

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
February 15, 2017

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

Trustees present

Phil Rasmussen, Chair
June Darling, Vice Chair
Phyllis Gleasman (conference call)
Martha Flores

The board work session was opened by Chair Phil Rasmussen at 10:00 a.m. Major agenda items included post tenure reports, business and industry update, strategic plan update, reserves policy development, revised Procedure 1000.220 Notification of Registered Sex Offender, bookstore report and Voluntary Framework of Accountability. Executive session was held to discuss personnel issues and property acquisition.

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

APPROVAL OF MINUTES

1. January 18, 2017, Board Meeting Minutes

MOTION NO. 2225

Martha Flores moved that the minutes of the January 18, 2017, board of trustees meeting be approved. The motion was seconded by June Darling and carried unanimously.

CELEBRATING SUCCESS

2. ASWVC U-Knight Campaign

The ASWVC Senate has started a U-KNIGHT campaign in an effort to bring the community together during the current politically-challenging times. The message of the campaign is “Everyone deserves to be respected for who they are.” Trustees received a campaign t-shirt and signed the campaign pledge to speak up against hate and intolerance.

3. Visit to University of Washington by CAMP Students

Seventeen CAMP students participated in an annual Pre-Health Conference at the University of Washington. The students attended workshops such as Cultural Competency, Doctor for a Day, and Dentistry. The event confirmed the student’s interest in the health field and gave them a better understanding of the path they wish to take.

INTRODUCTION OF NEW EMPLOYEES

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

The following new employees were introduced: Jennifer Cawdery, TRiO program assistant; Ivan Valdovinos, TRiO retention specialist; Mike Lesky, agriculture instructor; and Brett Riley, vice president of administrative services.

SPECIAL REPORTS

5. **Freddie Hamm, ASWVC Wenatchee Vice President**
A written report from Freddie Hamm was included in the board information packet.
6. **Jose Alvarez, ASWVC Omak President**
A written report from Jose Alvarez was included in the board information packet.
7. **Sharon Wiest, AHE President**
A written report from Sharon Wiest was included in the board information packet.

STAFF REPORTS

8. **Brett Riley, Vice President of Administrative Services**
Brett Riley reported that he is developing an administrative services dashboard report that will provide information on all areas of his department.
9. **Carli Schiffner, Vice President of Instruction**
Carli Schiffner reported that all pre-tenure files are complete and ready for review by the board of trustees. She added that the BSN is in its final stages with the nursing commission. Recruitment is beginning for the engineering technology program and the beginning steps have been taken to apply for a BAS in education.
10. **Chio Flores, Vice President of Student Services**
Chio Flores reported on new hires in student services and the expansion of the food bank which will now be called the Knights' Kupboard.
11. **Jim Richardson, President**
President Richardson provided a legislative update and reported on a meeting with the Quincy School District regarding a dual language teaching program.

ACTION

12. **Sabbatical Requests: Jim Richardson**
The faculty professional development committee received and recommended sabbatical applications from Derek Sheffield, English; Ralph Dawes, earth science; and Steven Stefanides, biology/chemistry. After review of these applications during their January 18, 2017 work session, the board of trustees were in consensus that the proposed sabbaticals be approved. Administration gave formal notification as per AHE contract on January 30, 2017, and the board is now asked to officially approve the sabbaticals.

MOTION NO. 2226

June Darling moved that the board officially approve sabbatical leave for Derek Sheffield on 9-12-17 through 6-12-18; for Ralph Dawes from 9-15-17 through 12-31-17; and Steven Stefanides from 9-15-17 through 12-31-17. The motion was seconded by Martha Flores and carried unanimously.

ACTION (continued)

13. Revised Policy 600.107 Capital Assets and Inventory Control: Reagan Bellamy

Policy 600.107 Capital Assets and Inventory Control was revised to reflect the SAAM manual regarding inventory.

600.107 CAPITAL ASSETS AND INVENTORY CONTROL POLICY

It is the policy of the board of trustees that the president or designee shall account for all depreciable tangible personal property in accordance with all applicable Washington state policies, statutes and rules. Procedures and systems shall be developed and maintained to insure accountability and control, including:

1. Inventory record procedures for items covered by this policy. Each asset record shall contain information required by state policies or the Washington State Auditor’s Office, including identifying decals or tags, assigning custodial responsibility, process for reporting moves, changes or deletions.
2. Items with a value or cost of \$5,000 or more and projected useful life of one (1) year or more, and any property deemed to meet the criteria of “small and attractive” will be recorded and tagged.
3. A physical inventory of all property at least every two years.
4. An annual report of the results of the physical inventory to the board of trustees.

Deleted: three

Real property, buildings and infrastructure will be recorded in a real property inventory in accordance with applicable Washington state policies, statutes and rules. The record will include acquisition date, value, accumulated depreciation and other information required by state policies, the Washington State Auditor’s Office, or other agencies.

Accounting for capital assets will comply with Governmental Accounting Standards Board (GASB) standards and procedures will be reviewed and updated as necessary to maintain compliance.

MOTION NO. 2227

June Darling moved that revised Policy 600.107 Capital Assets and Inventory Control be approved. The motion was seconded by Martha Flores and carried unanimously.

3:35 p.m. Meeting adjourned

Secretary

Chair