



Yakima Campus

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MINUTES

SPECIAL MEETING/STUDY SESSION YAKIMA VALLEY COLLEGE BOARD OF TRUSTEES

March 14, 2019, 3:30 p.m.

M. L. King Jr. Room

Hopf Union Building, Yakima Campus

Chair Ozuna called the special meeting to order at 3:33 p.m. Trustees present were Chair Robert Ozuna, Vice Chair Sara Cate, and Trustee Patrick Baldoz. Trustees Neil McClure and Rosalinda Mendoza were absent.

A. Lab Fee Increases Review

Vice President of I&SS, Mr. Tomás Ybarra, provided the Board with a copy of Instruction & Student Services Proposed Student Fees for 2019/20. He explained that YVC regularly reviews the revenue and expense accounts of each program and evaluate fees to ensure they are not unreasonably high. Trustee Cate noted that a majority of the fees are getting up to the maximum of the fee range. Mr. Ybarra explained that recent safety analysis identified additional safety protocols for courses and those cost account for some of the increases. Additionally most courses require continued cost for program software, updates and maintenance. Trustee Baldoz inquired if fees were eligible for coverage by financial aid. Mr. Ybarra indicated that they can be covered by the students financial aid. A copy of the handout will be filed with these minutes in the President's office.

B. 2017/18 Financial Statement Audit

Dr. Teresa Rich provided the Board with copies of the State Auditor's Financial Statement Audit Report for Yakima Valley College and a copy of YVC's 2017/18 Financial Report. Dr. Rich took a moment to thank Angela Anthony, Accounting Manager, for all her work preparing the financial report and working with the State Auditors. Dr. Rich indicated YVC received an unqualified opinion which is the best conclusion. Our next audit is scheduled for late 2019. Chair Ozuna thanked everyone for their hard work during the audit. He also inquired how YVC is doing financially compared to other colleges in the system. Dr. Rich indicated that YVC is in a good financial position due to working lean and maintaining a healthy reserve. Trustee Baldoz inquired about our written model for reserve funds. Dr. Rich indicated we have a Board Policy that sets the reserve at 30%. She said other colleges set reserve funds closer to 10%. As state funding declines colleges have to use reserve funds to backfill and some colleges have little or no reserves. YVC's Financial Report can be viewed at <https://www.yvcc.edu/wp-content/uploads/2019/03/2017-2018-Audited-Financial-Statements.pdf>

AGENDA

REGULAR MEETING
BOARD OF TRUSTEES
YAKIMA VALLEY COLLEGE

March 14, 2019

4:30 p.m.

M.L. King Jr. Room

Hopf Union Building, Yakima Campus

A. Roll Call and Introduction of Guests and New Employees

Board of Trustees Present

Mr. Patrick Baldoz

Dr. Sara Cate, Vice Chair

Mr. Neil McClure (by phone)

Mr. Robert Ozuna, Chair

Others Present

YVC Students

YVC Staff

Dr. Linda Kaminski, Secretary

Board of Trustees Absent

Ms. Rosalinda Mendoza (excused)

Introduction of Guests and New Employees

Mr. Kraig Michels, Executive Director Human Resource Services, introduced Jamie Treat, Job Skills Program Coordinator; Alberto Romo, Security Officer; Lynn Hennessey, Workfirst Coordinator; Andrew Lee, Maintenance Mechanic 2.

Dr. Kaminski introduced Ms. Gabriela Martinez, YVC's Transforming Lives Nominee. The Board of Trustees presented her with a check and their congratulations.

Gina Scribner and Sybil Miller with the PDC Committee introduced the Classified Employees of the Quarter, Ms. Adriana Magallanes Winter Quarter 2019 and Ms. Suzanne Mackey Fall Quarter 2018.

- B. **Proposed Changes to the Agenda.** There were no changes to the agenda.
- C. **Approval of Minutes:** Trustee Cate moved that the minutes of the Regular Meeting of February 5, 2019, be approved as submitted. The motion was seconded by Trustee Baldoz and passed unanimously.
- D. **Celebrating Excellence:** Dean Paulette Lopez & Mike Alamos presented on the successful Engineering Day event. The event has grown each year and helps inspire children in STEM.
- E. **Community Partner Perspective:** Mr. Joe Delorme with ASAP Metal Fabricators shared the benefits they have seen in their partnership with the JSP program.

F. Action Items

1) **Granting of Tenure**

Mr. Tomás Ybarra stated that RCW 28B.50.850 through 28B.50.869 and Article XII of the AGREEMENT between YVC and the American Federation of Teachers—Yakima establish the procedures for review of probationary academic employees and for renewal/nonrenewal of probationary employees, and for the withholding/granting of tenure. Each trustee has had the opportunity to read the tenure review reports and recommendations of the tenure review committees. The following faculty probationers, having been recommended for granting of tenure by their respective Tenure Review Committees, are presented for the Board’s approval.

MOTION 19-03-01: Trustee Baldoz moved that the Board of Trustees adopts a motion to grant tenure to the following academic employees effective the beginning of fall quarter 2019: Mr. David Dalton, Mr. Greg Kent, Mr. Matthew Lewis. The motion was seconded by Trustee Cate and passed unanimously.

2) **Renewal of Faculty Probationers**

Mr. Tomás Ybarra stated RCW 28B.50.850 through 28B.50.869 and Article XII of the AGREEMENT between YVC and the American Federation of Teachers—Yakima establish the procedures for review of probationary academic employees and for renewal/nonrenewal of probationary employees, and for the withholding/granting of tenure. Each trustee has had the opportunity to read the tenure review reports and recommendations of the tenure review committees. The following faculty probationers, having been recommended for renewal by their respective Tenure Review Committees, are presented for the Board’s approval.

MOTION 19-03-02: Trustee Cate moved that the Board of Trustees adopts a motion to renew the appointments of the following faculty probationers for the 2019/2020 academic year:

Second Year

Mr. Stephen Rodrigue

Ms. Melissa Matczak

Ms. Debra Scheib

Ms. Laura May

Third Year

Ms. Abra (Michal) Ramos

Mr. Vicente Lopez

Ms. Michele Coville

Mr. Murray Ruggles

Ms. Lori Kunkler

Mr. Brian Patterson

The motion was seconded by Trustee Baldoz and passed unanimously.

3) Renewal of faculty funded by “Special Funds”

Mr. Tomás Ybarra stated that RCW 28B.50.851 governs the renewal of “special faculty.” The State Board for Community and Technical Colleges (SBCTC), in WAC 131-16-400, defines “special funds” as, “all funds received by a college district other than those generated by operating fees collected by such district pursuant to chapter 28B.15 RCW and state general funds appropriated by the legislature and distributed to college districts by the state board by formula allocation.” Sources for “special funds” include grants, contracts, Running Start, and Worker Retraining.

The positions occupied by the following individuals are funded by “special funds” and are hereby recommended for renewal for the 2019-2020 academic year, subject to the terms of RCW 28B.50.851 and contingent upon the availability of funds:

Ms. Stephanie Ahlgren	Mr. Luis Bello-Zarallo	Mr. John Bissonette
Ms. Tammy Calahan	Ms. Joy Clark	Ms. Melanie Cox
Mr. Richard Davis	Ms. Stacy DeBlasio	Mr. Robin Dhakal
Ms. Lisa Dominguez	Ms. Natalia Dunn	Mr. Kevin Dyke
Ms. Sandra Erlewine	Ms. Holly Ferguson	Ms. Meghan Fitzgerald
Mr. Michael Follansbee	Mr. Mark Fuzie	Ms. Eliann Carr
Ms. Hillary Goodner	Ms. Eraina Hatch	Ms. Olivia Hernandez
Ms. Pingle Jacob	Mr. Travis Margoni	Mr. David McReynolds
Mr. Steven Mock	Mr. Peter Monahan	Ms. Laura Morgan
Mr. Raymond Navarro	Mr. Christopher Otten	Ms. Cami Pangrazi
Ms. Anna Pascoe	Ms. Janette Pettey	Mr. Wilson Phillips
Mr. Mark Quinn	Mr. Donald Roeber	Ms. Maria Saucedo
Mr. Anthony Schmidt	Ms. Suzanne Smaglik	Ms. Renee Snodgrass
Ms. Ericka Tollefson	Mr. Emeka-Charles Udenze	Mr. Brian Zimmerman
Ms. Teresa Lewis		

MOTION 19-03-03: Trustee Baldoz moved that the Board of Trustees adopts a motion to renew the faculty funded by “special funds” to the above-listed individuals, contingent upon availability of funds for the 2019/2020 academic year. The motion was seconded by Trustee Cate and passed unanimously.

4) Nonrenewal of faculty serving in temporary appointments

Mr. Tomás Ybarra stated that the following faculty members served in temporary appointments in the 2018-2019 academic year:

Mr. Steven Slusher	Mr. Duane Reed	Mr. John Paul Cyr
Mr. Jeff Norwood	Ms. Abigail Drollinger	Ms. Ashley Bergeron
Ms. Holly Cousens	Mr. Ray Pritchard	Ms. Amanda Gall

MOTION 19-03-04: Trustee Cate moved that the Board of Trustees adopts a motion to not renew the following faculty members who served in temporary appointments in the 2018-2019 academic year:

Mr. Steven Slusher	Mr. Duane Reed	Mr. John Paul Cyr
Mr. Jeff Norwood	Ms. Abigail Drollinger	Ms. Ashley Bergeron
Ms. Holly Cousens	Mr. Ray Pritchard	Ms. Amanda Gall

The motion was seconded by Trustee McClure and passed unanimously.

The facilities for this meeting are free of mobility barriers. Interpreters for deaf individuals and taped information for blind individuals will be provided upon request when adequate notice is given.

5) Approval of the 2017-2018 Audited Financial Statements

Dr. Teresa Rich stated that in 2010 the Northwest Commission for Colleges and Universities changed their regional accreditation standards and now require all colleges and universities, they accredit, to have audited financial statements. To meet this accreditation requirement YVC prepared the 2017-2018 financial statements and during fall of 2018 those statements were audited by the Washington State Auditor's Office (SAO). At the conclusion of the audit SAO presented an unqualified opinion on the financial statements. A requirement of board oversight is that the financial statements and audit report be reviewed and approved by the Board. The Independent Auditor's Report was received on February 20, 2019, and was presented for board review at the March 14, 2019, study session, along with the 2017-2018 Financial Statements. After having successfully completed the financial statement audit, the college is now requesting the 2017- 2018 Financial Statements be approved.

MOTION 19-03-05: Trustee Cate moved that the Board of Trustees adopt a motion to approve the 2017-2018 Audited Financial Statements as presented at the March 14, 2019 study session. The motion was seconded by Trustee Baldoz and passed unanimously.

G. **Communications.** There were no communications.

H. Reports

1. Board of Trustees

Trustee Cate shared about a rocky start to the D.C. trip with the de-icer at the Yakima Airport catching on fire and delaying flights. She then went on to say the AACCC/ACCT Legislative Summit was very productive. Met with other trustees from around the country and she got to meet with our federal legislators.

2. Students

Jaren Wallulatum, President of ASYVC, discussed some past and upcoming events. He thanked the college for extending library hours during finals week. He introduced Ms. Hope Wilson who graduated from West Valley HS in 2018. She shared about her experiences here at YVC, including singing in the choir and now she is running for ASYVC Vice President.

Victoria Santoy, President of Grandview Student Council, shared about some past and upcoming events. She introduced Ms. Blanca Hernandez who share about her experiences at YVC. She is grateful for the opportunity to attend YVC and said she feels blessed to be a student here.

3. Classified Staff — *No Report*

4. Professional Staff — *No Report*

5. Faculty — *No Report*

6. **Vice President for Administrative Services**

Dr. Teresa Rich indicated there was some left over funds from the Palmer Martin project that were eligible to be used for parking project at West Campus. Final bid came in under budget and it should be completed by June 6th.

Dr. Rich indicated that the college did get an L&I complaint and she would be meeting with the L&I representatives at the Grandview Campus tomorrow. She will have an update at next months meeting.

7. **Vice President for Instruction and Student Services**

Tomás Ybarra provided the Board with a handout with talking points on Pathway Advising, which is known nationally as Guided Pathways.

8. **President**

Community Relations Report. Mr. Jay Frank, Director of Community Relations discussed the updated calendar of events. He indicated that the Gallery had to postpone their 70th Anniversary Gala.

Human Resource Activity Report – No Report

Presidents Report. 1) Dr. Kaminski provided the Board with the weekly FTE Census and Allocation Reports. 2) She shared a copy of the overview of Education Proposals in the President’s FY 2020 Budget. 3) She provided the Board with a copy of a no penalty letter from the IRS. 4) Dr. Kaminski provided the Board with a copy of the fact sheet for the Dream and Promise Act of 2019. 5) She talked about the Foundation meeting and that both of YVC All Washington nominees attended and each of them received a \$250.00 check from the Foundation.

I. **Call to the Public.** No one present indicated a desire to address the Board.

J. **Date of Next Meeting.** The next Regular meeting will be Thursday April 11, 2019 in the **Library Meeting Room, Grandview Campus.**

K. **Executive Session.** No executive session was called.

L. **Action Items.** N/A

M. **Adjournment.** The meeting was adjourned at 6:04 p.m.

ROBERT OZUNA

LINDA KAMINSKI

Robert Ozuna, Chair

Attest: Linda J. Kaminski, Secretary