



BOARD OF TRUSTEES MEETING

September 9, 2020

3:00 P.M. – Zoom

Register at: https://wvc.zoom.us/webinar/register/WN_tQ2eVFuQoyL7WB_A9c3MQ

AGENDA

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CALL TO ORDER	
APPROVAL OF MINUTES	
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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: **September 9, 2020**

AGENDA ITEM : **#1 - Action**

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of June 17, 2020

BACKGROUND:

Attached are the minutes from the June 17, 2020 regular board meeting for approval.

RECOMMENDATION:

That the minutes from the June 17, 2020 regular board meeting be approved.



District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Regular Board Meeting

June 17, 2020 – 3:00 P.M.

Virtual Meeting

MINUTES

ATTENDANCE via Zoom

Trustees Present:

Phyllis Gleasman, Chair
Tamra Jackson, Vice Chair
Steve Zimmerman
Wilma Cartagena
June Darling

Also Present:

Cabinet Members
Faculty Members
Classified Employees
Others

CALL TO ORDER: 3:00 P.M.

APPROVAL OF MINUTES

1. May 20, 2020, Board Meeting Minutes

MOTION NO. 2338

Tamra Jackson moved that the minutes of the May 20, 2020 board of trustees meeting be approved. The motion was seconded by Steve Zimmerman and carried unanimously.

CELEBRATING SUCCESS

2. President's Medal

The President's Medal is awarded to honor a graduating student who has excelled in academic work and has been actively involved in student leadership.

Each year at commencement, the President's Medal is awarded to two exemplary graduates; one from the Wenatchee campus and one from the Omak campus. Characteristics that were clearly evident in this year's nominees included academic excellence, highly self-motivated, resilient and inspiring.

This year's President's Medal nominees from Wenatchee were: Donald Bender, Kal Cummings, Victoria Duran, Braxton Igne, Charis Johnston, Karlee Norton and Tenoch Mandujano. The nominees from Omak were Subash Rai and Alexandra Bevan-Church

3. **End-of-Year Recognition Awards**

LINDA SCHULTZ HERZOG FACULTY OF THE YEAR AWARD - Nominations are solicited from students and faculty for the Linda Schultz Herzog Faculty of the Year Award. A selection committee narrows the nomination list to three finalists. The entire faculty is then invited to vote on the finalists. The selection committee uses the returned ballots and other provided information to make a selection. If this selection is unanimous, then the selection is final. If the selection is not unanimous, the President selects among the finalists. The award of \$1,500 is presented at the end-of-year celebration, and the faculty member is honored at the graduation ceremony. This year's Linda Schultz Herzog faculty of the year award was presented to Heather Ryan.

WVC PART-TIME FACULTY AWARD – started in 2018 – two are selected – one from each campus. Nominations are solicited from full-time and part-time faculty, students and staff for the WVC Part-Time Faculty Award. A selection committee selects a finalist for both the Wenatchee and Omak campuses. The award of \$500 is presented at the end-of-year celebration. This year's WVC Part-Time Faculty of the Year Award goes to Jackie Browning from Wenatchee and Yvette Hill from Omak.

ALCOA EXCELLENCE IN TEACHING AWARD – Faculty members are invited to submit proposals that will support an instructor or team in the development of a project that significantly increases student learning effectiveness. All proposals are submitted to the professional development committee who makes the final selection. This year the \$1,500 Alcoa Excellence in Teaching Award was given to the MAC Gallery.

ALCOA CLASSIFIED STAFF AWARD – Nominations for the Alcoa Classified Staff Award are solicited from the campus community. A selection committee then narrows the nomination list down to five and the classified staff has the opportunity to vote. The top three vote recipients are presented to the president for selection. This year the award of \$1,000 was presented to Jocelyn Vincent-Ramsey.

EXEMPT STAFF OF THE YEAR AWARD - Nominations are solicited from all WVC employees for the Exempt Staff of the Year Award. A selection committee then narrows the nomination list down to three. This list is given to the president for a final selection. A \$1,000 award is provided by the Foundation and this year the recipient is Cheryl Fritz.

ANNA PIERATT SPIRIT OF WVC AWARD – The Anna Pieratt Spirit of Wenatchee Valley College Award was established in 2001 to honor individuals or groups who have demonstrated the spirit (positive attitude, enthusiasm, caring and extra effort) exemplified by Anna when she served as executive assistant to the president from 1977 to 1992. Anna was quite involved in activities and events to improve both internal and external relations. It was her contact with the Schultz family that led to major donations from the Schultz family to the college in the form of scholarships and funding the Faculty of the Year Award. This year's winner of the Anna Pieratt Spirit of WVC Award is Tria Skirko.

SPECIAL REPORTS

4. **Lexie Reyna-Godman, ASWVC Wenatchee President**

A report was not submitted by ASWVC President Lexie Reyna-Godman.

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

In addition to Adrian Carrillo's written report he shared that Belinda Raub will be the ASWVCO president for the upcoming academic year. He thanked Sinai Espinoza for her support and involvement in organizing the Black Lives Matter protest on campus.

6. **Heather Ryan, AHE President**

In addition to Heather Ryan's written report she introduced herself as the new president of AHE and is excited about the collaboration between the faculty and the board.

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

A report was not submitted by WPEA Chief Shop Steward Michael Nelson.

STAFF REPORTS

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

In addition to Brett Riley's written report he gave a brief update on the Wells Hall construction project.

9. **Tod Treat, Vice President of Instruction**

Dr. Treat reported that 642 graduation applications had been received as of June 20, 2020.

Courses in the spring moved fully remote providing a Week Zero support schedule, faculty jumped right into the challenge. Programs that provided face to face opening in phase I included Nursing, C.N.A, Automotive, Industrial Technologies, ESRT and Machining.

Nine students will complete the Pharmacy Technician Program – acknowledged Amanda Stringham for her work in the program.

Wenatchee Valley College renewed its MOA with the Colville tribe. Dr. Treat thanks Shandy Abrahamson for coordinating the efforts with the tribe. Successful conclusion to the faculty CBA, thanked Heather Ryan, Mike Choman, Scott Bailey and Sharon Wiest for their work.

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

In addition to Chio Flores' written report, Dr. Flores commended the work being done in student services. Belinda Raub from Omak and Lina Mercado Tejada from Wenatchee will be the new ASWVC/O presidents.

11. **Jim Richardson, President**

In addition to President Richardson's report he gave an update on the campus closure due to COVID-19 and the work that the campus incident command team is doing. He applauded the work that all staff and faculty are doing given the challenges that present themselves while working remotely.

He thanked Stacy Luckensmeyer for her contributions and work with the Hispanic Entrepreneur program and congratulated the 27 students that completed the program regardless of the transition to an online format.

Congratulated Heather Ryan for her new role as AHE President and being awarded the Linda Schultz Herzog Faculty of the Year Award.

ACTION

12. **2020-2021 ASWVC Budget: Chio Flores, Vice President of Student Services**

The proposed 2020-2021 ASWVC Budget was reviewed at the board work session.

MOTION NO. 2339

Steve Zimmerman moved that the 2020-2021 ASWVC Budget be approved as presented. The motion was seconded by Tamra Jackson and carried unanimously.

(Exhibit A)

13. **2020-2021 ASWVCO Budget: Chio Flores, Vice President of Student Services**

The proposed 2020-2021 ASWVCO Budget was reviewed at the board work session.

MOTION NO. 2340

Wilma Cartagena moved that the 2020-2021 ASWVCO Budget be approved as presented. The motion was seconded by Steve Zimmerman and carried unanimously.

(Exhibit B)

14. 2020-2021 Tuition and Fees: Brett Riley, Vice President of Administrative Services

The WVC Board annually approves the tuition schedule for the coming academic year. The legislature released tuition changes for the current academic year, including a 2.5% increase for 2020-2021.

MOTION NO. 2341

June Darling moved that the board approve the 2020-2021 Tuition and Fees as presented. The motion was seconded by Wilma Cartagena and carried unanimously.

(Exhibit C)

15. 2020-2021 Tuition and Fee Waivers: Brett Riley, Vice President of Administrative Services

The proposed 2020-2021 Tuition and Fee Waivers were reviewed at the board work session. There are no new waivers authorized for 2020-2021.

MOTION NO. 2342

Tamra Jackson moved that the board approve the 2020-2021 Tuition and Fee Waivers. The motion was seconded by June Darling and carried unanimously.

(Exhibit D)

16. 2020-2023 Faculty CBA: Reagan Bellamy, Executive Director of Human Resources

The proposed 2020-2023 Faculty CBA was discussed in detail during the board work session.

MOTION NO. 2343

Steve Zimmerman moved that the board approve the 2020-2023 Faculty CBA. The motion was seconded by Tamra Jackson and carried unanimously.

(Exhibit E: <https://www.wvc.edu/humanresources/media/documents/links-documents/AHE-Contract-2020-2023-w-MOUs3.pdf>)

PUBLIC COMMENTS

No public comments

ADJOURNMENT – 3:38 P.M.

Secretary

Chair

BOARD MEETING: **September 9, 2020**

AGENDA ITEM: **#2 - Information**

CATEGORY: **CELEBRATING SUCCESS**

Spring Quarter Student Success, Chio Flores, Tod Treat & Ty Jones

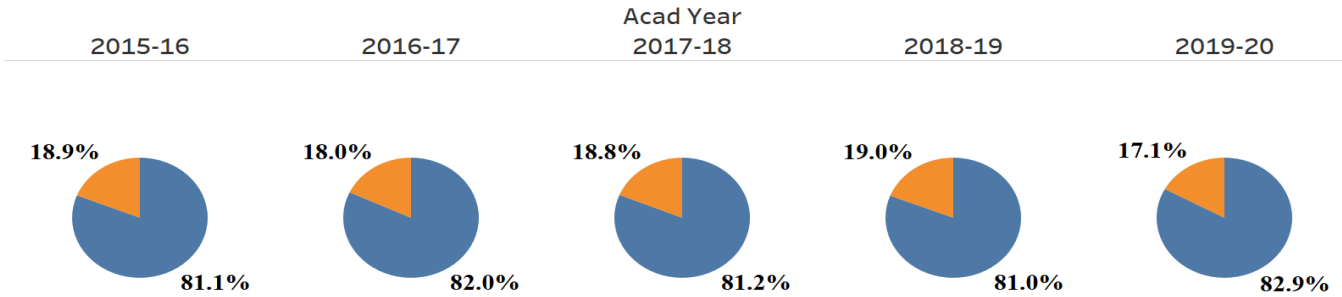
BACKGROUND:

Wenatchee Valley College's mission and core themes directs the college to help students of the District to achieve their educational goals. The Covid-19 virus outbreak this past spring has, to say the least, changed how WVC provides instruction to its students. The question is, has it also impacted its mission to help students to learn and achieve. The pivot from face-to-face instruction, to remote/online instruction in just a few weeks had the potential to negatively impact students and their success in their course work. However, data from this past spring quarter compared to prior spring quarters has shown that students adapted well to the change and in some cases fared better in their course work than expected. What follows is some data and discussion that shows that WVC, its students and faculty, provided an experience where students could achieve their educational goals.

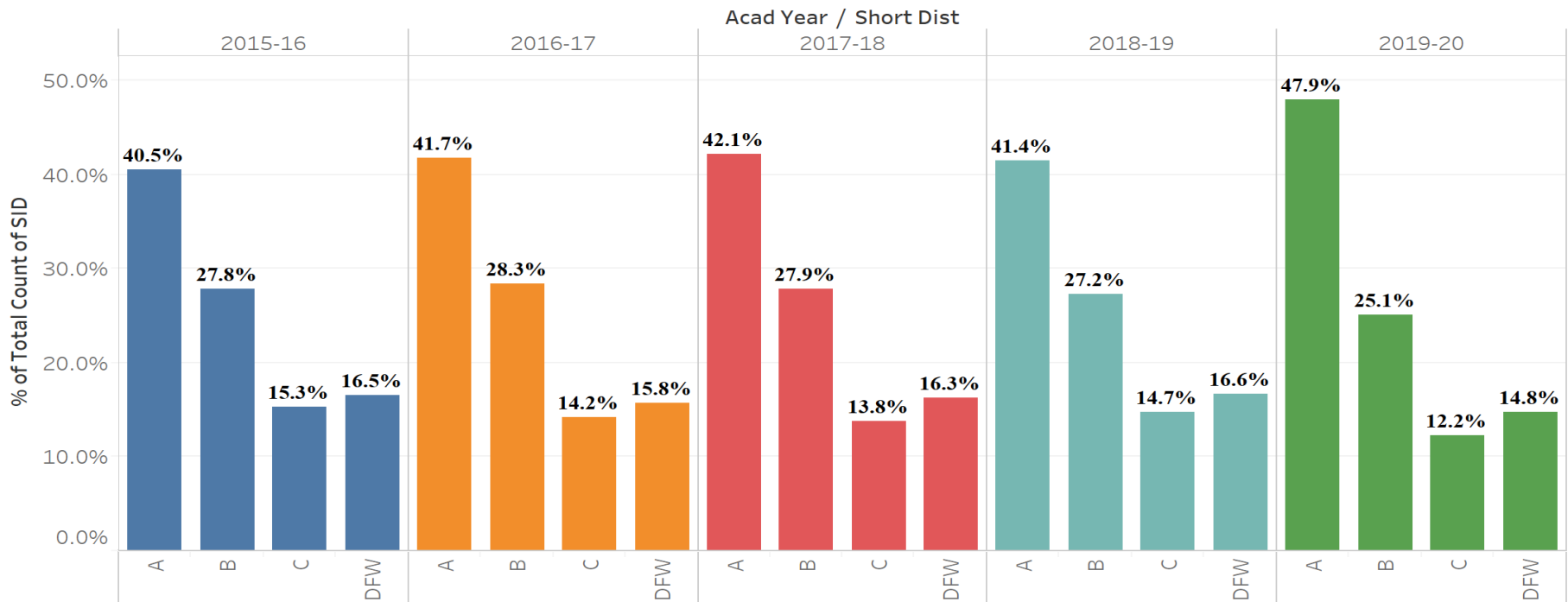
All Students

Spring Course Completion

Completion
■ Completed
■ Not Completed

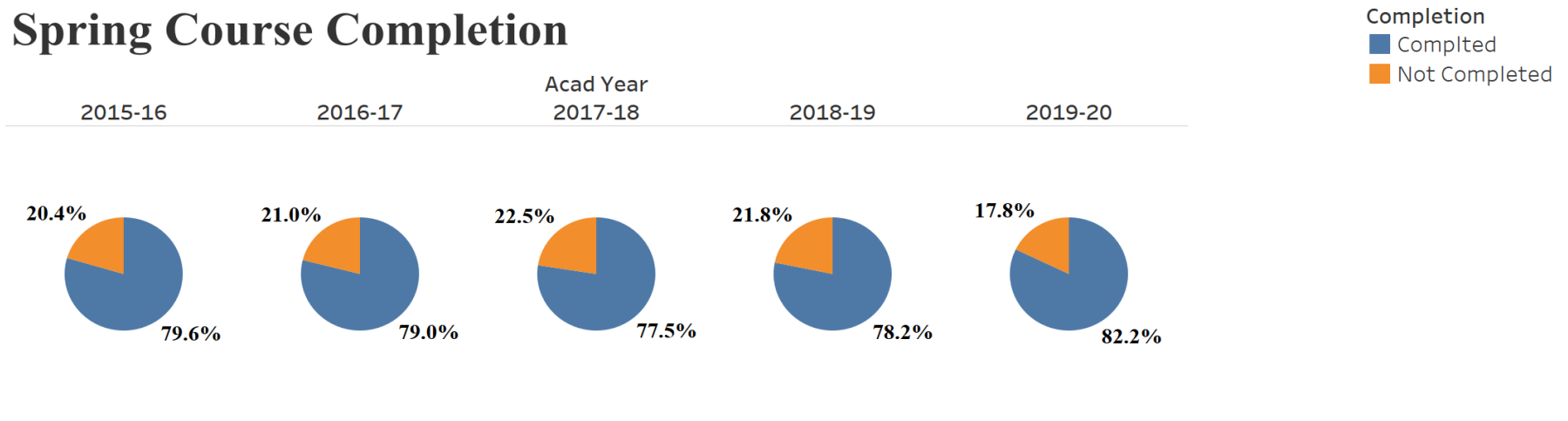


Course Shortened Grade Distribution

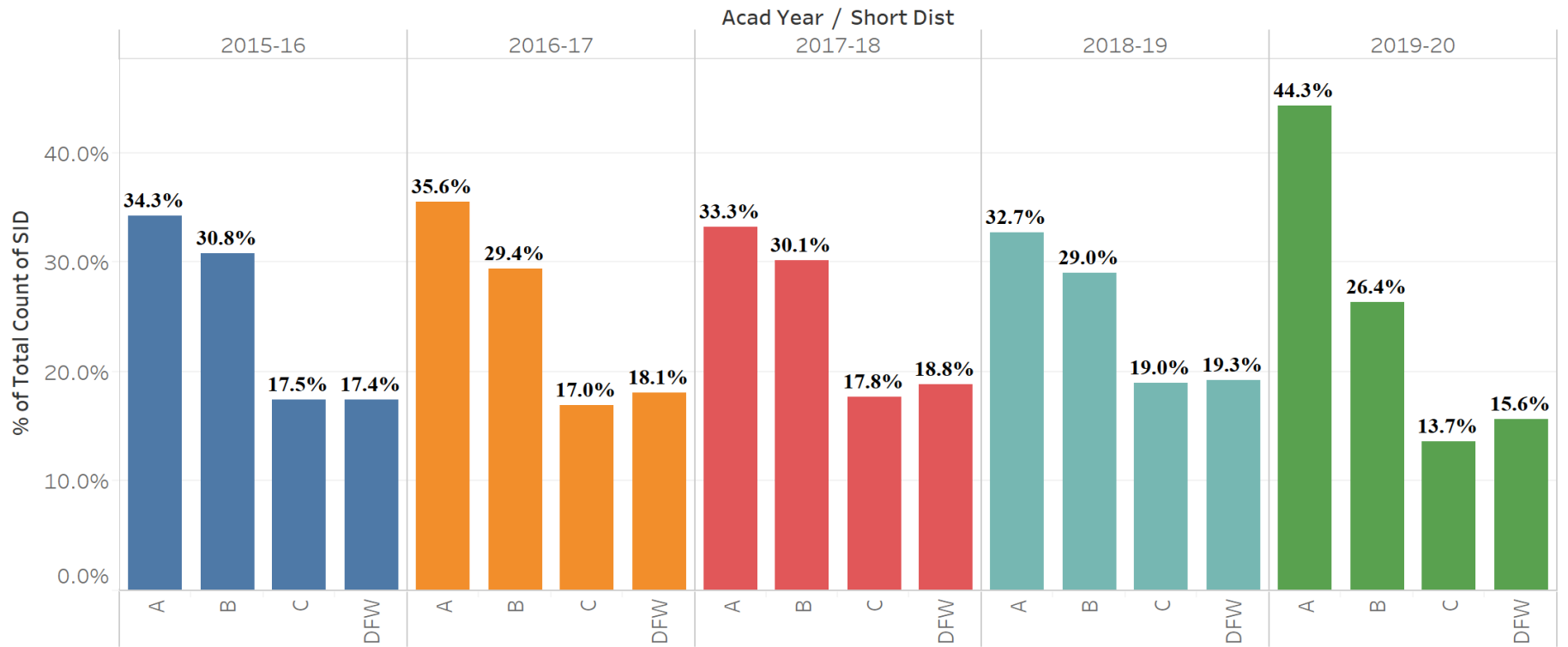


Latinx Students

Spring Course Completion

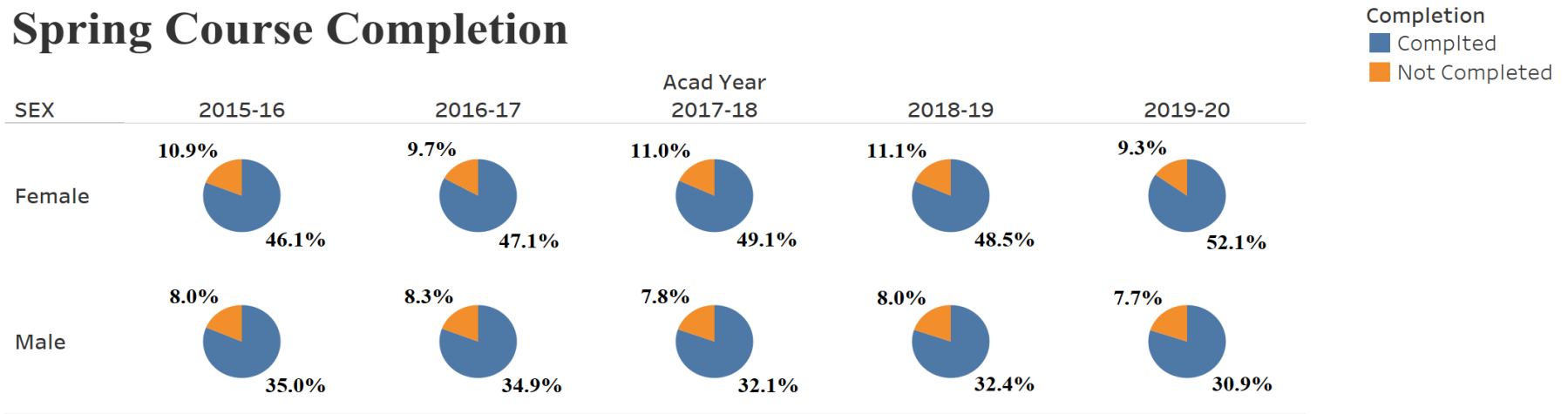


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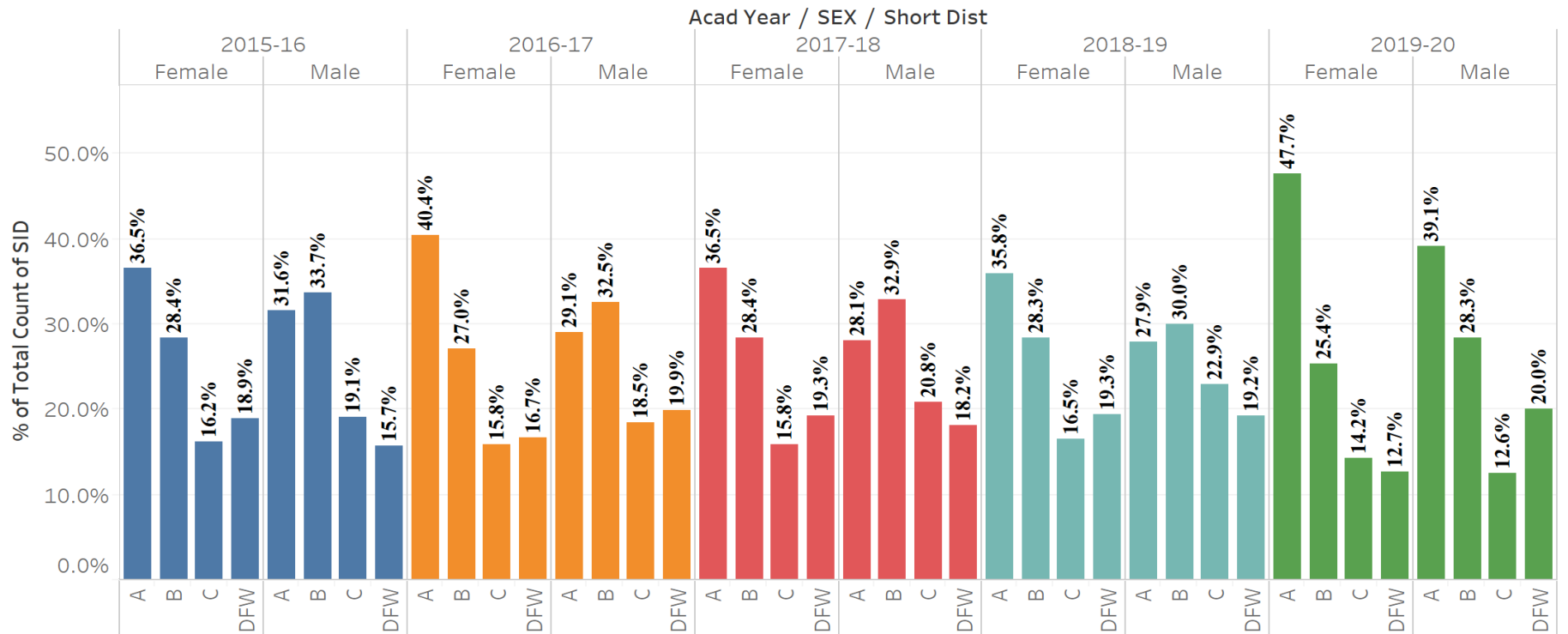


By Gender

Spring Course Completion

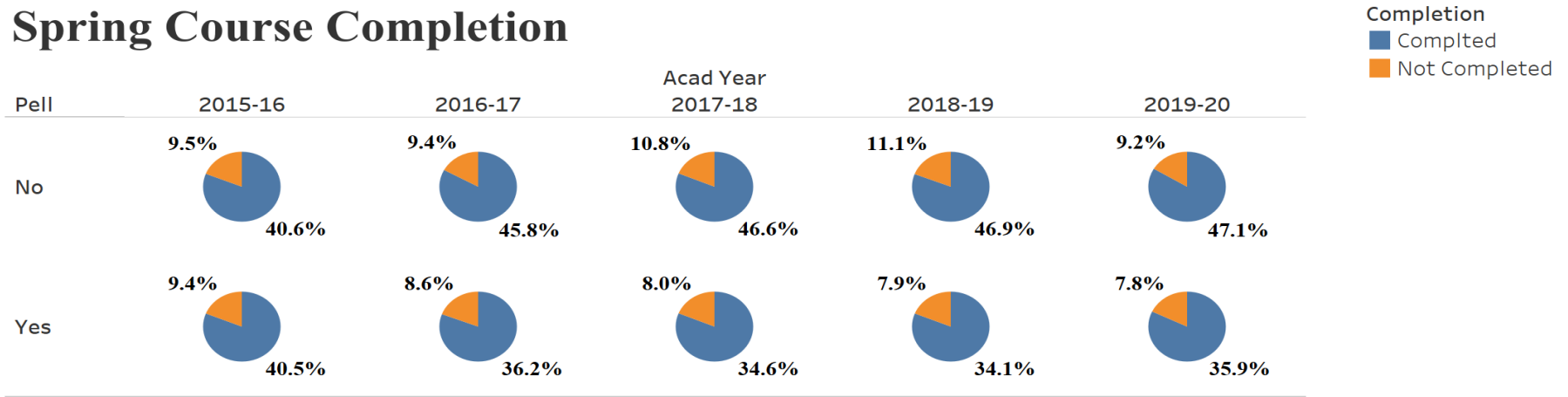


Course Shortened Grade Distribution

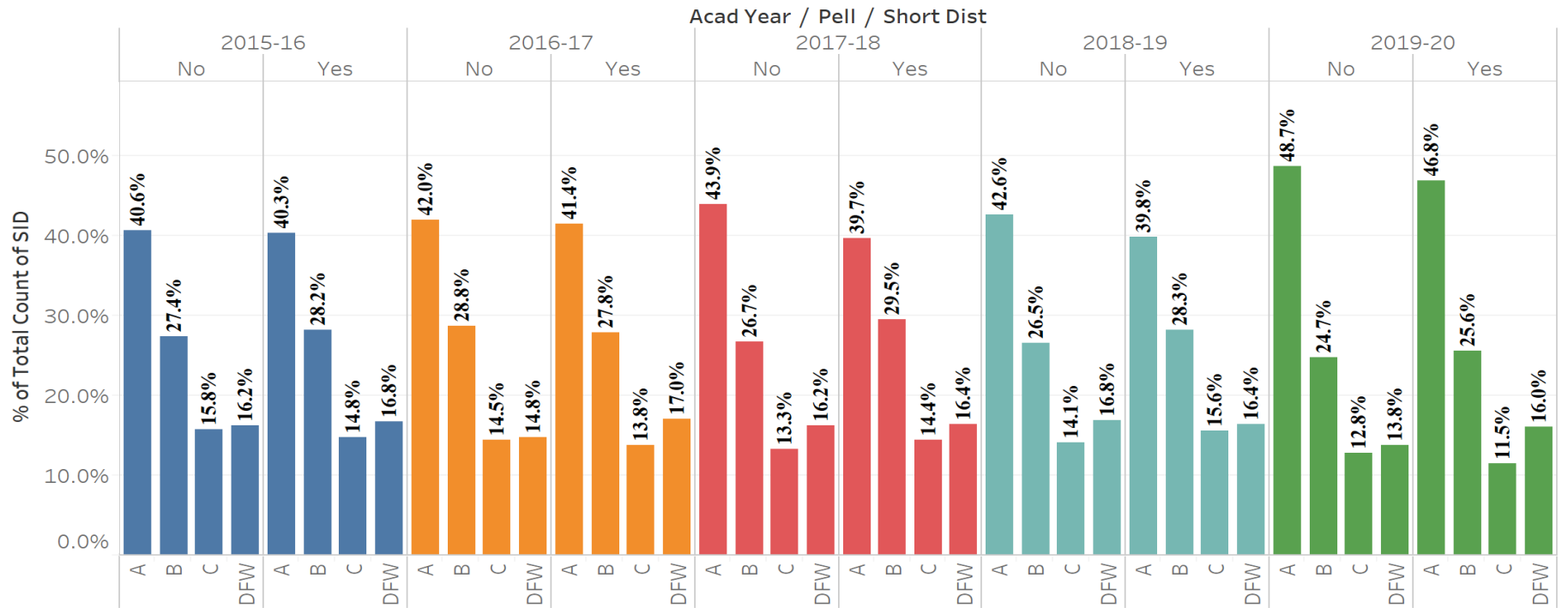


Received Pell Grant

Spring Course Completion



Course Shortened Grade Distribution



BOARD MEETING: **September 9, 2020**
AGENDA ITEM: **#3 – Information**
CATEGORY: **SPECIAL REPORTS**
Heather Ryan, AHE President

BACKGROUND:



Summer has been quieter than spring quarter was, but the AHE Executive Board has met a few times to discuss pertinent issues:

- How best to support students and faculty as we continue online instruction. This has included discussion of systems that would make it easier for students to complete their courses while also making sure faculty have support to do this well and equitably.
- How best to ensure the continued safety of students, faculty and the community through WVC’s re-opening plan. The AHE Executive Board has supported administration’s proposals to keep most instruction online for the fall quarter except for those classes deemed “essential” for face-to-face instruction.

In addition, AHE President Heather Ryan has met with Vice President of Instruction Tod Treat multiple times over the summer to discuss COVID-19 and its ongoing effect on WVC.

As fall term gets closer, several faculty members are gearing up to provide support to faculty in their online instruction:

- The college now has two Faculty Professional Development Coordinators, as Bobbi Johnson from Biology joins Heather Ryan from English.
- The faculty peer mentors will return this year to provide ongoing support.

Finally, faculty are also looking at ways to increase socializing and connection as the pandemic goes on. Among these are Rich Brinkman, Sociology, who performed a magic show via Zoom for faculty over the summer.

BOARD MEETING: **September 9, 2020**

AGENDA ITEM: **#4 – Information**

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

A written report was not submitted by Michael Nelson, WPEA Chief Shop Steward

BOARD MEETING: **September 9, 2020**

AGENDA ITEM: **#5 – Information**

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- The administrative services team submitted a supplemental grant to the Department of Education’s CARES fund and is awaiting notification. Administrative Services has continued to participate in weekly Business Affairs Committee (BAC) meetings as part of the COVID-19 response planning. In addition, administrative services has been working with the incident command team to draft and submit a reopening plan through the Chelan/Douglas Health District, which was approved the last week of August.

Budget & Internal Auditing

- While we have been operating under a continuing resolution, budget and administrative services staff have been finalizing the 20-21 operating budget despite tremendous uncertainty concerning our state allocation, enrollment and other uncertain factors. We plan to have a draft budget for Board review at the September meeting.
- Budget staff are also preparing for our first accountability audit in over a decade. The accountability audit will begin in October, with State Auditor Office (SAO) staff “on-site”.

Fiscal Services

- Fiscal services staff have worked tirelessly to prepare for ctLink and close out the 19-20 fiscal year. As part of those efforts, fiscal services cleaned up hundreds of budgets and sub ledger accounts in preparation for ctLink conversion. Additionally, the 19-20 fiscal year was closed successfully and should prepare the college well for another clean financial statement audit. We are expecting the SAO to transition from the accountability audit directly to the financial statement audit.

Facilities and Capital

- Wells Hall-
 - Work continues on time and within budget.
 - Change orders remain low and have largely been owner requested.
- Minor Works-
 - While Facilities staff have been making great progress on our minor works projects, it is still unclear if our deferred minor works projects will be part of this biennium projects. We are monitoring these projects as the legislature moves towards a balanced biennial budget.

Safety and Security

- Our SSEM continues to participate under the unified command work being done at the Chelan/Douglas Health District.
- Our SSEM has also been managing campus access in response to the COVID-19 epidemic. We have also continued to improve electronic tracking of campus visitations and attestation with the help of the information technology department.

Facilities and security staff have been working on the response to the NWCCU mid cycle review as it relates to safety and security concerns on our Omak campus.

BOARD MEETING: September 9, 2020

AGENDA ITEM: #6 – Information

CATEGORY: STAFF REPORTS

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

BACKGROUND:

WENATCHEE VALLEY COLLEGE
BALANCE SHEET
FY1920 FINAL
June 2020

ASSETS	
CASH	
CASH ON DEPOSIT	3,103,558.40
DEPOSITS IN TRANSIT	-
OTHER - CHANGE FUNDS	2,360.00
SAVINGS - US BANK	125,346.76
TOTAL CASH	3,231,265.16
INVESTMENTS	410,929.95
ACCOUNTS RECEIVABLE	
CURRENT RECEIVABLES	1,239,640.46
ALLOW UNCOLL REC	(31,923.29)
INTER/INTRA GOV REC	6,981,267.50
LONG-TERM RECEIVABLE	1,022,592.20
TOTAL ACCTS RECEIVABLES	9,211,576.87
INVENTORIES	
GEN LONG-TERM OBLIG	13,402,324.01
LAND	1,372,427.00
BUILDINGS	41,329,134.49
IMPR OTHER THAN BLDG	231,130.74
FURNISHINGS & EQUIP	840,636.00
LIBRARY	131,949.70
CONSTRUCTION IN PROGRESS	2,770,492.41
TOTAL ASSETS	72,931,866.33
LIABILITIES AND FUND BALANCE	
LIABILITIES	
CURRENT LIABILITIES	
PAYABLES	(945,075.96)
ACCRUED LIABILITIES	(2,248,401.45)
INTER/INTRA GOV PAY	(1,965,113.80)
CURR INSTAL&LEASEPAY	(464,000.00)
OTHER CURR LIAB	(1,473,694.66)
TOTAL CURRENT LIABILITIES	(7,096,285.87)
LONG-TERM LIAB	
LT INSTALL&LEASE PAY	(11,663,000.00)
OTHER LONG-TERM LIAB	(2,314,930.21)
TOTAL LONG-TERM LIABILITIES	(13,977,930.21)
TOTAL LIABILITIES	(21,074,216.08)
FUND BALANCE	
REVENUES	(33,437,058.39)
CASH CUSTODY - TREAS	(19,979,845.88)
ENC,EXPEND/EXPENSES	31,518,497.26
TOTAL FUND - NON EQUITY	(21,898,407.01)
FUND EQUITY ACCOUNTS	
FUND BALANCE	1,441,963.44
OTHER	(31,401,205.68)
TOTAL FUND EQUITY ACCOUNTS	(29,959,243.24)
TOTAL FTE'S	(51,857,650.25)
TOTAL FUND BALANCE	(51,857,650.25)
TOTAL LIABILITIES AND FUND BALANCE	-72,931,866.33

**WENATCHEE VALLEY COLLEGE
CONSOLIDATED STATEMENT OF INCOME
FY1920 FINAL
June 2020**

REVENUES AND OTHER INCOME

STATE ALLOCATIONS

001	11,764,987.00
WRT	567,073.00
08A	1,883,080.00
PS0	637,851.00
BD1	132,297.00
BG1	393,109.00
051	141,127.00
BK1	125,000.00
CA1	100,000.00
CG1	157,000.00
091	736,305.00

LOCAL RESOURCES

	Running Start	5,399,128.21
•	145	1,888,747.51
	146	(354,212.35)
**	148	1,881,331.07
	149	6,389,176.75

CAPITAL FUNDS

Local 147	1,101,477.25
057/060	4,025,589.71

TOTAL REVENUE AND INCOME		36,969,067.15
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COSTS, DEDUCTIONS, AND EXPENDITURES

STATE ALLOCATIONS

001	(11,764,987.00)
WRT	(567,073.00)
08A	(1,883,080.00)
PS0	(637,851.00)
BD1	(132,297.00)
BG1	(393,109.00)
051	(141,127.00)
BK1	(125,000.00)
CA1	(100,000.00)
CG1	(157,000.00)
091	(736,305.00)

LOCAL RESOURCES

	145	(1,385,269.21)
	146	(4,793,152.45)
***	148	(2,160,867.90)
	149	(7,472,048.13)

CAPITAL FUNDS

Local 147	(68,335.95)
057/060	(4,025,589.71)

TOTAL COSTS, DEDUCTIONS, AND EXPENDITURES		(36,543,092.35)
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REVENUE IN EXCESS OF EXPENDITURES		425,974.80
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- CARES \$712,143.35
- ** incl \$371,721.50 COP pymts
incl \$632,685.43 to S22
- *** incl \$174,634.31 equity trans to 147
incl 174,634.31 Equity Trans
incl \$632,685.43 to S22



NOTES TO FINAL FY1920 FINANCIAL REPORTS

Balance Sheet

Assets

Cash is in a significantly improved position as a result savings from furloughs, reduced spending, and COVID-19 CARES funds.

Inter/Intra Government Receivables are \$4,569,485 greater due to the on-going COP related to the Wells Hall replacement project. The offset is in the Fund Balance Revenue. (GL1354/3205)

Liabilities

Accrued Liabilities are greater because the final payroll included the last distribution of the special nursing allocation, the AHE contract was ratified and provided faculty with wages increases retroactively to July, 2019. These two factors, along with the typically balloon payments, result in the largest payroll of the fiscal year.

Fund Balance

As noted in Assets Inter/Intra Government Receivables, Revenue is \$4,569.485 greater than otherwise would be because of the Wells Hall replacement project. The funds available from fund OST are posted as an receivable in GL1354 as well as accrued revenue in GL3205. This is NOT cash.

Statement of Income

Revenue/Income

Revenues show an increase of \$2,843,416.22. Of this, the State Allocations were up \$1,447,361 from the previous year and Running Start is down nearly \$350,000. (The \$1,101.477 shown as revenue in Local 147 is the result of equity transfers from funds 148 and fund 146.) The remaining increase is related to capital funds.

Costs/Deductions/ and Expenditures

Expenses were \$1,212,431 less in funds 145 and 146 due in part to reduced state grants and expired federal grants. Fund 149 expenses were \$1,220,083 greater than the previous year as a result - primarily - of salary and benefit cost increases.

Revenue in Excess of Expenditures

The Income Statement shows an excess of \$425,974.80 (which is \$89,851 greater than projected in early June). The cash on deposit shown on the Balance Sheet is \$3,103,558. That was before the last FY1920 payroll of \$2,255,362 was processed. The remaining cash is held in auxilliary funds and bank reconciliation items.

WENATCHEE VALLEY COLLEGE
CONSOLIDATED STATEMENT OF INCOME AUXILIARY FUNDS
FY1920
June 2020

REVENUES AND OTHER INCOME

PRINTING	448	85,630.08
MOTOR POOL	460	4,043.87
ASWVC	522	790,185.02
ASWVC SRC TRANS *	522	650,724.42
PARKING	528	133,821.10
OTHER (SALES, BNN)	570	113,144.41
FOUNDATION DONATION	570	869,581.76
DORM	573	79,271.88
FINANCIAL AID **	846	7,444,472.88
STUDENT LOAN	849	9,110.00
WORK STUDY	850	244,425.00
WVC 3.5% STD AID	860	300,707.71

TOTAL REVENUE AND INCOME 10,725,118.13

COSTS, DEDUCTIONS, AND EXPENDITURES

PRINTING	448	(128,905.88)
MOTOR POOL	460	(4,964.56)
ASWVC	522	(834,648.45)
ASWVC SRC TRANS	522	(435,500.00)
PARKING	528	(255,183.07)
OTHER (SALES, BNN)	570	(67,384.82)
FOUNDATION DONATION (reserved)	570	-
DORM	573	(196,441.40)
FINANCIAL AID	846	(7,724,758.58)
STUDENT LOAN	849	(1,505.21)
WORK STUDY	850	(290,634.72)
WVC 3.5% STD AID	860	(261,806.02)

TOTAL COSTS, DEDUCTIONS, AND EXPENDITURES (10,201,732.71)

REVENUE IN EXCESS OF EXPENDITURES 523,385.42

NET BY FUND

PRINTING	448	(43,275.80)
MOTOR POOL	460	(920.69)
ASWVC	522	(44,463.43)
ASWVC SRC TRANS	522	215,224.42
PARKING	528	(121,361.97)
OTHER (SALES, BNN)	570	45,759.59
FOUNDATION DONATION (reserved)	570	869,581.76
DORM	573	(117,169.52)
FINANCIAL AID	846	(280,285.70)
STUDENT LOAN	849	7,604.79
WORK STUDY	850	(46,209.72)
WVC 3.5% STD AID	860	38,901.69

523,385.42



WVC FY1920 Inventory Report

Land	Cost
116 APPLE STREET OMAK	10,000
HERITAGE HOUSE OMAK	10,400
24 BIRCH OMAK	9,500
OMAK PARKING LOT 4	21,300
OMAK PARKING LOT 3	21,300
OMAK PARKING LOT 2	9,900
WESTSIDE HS BLDGS TRADE	409,029
107 APPLE OMAK	28,299
21 ASH ST N OMAK	21,300
VACANT LAND SO OF HERITAGE HOUSE	10,700
MAINTENANCE	1
NELSON ST PARKING LOT	245,680
BATJER ADDITION	1
UNASSIGNED ADDRESS WENATCHEE	40,000
BATJER ADDITION 2	1
GREEN HOUSE 1409 5TH ST	50,000
406 N ELLIOT WENATCHEE	35,000
400 N ELLIOT WENATCHEE	35,000
GRAY HOUSE 1337 5TH ST	60,000
GRIEF HOUSE 5 AC PROPERTY ASSIMULATED	55,000
NELSON LOT 4	35,000
N ELLIOTT LAND	20,008
NELSON LOT 7	20,008
265 ANTLES AVE WENATCHEE	25,000
9 PARCEL GROUP UNDER 222004 CHELAN COUNTY	200,000
	1,372,427

Buildings	Cost	Depr Allow	Net
Library	4,380,000	2,068,600	2,311,400
Baseball Press Box	121,036	16,945	104,091
Batjer	3,995,914	2,361,092	1,634,822
CWU	320,173	90,182	229,991
Eller/Fox	2,827,648	1,499,430	1,328,218
Elliot St House	166,318	132,130	34,188
Facilities	1,634,274	359,540	1,274,734
Storage Bldg	580,487	54,179	526,308
Gym	1,477,186	1,097,937	379,249
Dorm Mgr House	103,030	103,030	-
Indust Tech	474,855	313,931.9	160,923
MAC	9,543,101	1,526,896	8,016,205
Omak Admn	175,994	83,890	92,104
Omak WSU	108,400	26,919	81,481
Heritage House	111,000	77,809	33,191
North Classroom	691,259	335,900	355,359
Friendship Hall	652,500	457,838	194,663
Burnett Bldg	1,431,718	145,558	1,286,160
Dorm	4,135,277	909,761	3,225,516
SRC	6,324,044	379,443	5,944,601
Sexton	975,865	975,865	-
VanTassel	3,880,890	1,640,578	2,240,313
Wells Hall	2,099,035	1,837,885	261,150
Wenatchi Hall	15,695,228	4,080,759	11,614,469
	61,905,232	20,576,098	41,329,134

NOTES:

Land is not depreciable.
Wells Hall will require a \$261,150 adjusting entry

Imprv Other	Cost	Depr Allow	Net
Sexton Parking Lot	202,527	77,635	124,892
Wenatchee Sidewalks	115,752	57,876	57,876
MAC Parking Lot	161,210	112,847	48,363
	479,489	248,358	231,131

WVC is required to conduct a complete inventory every two years. We were scheduled to take inventory this summer but had vendor software issues. The software should be up and running within the next week or two. Inventory should be complete by the close of October.

Equipment	Cost	Depr Allow	Net
Wen/Omak General	3,724,982.36	2,848,706.89	
FY1920 Additions	25,766.25		
FY1920 Disposals	(289,861.00)		
	3,460,887.61	2,848,706.89	612,180.72
Aux Funds	480,739.50	287,581.44	
FY1819 PP Adj	(667.70)		
FY1819 Additions - Van	35,965.00		
FY1920 Disposals			
	516,036.80	287,581.44	228,455.36
Equip Total all Funds	3,976,924.41	3,136,288.33	840,636.08

BOARD MEETING: **September 9, 2020**

AGENDA ITEM **#7 – Information**

CATEGORY: **STAFF REPORTS**

Tod Treat, Vice President of Instruction

Dr. Treat will provide a verbal report.

BOARD MEETING: **September 9, 2020**

AGENDA ITEM **#7 – Information**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ADMISSION/REGISTRATION

- CTCLink Data Validation Cycle 3 began in August. An extremely heavy lift, as it is occurring the same time as end of term processing starts.
- Jason invited me attend a Business Analysis Boot Camp for 2-weeks. This was to prepare people that are currently serving as a Business Analysis at their institution or those that will be fulfilling a dual-role. A lot of what we went over were the resources available to that assist in the ctCLink process/transition. The role also helps with change management, and catering both towards individuals, but also the institution.
- Up to date with transcript evaluations at this time. However the closer to Fall term, the more than likely ramp up with transfer students, or students attending that have credits through College in the High School.
- All summer grades submitted on time.

Similar to spring 2020, academic standards were down from last summer.

	Summer 2019	Summer 2020
Warning	16	18
Probation	11	3
Suspension	5	4

Fall Applications

As of August 25, 2,800 admission applications have been processed for fall 2020, out of those 905 have registered for classes. Out of the roughly 1,900 not enrolled, about 1000 of them are first generation students.

ATHLETICS

- Athletics has finalized its proposal for return to campus for fall practice and is now awaiting the go ahead from the health authorities and administration before potentially bringing back the student-athletes.
- Athletics has cancelled the WVC Athletics Golf Classic that was scheduled for Sept 19 due to the Covid-19 pandemic, but will hope to reconvene next year at a similar time.
- WVC has hired a new head volleyball coach, Jim Smoot, who comes to Wenatchee after an esteemed career at many stops across the country, most recently Southeastern Louisiana, a Division I women's volleyball program.

CAMP

- Currently have 31 spots of the 55 filled. Continuing to recruit and market CAMP.
- Alfredo, CAMP Recruiter, has been working hard alongside Veronica Perez to help push enrollment and recruitment this summer.
- CAMP hosting virtual Orientation Sept 18th and developing bilingual orientation for parents.

CAMPUS LIFE

- Currently not providing student IDs or bus passes. Link Transit will continue to offer free bus rides until the end of December.
- New Senate Team (10 members in Wenatchee) will be starting training on September 1st and will do three weeks of virtual training to prepare for the school year. Omak Senate Team will be participating in some of the training sessions as well as holding their own sessions.
- S&A budget allocations are being sent out to respective areas.
- Staffing update:
 - Michelle Cannaday currently out for surgery for 6 weeks will return Sept 17th.
 - Did not hire back part time hourly staff Ana Vazquez as funding was not allocated in S&A budget.
 - New VetCorps member Joseph Gerak was hired and will start September 1st.
- New Student Orientation is planned for September 8th-11th with over 30 sessions offered to students to prepare them for being successful at WVC. Each CL staff member will help assist with the sessions. Doing the event virtually has been a big lift and hope to have a lot of student participation. Also creating Canvas page to upload New Student Orientation presentations for students who missed it the first time.
- Creating an events webpage to help collect all events in one central location for students to connect easily online. Will also be encouraging clubs to still be active online.
- Held two successful campus wide book clubs this summer. The first book was *Between the World and Me* and the second was *So You Want to Talk About Race*. We had around 10 people participate in the first and close to 20 in the second. Great conversations were had about promoting racial equality and retaining employees of color at WVC.
- Held two listening sessions for employees and students to talk about how to be an anti-racist. The first session had over 30 participants and the second had fewer participants but had really great discussions.
- Diversity, Equity & Inclusion:
 - Erin serving on a community equity group through the Our Valley Our Future efforts.
 - Marichuy involved in community support of migrant populations and immigrant justice.
 - Helped to message out to campus after the protests and violence against black people.
 - Holding a discussion with the President's Cabinet on Sept 1st for further learning and understanding for high level leadership around anti-racism.
 - Working on creating a diversity and equity resources page on website.
 - Holding an equity 101 training with the Foundation Board on September 21st.
 - Holding a training session on micro-aggressions in the classroom during launch week for faculty.
- International Programs:
 - International Education Coordinator position remains vacant. Challenging as the position is critical for the wellbeing of current International students as well as for recruiting new students and sustaining summer programming.
 - Most international students returned home to their families during this time but at least 6 who will be continuing or starting to take online courses this fall.
 - Summer programs were cancelled for this year.
 - Planning to contract with Yuriko to provide support to current students and to coordinate our summer programs for next year.
 - Jaima is currently assisting students in their Visa process through SEVIS, doing best to keep up with many requests from potential new students.
 - Marichuy will be helping to support current students along with Erin.
 - Offering one on one tutoring for international students virtually this fall with Laurie Grimm.
- Residence Hall:
 - Continuing to have conversations about the importance of seeing the Residence Hall and other buildings as part of campus and to be maintained as such.
 - Currently have 8 residents living in the Hall.

- Working on implementing an entirely new setup in the Residence Hall in preparation for 50% capacity starting September 14th. There will be entrance and exit requirements as well as mask and social distancing requirements for all residents and visitors to the building.
- Created a COVID 19 housing supplement and contract sheet that all residents must fill out prior to moving into the hall this fall.
- Have a waitlist already for fall quarter and will not be able to meet the demand for housing as only allowing one person per room.
- Custodial is disinfecting the residence hall shared spaces twice a day. Established strict rules about guests and social distancing in place and posted at the Residence Hall.
- Sept 3rd holding a work party to update all of the signs, mark out social distancing and put up barriers to protect students from others walking past.
- Student Recreation Center:
 - Rec Center continues to be closed and Danny Zavala is working from home.
 - Not employing any part time hourly employees at this time or work study members as the Rec Center will not re-open for fall quarter.
 - Danny is working on virtual events and activities to engage students online this fall. He is contracting for online workout platforms that students can use.
 - Working on spacing out the equipment in the Rec Center in the event that we will be able to open again in January with social distancing parameters.
 - Danny is assisting other areas of the College with video projects and the phone-a-thon.
 - Continue offer podcast episodes that can be found online which highlight local people and the health and wellness opportunities they are a part of.
- Recruitment and Outreach:
 - Campus Recruiter is still vacant, a key position particularly during periods of decreased enrollment.
 - Veronica Perez has been assisting with recruitment efforts and held 6 open house virtual events with Alfredo Ortiz to promote WVC and to highlight different programs. Less students participated than hoped for, but those who did attend were able to be helped to register and overall, felt the effort was a success.
 - Working to re-start the campus wide recruitment committee.
 - Responding to requests for information through the website.
 - Brainstorming ways to virtually connect with high school seniors this fall as they begin to plan for next year.

EDUCATIONAL & CAREER PLANNING

- June 1 was the revised first day of new student advising and registration for summer and fall. Due to the pandemic ECP is not offering face-to-face in-person advising and registration sessions on campus this summer. After English and math placement was established, all new students are completing the Online Advising and Registration (O.A.R.) tutorial prior to registering online. Last summer, by the end of August, 454 new students attended the group in-take sessions and 57 had completed OAR. Same time this year, 325 new students signed up for O.A.R. and 259 have completed it.
- IT changed the password scheme for student email back in July without notifying staff, making the instructions provided to students incorrect. IT agreed to roll back the change until October instead when it should be less disruptive.
- Throughout the summer, Jaima and Noah with help from Veronica, Sandra, and Lisa connected one-on-one via phone, email, or Zoom with new, transfer, and former students who needed advising for fall quarter.
- With help from Veronica, Cheyenne continues to do an amazing job answering the Educational Planning and Testing Center phone line during business hours from home.

- The English Directed Self-Placement (DSP) Pilot went live on June 29. By the end of August, 125 students have now been signed up for the DSP; 84 have finished it. Jaima also helped with setting Cindie and Hector up with an Omak version of the DSP and provided training.
- Sandra is learning her new role (Career SVS Coordinator) and is also helping with educational planning. She offered several training sessions with financial aid staff on the student employment process.
- Sandra continues to monitor the Just-in-Time alerts. During the summer, 8 faculty used JITs to send 22 notifications to 20 students on the Wenatchee campus.
- Noah had a busy summer processing and evaluating a record number of nursing applications (124 compared to the next highest, 121 in 2016). In August, he processed Medical Assistant applications but spending most of his time on in-take and onboarding appointments and emails with students.
- Jaima attended several ctCLink meetings this month and spent time working on the Test Score Data Validation for DG4 Cycle 3, due Sept 9.

FINANCIAL AID/VETERANS

- CTCLink cycle 3 data validation started on Aug 21st. All financial aid staff are involved in the review of SAP data since it is critical that this information is brought over into the PeopleSoft environment.
- Discussions are needed regarding longer time periods for processing with the go live in February. Staff will be adjusting to the new environment as well as processing in two systems at the same time.
- Working remotely still brings its challenges for staff. Remote PC is fine for general review but it's insufficient for heavy processing when using applications such as FAM, Access, Excel and in the HP environment.
- To date for the 2020-2021 year have received 2,972 FAFSA applications and have awarded \$6,484,038.00 to 853 students. In comparison this time last year, received 3383 FAFSA applications and had awarded \$9,552,538.00 to 1,249 students.

TRIO/SSS

- TRIO SSS was awarded \$1,309,435 (\$261,887 annually) for the 2020-2025 grant cycle
- The team participated in a GEAR Up online webinar hosted by Brewster High School. Also participated in an information summer session webinar hosted by WVC on August 19th.
- TRIO SSS and CAMP held a think tank style chat in order to share best practices for student success during Covid-19 pandemic
- The program webpage was updated by our program assistant, Jenna Shrewsbury
- Over the summer, the team participated in a series of summer working retreats and established a communication strategy, outreach strategy, 2020-2025 grant review, planned Fall quarter events, reviewed retention documents/strategy, and planned for the Summer Bridge Program.

BOARD MEETING: **September 9, 2020**

AGENDA ITEM **#11 – Information**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

- As you know, for many of our students of color, the BLM movement and the incidents this summer around the country give them more reasons to be afraid in our communities. WVC needs to be a “safe” place for all students, faculty and staff. We continue to work on being a place where we can openly and respectfully discuss the issues surrounding race in America. This has included having a Cabinet extended discussion on race and how we work together and respect each other.
- Cabinet and the Incident Command team has put together the reopening plan according to the governor’s standards for higher education and that plan was submitted to and approved by the Chelan/Douglas Health Department. It includes the needed safety and health guidelines in place for employees to return to campus, including having COVID supervisors who check to be sure the guidelines are being followed.
- With this plan in place and the knowledge of the area’s COVID infections, WVC will be mostly online this fall, with exceptions for Governor-defined essential programs as were offered face to face in the spring following social distancing and PPE standards and our 26-point standard. All students, faculty and staff will have to attest to being symptom-free every day that they come onto campus.
- The Wells Replacement project continues and good progress is being made. The third story steel is now in place, and the project remains on budget.
- The college’s Incident Command team continues to meet once a week to discuss how to keep everyone safe while at work and how to keep the college running. The college has essentially been closed to most students, staff, and the public since March 6. We continue remote work and teaching.
- I have been attending the SBCTC’s presidents’ updates on COVID and state and national directives since the middle of March and we continue to meet once a week. We have now committed much of our time to the budget issues colleges are facing that the legislature has not addressed in a special session (and may not). The state has projected somewhere in the neighborhood of \$9 billion deficit over this year and the next biennium.
- I continue to attend the Chamber’s Recovery Council meetings for Chelan/Douglas Counties. We have put out a guide for small businesses on how to reopen safely. We also had a campaign to Mask up to Open up! The Recovery Council members were one of the groups to meet with the Governor when he came to Wenatchee because of the spike in COVID cases in this region. He did a good job of listening to the members in region. He did a good job of listening to the members (mostly elected officials and business owners) about their concerns.
- The Foundation executive committee has continued meeting through Zoom and I have attended and updated them on the situation at the college. They also had a new board member orientation that I attended.
- Attended a virtual WACTC retreat and discussed capital projects, equity and inclusion on colleges in the wake of the George Floyd (and now Jacob Blake) killing and demonstrations, COVID responses, PPE

availability for classes and employees, online classes and access for underserved students, enrollment, the operating budget and the reductions expected in state allocations of up to 15-20%.

- Have attended Omak foundation board meetings by Zoom.
- Much more has happened over the summer, but we will update you at the meeting.

BOARD MEETING: **September 9, 2020**

AGENDA ITEM **#10 – Action**

CATEGORY: **ACTION**

Revised Policy 000.330 Non Discrimination and Harassment, Reagan Bellamy, Executive Director of Human Resources

BACKGROUND:

Policy 000.330 Non Discrimination and Harassment was revised to reflect the new Title IX requirements.

RECOMMENDATION:

That the board approve revised Policy 000.330 Non Discrimination and Harassment

000.330 NONDISCRIMINATION AND DISCRIMINATION HARASSMENT POLICY

Wenatchee Valley College is committed to the policy that all persons shall have equal access to college programs, facilities, admission and employment. Furthermore, it is the policy of Wenatchee Valley College to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person on the basis of race, creed, color, religion, national or ethnic origin, political affiliation, parental status or families with children, marital status, sex, sexual orientation, gender identity or expression, age, genetic information, being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any real or perceived sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis per [RCW 49.60.030, 040](#) and other federal and laws and regulations, or participation in the complaint process.

All college faculty, staff and students must comply with this policy and take appropriate measures to prevent discrimination or harassment. Faculty, staff or students who believe they are being discriminated against or harassed for one of the reasons listed above or who witness potential discrimination or harassment is encouraged to report the offending conduct. Prompt corrective measures will be taken to stop discrimination or harassment whenever and wherever it occurs.

Sexual harassment is addressed separately in the college's sexual harassment/[Title IX](#) policy [000.340 and 1000.340, sexual harassment Title IX procedure.](#)

A. DEFINITIONS

1. **Discrimination:** conduct of any nature that violates the policy set forth above by denying equal privileges or treatment to a particular individual because of the individual's race, creed, color, religion, national or ethnic origin, political affiliation, parental status or families with children, marital status, sex, sexual orientation, gender identity or expression, age, genetic information, being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status, or the presence of any real or perceived sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis.
2. **Discriminatory Harassment:** a form of discrimination consisting of physical or verbal conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin, political affiliation, parental status or families with children, marital status, sex, sexual orientation, gender identity or expression, age, genetic information, being a victim of domestic violence, sexual assault, or stalking, participation or lack of participation in union activities, disabled veteran or Vietnam era veteran, honorably discharged veteran or military status, or the presence of any real or perceived sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

These definitions are not intended to deprive an individual of the right of free expression or other civil rights.

Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

B. EXAMPLES OF DISCRIMINATORY HARASSMENT

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

1. Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
2. Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture, or foreign accent.
3. Verbal or physical abuse, "jokes" or offensive comments based on an individual's age, gender, disability, or sexual orientation.
4. Making, posting, e-mailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

A victim of harassment can be a man or a woman or a third party who witnesses inappropriate behavior. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other college employee, student, or a non-employee who has a business relationship with the college.

C. REPORTING AND RESOLUTION OF DISCRIMINATION OR HARASSMENT COMPLAINTS

1. Anyone who believes they are a victim of discrimination or harassment should report it, as appropriate, to a WVC counselor, administrator, supervisor, coworker or the executive director of human resources.
2. Any WVC employee, faculty, or administrator that receives oral information from an employee or student that raises a concern that discrimination or harassment may have occurred, will refer the employee or student to the executive director of human resources or designee. The executive director of human resources or designee will speak with the employee or student and provide the complainant with options of pursuing either the informal or formal complaint resolution process.
3. A supervisor receiving information, in their capacity as a supervisor, that describe incidents of discrimination or harassment defined in this policy will:
 - a. Report the incident to the police if suspicion exists that a crime was committed; and
 - b. Report alleged incidents of discrimination or harassment to the executive director of human resources.

The human resources office has primary responsibility for resolving discrimination or harassment complaints in accordance with this policy and the college's complaint procedure for discrimination and harassment 1000.350.

D. DISCIPLINARY ACTIONS

Any individual in violation of this policy will be subject to disciplinary action up to and including expulsion from the college or termination of employment.

Persons who threaten or retaliate against an individual who makes a complaint of discrimination or harassment or cooperates in an investigation of such complaint constitutes a separate violation and may result in a disciplinary action independent of the outcome of a complaint.

E. AMNESTY

The college considers the reporting and adjudication of discrimination or harassment cases on either campus to be of paramount importance. The college does not condone underage drinking or use of illegal drugs. However, the college will extend amnesty to complainants, third-party reporters, witnesses, and those assisting a potential victim of discrimination or harassment from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered in the course of a discrimination or harassment investigation or while individuals are assisting a potential victim. Similarly, the college may in its discretion, provide amnesty for other minor conduct code violations that are discovered in the course of discrimination or harassment report or investigation.

F. CONTACT INFORMATION

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

1. To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
2. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

*Supersedes 2.P.44; moved from the 1991 manual
Revised (combined 000.310 Nondiscrimination and changed title); approved by the president's cabinet: 9/10/10, 12/15/15, 6/4/19. / /
Adopted by the board of trustees: 10/20/10, 1/20/16, 6/19/19. / /
Last reviewed: 10/1/19*

Policy contact: Human Resources

Related policies and procedures

- 000.050 [Formal Hearing Policy](#)
- 000.190 [Expressive Activities Policy](#)
- 000.300 [Freedom of Inquiry and Expression Policy](#)
- 000.340 [Sexual Harassment/Title IX Policy](#)
- 400.100 [Student Rights and Freedoms Policy](#)[Student Rights and Responsibilities/Code of Student Conduct Policy](#)
- 500.125 [Equal Opportunity/Affirmative Action Policy](#)
- 1000.3350 [Nondiscrimination and Discrimination Harassment Procedure](#)[Complaint Procedure for Discrimination & Harassment Procedure](#)
- 1000.340 [Sexual Harassment/Title IX Procedure](#)
- 1400.100 [Student Rights and Freedoms Procedure](#)
- 1400.110 [Code of Student Conduct Procedure](#)

BOARD MEETING: **September 9, 2020**

AGENDA ITEM **#11 – Action**

CATEGORY: **ACTION**

Revised Policy 000.340 Non Discrimination and Harassment, Reagan Bellamy, Executive Director of Human Resources

BACKGROUND:

Policy 000.340 Non Discrimination and Harassment was revised to reflect the new Title IX requirements.

RECOMMENDATION:

That the board approve revised Policy 000.340 Non Discrimination and Harassment

000.340 SEXUAL HARASSMENT/TITLE IX POLICY

Wenatchee Valley College is committed to the preservation of dignity and integrity for all students and employees; therefore, this policy is issued in recognition of the college's moral and legal obligations to provide protection from and resolution of incidents of sexual harassment.

A. POLICY STATEMENT

It is the policy of Wenatchee Valley College to maintain an academic and work environment free of sexual harassment. Sexual harassment of faculty, staff or students is against the law and will not be tolerated. Sexual harassment violates the dignity of individuals and impedes the realization of the college's educational mission. The college is committed to preventing and addressing sexual harassment of faculty, staff and students through education and by encouraging faculty, staff and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.]

Discrimination and discriminatory harassment are addressed separately in the college's [non-discrimination and discrimination harassment policy 000.330](#) [and procedure 1000.330](#).

B. DEFINITION OF SEXUAL HARASSMENT

~~For purposes of this policy, sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female. Sexual harassment occurs under any of the following conditions:~~

- ~~1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, career advancement and/or academic standing, or~~
- ~~2. When submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual; or~~
- ~~3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive work or academic environment.~~

~~Sexual harassment is either "quid pro quo" when being asked to subject oneself to something unwelcome in exchange for something else; or "hostile environment" which is when another's conduct is sufficiently severe, persistent or pervasive such that it limits one's ability to work or participate in an educational program, such as unwanted sexually motivated physical, verbal or otherwise communicated conduct.~~

~~Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.~~

C. EXAMPLES OF SEXUAL HARASSMENT

~~Examples of behaviors that may rise to the level of sexual harassment and, therefore, are prohibited by this policy include but are not limited to the following:~~

- ~~1. Physical assault.~~
- ~~2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.~~

3. ~~A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:~~
 - a. ~~Comments of a sexual nature.~~
 - b. ~~Sexually explicit statements, questions, jokes, or anecdotes.~~
 - c. ~~Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body.~~
 - d. ~~Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.~~
 - e. ~~Persistent, unwanted attempts to change a professional relationship to an amorous relationship.~~
 - f. ~~Subtle propositions for sexual activity or direct propositions of a sexual nature.~~
 - g. ~~Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities.~~

~~A victim of sexual harassment can be a man or a woman or a third party who witnesses inappropriate behavior. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other college employee, student, or a non-employee who has a business relationship with the college.~~

~~D. CONSENSUAL RELATIONSHIPS~~

~~Romantic and/or sexual relationships between faculty and students, staff and students or supervisors and subordinate employees are strongly discouraged. Such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, evaluations, recommendations, promotions, salary increases or performance evaluations, the apparent consensual nature of the relationship is inherently suspect.~~

~~Even when both parties have consented to the relationship, there may be perceptions of conflicts of interest or unfair treatment of others. Such perceptions undermine the atmosphere of trust essential to the educational process or the employment relationship. Under such circumstances, the person in the position of supervision or academic responsibility must report the relationship to his or her immediate supervisor. Once the consensual relationship is reported, the immediate supervisor is responsible for eliminating or mitigating the conflict of interest to the fullest feasible extent and ensuring that fair and objective processes are in place for decisions relative to grading, evaluations, recommendations, promotions, salary increases or performance evaluations. The new supervisory or academic arrangement should be documented.~~

~~E. REPORTING AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS~~

1. ~~Anyone who believes they are a victim of discrimination or harassment should report it, as appropriate, to a WVC counselor, administrator, supervisor, coworker or the executive director of human resources.~~
2. ~~Any WVC employee, faculty, or administrator that receives oral information from an employee or student that raises a concern that sexual harassment may have occurred, will refer the employee or student to the executive director of human resources or designee. The executive director of human resources or designee will speak with the~~

~~employee or student and provide the complainant with options of pursuing either the informal or formal complaint resolution process.~~

- ~~3. A supervisor receiving information, in their capacity as a supervisor, that describe incidents of sexual harassment defined in this policy will:
 - ~~a. Report the incident to the police if suspicion exists that a crime was committed; and~~
 - ~~b. Report alleged incidents of sexual harassment to the executive director of human resources.~~~~

The human resources office has primary responsibility for resolving sexual harassment complaints in accordance with this policy and the college's [complaint sexual harassment/Title IX procedure for discrimination and harassment 1000.3540](#).

~~F. DISCIPLINARY ACTIONS~~

~~Any individual in violation of this policy will be subject to disciplinary action up to and including expulsion from the college or termination of employment.~~

~~Persons who threaten or retaliate against an individual who makes a complaint of sexual harassment or cooperates in an investigation of such complaint constitutes a separate violation and may result in a disciplinary action independent of the outcome of a complaint.~~

~~G. AMNESTY~~

~~The college considers the reporting and adjudication of sexual harassment cases on either campus to be of paramount importance. The college does not condone underage drinking or use of illegal drugs. However, the college will extend amnesty to complainants, third-party reporters, witnesses, and those assisting a potential victim of non-consensual sexual contact or non-consensual sexual penetration from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered in the course of a sexual harassment investigation or while individuals are assisting a potential victim. Similarly, the college, at its discretion, may provide amnesty for other minor conduct code violations that are discovered in the course of sexual harassment report or investigation.~~

*Supersedes 2.P.44; moved from the 1991 manual
Revised and approved by the president's cabinet: 9/10/10, 6/4/19
Adopted by the board of trustees: 10/20/10, 6/19/19, ___/___/___
Last reviewed: 10/1/19, ___/___/___*

Policy contact: Human Resources

Related policies and procedures

- 000.300 [Freedom of Inquiry & Expression](#)
- 000.330 [Nondiscrimination and Discrimination Harassment Policy](#)
- 000.340 Sexual Harassment/Title IX Policy
- 400.100 [Student Rights and Responsibilities/Code of Student Conduct Policy](#)
- 500.125 [Equal Opportunity/Affirmative Action Policy](#)
- 1000.330 Nondiscrimination and Discrimination Harassment Procedure
- 1000.345 Sexual Harassment/Title IX Employee Disciplinary Hearing Procedure
- 1400.100 [Student Rights and Freedoms Procedure](#)
- 1400.110 [Code of Student Conduct Procedure](#)
- 1400.115 [Student Discipline Procedure](#)

BOARD MEETING: **September 9, 2020**

AGENDA ITEM: **#12 - Action**

CATEGORY: **ACTION**

Election of Board of Trustees Officers

BACKGROUND:

Board of Trustees will elect officers to serve during the 2020-2021 academic year.

RECOMMENDATION:

At the discretion of the board.