

AGENDA

SPECIAL MEETING/STUDY SESSION BOARD OF TRUSTEES YAKIMA VALLEY COMMUNITY COLLEGE

February 18, 2016

3:30 pm

M. L. King Room, HUB
Yakima Campus

- A. Tenure Review Process, *Mr. Tomás Ybarra, presenter*
- B. Financial Statement Audit, *Dr. Teresa Rich, presenter*

AGENDA

REGULAR MEETING BOARD OF TRUSTEES YAKIMA VALLEY COMMUNITY COLLEGE

February 18, 2016

4:30 p.m.

M.L. King Jr. Room
Hopf Union Building, Yakima Campus

- A. Roll Call
 - Introduction of Guests and New Employees, *Mr. Mark Rogstad, presenter*
 - Ms. Sara Fielding, Transforming Lives Nominee, *Ms. Lisa Parker, presenter*
- B. Proposed Changes to the Agenda
- C. Approval of Minutes: Special and Regular Meetings of January 13, 2016

D. Action Items

1. Approval of the 2013-2014 Audited Financial Statements. *Dr. Teresa Rich, presenter*
2. Exceptional Faculty Awards – Winter 2016. *Mr. Tomás Ybarra, presenter*

E. Communications

F. Reports

1. Board of Trustees — *Ms. Lisa Parker, Chair*
2. Students — *Jaime Olguin, President of ASYVCC – No report for this month.*
Jesse Cerrillo, President Grandview Student Council
3. Classified Staff — *Ms. Cathy VanWinsen, WPEA Representative*
4. Professional Staff — *Ms. Diana Jennings, AFT-YPS Professional Representative - No report for this month.*
5. Faculty — *Mr. Tom Mount, AFT-Y Yakima President*
6. Vice President for Administrative Services — *Dr. Teresa Rich*
Operating Budget Status Report, Ms. Judy Morehead, presenter
7. Vice President for Instruction and Student Services — *Mr. Tomás Ybarra*
8. President — *Dr. Linda Kaminski*
Community Relations Report, Ms. Niki Hopkins, presenter
Human Resource Activity Report, Mr. Mark Rogstad, presenter

G. Call to the Public

The public is welcome to make comments on issues not on the agenda after being recognized by the chair. Trustees may ask questions of the speaker for clarification but generally will not discuss items that are not on the agenda. If appropriate, they may refer the subject to college staff for research or request an item be placed on a subsequent agenda.

- H. Date of Next Meeting— The Board Winter Retreat will be held on March 8th, 2016.
The next Regular meeting will be March 9th, 2016

I. Executive Session

1. An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30)
2. Announcement of time Executive Session will conclude

J. Action Items, if any, that may be necessary to be taken as a result of matters considered in Executive Session

K. Adjournment

MINUTES

SPECIAL MEETING/STUDY SESSION YAKIMA VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES

February 18, 2016 3:30 pm
M.L. King Jr. Room
Hopf Union Building, Yakima Campus

The special meeting was called to order by Chair Lisa Parker at 3:30 p.m. Chair Lisa Parker, Trustee Rosalinda Mendoza and Trustee Sara Cate were present. Trustees Robert Ozuna and Patricia Whitefoot were absent. (excused)

A. **Tenure Review Process**

Mr. Tomás Ybarra, Vice President of Instruction and Student Services, presented on the tenure review process. Tenure is a faculty appointment for an indefinite period of time which may be revoked only for adequate cause and by due process. He discussed the history of tenure, the RCWs and the bargaining agreement that influence the tenure process. Mr. Ybarra shared that recently there have been a series of productive meetings with the ASYVCC to clarify the selection of the student member of the tenure review committee which were beneficial to all parties.

B. **Financial Statement Audit**

Dr. Teresa Rich, Vice President of Administrative Services presented on YVCC's first audit report and financial statements. In order to maintain accreditation with Northwest Commission on Colleges and Universities (NWCCU) colleges are required to have independently audited financial statements. In the past YVCC's financial information was consolidated with all Washington State community colleges and audited as part of the state of Washington consolidated annual financial report. State Auditors were on campus from the middle of October until the end of December auditing the details of YVCCs 2013/14 financial statements. In January they returned to conduct an exit conference and provided the college with the results of our audit. Dr. Rich was happy to announce that the auditors did not find any deficiencies. Dr. Rich presented the board with a copy of YVCC's audit report and YVCC's 2013/14 Financial Report. Dr. Rich complimented Ms. Clarissa Wolfe, Director of Accounting Services, and her team for their hard work in preparation for and during the audit. A copy of the reports are filed with these minutes in the President's office.

MINUTES

REGULAR MEETING
YAKIMA VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 18, 2016, 4:30 p.m.
M.L. King Jr. Room
Hopf Union Building, Yakima Campus

Chair Lisa Parker called the regular meeting of the Board of Trustees to order at 4:30 p.m.

A. Roll Call and Introduction of Guests

Board of Trustees Present

Dr. Sara Cate
Ms. Lisa Parker, Chair
Ms. Rosalinda Mendoza

Others Present

YVCC Students, Staff and Faculty

Dr. Linda J. Kaminski, Secretary

Board of Trustees Absent

Mr. Robert Ozuna (excused)
Ms. Patricia Whitefoot, Vice Chair (excused)

Introduction of Guests and New Employees. Human Resource Director Mr. Mark Rogstad introduced Ms. Yesenia Arias, Human Resource Consultant Assistant 2 and Ms. Vicki Leach, Administrative Assistant 2, Basic Skills.

Ms. Sara Fielding, Transforming Lives Nominee. Ms. Lisa Parker, congratulated Ms. Fielding on her selection as YVCC's nominee for the transforming lives award. Ms. Fielding was presented with a medallion and a check from the Board of Trustees.

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

C. **Approval of Minutes:** Trustee Mendoza moved that the minutes of the Special and Regular Meetings of January 13, 2016, be approved as submitted. The motion was seconded by Trustee Cate and passed unanimously.

D. Action Items

1. Approval of the 2013-2014 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 new accreditation requirement YVCC prepared 2013-2014 financial statements and during fall of 2015 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 by the Board and that the financial statements be approved before being made publically available. The Independent Auditor's Report was received on January 15, 2016, and was presented for board review at the February 18, 2016, study session, along with the 2013-2014 Financial Statements.

After having successfully completed its first financial statement audit, the college is now requesting the 2013-2014 Financial Statements be approved.

MOTION 16-02-01: Trustee Cate moved that the Board of Trustees adopt a motion to approve the 2013-2014 Audited Financial Statements presented at the February 18, 2016 study session. The motion was seconded by Trustee Mendoza and passed unanimously.

2. Exceptional Faculty Awards Winter 2016.

Mr. Tomás Ybarra provided the board with the Faculty Development Committee's recommendations for exceptional faculty awards (EFA) for winter 2016. He also indicated that the committee had taken into consideration the board's suggestions to prioritize awards to individual who had not received an award in the past.

He stated that The Washington State Legislature under RCW 28B.50.835 authorized an exceptional faculty award program to "foster partnerships by creating matching grant programs to assist public community and technical colleges in creating endowments for funding exceptional faculty awards." In 1992, Yakima Valley Community College and the YVCC Foundation agreed to participate in the program for exceptional faculty.

In 2001, in accordance with RCW 28B.50.843, the college negotiated a Memorandum of Understanding with the faculty union regarding the process for determining local awards from the Exceptional Faculty Awards fund invested by the YVCC Foundation. The MOU reflected the division structure in place at that time.

The faculty union executive board and the college have agreed on a Faculty Development Committee that reflects the current division structure. The committee is composed of one dean, one Arts & Sciences faculty, one Workforce Education faculty, one Basic Skills faculty, and one librarian. This committee received and reviewed six (6) faculty proposals for winter 2016. The final recommendations for the board's approval will be submitted at the board meeting.

MOTION 16-02-02: Trustee Mendoza moved that the Board of Trustees adopts a motion to approve the recommended award amounts to the recipients as submitted by the Faculty Development Committee. The motion was seconded by Trustee Cate and passed unanimously.

E. **Communications:** There were no communications.

F. **Reports**

1. **Board of Trustees**

Trustee Cate gave a report on the New Trustee Orientation that she and President Kaminski had attended on January 24th. She stated it was helpful to meet other new trustees and she gained insight on the overall picture regarding the role of trustees.

Ms. Lisa Parker, Chair reported on the Transforming Lives dinner on January 24th and her participation on the selection committee. Five students were selected and they shared their amazing stories at the awards dinner.

Chair Parker also reported on the ACT Winter conference on January 25th which was also attended by Trustee Cate and President Kaminski.

Two week later Ms. Parker and President Kaminski attended the ACCT/AACC 2016 National Legislative Summit. Ms. Parker indicated that the summit was very beneficial and she was able to spend some time speaking with representatives and senators regarding issues concerning community colleges.

2. **Students**

Jaime Olguin, President of ASYVCC – No report for this month.

Jesse Cerrillo, Interim President, Grandview Student Council – No one present.

Classified Staff

3.

Ms. Cathy VanWinsen, WPEA Representative, stated that she had nothing to report.

Professional Staff

4.

Ms. Diana Jennings, AFT-YPS Professional Representative - No report for this month.

5. **Faculty**

Mr. Tom Mount, AFT-Y Yakima President – Not present

6. **Vice President for Administrative Services**

Dr. Rich stated that this might be the last budget status report Ms. Morehead presents to the board prior to her upcoming retirement in April. She stated that Ms. Morehead's years of service with the college are very much appreciated and she will be missed.

Operating Budget Status Report. Ms. Judy Morehead, Director of Budget Services, presented the YVCC Fiscal Report July 1, 2015 through December 31, 2015. There were a few adjustments to operations in Basic Skills Enhancement, Aero Space Apprentice, Student Achievement (SAI), and reserve use. Ms. Morehead reported that spending and tuitions were in line with predictions. She also stated that the budget is close and in the spring things might be off a little. Ms. Morehead stated that it has been a joy to work for the college and it has been an inspiring environment to work in. A copy of her report is filed with these minutes in the President's office.

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

Mr. Tomás Ybarra provided the board with an update on pathways advising. He reported that 558 students were required to participate and that there were only 73 that did not show up (13%). Advisors are conducting a robust follow up with those 73 students. He stated that the future calendar is still under negotiation and because of that no future advising dates have been set. Chair Parker stated how much the Board appreciates the regular updates on the process.

8. **President**

Community Relations Report. Ms. Niki Hopkins, Coordinator of Community Relations, handed out an updated calendar of events and discussed several upcoming events. A complete listing of all upcoming events can be found at; <http://www.yvcc.edu/about/community-relations/Pages/Home.aspx>

Human Resource Activity Report. Director of Human Resource Services, Mr. Mark Rogstad provided the board with an update on the negotiation process. He stated that the negotiation process usually takes up to three months and most of the work takes place in the last 10% of that time. Mr. Rogstad indicated that Vice President Ybarra has been working with the faculty and the process has been moving along. Mr. Rogstad stated that he hopes to present the faculty contract next month.

President's Report. 1) Dr. Kaminski shared a letter from Northwest Commission on Colleges and Universities (NWCCU) granting YVCC with initial accreditation at the baccalaureate level effective September 1, 2015. 2) She provided the board with an excerpt from the Washington State Community & Technical Colleges field guide for 2015-16 which highlights each community college in the state. 3) Dr. Kaminski discussed the Transforming Lives Award booklet. 4) She provided the board with the updated FTE Census report & FTE Allocation report which are a snap shot in time of our current enrollment. Currently our numbers are trending down from last year. 5) Dr. Kaminski briefly discussed her attendance at the Transforming Lives Awards, ACT Winter Conference and the ACCT/AACC Legislative Summit.

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

H. **Date of Next Meeting.** The Board Winter Retreat will be held on March 8th, 2016.
The next Regular meeting will be March 9th, 2016.

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

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

K. **Adjournment.** The meeting adjourned at 5:22 p.m.

LISA PARKER

LINDA KAMINSKI

Lisa Parker, Chair

Attest: Linda J. Kaminski, Secretary



BOARD OF TRUSTEES MEETING

February 18, 2016

ACTION ITEM

- Regular Meeting
- Special Meeting

Requested by: Teresa H. Rich
Presented by: Teresa H. Rich
Motion No.: 16-02-01
Citation(s): *RCW 28B.50.140(5) Board of Trustees Powers and Duties*

SUBJECT:

Approval of the 2013-2014 Audited Financial Statements.

BRIEF:

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 new accreditation requirement YVCC prepared 2013-2014 financial statements and during fall of 2015 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 by the Board and that the financial statements be approved before being made publically available. The Independent Auditor’s Report was received on January 15, 2016, and was presented for board review at the February 18, 2016, study session, along with the 2013-2014 Financial Statements.

After having successfully completed its first financial statement audit, the college is now requesting the 2013-2014 Financial Statements be approved.

RECOMMENDATION:

That the Board of Trustees adopt a motion to approve the 2013-2014 Audited Financial Statements presented at the February 18, 2016 study session.

MOTION: _____

SECOND: _____

VOTE: Ayes _____
Nays _____
Abstentions _____
Carried _____
Defeated _____

BOARD OF TRUSTEES MEETING

February 18, 2016

ACTION ITEM

- Regular Meeting
- Special Meeting

Requested by: Kerrie Cavaness
Presented by: Tomás Ybarra
Motion No.: 16-02-02
Citation(s): RCW 28B.50.843
*Exceptional Faculty Awards Determination of
award-Collective Bargaining.*

SUBJECT:

Exceptional Faculty Awards-Winter 2016

BRIEF:

The Washington State Legislature under RCW 28B.50.835 authorized an exceptional faculty award program to “foster partnerships by creating matching grant programs to assist public community and technical colleges in creating endowments for funding exceptional faculty awards.” In 1992, Yakima Valley Community College and the YVCC Foundation agreed to participate in the program for exceptional faculty.

In 2001, in accordance with RCW 28B.50.843, the college negotiated a Memorandum of Understanding with the faculty union regarding the process for determining local awards from the Exceptional Faculty Awards fund invested by the YVCC Foundation. The MOU reflected the division structure in place at that time.

The faculty union executive board and the college have agreed on a Faculty Development Committee that reflects the current division structure. The committee is composed of one dean, one Arts & Sciences faculty, one Workforce Education faculty, one Basic Skills faculty, and one librarian. This committee has received and is reviewing six (6) faculty proposals for winter 2016. The final recommendations for the board’s approval will be submitted at the board meeting.

RECOMMENDATION:

That the Board of Trustees adopts a motion to approve the recommended award amounts to the recipients as submitted by the Faculty Development Committee.

MOTION: _____

SECOND: _____

VOTE: Ayes _____
Nays _____
Abstentions _____
Carried _____
Defeated _____

EFA Winter 2016 Summary of Proposals

Requestor	Description	Amount Funded
EFA Winter 2016 Summary of Proposals		
1 Eric Anderson-FT Anthropology	Support travel costs associated with attending the Northwest Anthropological Conference (NWAC) in Tacoma, WA March 23-26. Networking with other Anthropology instructors and professional anthropologists in order to be more informed of the changes in the discipline.	\$ 1,036
2 Evangelina Ramirez-Cunningham-FT Library	Support travel costs associated with attending the <i>Stronger Together Conference</i> hosted by the Washington Library Association in Spokane, WA April 27-29. Expecting to gain knowledge by attending workshops focused on online resources, collaboration strategies and flexibility and cost effective models to meet the evolving demands of student learning.	\$ 895
3 Michelle Closner-FT Nursing	Offset tuition costs at Washington State University (WSU) associated with earning a Doctor of Philosophy in Nursing (PhD). The coursework for this degree involves specific nursing philosophy topics as well as multiple courses on analyzing and applying statistics and evidence. The knowledge gained will directly strengthen how Ms. Closner approaches the content she provides to nursing degree seeking students.	\$ 1,500
4 Susan Klaus-FT Business Technology & Cathy Redifer-PT ABE	Support costs associated in becoming certified as <i>True Colors</i> Facilitators. As Co-teaching partners, Ms. Klaus and Ms. Redifer utilize the program as part of their curriculum to enhance student self-exploration (strengths and stressors), relationship building, effective communication and team effort strategies. \$1,500 for each faculty member was the awarded recommendation.	\$ 3,000
5 Sam Mazhari-FT Chemistry	Offset tuition costs at UC Berkley associated with up-to-date knowledge and topics related to Biochemistry. Mr. Mazhari teaches an Introduction to Organic/Biochemistry course, and can use the information from an immunology class to enhance the protein topic of this course as well as the protein topic of my Organic Chemistry class (Chem243). Students who take his class generally have some knowledge of immunology from their anatomy and physiology classes, but they don't necessarily understand this topic at the molecular level.	\$ 1,010
6 Sarah Panarello	Support travel costs associated with attending the Academy of Nutrition and Dietetics annual Food & Nutrition Conference & Expo (FNCE) in Boston, MA October 15-18th. Ms. Panarello will gain knowledge from experts within the field who will share their expertise in clinical nutrition, social media, medical nutrition therapy, consumer nutrition, public health and more. Ms. Panarello will gain knowledge in relation to the latest food trends, educational videos, documentaries, literature, and classroom models to meet the evolving demands of student learning.	\$ 1,500
Totals		\$ 8,941

Grandview Student Council Board of Trustees Report February 2016

Completed Events

Welcome to Winter Social- January 7, 2016

GSC hosted a Welcome to Winter Social to new and returning students. We served donuts, cookies, tea, coffee, and hot chocolate. GSC interacted with students and shared information about resources (such as the local tutoring services in Grandview, online tutoring, TRiO and Disability Support Services) that students can utilize at YVCC.

Martin Luther King, Jr. Day- January 14, 2016

GSC members interacted with students to give them an informal informational and educational quiz about Martin Luther King, Jr. The students that participated in this event were very eager to test their knowledge and were surprised by how much they knew and didn't know about Martin Luther King, Jr. Students had a better appreciation and understanding of the national holiday that we celebrate every year. Students that participated in this event were entered into a drawing for a \$20 YVCC Bookstore gift card. Winners – 10 total – were very appreciative of the chance to learn and win.

D-Talks – February 11, 2016

Slices of Me featured activities that showed students how diverse we are but also alike. It was an exercise designed to appreciate the differences in us as well as finding commonalities. Ms. Elizabeth (Summer) Wimberley is working with GSC as a liaison with Yakima to bring this series to the Grandview Campus.

Upcoming Events:

Advising day- February, 12 2016

GSC is partnering with Grandview Campus faculty and staff to host a Gaming Event on Friday, February 12. This is designed to bring student in for advising day, give students a chance to get advised, have some fun, and get the competitive juices going. Video games, movie trivia games, and assorted board games will be available. Refreshments will be available to students who have been advised – proof required! A special thanks to Nathan Gonzalez, former YVCC Grandview Campus Running Start student and local business owner, for his donation of equipment and promotion and Aaron's Rentals (Sunnyside) for the donation of televisions for this event.

D-Talks

GSC is organizing additional D-Talks topics with Grandview Campus faculty and staff.

Dr. Keith Reyes will facilitate a discussion on mass incarceration in March; more information to follow.

YVCC FISCAL REPORT

July 1, 2015 through December 31, 2015

Core Themes: Community, Access & Success

2015-16 Board Approved Budget	\$29,955,831
Adjustments already reported	145,998

Adjustments to Operations	Basic Skills Enhancement	121,622	
	Aero Space Apprentice	30,105	
	Student Achievement (SAI), Variable	146,423	
	Student Achievement (SAI) already in budget	(25,000)	
	Reserve Use (replaced with SAI funds)	(121,423)	
Total Adjustments This Quarter		151,727	151,727

Revised Budget	\$30,253,556
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Expenditures through December 31, 2015

Program	Budget	Expenditures	Available Balance	% of Budget Remaining
Instruction	\$14,906,646	\$5,715,183	\$9,191,463	62%
Primary Support	1,321,571	597,604	723,967	55%
Library	739,515	342,926	396,589	54%
Student Services	3,078,580	1,403,255	1,675,325	54%
Institutional Support	5,670,424	2,085,800	3,584,624	63%
Plant Operations*	4,536,820	2,012,793	2,524,027	56%
Total	\$30,253,556	\$12,157,561	\$18,095,995	60%
2014-15	\$26,996,464	\$10,829,513	\$16,166,951	60%
2013-14	\$26,020,863	\$11,028,026	\$14,992,837	58%
2012-13	\$24,419,728	\$10,104,073	\$14,315,655	59%
2011-12	\$24,573,009	\$11,268,366	\$13,304,643	54%

*Includes Shift to Capital

Expense Source: GA3235 December Close

JMorehead 01/25/16



Events Calendar

February 18, 2016-March 9, 2016
Prepared for the Board of Trustees

Larson Gallery

Evening Curators Tour: The Golden Spiral

February 19, 2016

David Lynx explores the Fibonacci Sequence and shares behind-the-exhibition details. For more information: 574.4875 or www.larsongallery.org

Signature Style

March 5, 2016 • 6:00pm

Celebrating style in the Yakima Valley, this event at the 4th Street Theatre celebrates individuality in fashion and lifestyle. Proceeds benefit programs at the Larson Gallery and the Capitol Theatre. For more information: 574.4875 or www.larsongallery.org

Athletics

Women's Basketball Game

February 24, 2016

Home basketball game against Spokane. Game begins at 6:00pm.

Men's Basketball Game

February 24, 2016

Home basketball game against Spokane. Game begins at 4:00pm.

A complete schedule is available at: www.goyaks.com

Other Items of Interest

Foundation Scholarship Applications Available

January 4-March 15, 2016

The Yakima Valley Community College Foundation scholarship applications are now available for the 2016-2017 academic year. Applications can be picked up in person on the Yakima Campus in Prior Hall Room 113, at the student information desk in the HUB, or in the Financial Aid Office in the Deccio Higher Education Center. Applications are available online at www.yvcc.edu/scholarship.

Home in the Mighty Oak

February 23, 2016 • 7:00pm • Glenn Anthon Hall Room 215

Presenter: Ken Bevis, Department of Natural Resources Habitat Biologist

The Oregon White Oak, also known as the Garry Oak, is an extraordinary tree with particular value in special ecosystems of the Pacific Northwest. Numerous species of wildlife benefit directly from characteristics of this tree that we are fortunate enough to have in the Cascade foothills near Yakima. Come enjoy a fascinating presentation on this tree and the animals that it supports. For more information: 509.574.4858.

Engineering Day for Kids

February 27, 2016 • 9:00am-1:00pm • HUB

YVCC's Engineering Department hosts this event in partnership with the American Society of Civil Engineers. This event will feature hands-on activities to help children explore the connections between math, science, and engineering.

FAFSA/WASFA Workshops

March 1, 2016 • 1:00, 3:00, and 5:00pm • Deccio Higher Education Center Room 236

YVCC hosts workshops to help students complete either the Free Application for Federal Student Aid (FAFSA) or the Washington Application for State Financial Aid (WASFA). Volunteers will be available to help students and answer questions. There is no cost to attend. For more information: 509.574.4701.

Allied Health Careers Information Night

March 1, 2016 • 6:00pm • Sundquist Hall Annex

Learn more about a career in Medical Assisting, Medical Billing & Coding, Pharmacy Technician, Surgical Technology, Phlebotomy or Medical Interpreter.

Teach, Tour & Taste Event 2016

March 4, 2016 • 5:00-8:00pm • Grandview Campus Tasting Room

The free event is an opportunity to learn about wines produced in the Yakima Valley, tour the winery, and enjoy tastings of student-crafted, award-winning wines. Yakima Valley Vintners' wines will be available for purchase by the glass, bottle or the case. Join us to learn how YVCC's Teaching Winery contributes to the growing wine industry in the Yakima Valley and Washington State. Participants must be 21 years of age or older and need to provide valid identification. For more information: www.yakimavalleyvintners.com or wine@yvcc.edu / 509.574.6810.

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Please reference the ASYVCC and GSC student reports for additional student activities. Additional information can be found on YVCC's college calendar at <http://www.yvcc.edu/calendar>

**Activity Report
January 2016**

NEW HIRES:			
Name	Position Title	Start Date	Division/Department
Yesenia Arias	Human Resource Consultant Assistant 2	1/19/2016	Human Resources
Vicki Leach	Administrative Assistant 2	1/19/2016	Basic Skills
RETIREMENTS & RESIGNATIONS:			
Name	Position Title	Effective Date	Division/Department
Sara Rodriguez	Office Assistant 3	3/25/2016	Grandview Campus
Judy Morehead	Director-Budget Services	4/30/2016	Administrative Services
STAFF VACANCIES			
Position Title	Current Status	Vacancy #	Division/Department
ADMINISTRATIVE & EXEMPT PROFESSIONAL:			
Accounting Manager	Screening Applications	15-047	Administrative Services
Grant Budget Manager	Accepting Applications	15-050	Instruction & Student Services
Workfirst Coordinator	Interviews Scheduled	15-053	Basic Skills
CLASSIFIED:			
Library and Archives Paraprofessional 1	Accepting Applications	16-001	Instruction & Student Services
FACULTY:			
Information Technology Networking Instructor	Interviews Scheduled	15-047	Workforce Education
Nutrition Instructor	Accepting Applications	16-002	Arts and Sciences

President's Activities

January 2016

Community									Access						Success				
Network w/ community	Share information	Ed/training needs	Visibility	Contribute to community	Potential donors	Legislative issues	Network w/education	Internal community	Info to prosp students	Create transitions	Scholarship funding	Expand outreach	Expand facilities	Expand learn activities	Student Recognition	Improve stu success	Influence policies, etc.	Data student success	Learn strategies
A1	A2	A3	A4	A5	A6	A7	A8	A9	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5

Meetings— Out of District

1/23-25	ACT Fall Conference/Transforming lives, Olympia WA	•	•	•	•						•		•				•			•
1/25-26	WACTC Meeting, Olympia WA		•	•	•						•		•	•			•	•	•	•

Meetings—In College District

1/7	Yakima Rotary Club Meeting	•	•	•	•	•						•								
1/12	Administrative Council Meeting			•				•				•		•			•	•	•	
1/12	YVCC Foundation Board Meeting	•	•			•				•	•						•	•	•	
1/12	Reception for International Students	•	•			•				•	•						•	•	•	
1/13	YVCC Board of Trustees' Meeting		•														•	•		
1/14	Yakima Rotary Club Meeting	•	•	•	•	•					•									
1/14*	New Vision Board Meeting	•	•		•	•	•					•			•			•		
1/15	WACTC Conference Call		•				•	•										•		
1/19	All-College Employee Meeting		•							•				•			•		•	
1/19	South Central Workforce Development Cncl.	•	•		•	•													•	
1/20	YVCC Alumni Association Meeting	•	•		•	•					•	•			•				•	
1/21	Yakima Rotary Club Meeting	•	•	•	•	•					•									
1/22	WACTC Conference Call		•				•	•											•	
1/28	Yakima Rotary Club Meeting	•	•	•	•	•					•									•
1/29	WACTC Conference Call		•				•	•											•	

*Outside Normal Business Hours

A-Community

- A-1 Provided opportunity to network with community leaders
- A-2 Provided opportunity to share information about the college
- A-3 Provided opportunity to learn about educational/training needs in the community
- A-4 Provided visibility for college within the local community, state or country
- A-5 Provided opportunity for college to actively contribute to the community
- A-6 Raised awareness for potential donors to contribute to the college
- A-7 Informed legislators about issues that could potentially affect the college
- A-8 Provided opportunity to network with other educational organizations/leaders to promote collaboration and sharing of resources
- A-9 Provided opportunity to discuss issues with college's internal community

B-Access

- B-1 Provided opportunity to share information about the college to prospective students
- B-2 Provided opportunity to create effective transitions for students
- B-3 Provided opportunity to cultivate funding for student scholarships
- B-4 Provided opportunity to expand outreach
- B-5 Provided opportunity to expand facilities
- B-6 Provided opportunity to expand learning activities

C-Success

- C-1 Provided opportunity to recognize student achievements
- C-2 Provided opportunity to engage others in improving student success
- C-3 Provided opportunity to influence policies, regulations, laws and/or resource allocations that would improve or create barriers to student success
- C-4 Provided data that demonstrate accomplishments and challenges to student success
- C-5 Provided opportunity to learn about strategies from other institutions that have successfully reduced student achievement gaps

**TENURE REVIEW COMMITTEE
AREAS OF RESPONSIBILITY**

Items for Committee Consideration

1. FACULTY-STAFF RELATIONS

- a. What is the nature of the faculty member's interpersonal relationships with administrators, classified staff, other faculty, and students?
- b. What is the nature of the faculty member's interpersonal relationship with members of the Tenure Review Committee?
- c. Does the faculty member practice behaviors which reflect desirable standards of ethics, professionalism, and respect for and treatment of students?

2. INSTRUCTIONAL, GUIDANCE, AND/OR LIBRARIANSHIP SKILLS

- a. What does the faculty member do to help achieve the goals and mission of the college?
- b. What pedagogical techniques does the faculty member use? How effective are they?
- c. How effectively does the faculty member conduct his or her student advising duties?
- d. To what extent does the faculty member conduct classroom research to measure and improve teaching effectiveness?

3. GENERAL DISTRICT SERVICE

- a. To what extent and how effectively does the faculty member participate in committee work?
- b. In what ways does the faculty member work within the governance structure of the college?
- c. To what extent does the faculty member cooperate or comply with institutional processes and deadlines (*e.g.*, submitting grades on time, preparing requisitions in proper format).

4. KNOWLEDGE OF SUBJECT MATTER

- a. Does the faculty member prepare and distribute a course syllabus that adequately addresses academic and legal issues, describes the course content, and conforms to curricular standards?
- b. Does the faculty member prepare and use assessment techniques that are consistent with the stated instructional goals and objectives in the syllabus?
- c. How does the faculty member keep current in his or her field(s)/discipline(s)?

5. OTHER TENURE REVIEW COMPONENTS

- a. Job description.
- b. Self-evaluation and philosophy of education/counseling.
- c. Immediate supervisor's evaluation.
- d. Student evaluations.
- e. Observation by committee members.



Washington State Auditor's Office

Independence • Respect • Integrity

Financial Statements Audit Report Yakima Valley Community College

For the period July 1, 2013 through June 30, 2014

Published January 28, 2016

Report No. 1016068





Washington State Auditor's Office

January 28, 2016

Board of Trustees
Yakima Valley Community College
Yakima, Washington

Report on Financial Statements

Please find attached our report on the Yakima Valley Community College's financial statements.

We are issuing this report in order to provide information on the College's financial condition.

Sincerely,

A handwritten signature in black ink that reads "Troy X Kelley".

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Yakima Valley Community College
July 1, 2013 through June 30, 2014**

Board of Trustees
Yakima Valley Community College
Yakima, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component units of the Yakima Valley Community College, Yakima County, Washington, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated January 15, 2016.

Our report includes a reference to other auditors who audited the financial statements of the Foundation of Yakima Valley Community College, as described in our report on the College's financial statements. This report includes our consideration of the results of the other auditor's testing of internal control over financial reporting and compliance and other matters that are reported on separately by those other auditors. However, this report, insofar as it relates to the results of the other auditors, is based solely on the reports of the other auditors. The Foundation of Yakima Valley Community College prior year comparative information has been derived from the Foundation's 2013 basic financial statements, on which other auditors issued their report dated November 7, 2013.

The financial statements of the Yakima Valley Community College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College and its aggregate discretely presented component units. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2014, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we and the other auditors did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of the College's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests and the report of the other auditors disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed

in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

January 15, 2016

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Yakima Valley Community College July 1, 2013 through June 30, 2014

Board of Trustees
Yakima Valley Community College
Yakima, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Yakima Valley Community College, Yakima County, Washington, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the College's basic financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statement of the Foundation of Yakima Valley Community College, which represents 100 percent of the assets, net position and revenues of the aggregate discretely presented component units. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to amounts included for the Foundation of Yakima Valley Community College, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Yakima Valley Community College, as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 1, the financial statements of the Yakima Valley Community College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College and its aggregate discretely presented component units. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2014, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Report on Summarized Comparative Information

The financial statements include partial prior-year comparative information for the Foundation of Yakima Valley Community College. Such information does not include all of the information required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2013, from which such partial information was derived. Other auditors have previously audited the Foundation's 2013 financial statements and they expressed an unmodified opinion in their audit report dated November 7, 2013.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2016 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That

report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

January 15, 2016

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
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