



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

May 13, 2021 3:30 p.m.

<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 3:30 p.m. Trustees present were Chair Patrick Baldoz, Trustee Cus Arteaga, Trustee Sara Cate and Trustee Bertha Ortega.

- A. **Proposed Operating Budget.** Dr. Linda Kaminski and Misael Lopez presented on the 2021-2022 proposed operating budget. Misael discussed the timeline of the State and SBCTC budget cycles. He then discussed YVC's budget cycle, which begins in December and runs through the June board meeting. Misael talked about the process for developing the unfunded mandate and budget request lists. Misael discussed developments in one time state funding, tuition increases, 6% tuition forecast revenue decrease, faculty salary increases and the American Rescue Plan funds for lost revenue backfill and direct COVID expenses. Misael discussed the unfunded mandates including ctcLink, Goods & Services, Utilities. He discussed the approved budget request list including salary & benefits, ctcLink training, goods and services. Misael presented on the 21-22 estimated resources, the three-year comparison of operating resources, operating expense by object, the three-year comparison of operating expense by object and the three-year comparison of operating expense by program. Trustee Arteaga inquired about the COVID funding and how long do we have to expend it and if we can use those funds for equipment expenses. Dr. Rich indicated that we have until 2023 to use the funds and that we can use the funds for COVID related equipment costs such as laptops for students and faculty to accommodate remote learning. Dr. Rich also indicated that YVC could use those funds for lost revenue. A copy of the presentation is filed with these minutes in the president's office.
- B. **Proposed SRC Budget.** Brady Mugleston, presented on the 2021-2022 Proposed Student Residence Center Budget. Brady discussed the decline in room rental averages due to COVID. Most residents are Perry Tech or WSU nursing students. He explained that he used COVID cares funds and contingency reserves to cover expenses. He discussed the proposed expenditures, utility increases, trying to be lean and conservative on purchasing supplies. Last year the SRC did not make any capital expenditures but the SRC does have proposals for 21-22 including Roof repair, A/C Heater units, flooring and other equipment. A copy of the presentation is filed with these minutes in the President's office. Dr. Kaminski inquired about the status of international students. Brady indicated that we could not get new international students after March 9, 2020 until we re-start face-to-face instruction. Trustee Ortega indicated she heard the Governor was going to open the entire state on June 30th and she inquired if that was going to change our philosophy. Dr. Kaminski indicated that the Governor is waiting to see what the vaccination rates are on June 30 before he makes a decision so we really do not know what that means until he makes the decision. Dr. Kaminski indicated that June 30th is too late for us to do anything different for summer or fall, it may effect winter quarter. A copy of the presentation is filed with these minutes in the president's office.
- C. **Proposed S&A Budget.** Laura Yolo, presented on the Service & Activities proposed budget and the budget process, proposals, allocations and distribution. Clubs are notified of the recommended distributions and are given an opportunity to appeal. The ASYVC Senate did approve the presented budget on May 3rd and all requests were honored. She shared the S&A Fee Budget Summary. A copy of the presentation will be filed with these minutes in the President's office. Trustee Cate inquired why the funds for clubs was less. Laura indicated that this is due to less clubs asking to be recognized during COVID. There are contingency funds set aside incase new clubs make a

request to the ASYVC Senate for recognition. A copy of the presentation is filed with these minutes in the president's office.

AGENDA
REGULAR MEETING
YAKIMA VALLEY COLLEGE
BOARD OF TRUSTEES
May 13, 2021, 4:30 p.m.

<https://us02web.zoom.us/j/85338964990>

Meeting ID: 853 3896 4990

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A. Roll Call and Introduction of Guests and New Employees

Board of Trustees Present

Cus Arteaga
Patrick Baldoz, Chair
Dr. Sara Cate
Bertha Ortega

Others Present

YVC Students
YVC Faculty & Staff

Dr. Linda Kaminski, Secretary

Trustees Absent

Neil McClure (excused)

Introduction of Guests and New Employees. Mr. Steve Sloniker, Executive Director Human Resources, introduced Annette Wattenbarger, Program Specialist 2.

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

C. Approval of Minutes: Trustee Ortega moved that the minutes of the Special and Regular Meetings of April 8, 2021 be approved as submitted. The motion was seconded by Trustee Arteaga and passed unanimously.

D. Action Items:

1. Procurement of Student Success Software

Mr. Tomás Ybarra stated that the college administration requests that the Board of Trustees authorize the expenditure from reserve funds of an amount not to exceed \$353,500, towards the purchase of a student success software application from EAB Global Inc. The purchase will include installation and a five year maintenance agreement valued at \$653,500. The remaining balance will be allocated from college Guided Pathways funds.

MOTION 21-05-01: Trustee Cate moved that the Board of Trustees adopts a motion to authorize the expenditure from reserve funds of an amount not to exceed \$353,500 to purchase a student success software application from EAB Global Inc., that includes installation and a five year maintenance agreement valued at \$653,500. The motion was seconded by Trustee Ortega and passed unanimously.

2. Approval of the 2019-2020 Audited Financial Statement

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 2019-2020 financial statements

and 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.

Action Items Cont.

A requirement of board oversight is that the financial information and audit report be reviewed and accepted by the Board. The Independent Auditor's Report was received on March 11, 2021, and was provided for board review. After having successfully completed the financial statement audit, the college is now requesting the 2019- 2020 Financial Statements be accepted.

MOTION 21-05-02: Trustee Cate moved that the Board of Trustees adopt a motion to accept the 2019-2020 Audited Financial Statements. The motion was seconded by Trustee Arteaga and passed unanimously.

E. Communications. There were no communications.

F. Reports

- 1. Board of Trustees.** Trustee Cate suggested that the study sessions of the June board meeting be used to discuss the upcoming agenda for the summer board retreat. Trustee Cate will be attending the ACT Spring meeting next week.
- 2. Students:** Penny Tahmalwash, ASYVC President, highlighted past events. Abraham Lopez, GSC President, happy to announce another event coming up, the virtual Spring Fling, like a video game where you can interact with other people and rooms for individual clubs. Introduced Phillippe Duarte who discussed his experiences at YVC. A copy of the report is filed with these minutes in the president's office.
- 3. Classified Staff** – Cathy Van Winsen, WPEA Representative indicated it has been a relatively mild month. Had a couple meetings with HR but nothing of major importance. She indicated that lots of the classified staff are getting antsy about coming back to campus and getting tired from working from home.
- 4. Professional Staff** – Ms. Hillary Emerson, AFT-YPS Professional Representative, happy to complete the omnibus grievance, it took a year and included some mediation and was completed mostly to the satisfaction of the members. Happy to see budget news was fairly neutral if not good.
- 5. Faculty** – Ms. Rachel Dorn, AFT-Y Yakima President stated she was happy to see all the participation in the VPISS candidate forums, she really enjoyed attending and she looks forward to meeting with the new VPISS. Also looking forward to a few bargaining issues, high demand funding and additional tenure track positions. No one moved to tenure track last year, our count shows the loss of seven tenure track positions. We look forward to seeing those positions replaced.
- 6. Vice President for Administrative Services** – Dr. Teresa Rich can't thank staff enough for their stellar job getting work done, long hours and lots of zoom meetings. Less than a year away from go live.
- 7. Vice President for Instruction and Student Services** – Mr. Tomás Ybarra re-scheduled the A&S Division report to the June meeting. Today we will hear from Dean Marc Coomer.

Dean Marc Coomer, College & Career Readiness and Grandview Campus Report. Marc indicated that CCR numbers are now on the rise, when pandemic hit the enrollment for CCR dropped to 60% of normal numbers. We are now nearly at 80% of our typical enrollment numbers. Thank you for the fantastic work

of faculty, staff and students during this difficult time. Marc introduced Lori Kunkler who discussed CCR math curriculum changes and Heidi Matlack who discussed changes to New Student Orientation. A copy of the presentation is filed with these minutes in the President's office.

Mr. Ybarra thanked Lori and Heidi for their presentations. He discussed the institutional reform of guided pathways points toward putting students at the center of what we do. How effective is what we do and how can we reform our practices to better meet the needs of our students? These CANVAS programs make information available to students when they need it. Professional Development program for professional staff that do not work with students in the classroom. This initiative recognizes that interactions with professional staff can have deep meaningful impact on students and their success. The Caring Campus initiative brought to our attention by the Institution of Evidence Based Change. Mr. Ybarra encourages supervisors to continue to allow their staff to participate in the Caring Campus Initiative. Mr. Ybarra reported that on May 5th the State Board accepted YVC's statement of need for an proposed BAS degree in Ag Program. Thank you to Mark Fuzie for coordinating our Guided Pathways institutional reform and moving us forward. Priorities for next year include development and refinement of our pathways and focus on developing structured exploratory learning process. Also to focus new attention on the student's experience.

8. President

Community Relations Report – Mr. Dustin Wunderlich, Director of Community Relations, extended gratitude to Marc and his team for working with community relations on CCR and social media campaigns for Running Start. Both campaigns were very positive. Working on the next issue of the Campus Update that will be published in late June. We will be moving to our digital first format for Fall. We've been doing lots of work preparing to celebrate the work of our graduates and our virtual commencement program on June 18th. Several faculty and staff and Chair Baldoz have and will be recording congratulation messages to our graduates. Community relations is encouraging graduates to submit video clips and selfies to include in the digital event. 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, discussed the VPISS search process and thanked the committee members for their hard work throughout the process. He indicated that 90-100 people participated in the candidate forums. Mr. Sloniker discussed the ongoing work with the YVC Equity Team, met with the student groups to include them in future equity team discussion, ctcLink training with more efforts coming in the fall. He also discussed upcoming supervisor training regarding job expectations and how to write performance evaluations. Still busy with recruiting, this is a busy time of year. A copy of the report is filed with these minutes in the president's office.

President's Report – 1) Thanked the Board for approving the EAB software, you are making a difference at YVC, we've talked about this for a long time, we saw an opportunity with Guided Pathway funds and COVID funds to acquire it. 2) In the budget there is a lot of reserve money and COVID funds, but those rescue funds are one time funds and it goes away in 2023. There are lots of things we would like to do with that money that we cannot do. We can't hire tenure track faculty unless they will be gone in two years. We like the money but every dollar we get usually comes with strings attach. We have to be careful how we use it or we will create a big black hole. This year has been a tricky year for the budget. We have four grants that are ending and we have to figure out a way to continue the work without the money. Its been very difficult for us to address new position requests and maintain what we are doing without having to let anyone go. 3) Federal money can now be used for undocumented students. In the past we have been restricted to a small pot of money, Beyond Dreaming funds. 4) May 7th report on our Center of Excellence was evaluated the final report was very positive. 5) On May 19th we will be a



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vaccination site. On that same day there is a webinar sponsored by College Success with Senator Murray on higher education.

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, June 10, 2021.

I. **Executive Session:** Chair Baldoz announced an executive session at 5:38 for thirty minutes purpose of evaluating the performance of an employee. He asked Dr. Kaminski, Steven Sloniker, Tomas Ybarra and James Yockey to attend. The executive session ended at 5:53 p.m.

J. **Action Items:** No action items resulted from the executive session.

K. **Adjournment.** The meeting was adjourned at 5:54 p.m.

PATRICK BALDOZ
Patrick Baldoz, Chair

LINDA KAMINSKI
Attest: Linda Kaminski, Secretary