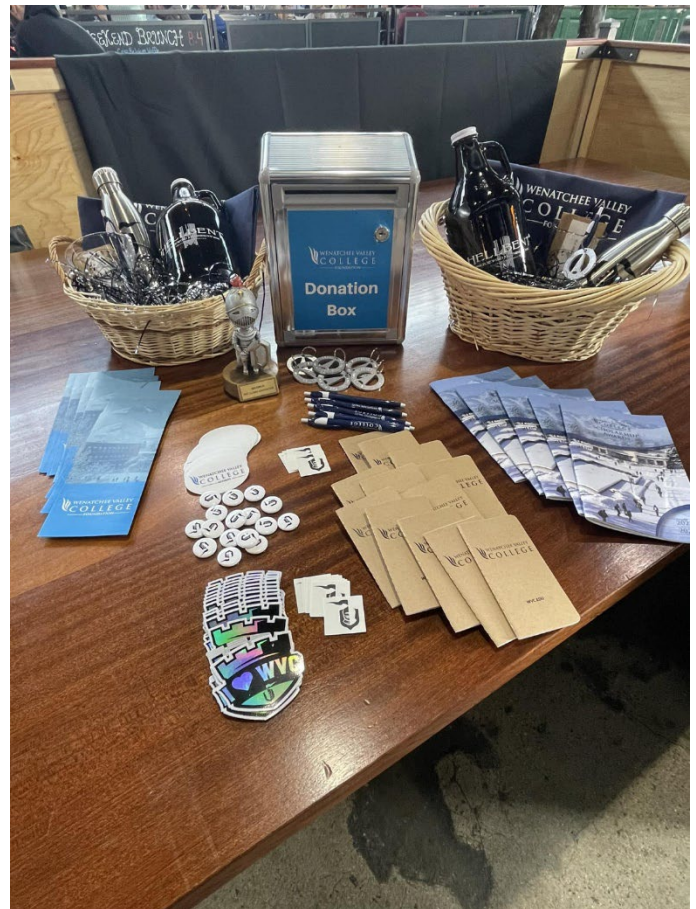
## FOUNDATION REPORT – FEBRUARY 2023

Rachel Evey, Executive Director

### Community Engagement

#### Do Good Drink Beer

- Wenatchee Valley College Foundation partnered with The Taproom by Hellbent Brewing in Pybus Public Market for Do Good Drink Beer on March 1.
- The Taproom hosts the fundraising event on a monthly basis and the foundation was the beneficiary for March. A portion of Hellbent beer proceeds goes to the featured nonprofit.
- Foundation staff were at The Taproom for the duration of the event to welcome guests, share the foundation's mission, encourage donations, and conduct a raffle for WVC and Hellbent merchandise.
- Guests included stakeholders, WVC employees, alumni, and the general public. Special shout out to WVC trustee Paula Arno Martinez, WVC president Faimous Harrison, and WVC Foundation board members Josh Wood, April Clayton, Chelsea Ewer, and Brett Peterson for attending. Overall, the event was a successful partnership with a local business. Social events like Do Good Drink Beer elevate the foundation's visibility, engage stakeholders, and raise support.



#### Wenatchee Valley Chamber of Commerce Annual Banquet

The foundation covered the ticket cost for 10 WVC representatives to attend the annual banquet. Thank you to the following for attending the event with me.

- Cabinet: Faimous & Stacey Harrison, Chio Flores, Brett Riley, Libby Siebens, Tod Treat
- Foundation board: Lyle Markhart, Xavier & Janeth Arinez

Purchasing tickets was a new strategy this year (as opposed to sponsoring a table), allowing WVC to interact with more guests at the event. The banquet was an excellent opportunity to make new contacts, catch up with stakeholders, and introduce community leaders to President Harrison.



Pictured L to R: Confluence Health chief operating officer and Wenatchee Valley Chamber of Commerce board president Glenn Adams, WVC President Faimous Harrison, Wenatchee Valley Chamber of Commerce executive director and WVC Foundation board member Steve Wilkinson.

### Numerica Charitable Fund

Letter of intent for the Numerica Charitable Fund’s 2023 grant cycle submitted by the WVC Foundation. Funding will launch “WVC Bridge,” an initiative to cover tuition, fees, and books for students transitioning from ABE to college-credit courses.

This is a student demographic that the foundation does not currently serve. If we are invited to submit a full application and we are selected, the Numerica grant will act as a pilot of WVC Bridge.

Shoutout to Julie Fitch (WVC Transitional Studies) for providing information and support for the proposal.

### Upcoming Events

- Rocket League Gaming Tournament at Epoch – Mar. 11
  - A fundraising event in partnership with a local business.
  - ASWVC Student Senate, WVC E-sports Club, and the WVC Foundation board of directors will be attending and/or volunteering.
- Piatigorsky Foundation Concert – April 6
  - A stewardship event sponsored by the Woods Family Fund.
  - The featured musicians are violinist Qing Li (John Hopkins University) and piano accompanist Vladimir Valjarevic (Rutgers University).
- Donor Appreciation Event – May 11
  - A stewardship event featuring foundation scholarship recipients and the 2023 WVC Distinguished Alumni.
- Food Truck Knight – September 29
  - A fundraising event designed to bring visibility and guests to WVC.
  - This year, the foundation is offering business sponsorship opportunities for the event.

# REGULAR MEETING

## Supporting Documents

# APPROVAL OF MINUTES

District No. 15  
Wenatchee, Washington

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## WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

### Regular Board Meeting

February 15, 2023 – 3:00 P.M.

Wenatchee Campus

Wenatchi Hall 2310/Zoom

### MINUTES

#### ATTENDANCE

Trustees Present:

Tamra Jackson, Chair  
Steve Zimmerman, Vice Chair  
Wilma Cartagena  
Paula Arno Martinez  
Phylicia Hancock Lewis

Also Present:

Cabinet Members  
Faculty Members  
Students

**CALL TO ORDER: 3:00 P.M.**

**LAND ACKNOWLEDGMENT**

**APPROVAL OF MINUTES**

#### **January 18, 2023, Regular Board Meeting Minutes**

Phylicia Hancock Lewis moved that the minutes of the January 18, 2023, Regular Board Meeting be approved. The motion was seconded by Wilma Cartagena and carried unanimously.

MOTION NO. 2327

**CELEBRATING SUCCESS**

#### **Transforming Lives Nominee**

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 Eva Luna was selected by the Board of Trustees as the WVC nominee for the ACT Transforming Lives Award. Eva was nominated by TRIO Retention Specialist Jenna Floyd.

Eva Luna is currently completing her Radiologic Technology (Rad Tech) degree at Wenatchee Valley College.

Eva comes from a seasonal, farm-working family and was the first in her family to graduate high school. In 2019, she enrolled at WVC to continue her education. Despite a one-hour commute and four children at home, she maintained good grades in her classes and continued to work full-time.



Eva found the TRIO SSS program, which offered guidance, financial support, and mentoring. They assisted with advising, FAFSA applications and even purchasing textbooks. With their encouragement, she applied to the Rad Tech program. However, when work conflicted with school, she had to find a new way to pay for classes. She turned to TRIO SSS again for help finding and applying for scholarships, receiving scholarships from The Scottish Rite Foundation, Steve and Ruth Beidler Endowment, and the WA State Opportunity Scholarship.

“Thanks to the scholarships I have earned, I have been able to complete most of the program,” Eva wrote. “I have already been offered a job as a Rad Tech from both of my clinical sites after I graduate in Spring 2023. I’m so grateful for everyone that has empowered me. I want to prove them right and show them I was worth it. The best advice I can give anyone looking to go to a community college is: I believe anyone can do it. If I was able to with financial limitations, a full-time job, and a young family, anyone can.”

### **Knight at the Wild**

Wenatchee Valley College partnered with Wenatchee Wild hockey for “Knight at the Wild” on Friday, Feb. 10 at the Town Toyota Center in Wenatchee. Ticket proceeds supported the WVC Foundation, which provides scholarships, emergency grants and more to students in need.

Our students and employees proudly represented WVC in the community.

## **INTRODUCTION OF NEW EMPLOYEES**

Dr. Chio Flores, Vice President of Student Services introduced Kari Collen, WVC Registrar.

## **SPECIAL REPORTS**

### **Ally Aspen, ASWVC Wenatchee President**

Ally Aspen was not present to add to her written report.

### **Abigail Steinshouer, ASWVC Omak President**

Abigail provided an overview of events that ASWVCO hosted or participated in. Leadership meetings have been moved from Friday mornings to Wednesdays at 11:30 am.

### **Patrick Tracy, AHE President**

Pat Tracy, Sharon Weist, and President Harrison attended lobby day in Olympia on January 26, it was a very productive day meeting with Mike Steele, Keith Goehner and other representatives. They advocated for the college, asking for salary increases and full funding for the system. He would like to see the college work together and advocate for all.

Pat also asked the board what information they would like to see in his reports, at the last board meeting he asked for improved communication between the faculty and the board.

### **Wendy Glenn, Chief Steward WPEA**

Wendy Glenn was not present to provide a verbal report.

## **STAFF REPORTS**

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

In addition to his written report, Mr. Riley shared that Maria Agnew, Safety, Security & Emergency Manager, will be meeting with the new Omak Police Chief to address the increase in crime.

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

Dr. Treat did not add to his written report.

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

Dr. Flores did not add to her written report.

**Dr. Faimous Harrison, President**

Dr. Harrison did not add to his written report.

**PUBLIC COMMENTS**

Ann Reyna expressed her concern about the Wenatchee School District's budget reduction and how it may impact the college. She requested to have access to WVC budget information. She also expressed concern about the public's access to charging their electric vehicles using the campus plug-ins.

**ADJOURNMENT – 3:29 P.M.**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

## CELEBRATING SUCCESS

### National Association of Professional Mortgage Women Grant Rachel Evey, WVC Foundation Executive Director

WVC Foundation receives grant from National Association of Professional Mortgage Women (NAPMW)

The Wenatchee Valley College Foundation received \$5,000 from the Wenatchee Valley chapter of the National Association of Professional Mortgage Women (NAPMW) to support the WVC Knights Kupboard, the on-campus food and essentials pantry for students. The funds were raised through a NAPMW dinner and auction held in December 2022.

“We are extremely proud to give back to the community. Our members support the needs of WVC students and strive to make their educational journey a success,” said Lorena Urrutia, NAPMW board member. “WVC students facing food insecurity will get much needed support and resources thanks to the Knights Kupboard.”

Donations received from WVC faculty, staff and the community help keep the Knights Kupboard stocked and open year-round. Since the COVID-19 pandemic, the pantry has served twice as many students weekly as it has in the past.

“Being a recipient of this fundraiser is such an honor,” said Bertha Sanchez, WVC counselor. “The support from NAPMW will ensure WVC students facing food insecurity will get much needed support and resources.”



## Women's Basketball Playoffs Lance , WVC Foundation Executive Director

Congratulations to the WVC Women's Basketball team for making it to the 2023 NWAC Playoffs!

Their first game was against Green River at 2pm on March 8th.

The women's team has overcome multiple obstacles and distractions, demonstrating a relentless and courageous will to represent their team, Wenatchee Valley College, and coaches. They won 7 of their last 10 games to qualify for the Sweet 16. The Lady Knights finished tied for 3<sup>rd</sup> place (10-6), in the tough East region. Four players averaged double figures for the Knights in league play (*Monica Miller, Alexis Stein, Ciahna Oatman, and Farrah Parrish*).

Monica Miller was named 1<sup>st</sup> Team All-Defense East Region

Alexis Stein was named 2<sup>nd</sup> Team All-Conference East Region

Head Coach Patrick Green is from the Valley and began coaching basketball at Blaine High School under Bill Kelly, a former Hall of Fame coach from Cashmere High School. Upon taking over as head coach, he led the team to the state tournament five times in six years. He is currently an educational consultant and published author. He returned to Cashmere in 2018. Former athletic director and long-time men's basketball coach Greg Franz as well as former long-time women's basketball coach Rachel Goetz serve as assistant coaches.

There will be a live stream on the NWAC Sports Network. The game will take place at Columbia Basin Community College. You can also listen in on the radio at 105.9 FM or online at korelp.com. KORE Community Radio will be covering the game live!

Make sure to follow our social media pages for game coverage.

Women's Basketball Instagram: @wvcwbb

Instagram: @wvc\_knights

Twitter: @wvc\_knights

GO KNIGHTS!

## SPECIAL REPORTS

### Ally Aspen, ASWVC President

President: Ally Aspen

Treasurer: Ryan Bilben

Director of Campus Activities: Katherine Barragan

Student Ambassador: Aidan Sweeney

Vice President: Luiz Mendez

Secretary: Betsy Gomez

Director of Health and Wellness: Nicolas Gonzales

Student Ambassador: Caleb Abbruzzi

Non Active for Winter Quarter:

Director of Diversity: Miranda Rivera

Director of Public Relations: Bryan Moreno Prado

Director of Social and Civic Responsibilities: Brittany Trammel

#### UPDATES:

- Our Senate team meets every Tuesday at 7:00 am for the Winter quarter.
- Open gym basketball in the Rec Center every Wednesday night.
- Luis Mendez filled the vacant role of Vice President.
- Ryan Bilben Filled the vacant role of Treasurer.
- Our Senate team decided to ask President Harrison to be the Commencement Keynote speaker for Graduation.
- Our Senate team approves the new Esports student club.

#### Event Updates:

- Legislative advocacy day: 5 of our senate members from the Wenatchee campus went over to the Capitol and had a total of 2 meetings with Washington legislatures.
- Black History Month Presentation: 75 people came to this event.
- Knight of the Wild: Our senate bought 35 tickets on top of the 75 tickets we were given from the foundation. Because of the high demand for tickets the profit from those tickets were used to purchase 27 additional tickets. all 137 tickets were used.
- Intramurals 3on3 basketball: Good turnout, the bracket wasn't big enough to continue the following week so they made a new bracket.
- Ice Skating Event: Over 80 people in total showed up to the event.
- Senate bonding/birthday bowling activity: Team got together for a gathering since 4/8 senate members had a birthday in February.

#### UPCOMING EVENTS:

- Laser Tag- March 3rd
- BigHorns Event: March 23rd
- Easter Egg Hunt- April 3-7th
- Spirit Week- May 8th-12th
- Beach Theme Dance- May 19th

#### SENATE ACTIONS AND APPROVALS:

- Senate approved Parque Padrinos Rec Center Request. This community group would use the yoga room in the rec center Monday and Wednesday from 5-8:30, and Saturday 6-8pm.
- Senate approved \$250 for the bowling alley gathering.
- Senate approved Luis Mendez for the Vice President role.
- Senate approved Ryan Bilben for the Treasurer role.
- Senate approves certification of the Esports club.
- Senate approves closure of the Rec center for WHS prom on April 29th.

## STAFF REPORTS

### Brett Riley, Vice President of Administrative Services

#### Administrative Services

- Administrative Services continues to participate in capital project meetings for both the Omak Health Science Center project as well as the Center for Technology, Education, and Innovation project in Wenatchee.
- Administrative Services has coordinated with the Department of Enterprise Services (DES) to initiate survey, title search, hazardous material evaluation related to the Omak land acquisition. We are currently waiting on results from that process.
- Administrative Services has coordinated with our signage and wayfinding consultants and will be on site Friday March 10<sup>th</sup>.
- Spring accreditation season is approaching, and Administrative Services participated in a NWCCU Policy, Regulations, Finances Review (PRFR) training for evaluations that are scheduled for May 8<sup>th</sup>.

#### Budget & Internal Auditing

- Budget office has finalized baseline budget for next year. We are currently waiting for legislative budgets to be released as well as 2023-24 Running Start and tuition rates. We are also waiting for final course and program fee adjustments that will be presented at the April board meeting.

#### Fiscal Services

- Fiscal Services has been approached by Cascadia College to provide technical support and staffing assistance. Interagency agreements are being finalized, but we don't expect this to go beyond year-end.
- Fiscal Services has also been preparing for FY23 year-end close and communicating preliminary deadlines for fiscal related activities (e.g., purchasing card).
- Fiscal Services continues to make progress towards completing the fiscal years 2020-21 and 2021-22 financial statements. We continue to target a completion date sometime in April, we have had turnover with our consultants which may push back our completion date by a few weeks.

#### Facilities and Capital

- The Mish ee twee project remains in warranty period with curbing and landscape work getting ready to be started.
- Omak Health Sciences Center- Design Development (DD) is nearing completion and we are preparing to have this project transition to a "holding pattern" until we have secured the construction funding. As

stated under Administrative Services, we are still moving forward with land acquisition(s) as part of the project.

- CTEI - The CTEI project has completed design development (DD) and transitioning to the construction drawings phase of the project. We have developed contingency plans for various scenarios depending on final funding and remain optimistic concerning inflationary factors that may impact the project.

### **Minor Works**

- No major changes from last month. Minor projects are either awaiting executed contracts or beginning work. Minor projects include:
  - Facilities staff are still in scope development for a boiler replacement project that is tied to the CTEI project. The lab remodel project in Eller Fox is in the closeout phase of the project. Campus wide ADA improvement project is also in closeout phase. Finally, we have a campus wide window replacement project getting ready to start that impacts Wells Hall- Wing 5, Gym, Grants House, and Library.

### **Safety and Security**

- SSEM staff have established a schedule for all campus exercise in the spring beginning with National Incident Management System (NIMS) training on March 28<sup>th</sup>.
- WVC is hosting Labor and Industry training opportunities that will be offered to our community as well as college staff.
- SSEM is also working closely with IT staff to evaluate our emergency response technology on both campuses.

### **Information Technology**

- IT has completed their updated IT Strategic Technology plan, which will be shared at a future board meeting.
- IT staff have “soft” launched Okta with modest success. As a reminder, Okta platform provides multifactor authentication for those using WVC technology resources. This project is connected and required as part of the transition to ctclink.
- IT staff and campus stakeholders continue to participate in the ctclink enhancement group. Currently the team is evaluating Customer Relationship Management (CRM) software for integration into ctclink. Other enhancement includes improvements to the travel and payroll module.

## Dr. Tod Treat, Vice President of Instruction

### Educational Achievement

A revised **Guided Pathways** committee met and identified tasks for this year and developed a plan for getting started on next year's work. The committee has joint leadership from instruction and student services. The committee is reviewing which college personnel are specifically tasked with Guided Pathways work, the status of innovation projects and where the next areas of concentration should be.

### Support for Learning

**MESA Guest Speaker.** Dr. Emerald Stacy, a mathematics professor at Washington College, joined MESA as a guest speaker to share her story from an AA degree at South Puget Sound Community College to a Ph.D. in Mathematics from Oregon State University. She connected with students on the highs and lows during the transfer process and important info related to financial strategies to complete higher education degrees.

**Transitional Studies SBCTC Review.** Transitional Studies completed its SBCTC review the first week of March. A student panel provided very positive feedback on instruction and a desire to see more effective advising upon transition to college level courses.

Commendations: onboarding and orientation is strong. Partnerships with Workforce Development are strong. The ELA curriculum guide and faculty support is effective.

Recommendations: Data quality issues exist within the area. Procedures within WABERS (intake forms, records, etc.) can enhance verifications. CASAS testing is a requirement for pretesting and post testing to determine measurable skills gains (except HS+). Capacity issues exist at WVC regarding these issues that SBCTC encourages WVC to address. Strategic enrollment and marketing can benefit Transitional Studies, including expansion of IBEST and Ability to Benefit offerings.

### Responsiveness to Local Needs

**Allied Health & Agriculture tour group from Chelan High School.** 40 students and three staff took part in an on-campus tour of the MLT, Pharm Tech, Nursing and Medical Assistant labs as well as a visit with the agriculture program faculty & staff.

**Science in our Valley. Dr. Amy Snively** presented "Family Poultry Systems on the Southern Pacific Coast of Guatemala: Gender, Livelihoods, and Food Security." Dr. Snively examined the livelihood activities of women of smallholder households in an ethnic Ladino Guatemalan coastal community. Dr. Snively shared insights about the constraints on family poultry systems in the villages, including reoccurring diseases (i.e., Newcastle) that devastate flocks which have been increasing in frequency over time. Science in our Valley is a partnership between WSU, NCESD, and WVC.





## Diversity and Cultural Enrichment

**Dean's Day**, taking place March 17, will focus on WVC's Diversity, Equity, and Inclusion Strategic Plan, providing an opportunity for faculty to reflect upon ways that departments and programs can incorporate aspects of the plan as the College moves toward practices that create inclusive and effective learning environments. In the afternoon, Faculty Leadership Council will kick off to provide support to department chairs and program coordinators as they provide instructional leadership. Other sessions will allow for informal discussions among faculty to enhance learning in their classrooms.

## Continuous Improvement

**MESA Orientation Session.** MESA implemented a mandatory orientation session on Advising Day for our students to share important information about academic and career advising. TRIO, CAMP and Running Start programs gave short presentations on their services to show how we are all working together to support students and we emphasized that students can belong to multiple programs at once. Sharon Wiest, under her role of MESA collaborative advisor, spoke on universities opportunities, relevant classes to take for transferring with a STEM major, and common job opportunities for those interested in Engineering, Data or Computer Science.



The **nursing faculty and staff** continue to engage with national consultants on a continuous improvement effort to change from a systems approach to concept based curriculum. The most recent faculty training was 2/28/23, highlighting teaching strategies for concept-based learning. The current proposal is for implementation of the new curriculum in Spring 2024.

## Sustainability

**MESA Recruitment through Partnering.** In the height of the COVID pandemic, MESA participation dipped to below 30 students. With intentional advising and recruitment, MESA participation has grown to 55 students and continues to grow.

- **Concurrent Enrollment.** MESA partnered with Running Start during Advising Junior Sessions. Branwen Schaub, the current Faculty Sponsor, attended four Running Start Junior Advising Sessions via Zoom to share information about MESA (around 70 students total). She gave a five-minute presentation on the MESA program and encouraged junior students who might be interested in a science field to join a breakout room with her afterwards to get more information. As a result of this recruitment, 5 students were enrolled during Winter 2023.

- **CAMP.** MESA and CAMP have partnered to support 8 CAMP students with Chemistry Tutoring. As a result, 4 students were enrolled in Winter 2023.

**BSN Recruitment.** With financial support from a special allocation supporting High Demand Programs, outreach and recruitment efforts were conducted to 35 healthcare and academic facilities over the past 8 weeks. Recruitment efforts were focused on the LPN to BSN and RN to BSN pathways with an opportunity to connect and improve partnerships with program stakeholders.

## Dr. Chio Flores, Vice President of Student Services

This month's report features two departments – **Campus Life** and Counseling, Access and Career Services.

### CAMPUS LIFE

The department of Campus Life encompasses many areas and includes the following team members:

- Erin Tofte – Associate Dean of Campus Life, Equity & Inclusion
- Marichuy Alvizar – Director of International Programs
- Michelle Cannaday – Residence Life Manager
- Gina Shaw – Recreation Center Manager
- Edith Gomez – Campus Life & Equity Coordinator (Omak)
- Roberto Villa – Leadership & Engagement Coordinator
- Karina Mendoza-Flores – Outreach & Recruitment Coordinator
- Guilherme Ferreira – International Coordinator/Head Women's Soccer Coach
- Aaron Vaughn – Ass. Rec Center Manager/Head Baseball Coach
- Maria Adams – Outreach & Marketing Specialist/Head Volleyball Coach
- Light Estrada – Diversity Center Coordinator

#### ***Staffing Updates***

**Marichuy Alvizar** was promoted to Director of International Programs. She has been at the College for 11 years and has continued to show growth including receiving a master's degree in Higher Education last year. With a growing number of international students, there was a dire need for a full time Director position to fill the needs for international students and to make sure they are successful at WVC.

**Gina Shaw** was hired as the Recreation Center Manager when Danny Zavala left to pursue other opportunities. She comes with loads of outdoor and recreational management experience as well as her CDL and motor pool experience.

**Edith Gomez** was hired on the Omak Campus to fill Livia Millard's position after it was vacated by Jamie Yallup. She has almost a year of experience on the Omak Campus as a Customer Services Specialist. She has stepped into the role and is supporting students to provide events and supporting diverse club efforts on the Omak Campus.

**Karina Mendoza-Flores** was hired as the new Recruitment and Outreach Coordinator after Oscar Licon-Eusebio took a position with the Wenatchee Equity Alliance. She has jumped in and is doing a great job of being out in the community and working closely with the high schools as well as completing many campus visits for prospective students. She came to us from the Educational Planning department which has been a great fit with her knowledge of onboarding and enrollment processes.

**Maria Adams** was hired to assist Karina and the PIO department with marketing and social media for athletics and general outreach efforts. She is also the Head Volleyball coach and we have already seen a huge rise in turnout for WVC athletics events due to her efforts.

**Guilherme Ferreira** hired as the part time International Coordinator and Women's Soccer coach. Guilherme or "Coach G" as he is mostly known as is from Brazil and brings a multitude of international experiences to his new

role and this year, recruited an incredible number of international students raising WVC numbers from 9 students to 26 students.

**Light Estrada** hired to replace Marichuy Alvizar as the Diversity Center Coordinator. Starting March 2, Light has considerable community experience especially working with LGBTQIA+ youth.

### ***Upcoming Changes***

Beginning with the 2022-2023 academic year, an increase to the Recreation Center fee change has been proposed to Student Senate. Because of low enrollment numbers WVC is not collecting enough revenue from student fees to continue paying the building loan and being able to operate the building with the current revenue.

Student Senate is considering a plan to change the Rec Center fee from a \$5 per credit fee to a set quarterly fee so all students pay the same amount no matter if they are part time or full-time students. All students currently have the same access but some currently are paying \$15 to \$75 a quarter.

Student Senate will vote on the fee change of a set \$70 a quarter for all students at their March 7<sup>th</sup> meeting and if it is approved, it will come to the Board of Trustees for approval in April. This will decrease the fee for about 1,900 students and increase the fee for about 1,300 students.

### ***Other Updates***

**Residence Hall** has continued to be almost full this year. There is currently 1 male spot and 3 female spots available. There were a few cases of COVID in the hall, which were mitigated, and the potential spread stopped quickly. This year the RAs have done a great job of promoting and putting on events for the Residence Hall. Game tables were purchased for each floor which has been a big hit. We continue to struggle with leaks and shower damage issues that Facilities has worked hard to fix and are still in the process of working on it.

**International Programs** has increased from 9 to 26 international students this year. WVC has students from across the world, Asia, Africa, Europe, Central and South America. This summer, the first time since 2019, Misawa Japan will be once again bringing a group of high school students during the summer.

**Diversity & Inclusion** - WVC is almost finished with the equity audit being performed by Education Northwest, a Portland research organization. WVC data on student completion and retention has been analyzed based on race, ethnicity, age and gender and those results were presented to Cabinet and the Deans and Directors as well as the PAC-DEI group. In person focus groups were completed on both campuses in February and two more virtual focus groups will be completed shortly. At the end of May Education Northwest will present the College with the final findings of the equity audit.

**Recreation Center** a second bus was purchased, and there are now two ASWVC buses and three vans in Wenatchee. Usage has increased in the Rec Center but it is still much lower than pre-covid numbers. Many students are still taking online courses and are therefore not on Campus and utilizing the center in the same way. Many intramural sports have been offered this year including soccer, flag football, basketball, skiing at Mission Ridge and Ice Skating. Also, weekly open gym basketball is being offered to the community and students and staff lunch time work out are offered weekly. Event rentals have also picked up.

**Clubs** - Since the pandemic student clubs have struggled to stay engaged but more and more are becoming active. There were only 4 active clubs to 10 clubs this year and they have all been putting on events and fundraisers including the Knight at the Wild event, Dia de Los Muertos a Queer Prom and many others.

**Wenatchee Student Senate** has struggled this year with grades and balancing responsibilities of Senate work with school and there has been more turnover than usual. The team is excited to hopefully welcome back three of its members for Spring Quarter. Despite the setbacks the group of 8 dedicated students are putting on amazing events each quarter including a Halloween dance and haunted house, a winter wonderland de-stress event and laser tag coming up this week.

**Recruitment & Outreach** - Having another part time position has increased capacity to cover outreach events, tabling, and social media presence. The recruitment team has started meeting regularly again and coordination between Campus departments has increased to make WVC even more visible out in the community. Campus visits and individual tours have also picked up with many local high schools setting up campus visits and bringing groups of students ranging from 10 to 100 students.

**Omak Campus Life & Equity** - The Omak Senate has struggled with keeping members and with the turnover of advisor from Jamie to Edith, but they have continued to work well together and put on great events. The clubs on the Omak Campus are starting to have more action and activity and the Red Road Association and MEChA have both started again on the Omak Campus as well as a new Psi Beta club. Edith's office has been moved downstairs in the Administration building to be closer to the Senate team and to create a meeting space for clubs and the Senate team.

## COUNSELING, ACCESS AND CAREER SERVICES

### *Counseling*

De-Stress events were held on both the Wenatchee and Omak campuses with the generous support of the Student Senate, Foundation and President. These events were a success and will become a yearly event on both campuses.

The counseling department has started offering walk-in hours at the TRIO, MESA and Running Start offices every week.

Four in person Wellbeing Sessions were offered this quarter, with a zoom option for the Omak campus.



### Community Connections at WVC

Winter quarter, five different community partners come to campus to offer services to our students in Van Tassell: The Center for Drug and Alcohol Treatment, Community Action Council, CAC Energy Assistance, SAGE, and CWU EOC.

### Emergency Funds

Counseling continues to manage the following funds:

Knights Care Fund – 16 students served; \$5,716 spent (\$11,506 remaining)

Knights Care Fund-Omak – 2 students served; \$440 spent (\$6,030 remaining)

Biella – 13 students served; \$9,287 spend (\$577 remaining)

DREAMers – 1 student served; \$1,472 spent (\$5,596 remaining)

**A total of 32 students have been served to date for a total of \$16,915.**

### Knights Kupboard

The food pantry is open Thursdays from 12-3pm and located in Van Tassell. A work study student is helping to manage the pantry and better serve students. Since the beginning of fall quarter, **a total of 422 students have accessed the food bank!**

The month of February is WVC's Annual Food Drive on campus. The department is excited for all campus departments participating and depend heavily on this event to fill the shelves.

The Omak Student Food Pantry is now up and running. The Pantry is open Tuesdays and Wednesdays from 10-1 PM.

### ***Student Access Services***

**Kristina Li**, Student Access Manager, has been working with students with disability accommodations and their faculty members on implementation of approved accommodations in their classrooms.

**Nick Harris**, Program Assistant, has been focused on setting up, proctoring, and returning secure accommodated exams in the new Student Access Testing Center (SATC). Nick created a database and has been managing equipment used to provide accommodations, such as sound amplification systems and smart pens.

43

• Since August 1<sup>st</sup> 2022 Student Access Services received 43 online accommodation applications. 26 of these applications resulted in approved accommodation plans or services provided by SAS.

144

• There are 144 students with registered disability accommodations at WVC.

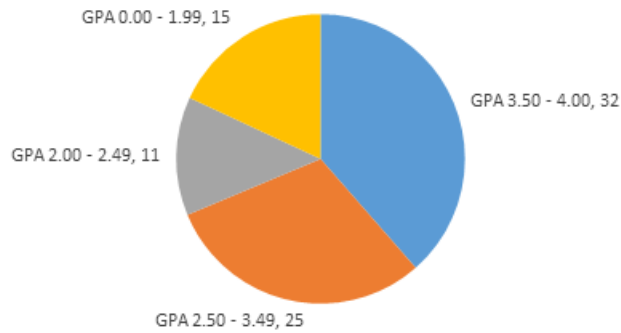
127

• 127 accommodation notifications were sent to various instructors to inform them of approved disability accommodations for winter quarter.

80

• In the fall 2022, the new Student Access Testing Center proctored 13 exams that lasted 1.5 to 4 hours for up to 5 students at a time. This equates to approximately 80 exam hours.

Fall 2022 GPA distribution of students with approved disability accommodations



*82% of students with approved disability accommodations who registered for classes in the fall 2022 had a GPA of 2.00 or higher, which is required for graduation.*

Wenatchee and Omak areas have limited resources for psychoeducational testing, which allows students to identify their learning disabilities and qualify for disability accommodations. Student Access Services compiled a list of local psychoeducational evaluation resources to help students receive proper assessments. The information is available on SAS webpage and printed handouts in SAS office.

## Dr. Faimous Harrison, President

### UPDATES

- Attend(ed) the Washington Association of Community and Technical Colleges meetings in Lacey and Olympia, WA.
  - Past meeting, Thursday and Friday, February 23-24
    - Discussion of the SBCTC Bill Status Report – The close to 300 bills that have implications for higher education.
      - High, Medium, and Low Priority Bills
      - Monitoring other bills and the discussion of dead bills
    - Serving on the Capital Budget Committee Charge:
      - Review past use of the system emergency and hazmat pools (see handout #1, pg 25)
      - SBCTC Strategies for Managing Bid Alternates and Savings on Major Capital Projects (see handout #2, pg 26)
      - Indoor Environmental Quality (IEQ) Best Practices (see handout #3, pg 28)
  - Next meeting, Thursday and Friday, March 23-24
- Enrollment Growth must be a top-five priority, but it cannot end there.
  - A comprehensive enrollment growth plan and program implementation can take 12-18 months or longer to recoup the outcomes. Not making this a priority, we are at the mercy of everything that is not in our control. Thus, history can repeat itself.
    - Examining our current and past efforts from an aggregate and disaggregated lens in the following:
      - Omak Campus and Okanogan County
      - Chelan County
      - Douglas County
  - Recruiting involves building and maintaining ongoing relationships with our prospective student pipeline and meeting them where they are “first” within our district service area.
  - Retention, and providing students with the most comprehensive face-to-face and on-campus curricular and co-curricular experience should also be a priority.
  - Recognizing our students and faculty lens. Strategic program scheduling including the sequencing and clustering of classes to provide students and faculty with a more meaningful campus experience.
    - We need to increase our enrollment numbers for classes and programs, and I do believe our newly approved block scheduling grid could help with this process moving forward (see handout).
    - I am a proponent of multi-modal program delivery but not at the expense we lose our “community advantage.” Building an affiliation and relationships with K-12 schools and working adults and constituent groups in our service area is essential.
    - We will lose our competitive advantage in the online battle to Western Governors University, Arizona State University Online, and other schools that specialize in this instructional modality.
- Immediate priority hires for the campus and not a specific program:
  - Grant Writer Coordinator:
    - We have identified and offered a candidate our grant coordinator position. The individual will start later this month. More information will be shared later, but we will request that the individual is introduced to the BOT at a future meeting.



- As I still I am exploring WVC organization structure for the 2023-2034 academic year, I have not determined 100% as to whom the grant coordinator will report to. Temporarily, the individual will report to the president with a dotted line to Ty Jones.
- Executive Director of Institutional Research, Planning, Assessment, and Effectiveness:
  - Position is currently advertised.
  - Committee is being established and once complete Reagan Bellamy will call a meeting to discuss the process. The goal is to expedite the process and hopefully have someone identified and hired by May 2023.
- Executive Director, Diversity, Equity, and Inclusion Officer (or alternative title):
  - We have some internal logistics, processes, and potential reorganizational structure that need to be in place for this priority for the Washington State Board of Community and Technical Colleges and our college to be successful.
  - We will advertise this position in March 2023.
- Senior Budget Manager/Internal Controls Accountant
  - Restructuring this position to reflect future goals and priorities.
  - We will advertise this position in March 2023.
- Other Updates:
  - Thus far, approximately 8-10 meetings are scheduled with local business and industry leaders over the next few weeks.
  - Continuing my primarily internally focused meetings with faculty and staff and have attended several department and division meetings.
    - Special thanks to Dean Yuritzzi Lozano for providing me the opportunity to meet our Prof Tech Program Coordinators on Friday, February 17, 2023.
    - Special thanks to Francisco, Francisco, and Jeff for providing me an overview of their program and a tour of the facilities. It would be great to have our Hispanic Orchard Employee Education Program faculty to give a presentation to our BOT in the future.
  - Wednesday, March 1, 2023: Attended the “Do Good, Drink Beer” WVC Foundation at the Taproom by Hellbent Brewing, Pybus Market, Wenatchee.
  - Thursday evening, March 2, 2023: Attended the Annual Chamber Banquet (almost 700 community members attended this event). Several meetings have happened and other meetings are being scheduled regarding the initial engagement with local and regional businesses and stakeholders.
  - Friday evening, March 3, 2023: Supported our students and attended our colleges Laser Tag event at our Student Recreation Center sponsored by our ASWVC Student Programs.
  - Monday, February 27, 2023: Participated with our Wenatchee Foundation Board during a SWOT activity and met with the Executive Board the following week (Wednesday, March 8, 2023) – Discussion with Executive Board related to both organizations working closer together and building upon our efforts of being community-centered and focused, and how it benefits our students and region.
  - Tuesday, February 7, 2023: Attended my first Coffee with Cabinet event.
  - Thursday, February 9, 2023: Attended my first Omak Colville Tribe Partnership Meeting, and a special thanks for Riva Morgan for bring to my attention the Okanogan One-Stop Partnership meeting that we attended afterward.
- Future events:
  - Thursday, March 16, 2023. NCW Tech Alliance Filming

- Friday, March 17, 2023. The WVC Pharmacy Technician program has applied for national accreditation from ASHP (American Society of Health-system Pharmacists) this year. This is the day of the visit.
- Thursday, March 30, 2023. Trustee Phylicia Lewis and I will visit the Paschal Sherman school and meet with their interim Superintendent at WVC alum, Mr. Michael. Afterward we will have a lunch meeting with available students, faculty, and staff at our Omak campus.

## ACTION

### Tenure Review: Dr. Faimous Harrison, President

According to Article V of the AHE contract, the tenure review committees have been established and have evaluated the non-tenured faculty members' instructional and professional effectiveness.

First-year probationary faculty members are Gretchen Aguilar, nursing; Kristen Baltz, biography; Hillary Conner, exercise science; Julie Fitch, transitional studies; Kristen Hosey, nursing; Patricia Maher, transitional studies; Waleed Muhammad, biography; Francisco Sarmiento-Torres, agriculture; Branwen Schaub, math; Julie Smith, nursing; Nate Suhr, Radiology.

**Recommendation:** At the discretion of the Board.

February 15, 2023, BAC recommendation to WACTC Capital  
 February 23, 2023, WACTC Capital approved.

**Review the past use of the system emergency and hazardous material pools.**

The 2021-23 capital budget request for the community and technical colleges included \$26M for minor preservation.

The minor preservation list includes system pools for emergencies and hazardous material abatement.

The 2023-25 request is to include \$29M for this list while maintaining \$2M for each system pool.

The Business Affairs Commission should work with State Board staff **to review the past use of the system pools.**

The review should include regular updates to BAC and WACTC. The review may conclude with a recommendation to change the system pool funding amounts for inclusion in the 2025-27 request by February 2023.

|                         |              |
|-------------------------|--------------|
| <b>Business Affairs</b> |              |
| Nick Lutes              | Shelby Burke |
| Shirley Bean            |              |

Staffed by Darrell Jennings and Cheryl Bivens, State Board for Community and Technical Colleges

**BAC recommendation to WACTC:**

No changes to Emergency and HazMat Pool funding levels for the 2025-27 biennium. SBCTC should continue to monitor requests to pools and recommend adjustments as needs increase.

The following strategies were recommended for WACTC adoption by the BAC Capital Committee on October 14, 2010; BAC as a whole on October 15, 2010; and the WACTC Capital Committee on November 18, 2010.

### SBCTC Strategies for Managing Bid Alternates and Savings on Major Capital Projects

#### 1) Affirm the Base Bid is a Complete and Functional Project as a Strategy to Identify Project Savings

Guidelines:

- Additive alternates do NOT have to be within the MACC to be bid.
- Use bid alternates for up to 10% of the base bid to allow for unknown market conditions.
- Generally list alternates on the bid form in the order they will be taken and consult with GA when selecting alternates.
- Consider alternates for energy efficiency features above code, LEED elements above Silver, more durable finishes, more instructional flexibility, and cost trade-offs between proprietary systems.
- Estimate the number of years it will take until the cumulative operating cost savings equals the direct cost of each alternate that affects energy consumption or the life of construction materials, prior to bid.

#### 2) Minimize Shifting of Expenses between Project Categories as a Strategy to Preserve Bid Savings

Guidelines:

- Use the following matrix for management of project funds to avoid scope creep.

|                                 | Acquisition | Consultant | Design Contingency | Construction | Management Reserve | Construction Contingency | Equipment | Artwork | Other Costs | Project Management |
|---------------------------------|-------------|------------|--------------------|--------------|--------------------|--------------------------|-----------|---------|-------------|--------------------|
| <b>Acquisition</b>              |             | N          | Y                  | 1            | Y                  | Y                        | 1         | N       | 1           | N                  |
| <b>Consultant</b>               |             |            | Y                  | Y            | Y                  | Y                        | 1         | N       | 1           | 1                  |
| <i>Design Contingency</i>       |             |            |                    | Y            | Y                  | Y                        | Y         | N       | Y           | Y                  |
| <b>Construction</b>             |             |            |                    |              | Y                  | Y                        | 1         | N       | 1           | 1                  |
| <i>Management Reserve</i>       |             |            |                    |              |                    | Y                        | Y         | N       | Y           | Y                  |
| <i>Construction Contingency</i> |             |            |                    |              |                    |                          | Y         | N       | Y           | Y                  |
| <b>Equipment</b>                |             |            |                    |              |                    |                          |           | N       | 1           | N                  |
| <b>Artwork</b>                  |             |            |                    |              |                    |                          |           |         | N           | N                  |
| <b>Other Costs</b>              |             |            |                    |              |                    |                          |           |         |             | 1                  |
| <b>Project Management</b>       |             |            |                    |              |                    |                          |           |         |             |                    |

Key:

- Y Funding may be transferred between these categories.
- N Funding may not be transferred between these categories.
- 1 If scope is moved between these categories, then the funding may also be moved.

- Upon receipt of a claim or change order request that cannot be resolved using these guidelines, the college will consult with GA and SBCTC to find a solution that would allow completing the project within available funds.

### **3) Request transfer of Bid Savings to Infrastructure Savings Project for use on Minor Work projects**

Guidelines:

- Leave potential Bid Savings un-allotted during the project.
- After substantial completion, request the transfer of actual Bid Savings to the Infrastructure Savings project account.
- 50% of the savings will be available to the college where it is generated for their Repairs and the balance will be divided among the other colleges in the same proportion as their Repairs were funded.
- Each college will provide a list of projects to use their portion of the Bid Savings. Projects will be consistent with the SBCTC Capital Budget Request Instructions for Repair projects, except there will be no lower cost limit.

## IEQ Best Practices – Summary

Approved by WACTC Capital February 23, 2023

The Facilities and Operations Council (OFC) generally recommends following the established guidance from the [Environmental Protection Agency \(EPA\)](#), the [Center for Disease Control and Prevention \(CDC\)](#), and [State](#) and local health departments regarding administrative and engineering controls, indoor environmental quality measures, cleaning and disinfecting protocol, and other practices directly related to occupant health and particularly COVID-19. The [American Society of Heating, Refrigerating and Air-Conditioning Engineers \(ASHRAE\)](#) is considered the best source of technical information specific to heating, ventilation, and air conditioning (HVAC) systems. The following recommendations and considerations are a summary of information provided by these organizations.

### Ensure Heating, Ventilation, and Air Conditioning (HVAC) settings are maximizing ventilation

- **Make sure your ventilation systems are serviced and meeting code requirements.** They should provide acceptable indoor air quality, as defined by [ASHRAE Standard 62.1](#)[external icon](#), for the current occupancy level for each space.
- **Set HVAC systems to bring in as much outdoor air as your system will safely allow.** Reduce or eliminate HVAC air recirculation, when practical and with expert HVAC consultation.
- **Increase the HVAC system’s total airflow supply to occupied spaces** when you can. More air flow encourages air mixing and ensures any recirculated air passes through the filter more frequently.
- **Disable demand-controlled ventilation (DCV) controls** that reduce air supply based on occupancy or temperature. This way the air supply will remain constant throughout the day.
- **For simple HVAC systems controlled by a thermostat,** setting the fan control switch from “Auto” to “On” will ensure the HVAC system provides continuous air filtration and distribution.
- **Consider running the HVAC system at maximum outside airflow for 2 hours before and after the building is occupied** to flush space and refresh air before arrival and remove remaining particles at the end of the day.
- **Improve the level of air filtration as much as possible** without significantly reducing airflow.
- **Make sure the filters are sized, installed, and replaced according to manufacturer’s instructions.**
- **Ensure restroom and kitchen exhaust fans** are on and operating at full capacity while the school or childcare program is occupied and for 2 hours afterward.

## IEQ Best Practices – Summary

Approved by WACTC Capital February 23, 2023

### Ways to improve ventilation

- **Increase the introduction of outdoor air:**
  - Open outdoor air dampers beyond minimum settings to reduce or eliminate HVAC air recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold, hot, or humid weather, and may require consultation with an experienced HVAC professional.
  - Open windows and doors, when weather conditions allow, to increase outdoor air flow. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to occupants in the building. Even a slightly open window can introduce beneficial outdoor air.
- **Use fans to increase the effectiveness of open windows:**
  - To safely achieve this, fan placement is important and will vary based on room configuration. Avoid placing fans in a way that could potentially cause contaminated air to flow directly from one person to another (see CDC guidance on [indoor use of fans](#)). One helpful strategy is to use a window fan, placed safely and securely in a window, to exhaust room air to the outdoors. This will help draw outdoor air into the room via other open windows and doors without generating strong room air currents. Similar results can be established in larger facilities using other fan systems, such as gable fans, roof ventilators, and building exhaust fans.
- **Ensure ventilation systems operate properly** and provide acceptable indoor air quality for the current occupancy level for each space.
- **Rebalance or adjust HVAC systems** to increase total airflow to occupied spaces when possible. Rebalancing may also be required to maintain proper building or room static pressure due to increased supply, return, and exhaust air.
- **Turn off any demand-controlled ventilation (DCV)** controls that reduce air supply based on occupancy or temperature during occupied hours.
- **Improve central air filtration:**
  - Increase air filtration to as high as possible without significantly reducing design airflow. Increased [filtration efficiency](#) is especially helpful when enhanced outdoor air delivery options are limited.
  - Make sure air filters are properly sized and within their recommended service life.
  - Inspect filter housing and racks to ensure appropriate filter fit and minimize air that flows around, instead of through, the filter.
- **Ensure restroom exhaust fans are functional** and operating at full capacity when the building is occupied.



## IEQ Best Practices – Summary

Approved by WACTC Capital February 23, 2023

- **Inspect and maintain exhaust ventilation systems in areas such as kitchens, cooking areas, etc.** Operate these systems any time these spaces are occupied. Operating them even when the specific space is not occupied will increase overall ventilation within the occupied building.

### Cleaning and Disinfecting

- **Promote Handwashing to reduce transmission source** through signage and other campus communication sources.
- **Expand hand sanitizer stations access** to increase easy and convenient access. Focus placement at main building entrances and areas of high occupancy.
- **Develop a clear plan** to clearly communicate to cleaning staff and building occupants protocols and expectations along with identifying site specific areas on campus that are considered high traffic, high touch areas.
- **Daily cleaning of high-touch and high traffic areas** to focus resources on areas of higher exposure potential. Electing to clean more frequently or to disinfect should be guided by continued monitoring of local infection rates and space use/occupancy. Using products from the [EPA List N](#) when disinfecting will ensure products have been evaluated to kill SARS-CoV-2
- **Ensure proper product use and PPE** is implemented by comprehensive training and regular safety meetings to reintegrate the importance.
- **Disinfect space where there is a confirmed illness** by following CDC guidance using [EPA List N](#) products. Priorities should focus and maintaining maximum air changes, proper product use, HEPA filtered vacuums, proper PPE, waiting as long as possible to clean the space (at least several hours) since the space was occupied by the ill person before beginning cleaning and disinfecting work.
- **Implement enhanced cleaning practices in all spaces** to reduce soil loads on surfaces. Maintaining all campus space at a high standard will reduce oil and soil loads on surfaces to maximize the effectiveness of cleaners and disinfectants when used. Regular quality audits should be performed by supervisors and/or leads to ensure cleaning standards are being maintained.
- **Educate workers to recognize symptoms** who clean, wash laundry, and pick up trash to reduce possible exposure. Education should also include review of SDS sheets for new and existing products, blood borne pathogen standards, product safety labels, and proper use and disposal of PPE.

## IEQ Best Practices – Summary

Approved by WACTC Capital February 23, 2023

### Building Water Systems

- **Ensure water systems are flushed** by including in daily/weekly check list and assigning responsibility to staff. Task custodians to run water in sinks, showers, and toilets daily. [https://www.epa.gov/system/files/documents/2022-04/ds-toolbox-fact-sheets\\_flushing\\_final-508.pdf](https://www.epa.gov/system/files/documents/2022-04/ds-toolbox-fact-sheets_flushing_final-508.pdf)
- **Clean water features** to remove visible slime and biofilm.
- **Ensure cooling towers are cleaned**, disinfected, and maintained according to manufacturer’s instructions. A water treatment plan and review is best practice. Some campuses use 3<sup>rd</sup> party for all campus systems that require water treatment and monitoring.
- **Consider testing** for legionella in water systems.

### Additional Considerations for Existing Facilities

Note: These considerations can be costly, can be situation specific with variable effectiveness, and may present long-term maintenance challenges and additional M&O costs.

- **Consider portable air cleaners that use high-efficiency particulate air (HEPA) filters** to enhance air cleaning wherever possible, especially in higher-risk areas such as a health clinics, workout rooms, and waiting areas.  
These units can help provide filtered air exchanges to spaces with higher occupancy or with lower outdoor air exchanges by the existing HVAC system. UW information mentioned use of this in areas they could not achieve 4 air exchanges an hour.
- **Consider using ultraviolet germicidal irradiation (UVGI)** in schools and non-home-based childcare programs as a supplemental treatment to inactivate the virus that causes COVID-19, especially if options for increasing ventilation and filtration are limited. Consult a qualified professional to help design and install any UVGI system.
- **Consider installing Needlepoint Bipolar Ionization (NPBI)** units in existing HVAC equipment to increase filter efficiency without restricting air flow.

### Additional Considerations for New Construction

- **Specify HVAC systems which allow for MERV 13 filtration or higher.**
- **Consider the use of Dedicated Outdoor Air Systems (DOAS)** to increase outdoor air ventilation, reduce the need to filter recirculated air, control humidity, and reduce energy use.
- **Reconsider the use of Demand Control Ventilation (DCV)** or provide

## IEQ Best Practices – Summary

Approved by WACTC Capital February 23, 2023

control option to turn DCV off if needed.

- **Size and design equipment appropriately** to allow for increased heating, cooling, and ventilation demands during pandemic.
- **Follow LEED guidance** for building materials, products, and finishes that limit VOCs and off-gassing.
- **Consider options for natural ventilation** to supplement mechanical HVAC systems.
- **Design water systems to be easily flushed** during times of low use to minimize risk of legionella.
- **Commissioning plan** that puts equal emphasis on IAQ and energy conservation.
- **Consider Cost impacts** to new construction related to scheduling, limited bid pools, reduction in labor force, supply chain issues, and contractor vaccination declaration requirements due to COVID-19.

## Resources

[CDC Guidance for Cleaning, Disinfecting, and Ventilation](#)

[ASHREA Indoor Air Quality Guide](#)

[US EPA Indoor Air Quality Guide](#)

[UW Novel Coronavirus & COVID-19](#)

[UW Building Readiness Guidelines](#)

[ASHRAE Epidemic Task Force](#)

## Cost Reference

Below are estimated cost ranges for some of the technologies mentioned in these best practices (as of March 2022). It is important to note that costs could vary significantly from campus to campus and building to building throughout the system.

- **Needle Point Bi-polar Ionization (NPBI)** – Cost range, \$1.03-\$2.89/sq. ft.
- **Variable Ionization with indoor air sensors/dashboard** – Cost range \$1.08-\$1.50/sq. ft.
- **Ultraviolet Germicidal Irradiation (UVGI)** – Cost range \$0.18 to \$.44/sq. ft. (equipment only), \$.36 to \$.44/sq. ft. (equipment plus installation).

**Note:** Ultraviolet has a lower initial installation cost in most cases but has a higher maintenance cost as well as energy cost for operations.