



Yakima Campus

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA
98907-2520 P: 509.574.6800 • www.yvcc.edu

MINUTES
SPECIAL MEETING/STUDY SESSION
YAKIMA VALLEY COLLEGE
BOARD OF TRUSTEES
April 8, 2021 4:00 p.m.

Join Zoom Meeting
<https://us02web.zoom.us/j/85338964990>
Meeting ID: 853 3896 4990
Dial by location
1-253-215-8782

Chair Baldoz called the study session to order at 4:00 p.m. Trustees present were Chair Patrick Baldoz, Trustee Cus Arteaga, Trustee Sara Cate and Trustee Neil McClure.

A. Software Purchase to Support Student Success

Mr. Tomás Ybarra briefly discussed the history of the current advising software system based on guided pathways program and explained that it is no longer cost effective to support YVC's advising program. Mr. Ybarra introduced Dilbar Chhokar, Director of Technology Services, to discuss the shift in focus from an in-house software system to a commercial application. Dilbar explained that the current in-house system and that it was developed for the instructors in 2016 for the 2016 needs and was never intended for student use. Dilbar then explained the extensive research process of reviewing three different commercial software programs; EAB, CIVITAS Learning and Starfish. Advantages to a commercial program is that it can be scaled to our campus needs, it requires less on-site support, increased uptime, regular feature updates and it is student user friendly and students can access the program from their phones. Dilbar introduces Mark Fuzie, English Instructor, Mark discussed the advising needs for a new program. He indicated there is a need for educational planning, scheduling appointments without having to go back and forth with emails. The Advising team recognized that one advisor is not the only person assisting students that there are others at the college that make up each student's "care team" and that team needs to be able to communicate in a way that protects the students information. Mark also indicated the Advisors are looking for system that automatically "nudges" students if they need reminders and to communicate targeted campaigns to student groups like a STEM speaker on campus. Mark we need to have a system that is culturally sensitive, free from deficit language. Finally, he indicated that the college needs a system with robust support for implementation and maintenance. Mark discussed the evaluation process; had demonstrations from each of the three software developers, talked about the technical feasibility of each program, discussed each program with the ctc system users to see how each program was working out, reviewed pricing and service proposals. Mark explained that after all of the work reviewing the systems through many conversations with users at YVC concluded that EAB has the features that YVC wants and needs. He indicated that EAB was very responsive, impressed with their training and support timelines, EAB has had successful transitioning to PeopleSoft. EAB pricing is the best value. Having a software solution that will grow with the needs of our program. Trustee Arteaga asked about the prices difference between the other two programs. Mark indicated that each of the programs are in the same range, \$100,000.00 per year and each have implementation fees that were within a couple thousand dollars of each other. Trustee Arteaga inquired if this funding has already been identified or if you are asking for board approval. Tomas indicated that there are two sources of financing, initially \$200,000 will be drawn from guided pathways funding that is currently in the account and that gets us started to purchasing a five-year package. The remainder would ideally come from college reserves or another source as one-time funds. Trustee McClure asked for clarification on the yearly costs of \$100,000 a year and the startup costs. Chair Baldoz inquired on how long the yearly maintenance costs would remain the same and when they could increase or decrease. Tomas indicated that terms are fixed for the five-year contract. Dr. Rich mentioned that the statewide system is looking at an advising system and there could be future cost benefits as more colleges decide to contract and our costs could go down. A copy of the presentation if filed with these minutes in the President's office.



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MINUTES
REGULAR MEETING
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BOARD OF TRUSTEES
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A. Roll Call Introduction of Guests and New Employees

Board of Trustee Present

Cus Arteaga
Patrick Baldoz, Chair
Dr. Sara Cate
Neil McClure, Vice Chair

Others Present

YVC Faculty & Staff

Dr. Linda Kaminski, Secretary

Trustees Absent

Bertha Ortega (excused)

Introduction of Guests and New Employees. There were no introductions.

B. Proposed Changes to the Agenda. There were no changes to the agenda.

C. Approval of Minutes: Trustee Arteaga moved that the minutes of the Special and Regular Meetings of March 11, 2021 be approved as submitted. The motion was seconded by Trustee Cate and passed unanimously.

D. Action Items:

1. Lab Fee Increases

Mr. Tomás Ybarra, stated that general lab fees must be reassessed from time to time to determine if sufficient revenue is generated to cover operating costs unique to individual courses. Administrative staff and faculty have reviewed current lab fees and emerging needs and recommend the adjusted fees as shown in the attachment, which were presented in the March study session, become effective fall quarter 2021.

MOTION 21-04-01: Trustee Cate moved that the Board of Trustees adopts a motion to approve the proposed student lab fees as presented to become effective fall quarter 2021. The motion was seconded by Trustee Arteaga and passed unanimously.

E. Communications. There were no communications.

F. Reports

1. **Board of Trustees.** Chair Baldoz attended the exit conference for the financial audit for financial aid. There were some issues identified but what he heard is that we have a terribly complicated financial aid system and the issues that were identified were about reporting. His understanding is that this is not uncommon. He will let Dr. Rich discuss the exit conference further in her report. Vice Chair McClure thanked the entire team that supports the Board that helped put together the nomination for the ACT award. Neil apologized for not getting the nomination completed for the faculty award. Trustee Cate discussed her participation in the bylaws committee. Lots of input from the diversity and equity committee and they met several times to wordsmith the language of the bylaws to include language that embraced and honored that language of equity. It was challenging but interesting, submitted the bylaws for approval on Monday.
2. **Students:** No student reports.
3. **Classified Staff** – no report
4. **Professional Staff** – Ms. Hillary Emerson, AFT-YPS Professional Representative, were able to have a general membership meeting, answered questions about contracts and other issues and they were able to have first labor management meeting. It was a good meeting with Mr. Sloniker, got some good insight to take back to members about issues that were raised during their general meeting. Excited to keep communication more open.
5. **Faculty** – Ms. Rachel Dorn, AFT-Y Yakima President, today is busy day for faculty have members speaking at a rally for our colleges AFT Washington urging legislators to increase funding with specific focus on racial equity. Adjunct faculty getting active they are part of our bargaining unit but they sometimes feel a little bit separate. We have them getting active working with an adjunct faculty liaison and there is a workshop coming up for them later this month. Looking forward to Friday for some discussion on shared governance and specifically wanting to be involved in discussions for being open for Fall. There are a lot of great reasons to open, aware that there are also a lot of challenges. Going into elections for officers.
6. **Vice President for Administrative Services** – Dr. Teresa Rich gave the Board an update on the budget process for the college it begins with the Governor’s budget proposal in December and continues until an operating budget has been approved by the Board of Trustees. She discussed unfunded mandates and the March 30th House and Senate operating budgets and the May study sessions proposed operating budget. A copy of the timeline is filed with these minutes in the President’s office. Dr. Rich provided the Board with an update on the ctcLink process. Dr. Rich discussed the exit conference for the single audit action which is the first single audit for the college, there were three findings that will require after action plans. A copy of the Board fiscal update is filed with these minutes in the president’s office.
7. **Vice President for Instruction and Student Services** – Mr. Tomás Ybarra provided an update on the proposed BAS in agriculture. Next significant event is at the State Boards meeting on May 5th and 6th we are scheduled to make our program presentation with Julie Swedin, Trent Ball and Skye Field. Mr. Ybarra provided an update on guided pathways, we anticipate a decline in a couple of indicators that we carefully track retention and graduation rates due to the impact of the pandemic. Significant decline in enrollment that began with the pandemics effect on our community. Though we are seeing signs of a recovery those students who have not returned during this time will have an impact. Recommend that we stay the course with our guided pathways processes. On May 15th we will be submitting our work plan to the state board for the 2021-2022 academic year. That plan will feature our pathway maps, transfers, career planning and implementation of new student success software.

8. President

Community Relations Report – Mr. Dustin Wunderlich, Director of Community Relations, discussed the virtual tour, close to 250 unique viewers. We have photography for Grandview tour at the end of May. Helped the nursing program to a live stream their pinning ceremony for the Winter co-hort. It had over 200 view the day of the event. Working with other departments on our virtual commencement for June. He discussed working with the Dental Hygiene program on a video that highlights their safety protocols during this COVID events. The students in the program were wonderful in staging a few scenes highlighting safety protocols. He provided a correction on the date of the final Cowiche Canyon Conservancy series. A copy of the report is filed with these minutes in the president’s office.

Human Resource Activity Report – Mr. Steve Sloniker, Executive Director Human Resource, introduced two new employees, Stacey Jones and Yecenia Chacon. Mr. Sloniker discussed a number of vacant positions, the VPISS interviews will begin next week followed by open forums. He indicated ctcLink training is still ongoing 2-3 days a week. HR is also hosting supervisor training sessions. A copy of the report is filed with these minutes in the president’s office.

President’s Report – 1) Dr. Kaminski presented an information item on the Administrative and Exempt Professional employee contracts. 2) She discussed the Governors press conference and that more information will be provided by his office on Monday as to which counties will stay in phase 3 and which ones will revert to stage 2. She indicated that K12 has gotten the ok for students to be 3 feet apart but that colleges and universities have not. Some community colleges have been back to face to face instructions but the majority are still virtual. Dr. Cate inquired who has the final say, Dr. Kaminski indicated that the state board would like the Governor to lift the restrictions but she believes the individual colleges have the final say. 3) Dr. Kaminski discussed the recent enrollment reports. 4) She discussed the upcoming release of the conference budgets, it appears that the house and senate are pretty much the same on the dollar amount they differ in where the funds get allocated. 5) She discussed an apprentice program in the long term care industry with possible grant funds.

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

H. **Date of Next Meeting**— The next meeting will be, May 13, 2021.

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

J. **Action Items.** N/A

K. **Adjournment.** The meeting was adjourned at 5:29 p.m.

PATRICK BALDOZ
Patrick Baldoz, Chair

LINDA KAMINSKI
Attest: Linda Kaminski, Secretary