



## Yakima Campus

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-

2520

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### MINUTES

#### SPECIAL MEETING/STUDY SESSION

#### BOARD OF TRUSTEES

#### YAKIMA VALLEY COLLEGE

May 9, 2024 3:30 pm

West Campus Conference Center 038-122, Meeting Room D

1704 W. Nob Hill Blvd, Yakima WA 98902

Chair Ortega called the special meeting to order at 3:30 p.m. Trustees present were Chair Ortega, Trustee Flores, Trustee Baldoz, Trustee Morales; excused from the study session today was Trustee Cate.

- A. **Proposed Operating Budget**, *presented by Misael Lopez, Director of Budget Services*. Mr. Lopez presented to the Board of Trustees via Zoom YVC's Proposed Operating Budget for year 2024-2025 with a power point presentation. (Full power point will be filed in the board packet in the President's Office). Mr. Lopez presented the state and SBCTC budget cycle timeline to the board on the system fiscal year budget. Then, Mr. Lopez presented YVC's Budget timeline including how the unfunded mandates and the additional budget requests from the campus community play a part in helping develop the proposed operating budget, and that we will be coming back to the board with an Action Item to approve the next years fiscal budget on June 13, 2024, the next board session. Mr. Lopez shares the tuition increase rate of 3.1%, and the salary and benefit increases that will affect next year's budget, which includes the state mandated COLAs for different categories of employees and an increase for the employer in PEBB benefits. Mr. Lopez shared with the board that he had already shared a copy of a similar presentation with the students and staff for the next years proposed operating budget, Dr. Rich clarified that this report was included some additional information than the presentation presented around campus due to a new allocation that just was received yesterday, allowing the college not to have to build in as much reserve fund use as originally expected, which was great news. Trustee Morales asked a question about the tuition revenue amount estimated to be less than the amount recorded for last year and if that reflected less students. Dr. Rich answered that these numbers reflect tuition revenue and not a student enrollment count. Dr. Kaminski clarified for Trustee Morales that not all students pay the same rate of fees for tuition, such as the CCR students who only pay \$25.00 per quarter. Chair Ortega asked that when the state board approves the budget will it continue to change, and Dr. Rich answered "no". Mr. Lopez continued to share the operating budget expense by program to the board for: instruction, institutional support, facility operations, student services, and library and primary support; highlighting that instruction is the main priority by the college this number reflects just shy of 50% of the budget allocation. CTC Link has allowed for additional data to be included, and the expense by category reflects less for equipment but the amount has not really changed it's just that the data has been modernized with CTC Link and now falls under Goods and Services. Trustee Baldoz questioned what falls under the unfunded mandates. Mr. Lopez answered, goods and services as well as the increase per employee for insurance. The board thanked Mr. Lopez for the information.
- B. **Proposed SRC Budget**, *presented by Sophia Juarez, Director of Auxiliary Services*. Ms. Juarez presented to the Board of Trustees the Proposed Student Residence Center Budget for year 2024-2025 with a power point presentation. (Full power point will be filed in the board packet in the President's Office). Ms. Juarez outlined the room rental averages, revenue, expenditures, capital expenditures, a budget summary, and capital projects to the board. Ms. Juarez shared that the room rental averages had increased back up to 167



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residents this past fall, which is a similar enrollment number to before COVID. Ms. Juarez shared that the room rentals included: one WGU student, one WSU Nursing student, 39 Perry Technical College students, and that the rest of the residents were YVC's students. Ms. Juarez broke down the revenue budgets for the board by room rentals, conference/guests (including YVC's Upward Bound program), Vending/Appliance Rentals/Washer, Damages/Lost Keys/Late Fees, Investment, and In-Kind Contributions which totaled to \$576,550.00. Chair Ortega questioned what In-Kind Contributions were. Ms. Juarez explained that an example of an In-Kind Contribution is the night staff that resides at the residence center to help monitor and keep the students safe. Ms. Juarez explained the expenditures included in the proposed student residence center budget that are estimated at \$506,800.00. Ms. Juarez shared that the two capital expenditures planned for the 2024-2025 year are adding additional cameras inside the building to help with safety for the students, and extenders to the bathroom showers for additional student privacy these two projects estimate to equal \$70,000.00, there were picture examples in the power point presentation. The Capital Projects completed were 80 brand-new air conditioning units that were added into the dorm rooms to help regulate the temperature for the students. Chair Ortega asked Ms. Juarez how many rooms are in the dormitory. Ms. Juarez stated there are 236 beds, and currently 106 are occupied which allows for some students to have a single occupancy room and not to have to share a room. The board thanked Ms. Juarez for the information and presentation today.

- C. **Proposed ASYVC Budget 2024-2025**, *presented by Karla Rabadan, Student Life Manager*. Ms. Rabadan presented to the Board of Trustees YVC's Proposed ASYVCS's Budget for year 2024-2025 with a power point presentation. (Full power point will be filed in the board packet in the President's Office). Ms. Rabadan began her presentation by sharing RCW 28B.15.045 with the board of trustees regarding services and activities fees. Ms. Rabadan then proceed to share a timeline of the proposals given to the student life office from clubs and program advisors, and allocation provided by YVC's budget director, and that the S&A Committee will meet and review and hopefully approve the proposed budget tomorrow, May 10, 2024. Ms. Rabadan shared with the board that she would be coming back to the board at the June session with an Action Item to approve the proposed budget for next year and would let the board know of any changes that may occur during the committee meeting on May 10<sup>th</sup>. Ms. Rabadan shared the Budget Calculations with the board for 2024-2025 year and highlighted that there was about a 25% decrease of about \$130,574.00 despite enrollment for the upcoming budget year. This would result in all student life accounts taking a cut except for salaries and talent grants. Student Life is requesting using \$192,000.00 of budget reserve funds to help fill in the budget gaps for the proposed budget. If approved these reserve funds will be used to provide the projected increased costs for athletics, art programs, diversity series, clinical communications, and other. Dr. Rich questioned the change an increase of the proposed budget of reserve funds for administration and Ms. Rabadan answered that was for three staff members' salaries, one of whom was previously paid for by a Health Outreach grant that was ending. Dr. Kaminski asked how much funds are left over at the end of each year. Stacey Wahl answered that if a club makes a nominal amount from a fundraising event that amount gets rolled over for the club, but any additional funds go back into reserves. She held \$25,000.00 to the side during the HUB remodel project that was not needed, and those funds will go back into the reserve account. Dr. Rich clarified how club funds do not carry over but get reapplied after the first of a new year back into a clubs account. Dr. Rich also shared that you cannot spend up and beyond a budgeted amount, but you can always spend less. Dr. Rich shared how she respected the culture at YVC, we do not spend just to spend but spend only what we need. Ms. Rabadan thanked Stacey Wahl for speaking and shared with the board she was



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the previous Interim Student Life Manager and has been helping her in this new role. Dr. Kaminski shared with the board that all for these budgets estimated student enrolments for the upcoming year may have a big change due to the new FAFSA application and can vary, we can hope for the best. The board thanked Ms. Rabadan for her presentation.

Chair Ortega opened the floor to the board for additional questions. Vice Chair Baldoz asked that with the three separate budget presentations: does the board act on all three budgets separately, and if there are changes do they come back in front of the board. Dr. Rich answered that they will act separate between each of the three budgets, but there is flexibility in the line items. Anything that would exceed the budget has to be brought back to approval from the board. Vice Chair Baldoz asked how the budgets are monitored within the institution. Dr. Rich answered that Misael Lopez, Budget Director gives the board a monthly fiscal report, and the budgets are monitored monthly between every department for internal controls. Trustee Morales questioned why the FTE for Grandview seemed to be lower than the year before. Ms. Rabadan shared that many students in Grandview are CCR. Dr. Ernst stated that they are working on a process to code students and divide the numbers with revenue more effectively. Dr. Kaminski clarified that CCR students are taking classes such as Adult Basic Skills.

Study Session concluded at 4:09 pm.



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**MINUTES**

REGULAR MEETING BOARD OF TRUSTEES

YAKIMA VALLEY COLLEGE

May 9, 2024

West Campus Conference Center Meeting Room D

1704 W. Nob Hill Blvd Yakima WA 98902

Chair Ortega called the regular meeting to order at 4:30 p.m.

**A. Roll Call and Introduction of Guests and New Employees**

**Board of Trustees Present**

Bertha Ortega, Chair

Patrick Baldoz, Vice Chair

Dr. Sara Cate, Trustee (ZOOM, arrived a few minutes late)

Laura Flores, Trustee

David Morales, Trustee

**Others Present**

YVC Students

YVC Staff & Faculty

**Introduction of Guests and New Employees.** Alma Ramirez, Interim Director of Human Resources, shared three new employees: Lynn Hennessey, Director of Equal Grant; Shelby Ferguson, PT Asst. Coach; and Rocio Hernandez, Interim Administrative Services Manager. Chair Ortega asked if anyone was present today for the meeting. Ms. Ramirez stated that none were present today.

**B. Proposed Changes to the Agenda.** NO Changes to the Agenda.

**C. Call to the Public** – Chair Ortega stated that at this time the public is welcome to make comments on any of the action items on today’s agenda. Following the reports, there will be another Call to the Public for anyone who wishes to make comments on issues that were not action items. Jocelyn Sheehan let Chair Ortega know there was no one listed to speak.

**D. Approval of Minutes:** Trustee Baldoz moved that the minutes of the Regular Meetings of April 11, 2024, be approved as submitted. The motion was seconded by Trustee Flores and passed unanimously.

**E. Action Items:**

**1. Sherar Gymnasium Remodel Project, *presented by Ray Funk***

Ray Funk presented the use of services and activities fee project reserve funds be used to install air conditioning and new bleachers for the Sherar Gymnasium. The recommendation to the board was to adopt this motion to approve an amount not to exceed \$400,000.00 from the Student Project reserve to complete the Sherar Gymnasium improvement project.

**MOTION 24-05-01:** Vice Chair Baldoz moved that the Board of Trustees adopt a motion to approve an amount not to exceed \$400,000.00 from the Student Project reserve to complete the Sherar Gymnasium improvement project.



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The motion was seconded by Trustee Morales and passed unanimously.



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### **F. Communications:** No additional communications

#### **G. Reports**

- 1. Board of Trustees:** Vice Chair Baldoz shared with the board that he enjoyed the Trustee Conference last week, especially the local speaker, David McKinney. Trustee Flores agreed that she enjoyed the Trustee Conference and shared it was a great way for a new Trustee to meet other Trustees from surrounding colleges. Trustee Morales shared that he felt fortunate to have the ability to attend this conference the first month in service and that it was held here in the local community. It was an opportunity for Mr. Morales to meet many other people and hear their funding models and initiatives that are coming down the pike, especially new technology and guided pathways. Chair Ortega agrees the Association College Trustees held a great conference here at the Yakima Conference Center, and that they hold two conferences annually one in the spring and a second in the fall. YVC was able to showcase a student on the student panel during the conference as well as host tours of this beautiful campus. The fellow attendees of the conference were impressed with the student and the campus, as well as Dr. Kaminski as she was able to present on a President's panel and represent YVC. The fellow attendees were excited to get tamales from Los Hernandez when they left, so with the help of Jocelyn Sheehan contacting Student Life, we were able to share several boxed lunches with students. Dr. Kaminski thanked all the students, staff and faculty that helped with the three tours that were held around YVC's campus and described what each tour entailed. Dr. Kaminski shared that the Winery Tasting room seemed to be a hit and everyone's favorite. Chair Ortega she hoped YVC mad a lot of money at the tasting room and is proud of all YVC, it is campus and staff. Vice Chair Baldoz thanked Chair Ortega for helping recommend YVC host the ACT Conference. Dr. Kaminski shared that Chair Ortega is now the new President for ACT. Chair Ortega shared that YVC will be in the spotlight more often now that she has a one-year tenure as ACT President. Trustee Cate stated that she was proud to present the awards to the awardees at the ACT Conference last week.
- 2. Students:** Yadira Chavez, YSC President stood and presented with GSC Vice President, Isai Lujan-Ramirez. Ms. Chavez shared the different student events that have been taking place at YVC including spirit week, the HUB reopening event, a student of color conference, earth day, and David Edward Garcia speaker event. Ms. Chavez shared that you could see pictures on Instagram of spirit week, and that the President of the Grandview campus shared the Color Conference was a highly positive experience. Mr. Lujan-Ramirez shared that there was a student event to decorate your graduation Cap on May 2<sup>nd</sup>, and that there will be an upcoming Spring Fling on May 22<sup>nd</sup> that will include free food, a dunk tank, and a ping pong and pool tournament for students.
- 3. Vice President for Administrative Services** – Dr. Rich discussed an update to the Technology Complex Capital Project. Dr. Rich stated that a bid came in on April 23<sup>rd</sup> for \$1,750,000.00 which is under budget, and it came from an architect and contractor that have an existing relationship which will help the college stay one time



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with project developments and under budget. Good News. Dr. Rich shared that the hiring of the new Director of the Larson Gallery is underway and a job posting is currently be advertised, she asked the board to share this with anyone they know that may be qualified or interested in this position. Dr. Rich shared that the Director of the Larson Gallery works between a long-standing partnership with the Gallery Guild and YVC. Dr. Rich gave an update on CTC Link and referred to the report in the board packet, she stated that it has been 2-years since CTC Link was first implemented and is still a work in progress, but that the data supplied is more sophisticated and helps creating the proposed budget. Currently the college is working on reviewing data for tuition revenue and is collecting additional data each month. Dr. Rich shared that the financial audit entrance conference will be held next Monday, May 13, 2024, here on campus and the board chair usually comes to represent the board. Dr. Rich is hopeful that the auditors will be able to complete their audits and any edits can be completed prior to year-end this year. The financial auditors will be on campus starting next week. Dr. Rich thanked the board for attending the proposed operating budget presentation and was happy to report the new allocation that just came in stating that the college would be able to use less reserve funds than originally expected. She will be back at the next board session in June with an Action Item to approve spending authority or a 2024-2025 Operating Budget.

- 4. Vice President for Instruction and Student Services-** Dr. Ernst welcomed the new Trustee David Morales. Dr. Ernst shared with the board that her team has been working on a priority of inescapable engagement, which has taken hard work from her staff and faculty. It takes many hands-on people to make these events work as they continue to battle staffing issues. Dr. Ernst reflected towards ESCALA training that was held last Fall which has allowed YVC staff to embrace and better connect with families in the community. An example will be the upcoming Yak Nights for family engagement opportunities, which will be May 15<sup>th</sup> on the Grandview Campus and May 16<sup>th</sup> on the Yakima Campus both events will be from 4:00-7:00 pm. Dr. Ernst invited the board members to attend if they can make either event. Dr. Ernst recognized staff in the crowd that has helped contribute to the YAK nights and thanked Dustin Wunderlich, Pedro Navarrete, Kerrie Cavaness, and Rachel Dorn; as well as the other number of students and staff that could not be here tonight. Dr. Ernst informed the board she would be sharing her time tonight with Dean Cavaness from Arts & Sciences and Dean Navarrete of CCR and the Grandview Campus, as they have both prepared materials to share with the board.

Kerrie Cavaness, Dean of Arts & Sciences, greeted the board. Dean Cavaness shared a written report that is included in the board packet, as well as handouts distributed to the board by Jocelyn Sheehan, which included a flyer to the DOVA- Student Exhibition being held at the Larson Gallery and a flyer from the drama department for a play, "Do You Feel Anger." Dean Cavaness is happy to report that the play can offer a matinee performance this year. Dean Cavaness shared that she has been able to be a part of the YVC community since 2009' and has been able to see the great





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work from students in Arts & Sciences, but she could not do it without an amazing staff. All staff work to help support students, from ordering eyeballs to arranging field trips. Dean Cavaness called on two staff members to recognize: Sarah Frazier and Devina Botsford. Sarah Frazier is being recognized as an Arts & Sciences scheduling extraordinaire, scheduling for 85 faculty members, including their classes and 45 Labs a quarter, as well as supervising office staff. Dean Cavaness stated that Ms. Frazier was recently out on medical leave, and no one was happier to see her return than her. Devina Botsford oversees fiscal management for the library and student services in the Arts & Sciences Department, she manages 86 budgets and does fabulous work throughout the division helping with purchases and items. Dean Cavaness shared that all this hard work amongst the department leads to increased enrollment for Arts & Sciences. Trustee Cate commented on the student exhibition at the Larson Gallery and stated that she was impressed by all the self-portraits, the ART teachers are doing a wonderful job.

Pedro Navarrete, Dean of CCR and the Grandview Campus presented a power point presentation to the board for the College and Career Readiness Programs. (Full power point will be filed in the board packet in the President's Office). Mr. Navarrete shared with the board that CCR will be receiving a state board accommodation, and some statistics about the CCR Program. Mr. Navarrete introduced a tenured faculty member, Raquel Ramirez, Basic Skills Instructor on the Grandview campus to share about the CCR Classes. Ms. Ramirez shared that she has been working on the Grandview Campus for 30 years. Ms. Ramirez helps teach English Language Acquisition and Adult Basic Education Courses such as: GED, High School Plus Programs, Step Up to College, IBEST-Integrated Basic Education Skills Training. These CCR Programs are a pathway that can lead these students onto other guided pathways. Mr. Navarrete shared with the board enrollment snapshots of 2022-2023 to 2023-2024, and the numbers show the program is continuing to grow. Dr. Kaminski clarified that the FTE equals full-time equivalent students, which includes part-time and full-time students. Trustee Morales questioned if it is based on a credit count. Mr. Navarrete stated that a full-time quarter equals 15 credits, and full-time student year would be equivalent to 45 credits. Chair Ortega joked with Mr. Navarrete if he gives candy to all his students. Mr. Navarrete laughed and shared that he is currently working with Sheila Delquadri creating a dashboard to better help count FTE's for CCR Students, that CTC Link has made this challenging to evaluate proper data. Chair Ortega asked if there is a large demand for these classes. Mr. Navarrete answered that "yes" there is. There is a waiting list in Yakima, and classes are offered in several YVC locations: Yakima Campus, Grandview Campus, Toppenish Learning Center, Ellensburg Learning Center and in Stevenson. Chair Ortega congratulated the great work. Mr. Navarrete also shared at the Toppenish Learning Center they are able to offer a Citizenship Class. Mr. Navarrete introduced faculty adjunct faculty member Liesl Mefford to speak to the board. Ms. Mefford stated that she has taught since 2015' and YVC is her favorite job because students appreciate it, they are changing lives and making a difference. Ms. Mefford stating that teaching GED classes,





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writing through history of Washington State is what her students have been currently working on and there are two students here tonight that want to present poems to the board that they have written. The first student, Elias Anguiano Alvarado, introduced himself to the board and stated he is thirty-five years old and moved to Yakima from California two years ago due to living costs being less expensive here. Elias is currently employed at Steve Hahn but came back to school at YVC to help develop his English Vocabulary to better express himself. Elias then read his poem to the board about Washington state, its landmarks, and cities. Next student to present was Luis Manra. Luis is 27 years old and moved from Mexico to Yakima three years ago. Luis currently is employed at a fruit warehouse in Naches and started taking English classes at YVC to get a better job. His goal is to have a career in Phlebotomy. Luis then presented his poem to the board about Washington State. The board thanked both students for the accomplishments and wonderful job here tonight. Mr. Navarrete shared originally there was supposed to be three student speakers, but one was unable to attend, Anastascio Reyes. The third student will be graduating from the IBEST pharmacy program as well as receiving their high school diploma this spring. Mr. Navarrete introduced an additional student speaker that has been enrolled in CCR program classes, Angelita Cervantes. Ms. Cervantes shared her time at YVC taking classes as she could while working in warehouses to try and better her English skills, and education for a better career. Ms. Cervantes thanked Lori Kunkler, previous Interim Dean of CCR and the Grandview Campus for believing in her more than she believed in herself. Ms. Cervantes also shared with the board that her sister will be graduating soon and is a successful example that the CCR program work transforming lives. Mr. Navarrete invited the board to join the Celebration of Achievements that will be taking place for CCR students on June 12, 2024, at the Yakima Campus at 4:30pm, and on June 13<sup>th</sup> on the Grandview Campus at 4:00pm. Mr. Navarrete is sorry that the Grandview Campus Celebration will conflict with the next board session on June 13<sup>th</sup>, but joked if they want to miss it he will see them in Grandview.

## **5. President**

**Community Relations Report** – Written Report included with the board packet-

**Human Resource Activity Report** – Written Report included with the board packet

Dr. Kaminski asked if the board had any questions for either Dustin or Alma, no board members had questions.

**President's Report** –Dr. Kaminski addressed the board and passed out a list of activities happening around the YVC campus that they are invited to attend including Yak Nights at both Campuses, Pinning Ceremony's, Platform Party Dinner and Commencement. Dr. Kaminski shared that if the board could attend the dinner at the SunDome they may be able to avoid the crowd and get a good parking spot. The list



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included a reminder of the Financial Auditors Entrance Conference that will be taking place this Monday, May 13 and Chair Ortega will be attending to represent the board of trustees. Dr. Kaminski passed out a letter to all board members from the Secretary of Education that includes changes and focus on civil rights acts. Dr. Kaminski received a similar letter yesterday that described protective measures for Jewish, Israeli, Palestinian, Muslim, Arab, etc. students and employees. Dr. Kaminski will be sharing these widely across campus to make sure everyone at the institution is aware of the protections of students and staff. Dr. Kaminski shared that there was breaking news with CTC Link that colleges will be able to load their ISIRs (financial aid). The State Board will do a walk-through May 14<sup>th</sup> and May 15<sup>th</sup> and host meets in the morning and afternoon for the financial aid staff to attend to help with this process. The Department of Education stated that they will be able to release data sooner than originally anticipated, and colleges will get access to their systems on June 10<sup>th</sup>. Dr. Kaminski shared a FAFSA update from Oscar Verduco the Director of Financial Aid. On May 1, 2023, there were about 5,091 completed FAFSA applications, this year only 3,217 on May 1, 2024. This is about 2,000 less than last year. The Financial Aid office will continue outreach efforts and they are holding two workshops in May one in Grandview on May 21<sup>st</sup> and one in Yakima on May 22<sup>nd</sup>. They are especially focusing on the obstacle of entering applications for mixed households, which includes parents with undocumented statuses. Good News is that the Department of Education are only going to audit 1% of the applications this year instead of 15-25% which should hopefully expedite the process once it starts moving. Our summer quarter remains unaffected, due to our school year not starting until the Fall, unlike Green River College that starts in the Summer. Dr. Kaminski shared with the board the WSAC- Washington Student Achievement Council Meeting will be taking place at Heritage next Tuesday, May 14<sup>th</sup> and she plans to attend. Dr. Kaminski commented that the DOVA-Student exhibition at the Larson Gallery ends May 25<sup>th</sup> and if the board members haven't had a chance to see it, yet they should, students did a wonderful job.

**Faculty** – Ms. Rachel Dorn, AFT-Y Yakima President, addressed the members of the board and welcomed new Trustee Morales to his first board meeting. Ms. Dorn stated that this is a busy time of year with budgets and plays, etc. Ms. Dorn shared that she was able to attend the faculty and staff proposed operating budget meeting last week and was happy to hear that the college was not proposing layoffs or less staff due to budgeting concerns, that is not the case with some other schools. Ms. Dorn shared that Lobby Day will be coming up soon and similar to last year faculty, students and community members from both Yakima and Grandview Campuses are planning attend the Lobby Day to ask the legislature to reinvest in colleges. Ms. Dorn hopes her efforts will help make a difference. Ms. Dorn passed a petition to Jocelyn Sheehan to pass out to the Board of Trustees Chair and President Kaminski from the AFT-Y's bargaining team. The petition asks to bargain a fair contract and includes five priorities from the AFT-Y bargaining team and several signatures from its



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members, about 2/3. Ms. Dorn states that one of the priorities has no costs to the college and the others are estimated at a reasonably low cost. Ms. Dorn shared that this past week there was two day-long bargaining sessions with the mediator. Ms. Dorn expressed that the bargaining team feels that these issues could go a long way towards improving faculty morale. Faculty feel disrespected when they are paid less than their qualified peers, and there is a need for transparency about the tenure track. Faculty have the most contact with students and they know what serves faculty, students and the college best. Ms. Dorn would like to report that there is forward movement in the bargaining process in a significant way, but she cannot report that yet. Ms. Dorn is hopeful a CBA agreement can be reached soon, with willingness in upcoming bargaining sessions.

- H. Call to the Public** – Chair Ortega stated that at this time the public is welcome to make comments. Jocelyn Sheehan let Chair Ortega know there was no one listed to speak.
- I. Date of Next Meeting**— The next meeting will be Thursday, June 13th, 2024. Yakima Campus, West Campus Conference Room, 038-122 Meeting Room D. 1704 W. Nob Hill Blvd, Yakima WA 98902.
- J. Executive Session** -NA
- K. Action Items.** NA
- L. Adjournment.** The regular meeting was at adjourned at 5:45 p.m.