

# Board of Trustees

District no. 15

## Meeting Notice

May 17, 2023

Wenatchee Valley College, Wenatchee Campus  
1300 Fifth Street, Wenatchee, WA 98801

### OUR MISSION

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college is committed to diversity, equity and inclusion for all students and employees and provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

### TRUSTEES

Tamra Jackson, Chair  
Steve Zimmerman, Vice Chair  
Wilma Cartagena  
Paula Arno Martinez  
Phylcia Hancock Lewis

### PRESIDENT

Faimous Harrison, PhD.





**BOARD WORK SESSION  
May 17, 2023**

|   |
|---|
| 10:00 A.M. – Board Work Session ..... Edna & Jack Maguire Conference Center//Zoom<br>Zoom Link: <a href="https://wvc.zoom.us/j/81504557103">https://wvc.zoom.us/j/81504557103</a> |
| 3:00 P.M. – Board of Trustees Meeting ..... 3210 Wenatchi Hall//Zoom<br>Zoom Link: <a href="https://wvc.zoom.us/j/85485160089">https://wvc.zoom.us/j/85485160089</a>              |

**AGENDA**

| <u>TIME</u>     | <u>AGENDA</u>   | <u>PAGE</u>  |
|-----------------|---|--|
| <b>10:00 AM</b> | <b>COMMUNICATIONS</b>   |  |
| <b>10:05</b>    | <b>REPORT FROM TRUSTEES</b>   |  |
|                 | <ul style="list-style-type: none"> <li>• ACT Spring Conference</li> <li>• Graduation</li> <li>• ACCT Leadership Congress – Las Vegas</li> </ul>   |  |
| <b>10:15</b>    | <b>CORE THEME INDICATOR REPORT: TY JONES</b>  |  |
|                 | <ul style="list-style-type: none"> <li>• March: Educational Achievement</li> <li>• April: Responsiveness to Local Needs</li> <li>• May: Support for Learning</li> </ul>   |  |
| <b>11:00</b>    | <b>PRESIDENT’S REPORT</b>   |  |
|                 | <ul style="list-style-type: none"> <li>• Financial Report (Brett Riley)</li> <li>• Capital Projects Update (Brett Riley)</li> <li>• Enrollment (Ty Jones)</li> <li>• Foundation Report (Rachel Evey)</li> <li>• 2023-2024 Tuition and Fees (Brett Riley)</li> <li>• President’s Update (Faimous Harrison)</li> </ul>  | 2  |
| <b>12:00</b>    | <b>LUNCH</b>  |  |
| <b>12:30</b>    | <b>ACTION ITEMS</b>   |  |
|                 | <ul style="list-style-type: none"> <li>• 2023 – 2024 Student Fee Schedule: Brett Riley</li> <li>• 2022 – 2023 Revised Operating Budget: Brett Riley</li> <li>• 2024 – 2025 Student Calendar: Tod Treat</li> <li>• ASWVC Bylaws Update: Erin Tofte</li> <li>• RESCIND POLICY: 570.100 Exempt Staff Definitions: Reagan Bellamy</li> <li>• REVISED POLICY: 500.010 Employee Definitions: Reagan Bellamy</li> <li>• REVISED POLICY: 570.500 Exempt Holidays: Reagan Bellamy</li> <li>• REVISED POLICY: 500.375 Shared Leave: Reagan Bellamy</li> <li>• REVISED POLICY: 400.530 Hazing: Reagan Bellamy</li> <li>• NEW POLICY: 000.360 Child Abuse or Neglect Reporting: Reagan Bellamy</li> </ul> | 18<br>19<br>20<br>21<br>54<br>55<br>58<br>59<br>60<br>61 |
| <b>1:00</b>     | <b>EXECUTIVE SESSION</b>  |  |
| <b>2:00 PM</b>  | <b>BOARD DEVELOPMENT</b>  |  |
|                 | <ul style="list-style-type: none"> <li>• Bird Collection Open House</li> </ul>  |  |



BOARD OF TRUSTEES MEETING

May 17, 2023

3:00 P.M. – WTI 3210/Zoom

Zoom Link: <https://wvc.zoom.us/j/81473573270>

AGENDA

|  |      |
|--|------|
| <b>CALL TO ORDER</b>   | Page |
| <b>APPROVAL OF MINUTES</b>   |      |
| 1. April 19, 2023, Regular Board Meeting, April 21 Special Board Meeting & April 12 Board Retreat.....     | 5    |
| <b>CELEBRATING SUCCESS</b>   |      |
| 2. All Washington Academic Team .....  | 9    |
| 3. Bird Fest Founders Award, Dan Stephens.....   | 10   |
| <b>INTRODUCTION OF NEW EMPLOYEES</b>   |      |
| 4. Introduction of New Employees: Reagan Bellamy, HR Executive Director                                    |      |
| <b>SPECIAL REPORTS</b>   |      |
| 5. Katherine Barragan, ASWVC Wenatchee Representative  |      |
| 6. Abigail Steinshouer, ASWVC Omak President   |      |
| 7. Wendy Glenn, WPEA Chief Shop Steward  |      |
| 8. Patrick Tracy, AHE President  |      |
| <b>STAFF REPORTS</b>   |      |
| 9. Brett Riley, Vice President of Administrative Services.....   | 11   |
| 10. Dr. Tod Treat, Vice President of Instruction .....   | 13   |
| 11. Dr. Faimous Harrison, President .....  | 16   |
| <b>PUBLIC COMMENT</b>  |      |
| Anyone wishing to address the board must sign up and limit their remarks to three minutes.                 |      |
| <b>ACTION</b>  |      |
| 12. 2023 – 2024 Student Fee Schedule: Brett Riley, VP of Administrative Services .....                     | 18   |
| 13. 2022 – 2023 Revised Operating Budget: Brett Riley, VP of Administrative Services .....                 | 19   |
| 14. 2024 – 2025 Student Calendar: Dr. Tod Treat, VP of Instruction.....                                    | 20   |
| 15. ASWVC Revised Bylaw: Dr. Tod Treat, VP of Instruction .....  | 21   |
| 16. RESCIND POLICY: 570.100 Exempt Staff Definitions: Reagan Bellamy, Exec Director of Human Resources .54 |      |
| 17. REVISED POLICY: 500.010 Employee Definitions: Reagan Bellamy, Exec Director of Human Resources .....   | 55   |
| 18. REVISED POLICY: 570.500 Exempt Holidays: Reagan Bellamy, Executive Director of Human Resources.....    | 58   |
| 19. REVISED POLICY: 500.375 Shared Leave: Reagan Bellamy, Executive Director of Human Resources .....      | 59   |
| 20. REVISED POLICY: 400.530 Hazing: Reagan Bellamy, Executive Director of Human Resources.....             | 60   |
| 21. NEW POLICY: 000.360 Child Abuse or Neglect Reporting: Reagan Bellamy, Exec Director of HR .....        | 61   |

ADJOURNMENT

NOTE: An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30)

# **WORK SESSION**

Supporting  
Documents

# FOUNDATION REPORT – May 2023

Rachel Evey, Executive Director

## 2023 Distinguished Alumni Award

- The Wenatchee Valley College Foundation board of directors selected Dennis Carlton as the recipient of the 2023 Distinguished Alumni Award.
- Mr. Carlton attended Wenatchee Valley College 1965-67 earning his associate degree before attending Eastern Washington University and graduating with a business degree. He taught at Omak School District for 6 years before beginning a career with New York Life. Mr. Carlton still operates Carlton Financial in downtown Omak and acts as a mentor for aspiring entrepreneurs. He has served as president of the Omak Performing Arts Foundation, president of the Omak Chamber of Commerce, president of the Loup-Loup Ski Foundation, president of Okanogan-Omak Rotary, served on the WVC Omak Foundation, taught classes at WVC Omak, and been on the Omak School Board for 10 years, currently serving as Chairman.
- The foundation is actively working on recognition opportunities for Mr. Carlton including a spotlight interview, attending a board of trustees meeting, and receiving the formal award at the WVC Omak graduation.
- The foundation solicits nominations from the community then reviews and selects a recipient based on these criteria. This year was a rigorous competition, with 12 nominations received.
- The Distinguished Alumni Award is an annual honorary award to recognize a WVC alum that has distinguished themselves in their chosen professional field; made significant contributions to their community on a local, state, national or international level; and has demonstrated integrity in their personal life and gained the respect of their peers.

## Community Engagement

- Service Clubs
  - President Harrison and I made presentations to Chelan Rotary and Cashmere Rotary.
  - Upcoming on our schedule is Chelan Lions, Confluence Rotary, and East Wenatchee Rotary.
- Apple Blossom Grand Parade
  - Wenatchee Valley College participated in the Grand Parade on May 6. Karina Mendoza-Flores was the linchpin for WVC's presence, recruiting WVC departments and clubs to participate.
  - President Harrison and his wife Stacey attended the parade and sat in the grandstands, thanks to foundation board member Daryl Ferguson.
  - Participation included Dr. Tod Treat, student services staff (Erin Tofte and Roberto Villa), WVC volleyball (coach Maria Adams and student athletes), ASWVC, Bailadores Orgullo de México, Mechatronics, and MESA.
  - The foundation covered the parade entry fee and vehicles from Natural Resources and Facilities were used in the parade. Sarah Buman (PIO) designed the parade banner, with translation from Spanish faculty Rene Baca, and I drove the passenger van to shuttle parade walkers.



### Collaboration with Omak Foundation

- President Harrison and I met with WVC Omak Foundation president Livia Millard on May 4.
- Discussion regarding President Harrison's vision for Omak campus and strategies the WVC Foundation uses to engage donors and the community.
- Request to continue the conversation regarding potential partnerships and collaborations.

### Upcoming Events

- Donor Appreciation Event – May 11
  - A stewardship event featuring foundation scholarship recipients.
- Knight at the AppleSox – June 8
  - A community engagement event and food collection drive for the Knights Kupboard. A limited number of tickets will be available for free to WVC employees, students, and alumni. The 2023 Distinguished Alumni Award recipient has been invited to throw the first pitch. So far, over 50 tickets have been reserved.
- Food Truck Knight – September 29
  - A fundraising event designed to bring visibility and guests to WVC.
  - So far, the foundation has secured 17 monetary and in-kind sponsors, totaling \$15,500. Net proceeds from the event will support the foundation's annual fund, which in turn funds requests from WVC (e.g. summer college readiness bootcamp).

# **REGULAR MEETING**

Supporting  
Documents

# APPROVAL OF MINUTES

District No. 15  
Wenatchee, Washington

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## WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

### Regular Board Meeting

April 19, 2023 – 3:00 P.M.

Lucy Covington Government Center, Nespalem  
Auditorium/Zoom

## MINUTES

### ATTENDANCE

#### Trustees Present:

Tamra Jackson, Chair  
Steve Zimmerman, Vice Chair  
Wilma Cartagena  
Paula Arno Martinez  
Phylicia Hancock Lewis

#### Also Present:

Cabinet Members  
Faculty Members  
Students

### CALL TO ORDER: 3:00 P.M.

### LAND ACKNOWLEDGMENT

### APPROVAL OF MINUTES

#### March 15, 2023, Regular Board Meeting Minutes

Phylicia Hancock Lewis moved that the minutes of the March 15, 2023, Regular Board Meeting be approved. The motion was seconded by Steve Zimmerman and carried unanimously.

MOTION NO. 2330

### CELEBRATING SUCCESS

#### WVC at Omak presents “Older Than the Crown” film screening March 9

The screening of the film “Older Than the Crown” was presented by the Associated Students of WVC of Omak at Omak Red Road Association on March 9 at the Omak Theatre.

The 57-minute film documents the landmark trial of Sinixt Ceremonial Hunter Rick Desautel, who in 2010 was charged with illegal hunting on ancestral lands. To the Sinixt, hunting on ancestral land is an aboriginal right gifted to them by Creator. However, they have been legally denied this right since 1956, when the Canadian government unjustly declared the tribe extinct. The Sinixt’s courageous fight and legal victory becomes a pivotal precedent for other Native tribes struggling for reconciliation with their homelands, as well as an emotional recognition of a people’s right to exist.

“This documentary is a tribute to the strength and resilience of generations of our people who struggled against overwhelming colonial forces and fought for our very survival,” said Rodney Cawston, chairman of the Colville Confederated Tribes. “Having at least part of our story finally told is very gratifying. For well over 150 years, the Sinixt have sacrificed and lost so much. Rick Desautel honors all of our ancestors and this film is for them.”

“Older Than the Crown” is directed by Derrick LaMere. LaMere, Shelly Boyd and Meghan Francis are producers. The Confederated Tribes of the Colville Reservation is the executive producer. This is a War Pony Pictures Production and copyright by the Colville Tribes of the Colville Reservation.

## **SPECIAL REPORTS**

### **Ally Aspen, ASWVC Wenatchee President**

Ally Aspen was not present to add to her written report.

### **Abigail Steinshouer, ASWVC Omak President**

Abigail presented ASWVC events for the month of April and May. Events included the easter egg hunt, movie night and Stand Against Racism.

### **Patrick Tracy, AHE President**

Patrick Tracy was not present to provide a report.

### **Wendy Glenn, Chief Steward WPEA**

Wendy Glenn was not present to provide a report.

## **STAFF REPORTS**

### **Brett Riley, Vice President of Administrative Services**

Mr. Riley did not add to his written report.

### **Dr. Tod Treat, Vice President of Instruction**

Dr. Treat did not add to his written report.

### **Dr. Chio Flores, Vice President of Student Services**

Dr. Flores thanked the board of trustees and the college for their support during her tenure at WVC.

### **Dr. Faimous Harrison, President**

Dr. Harrison shared that May 5 would be Dr. Flores’ last day on campus, there will be a farewell celebration to honor Dr. Flores’ work.

## **PUBLIC COMMENTS**

There were no official public comments.

## **ADJOURNMENT – 3:15 P.M.**

**WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES**

**Special Board Meeting**

April 21, 2023 – 8:00 A.M.

Wenatchee Campus

Wenatchee Hall 2322A /Zoom

**MINUTES**

**ATTENDANCE**

Trustees Present:

Tamra Jackson, Chair

Steve Zimmerman, Vice Chair

Wilma Cartagena

Paula Arno Martinez

Phylcia Hancock Lewis

**CALL TO ORDER: 8:00 A.M.**

**EXECUTIVE SESSION**

The board entered into an executive session to discuss items related to RCW 42.30110(1):

(f) To receive and evaluate complaints or charges brought against a public officer or employee;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

**ADJOURNMENT – 9:00 A.M.**

**WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES**

**Board Retreat**

April 12, 2023 – 9:00 A.M.  
Residence Inn, Wenatchee  
Conference Room /Zoom

**MINUTES**

**ATTENDANCE**

Trustees Present:

Tamra Jackson, Chair  
Steve Zimmerman, Vice Chair  
Wilma Cartagena  
Paula Arno Martinez  
Phylcia Hancock Lewis

Cabinet Members

**CALL TO ORDER: 9:05 A.M.**

**CORE THEMES PRESENTATION**

Cabinet members presented on the four different core themes. Focus areas included an overview from 2020 to 2023, outcomes, lessons learned, and recommendations.

**STRATEGIC PLAN**

Rachel Evey provided a strategic plan summary from 2017 and a tentative plan moving forward and highlighting the importance of an external lens moving forward. She also shared the Foundation's process and results for their recent SWOT analysis.

**OUR COMMUNITY OUR COLLEGE**

President Harrison presented his priorities and key objective moving forward.

**ACADEMIC MASTER PLAN**

Dr. Tod Treat presented the WVC Academic Master Plan.

**OPEN PUBLIC MEETING ACT TRAINING**

Assistant Attorney General, Steve Bozarth provided OPMA training for the board of trustees which served as their required OPMA training.

**ADJOURNMENT – 3:40 P.M.**

# CELEBRATING SUCCESS

## All-Washington Academic Team

In its 27th year, the All-Washington Academic Team recognizes students from the community and technical colleges in Washington State. The program has become the showcase for Washington’s community and technical colleges because it honors individuals who have demonstrated a commitment to success and achievement in academics and in the communities in which they live. This recognition demonstrates the state’s commitment to scholarship and community service on the part of those attending the state’s public community and technical colleges.

Wenatchee Valley College students Juddy Kemunto Anyona and Tiffany Bryant were recognized as members of the 2023 All-Washington Academic Team.



### Juddy Kemunto Anyona

Age: 35 | GPA: 3.86

Field: Nursing

Growing up in Kenya, Juddy was eager to get an education, but it was not until she was 33 years old and a primary caregiver for her husband with Primary Progressive Musclerosis and their two young children that Juddy was able to enroll at Wenatchee Valley College and begin her associate degree in nursing. An active volunteer and PTK member, her next goal is to earn her bachelor of nursing degree.



### Tiffany Bryant

Age: 38 | GPA: 3.66

Field: Chemical Dependency Studies and Psychology

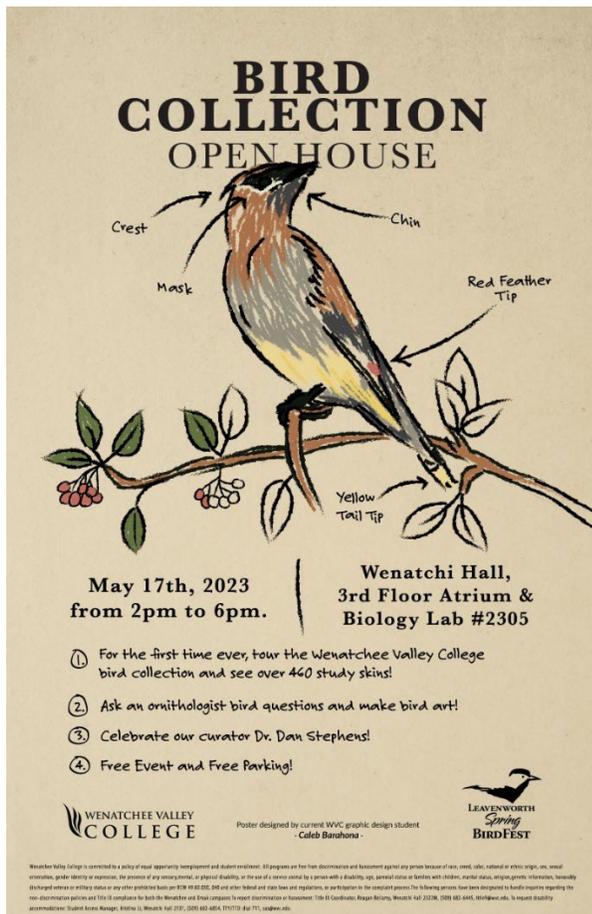
After struggling with her own mental health, Tiffany Bryant enrolled at Wenatchee Valley College at the start of the COVID-19 pandemic with the goal of pursuing a career that will allow her to help others. Now, at 38, Tiffany is the Vice President of the Psi Beta honor society and an active volunteer at WVC and in the community. She plans to transfer to Washington State University to earn her bachelor of science in psychology.

Tiffany is also part of the 2023 All-Washington Academic Team Top 16.

## Bird Fest Founders Award & Curator, Dr. Dan Stephens

The Wenatchee River Institute's annual Leavenworth Spring Bird Fest this May will include a bird collection open house on the Wenatchee Valley College Wenatchee campus hosted by biology faculty Dr. Dan Stephens and Biology Manager Jenny Ezeleta. Professor Stephens is receiving a Bird Fest Founders' Award from the Wenatchee River Institute for his contributions.

Dr. Stephens has built and curated the bird collection over the past 30 years. The collection currently contains 460 specimens, including 160 species of birds from the American coot to the Western screech owl. Most of the birds in the collection died of natural causes and were brought to Dr. Stephens for preservation. More than 200 community members, ornithologists, students, colleagues and friends have contributed their time to collect, prepare and maintain the bird skins. Through their cooperative effort, Dr. Stephens has created a valuable collection that is available for scientific research and educational programs throughout the valley. Local schools and organizations such as the Wenatchee River Institute and Cascadia Conservation District use the birds to enhance their outdoor education programs.



Dr. Stephens joined WVC in 1990. He teaches courses such as general biology, biology of plants and environmental science. Dr. Stephens has made considerable contributions to the Leavenworth Spring Bird Fest. For 21 years, Dr. Stephens has designed and led Bird Fest field trips to explore Douglas County's shrub-steppe habitats.

## **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

### **Administrative Services**

- Administrative Services continue to coordinate both major capital projects as we work towards completion of construction documents (CD). The legislature has funded the Center for Technical Education and Innovation building (CTEI) and we hope to finalize construction documents on 5/10/2023. We are still working through a couple items with the city but hope to have those worked through shortly.
- Administrative Services is currently awaiting an appraisal from the Department of Enterprise Services (DES) to finalize an offer to acquire the home in Omak. We hope to share more information at the next meeting.
- Administrative Services will be participating in another NWCCU year-six Policies, Regulations, and Finances Review (PRFR) panel in May.

### **Budget & Internal Auditing**

- At the time of this submission, we have draft versions of tuition, allocation, and Running Start rates. We hope to share a draft operating budget with the Board, however, may be delayed due to the timing of the finalized state budget.

### **Fiscal Services**

- Fiscal Services continue to work towards year-end closing. Year-end closing instructions have been shared out by SBCTC staff to the community and technical colleges.
- Fiscal Services continue to progress on financial statement audits for 21-22 and 22-23. We are still a little delayed by a transition in contractor staff. We are back on track and look forward to completing them soon.

### **Facilities and Capital**

- The Mish ee twee work is largely complete with final door hardware work commencing the first week of May. At this point, we are waiting for the final round of furniture, fixtures, and equipment purchases.
- Omak Health Sciences Center- As stated prior, Design Development (DD) is complete. We are planning on pausing the project after we complete construction documents and submit the project to the city for plan review in an effort to comply with current energy code.

- CTEI - The CTEI has been funded in the state budget and continues through construction documents. Final construction estimates are anticipated anytime the first week of May.
- Facilities staff recently hosted Steve Lewandowski from SBCTC who conducted our facility condition survey for the following biennium's minor works budget request.

### **Minor Works**

- Facilities staff are currently wrapping up biennial minor works projects and getting ready to start bid documents for next biennial projects.

### **Safety and Security**

- WVC in partnership with Wenatchee School District (WSD), will be moving on to the next step in preparing for the all-campus training event in June with a tabletop exercise on May 23<sup>rd</sup>. This event will build on the previous NIMS training and will prepare campus stakeholders for the culminating event in June.

### **Information Technology**

- IT is working on developing a Data Hygiene Day at the college in an effort to purge unnecessary data and cyber clutter and potentially reduce our storage cost as a college.
- Similarly, the IT department is evaluating their contracts and looking for efficiencies and opportunities to merge contracts to reduce the burden on college resources.

## Dr. Tod Treat, Vice President of Instruction

### *Educational Achievement*

Jennifer Hadersberger and Hart Johnson are participating as **Fellows in the NWCCU Data Institute**. Their project focuses on course level data dashboards. Working with the Assessment Committee, chaired by Angie Russell, Jennifer and Hart advanced their proposal to the Instruction Council. Disaggregated course level data dashboards have been developed to improve faculty access to data that will inform continuous improvements. Course level data dashboards for enrollment and GPA have been developed for faculty analysis, interpretation, and incorporation into the annual planning process. Data is dis-aggregated by gender, ethnicity/race, PELL/non-PELL, fulltime/parttime, and Running Start.

### *Support for Learning*

**MESA Students** participated in the Apple Blossom Festival parade, along with Associate Dean Erin Tofte and Rob Villa from Student Life, ASWVC, WVC Women's Volleyball Team, and the student club, *Bailadores Orgullo de México*.



### *Diversity and Cultural Enrichment*

Following the Board of Trustees' meeting at **Nespelem**, the Board toured the educational facility and library where WVC's transitional studies program is housed.

Graduates of this program were recognized in the Board meeting with significant impact on graduates' lives.



### *Responsiveness to Local Needs*

**Continuing Education**, partnering with Wenatchee Fly Fishers, has been serving a full class of community members: local businesspeople, veterinarians, schoolteachers and administrators, and others. Knot tying, insect identification, casting, and fly tying are all part of this innovative class.



### *Sustainability*

Sponsored by the WVC Sustainability Committee, Tree Campus USA, Plastic Reductions Campaign, and ASWVC Student Senate, WVC celebrated **Earth Day** with a week of events celebrating sustainability and the natural world. Dr. Joan Qazi coordinates this work for the the College.

**Zero Waste Wednesday.** Waste Loop conducted waste audits of several WVC buildings. City of Wenatchee Stormwater specialists instructed on the campus community can protect our water supply from contaminants and then we'll create art about what we've learned. On the Wenatchee campus, there was a demonstration of WVC's single bottle glass crusher which we are using to transform the glass bottles on campus into sandbags filled with glass sand. There will also be a recycling demonstration by the Plastic Reduction Committee.

### **Thankful for Trees Thursday and Cascadia Field Guidebook Launch**

Mike Lesky (Wenatchee) and Jeff Dykes (Omak) led the campus community in calculating the carbon storage capacity of our tree canopy. Faculty Jeff Dykes will do the same on the Omak campus with anyone who is interested in the many benefits that trees provide for us. WVC campus' book launch of Cascadia Field Guide celebrated the recently published compendium of nature literature, edited by Derek Sheffield. Professor Sheffield joined contributors Elizabeth Bradfield, Andrew Gottlieb, C. Marie Fuhrman, Justin Gibbens, WVC's Jack Johnson, and Sarah Van Sanden in reading from and speaking about their work.

### *Continuous Improvement*

The **Omak Campus** received a facelift to create consistency across each building. Thank you, Facilities!



## Dr. Faimous Harrison, President

### UPDATES:

#### 1. Thursday and Friday, April 27-28, WACTC Meeting:

- a. WACTC Capital Budget Committee (Please see attachments)
  - Brief highlights
- b. All-Washington Academic Team Summary
  - Lunch with Tiffany Bryant and her sister Selina
  - Awards included the following:
    - i. \$250 South Puget Sound Community College Foundation
    - ii. \$750 from Washington State Employees Credit Union for being one of the top 16 in the All-Washington Academic Team.



- c. WACTC Business Meeting
  - Brief highlights

#### 2. Reorganization of departments and divisions is still ongoing. Numbers 3-5 below are several updates.

#### 3. Temporary Reassignment with the departure of Chio Flores, Vice President of Student Services and Enrollment Management:

- a. Student Services Leadership Team – Dr. Tod Treat
- b. Athletic Department – Dr. Faimous Harrison

#### 4. Strategic Recent Hires:

- a. **Dr. Cynthia Requa** was selected to serve as our Executive Director, Research, Planning, Assessment, and Effectiveness. Dr. Requa's official start date in this new role is 5-16-2023.
- b. **Mr. Matthew Vargas, Head Men's Basketball Coach**, was appointed as our Interim Athletic Director after the departure of Lance LaVetter. Mr. Vargas's interim start date was 5-1-2023, and he will serve in this role until the end of the 2023-2024 academic year.
- c. **Mr. Aaron Vaughn, Head Baseball Coach**, will serve as our Interim Assistant Athletic Director until the end of the 2023-2024 academic year.

## **5. Strategic Updates and May 2023 National Position Advertisements:**

- Subdividing the Student Services and Enrollment Management Division into two separate divisions. One will have an on-campus emphasis, and the other will have an external campus focus.
  - a. *Dean of Students or Vice President of Student Services*
    - i. Equivalent to Chio's previous responsibilities.
  - b. *Associate Vice President, Strategic Enrollment Management, Community Partnerships, and Innovation.* This division will work with faculty, department chairs, program directors, staff, deans, and members of the cabinet to strengthen community relations, promote, market, and grow our academic programs. The division will have quotas that must be met and will be the engine behind our college's enrollment and financial growth business model. Thus far, the departments that will be part of this division will include the following departments:
    - ii. Outreach
    - iii. Recruitment
    - iv. Engagement
    - v. Retention
    - vi. Community Partnerships
    - vii. International Programs
    - viii. Innovative, Public-Public, and Public-Private Partnerships
    - ix. Others will be added contingent on the finalist's skillset and prior experiences.
  - b. *Senior Budget Analyst*
  - c. *Omak Campus Administrator, either a Site Director or Dean of Omak*
  - d. *Update on Title V, Developing Hispanic-Serving Institutions Program grant*
  - e. *Update DEI Position update*

## **6. Friday, May 5: Chio Flores, Farewell Celebration**

## **7. Saturday, May 6: Apple Blossom Grand Parade**

## **8. Community Meetings – A special thanks to Rachel Evey for setting these meetings:**

- a. Tuesday, May 2<sup>nd</sup>: Chelan Rotary
- b. Wednesday, May 3<sup>rd</sup>: Cashmere Rotary
- c. Thursday, May 11<sup>th</sup>: Donor Appreciation Event, Wells Hall Theater
- d. Friday, May 19<sup>th</sup>: Wenatchee Valley Chamber of Commerce: Meet & Greet
- e. Saturday, May 20<sup>th</sup>: Hispanic Business Council Event - La Terraza de Main Street
- f. Friday, May 26<sup>th</sup>: Tour Sabey Center: East Wenatchee
- g. Friday, May 26<sup>th</sup>: Psi Beta Spring Induction Ceremony

## **9. Monday and Tuesday, May 15-16, ACT Spring Conference**

## **ACTION**

### **2023-2024 STUDENT FEE SCHEDULE**

Brett Riley, Vice President of Admin Services

The Board of Trustees of each community college district is authorized to establish incidental fees and to receive revenues from the sale of items that are by-products of an educational program (RCW 28B-15-140 and WAC 131-28-025). The fees presented here will be implemented fall quarter unless otherwise noted. All Wenatchee Valley College proposed fees comply with legislative directives.

### **RECOMMENDATION:**

That the board of trustees approve the 2023-2024 Student Fee Schedule.

# 2022-2023 REVISED OPERATING BUDGET

Brett Riley, Vice President of Admin Services

This revision is strictly related to the increase in state allocation from grant-seeking activity through the State Board for Community and Technical Colleges (SBCTC).

## 101 Funds-

- Our initial state allocation projection was **\$19,917,153** including provisos and program funding. As of allocation 9, we have an allocation of **\$21,143,851**.

## 149 Funds-

- Tuition forecast is **\$5,512,383** for the academic year 2022-23. This reflects a **2.4%** increase in tuition rate and an **8%** decrease in enrolment.

## 148 Funds-

- Fee revenue is projected to come in at **\$1,505,226**. Fee revenue reflects the proposed changes to the fee schedule and enrollment decline.

## 146 Funds-

- Revenue from Running Start decreased significantly from the previous year. We are expecting FY23 Running Start revenue to come in at **\$5,256,279** reflecting a **4%** decrease in enrolment.

## Other-

- **\$120,000** in WVC Foundation sourced funds dedicated to specific endowed agriculture instruction and equipment.

**Base Operating Revenue- \$33,537,739**

**From Reserve (Mish)- \$309,750**

## \*CARES Funding

- **\$800,000**

**Total Operating Revenue (Including Federal Stimulus)**

**\$34,647,489**

WVC has anticipated 2022-23 operating expenses of **\$34,354,422**

**Total Operating Expenses**

**\$34,530,328**

**Net**

**\$117,161**

## RECOMMENDATION:

That the board of trustees approve the 2022-2023 Revised Budget.

# 2024-2025 STUDENT CALENDAR

Dr. Tod Treat, Vice President of Instruction

The Academic Calendar Committee began meeting in October 2022 to develop the 2024-2025 Academic Calendar, as outlined in Academic Calendar Procedure 1400.600. Drafts #1, #2, and #3 went out to all campus for review and comments were received from faculty and staff. Draft #3 was reviewed in March by cabinet and presented to the board for review.

| Draft 2024-2025<br>Wenatchee Valley College - Academic Calendar - |    |    |    |    |    |    |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|---------------------------|----|----|----|----|----|----|---|----|----|----|----|----|----|----------------------------|----|----|----|----|----|----|----|----|----|
| <b>Fall 2024</b>  |    |    |    |    |    |    | <b>Winter 2025</b>        |    |    |    |    |    |    | <b>Spring 2025</b>  |    |    |    |    |    |    | <b>Summer 2025</b>         |    |    |    |    |    |    |    |    |    |
| <b>September</b>  |    |    |    |    |    |    | <b>January</b>            |    |    |    |    |    |    | <b>April</b>  |    |    |    |    |    |    | <b>June</b>                |    |    |    |    |    |    |    |    |    |
| S   | M  | T  | W  | T  | F  | S  | S                         | M  | T  | W  | T  | F  | S  | S   | M  | T  | W  | T  | F  | S  | S                          | M  | T  | W  | T  | F  | S  |    |    |    |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  | 5                         | 6  | 7  | 8  | 9  | 10 | 11 | 6   | 7  | 8  | 9  | 10 | 11 | 12 | 1                          | 2  | 3  | 4  | 5  | 6  | 7  |    |    |    |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 | 12                        | 13 | 14 | 15 | 16 | 17 | 18 | 13  | 14 | 15 | 16 | 17 | 18 | 19 | 8                          | 9  | 10 | 11 | 12 | 13 | 14 |    |    |    |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 | 19                        | 20 | 21 | 22 | 23 | 24 | 25 | 20  | 21 | 22 | 23 | 24 | 25 | 26 | 15                         | 16 | 17 | 18 | 19 | 20 | 21 |    |    |    |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 | 26                        | 27 | 28 | 29 | 30 | 31 | 27 | 28  | 29 | 30 | 22 | 23 | 24 | 25 | 26                         | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29  | 30 |    |    |    |    |    |                           |    |    |    |    |    |    |   |    |    |    |    | 29 | 30 |                            |    |    |    |    |    | 29 | 30 |    |    |
| <b>October</b>  |    |    |    |    |    |    | <b>February</b>           |    |    |    |    |    |    | <b>May</b>  |    |    |    |    |    |    | <b>July</b>                |    |    |    |    |    |    |    |    |    |
| S   | M  | T  | W  | T  | F  | S  | S                         | M  | T  | W  | T  | F  | S  | S   | M  | T  | W  | T  | F  | S  | S                          | M  | T  | W  | T  | F  | S  |    |    |    |
|   |    |    | 1  | 2  | 3  | 4  | 5                         |    |    |    |    |    | 1  |   |    |    |    | 1  | 2  | 3  |                            |    |    |    | 3  | 4  | 5  |    |    |    |
| 6   | 7  | 8  | 9  | 10 | 11 | 12 | 2                         | 3  | 4  | 5  | 6  | 7  | 8  | 4   | 5  | 6  | 7  | 8  | 9  | 10 | 6                          | 7  | 8  | 9  | 10 | 11 | 12 |    |    |    |
| 13  | 14 | 15 | 16 | 17 | 18 | 19 | 9                         | 10 | 11 | 12 | 13 | 14 | 15 | 11  | 12 | 13 | 14 | 15 | 16 | 17 | 13                         | 14 | 15 | 16 | 17 | 18 | 19 |    |    |    |
| 20  | 21 | 22 | 23 | 24 | 25 | 26 | 16                        | 17 | 18 | 19 | 20 | 21 | 22 | 18  | 19 | 20 | 21 | 22 | 23 | 24 | 20                         | 21 | 22 | 23 | 24 | 25 | 26 |    |    |    |
| 27  | 28 | 29 | 30 | 31 | 23 | 24 | 25                        | 26 | 27 | 28 | 25 | 26 | 27 | 28  | 29 | 30 | 31 | 27 | 28 | 29 | 30                         | 31 | 27 | 28 | 29 | 30 | 31 |    |    |    |
| <b>November</b>   |    |    |    |    |    |    | <b>March</b>              |    |    |    |    |    |    | <b>June</b>   |    |    |    |    |    |    | <b>August</b>              |    |    |    |    |    |    |    |    |    |
| S   | M  | T  | W  | T  | F  | S  | S                         | M  | T  | W  | T  | F  | S  | S   | M  | T  | W  | T  | F  | S  | S                          | M  | T  | W  | T  | F  | S  |    |    |    |
|   |    |    |    |    | 1  | 2  |                           |    |    |    |    | 1  | 1  | 2   | 3  | 4  | 5  | 6  | 7  |    |                            |    |    |    | 1  | 2  |    |    |    |    |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  | 2                         | 3  | 4  | 5  | 6  | 7  | 8  | 8   | 9  | 10 | 11 | 12 | 13 | 14 | 3                          | 4  | 5  | 6  | 7  | 8  | 9  |    |    |    |
| 10  | 11 | 12 | 13 | 14 | 15 | 16 | 9                         | 10 | 11 | 12 | 13 | 14 | 15 | 15  | 16 | 17 | 18 | 19 | 20 | 21 | 10                         | 11 | 12 | 13 | 14 | 15 | 16 |    |    |    |
| 17  | 18 | 19 | 20 | 21 | 22 | 23 | 16                        | 17 | 18 | 19 | 20 | 21 | 22 | 22  | 23 | 24 | 25 | 26 | 27 | 28 | 17                         | 18 | 19 | 20 | 21 | 22 | 23 |    |    |    |
| 24  | 25 | 26 | 27 | 28 | 29 | 30 | 23                        | 24 | 25 | 26 | 27 | 28 | 29 | 29  | 30 | 24 | 25 | 26 | 27 | 28 | 29                         | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |
|   |    |    |    |    |    |    | 30                        | 31 |    |    |    |    |    |   |    | 31 |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| <b>December</b>   |    |    |    |    |    |    | March 24 - Grades Due 3pm |    |    |    |    |    |    | June 20 - Wenatchee Graduation<br>June 21 - Omak Graduation<br>June 23 - Grades Due 3pm |    |    |    |    |    |    | August 25 - Grades Due 3pm |    |    |    |    |    |    |    |    |    |
| S   | M  | T  | W  | T  | F  | S  |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| 29  | 30 | 31 |    |    |    |    |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |
| Dec 16 Grades Due 3pm   |    |    |    |    |    |    |                           |    |    |    |    |    |    |   |    |    |    |    |    |    |                            |    |    |    |    |    |    |    |    |    |

|                             | Fall      | Winter    | Spring    | Total      |
|-----------------------------|-----------|-----------|-----------|------------|
| — Teaching Days             | 50        | 49        | 51        | 150        |
| Final Exams                 | 3         | 3         | 3         | 9          |
| Prep Day                    | 2         | 0         | 0         | 2          |
| Advising Day                | 1         | 1         | 1         | 3          |
| President's Day             | 1         | 0         | 0         | 1          |
| Deans Day                   | 1         | 1         | 1         | 3          |
| Flexible Professional Days* | 1         | 1         | 1         | 3          |
| <b>TOTAL DAYS</b>           | <b>59</b> | <b>55</b> | <b>57</b> | <b>171</b> |
| Holidays                    |           |           |           |            |

\*Refer to current AHE collective bargaining agreement

## RECOMMENDATION:

That the board of trustees approve the 2024-2025 Student Calendar.

## **ASWVC Revised Bylaws**

Erin Tofte, Associate Dean of Campus Life, Equity & Inclusion

Please see attached the changes that the Omak Student Senate are proposing and have voted on for their bylaws and constitution.

Attached are the original bylaws and the updated version with the changes as well as the explanation of the changes and reasoning and the Senate minutes approving the changes.

### **RECOMMENDATION:**

Approved the revisions to the ASWVC Bylaws as proposed by the student senate.

## Explanation of Changes

### 1. Definition of Terms, “Club Advisor” (Page 5)

- a. In the Definition of Terms section of the ASWVCO Constitution, “Club Advisors” is defined as “Persons employed by the College who have club account responsibilities.” Jamie and I believed this was not accurate as to what the expectations and responsibilities of a club advisor are, and we hoped to reword it. We discussed it being changed to the definition for club advisor provided in the Club Handbook, which is “any person presently employed in a professional position at Wenatchee Valley College at Omak that wishes to volunteer and take responsibility for guiding an ASWVCO Certified Club.”

### 2. Article 6, Section 2 (Page 6)

- a. Under Article 6, Section 2 of the ASWVCO Constitution, it is emphasized that Senate members have a one-year term. While a one-year term is perfectly reasonable for a Senate member, some Senate members serve for two years, and some change positions while serving. Jamie and I discussed clarifying the rules regarding a Senate member that may serve more than one year or change positions.
- b. This could be elaborated on in Article 1, Section 3 of the ASWVCO Bylaws.

### 3. Article 1, Section 5 (Page 10)

- a. Article 1, Section 5 of the ASWVCO Bylaws covers the tenure and conditions of employment for senate members. Clause E says, “The Senate advisor shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade and attendance checks.” To increase clarity and open more room for interpretation from future Senate teams, I propose the verbiage be changed to, “The Senate advisor shall have the discretion to conduct quarterly performance evaluations and regularly monitor the academic progress of senate members.” Besides allowing more room for interpretation, “attendance checks” are no longer an accurate means of academic performance, as many WVC/WVCO classes are held online.

### 4. Article 1, Section 7 (Page 11)

- a. Article 1, Section 7 of the ASWVCO Bylaws covers the compensation of Senate Members. Clauses A and B say that Executive Members work a minimum of 10 hours per week but may work up to 16 with approval from the Senate Advisor, and CAB Members work agreed-upon hours not exceeding 10 per week. Jamie and I thought that this should be changed to say that all Senate Members work 10 hours per week because this is how the Omak team has been operating, and from my understanding, they’ve done this for quite some time.

### 5. Article 1, Section 8 (Page 11)

- a. Article 1, Section 8 of the ASWVCO Bylaws covers the Responsibilities of the Senate. Item 10 of the General Responsibilities of the Senate says that Senate Members must use WVC email for all ASWVCO electronic correspondence. The current WVCO Senate team uses WVC email, GroupMe, and personal messages/phone calls to communicate regarding professional and personal matters, and therefore I propose that this item is removed. Additionally, Item 9 instructs Senate Members to “communicate professionally through oral, written and electronic means,” which I believe is sufficient in regulating communication between senate members.
  - b. Item 11 of the General Responsibilities of the Senate states that senate members must “post and maintain regular office hours.” While Jamie and I didn’t believe this should be removed, we believed this item should be deliberated. Many Senate members complete most of their work away from the office, and we do not have office hours posted. We could certainly begin to reinforce this, but to my knowledge, WVCO Senate teams have not posted/maintained regular office hours since before COVID.
  - c. Item 16 of the General Responsibilities of the Senate instructs Senate Members to “attend a minimum of two ASWVCO Club or Organization events per quarter.” I propose changing this to instruct Senate Members to “attend ASWVCO Club or Organization events when possible,” as we do not have many active ASWVCO clubs/organizations, and therefore not many club/organization events. It is also worth highlighting that ASWVCO Clubs/Organizations are still bouncing back from COVID, and there may be enough clubs and club events to have this rule in the future.
6. Article 2, Sections 2+3 (Page 15)
- a. Article 2 Sections 2 and 3 of the ASWVCO Bylaws cover Standing and Ad Hoc Committees. Section 3, Part A, covers the ASWVCO Constitution and Bylaws Review Committee and specifies that it only convenes when deemed necessary by the Senate. Though it can be argued that the ASWVCO Constitution+Bylaws have not been given proper attention since COVID and were followed fully and effectively before COVID, the way the WVCO Student Senate is running as of now is quite different from the way the Constitution+Bylaws specifies that it is run. Therefore, I propose that the ASWVCO Constitution and Bylaws Committee be made a standing committee that meets every Winter Quarter of an odd-numbered year to review and, if necessary, change the ASWVCO Constitution/Bylaws.
  - b. While Jamie and I had no other proposals that would change the nature of committees, we did discuss changing some of the positions/verbiage of committees to make them more efficient and suitable to how the WVCO Senate/Omak Campus currently operates:

- i. We now have a Secretary/Treasurer rather than a Secretary and Treasurer, which required edits to the S&A Fee Budget Committee, the Interclub Council, and the ASWVCO Constitution and Bylaws Review Committee.
- ii. Our Senate Members are divided into the Executive Board and Campus Activities Board. While we can have 1-3 people serve as Student Ambassadors per year, we don't have a team solely comprised of Student Ambassadors. Therefore, I recommend that the ASWVCO Constitution and Bylaws Review Committee membership require 2 CAB members rather than 1 CAB member and 1 member from the Student Ambassador team.

7. Article 3, Section 4 (Page 17)

- a. Article 3, Section 4 of the ASWVCO Bylaws covers the membership of clubs and emphasizes that club membership is limited to current WVCO students. Jamie and I believed this should be changed, as the Club Handbook states that non-student members are permitted to participate in clubs as long as they don't limit students' participation, and we are in need of more participation in clubs.

8. Article 4, Section 1 (Page 18)

- a. Article 4, Section 1 of the ASWVCO Bylaws covers the Standard Filing Process for those applying to Student Senate Positions. The ASWVCO Senate has not required applicants to provide a letter of recommendation as is stated in Article 4, Section 1. We believe a recommendation should be optional rather than required for applicants and propose that this section be edited to highlight that.

9. Article 4, Section 2 (Pages 18-19)

- a. Article 4, Section 2 of the ASWVCO Bylaws covers the Selections Committee's Membership and Responsibilities. Over the past year, the ASWVCO Student Senate has changed dramatically, and nearly every interview and hiring process has looked different. To ensure fairness and flexibility moving forward with the hiring process, I propose that the membership is changed to:
  - i. The Senate Advisor (voting member)
  - ii. 2 Executive Board Members (voting members)
  - iii. 2 CAB Members (voting members)
  - iv. One student-at-large who is not a Senate Member (voting member)
  - v. One WVCO faculty/staff member appointed by the Senate Advisor (voting member)
- b. To accommodate the above changes/make the hiring process more efficient, I propose the following changes to Article 4, Section 2, Clause C:

- i. All Senate positions must be posted within the WVCO community and advertised for a minimum of three weeks.
- ii. The Selections Committee will
  - 1. Outline the experience, skills, abilities, and/or strengths the committee is seeking in a final candidate
  - 2. Review applications
  - 3. Identify and agree upon interview dates, times, and final selection meeting
  - 4. Interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview
  - 5. Upon a decision(s) of the committee, the ASWVCO Senate Advisor will perform reference/conduct checks and make job offers.
- iii. The committee should select the best candidate to fill the position based on the candidate's experience, skills, abilities, strengths, and interview performance.

10. Article 4, Section 6 (Page 19) and Article VIII (Pages 21-22)

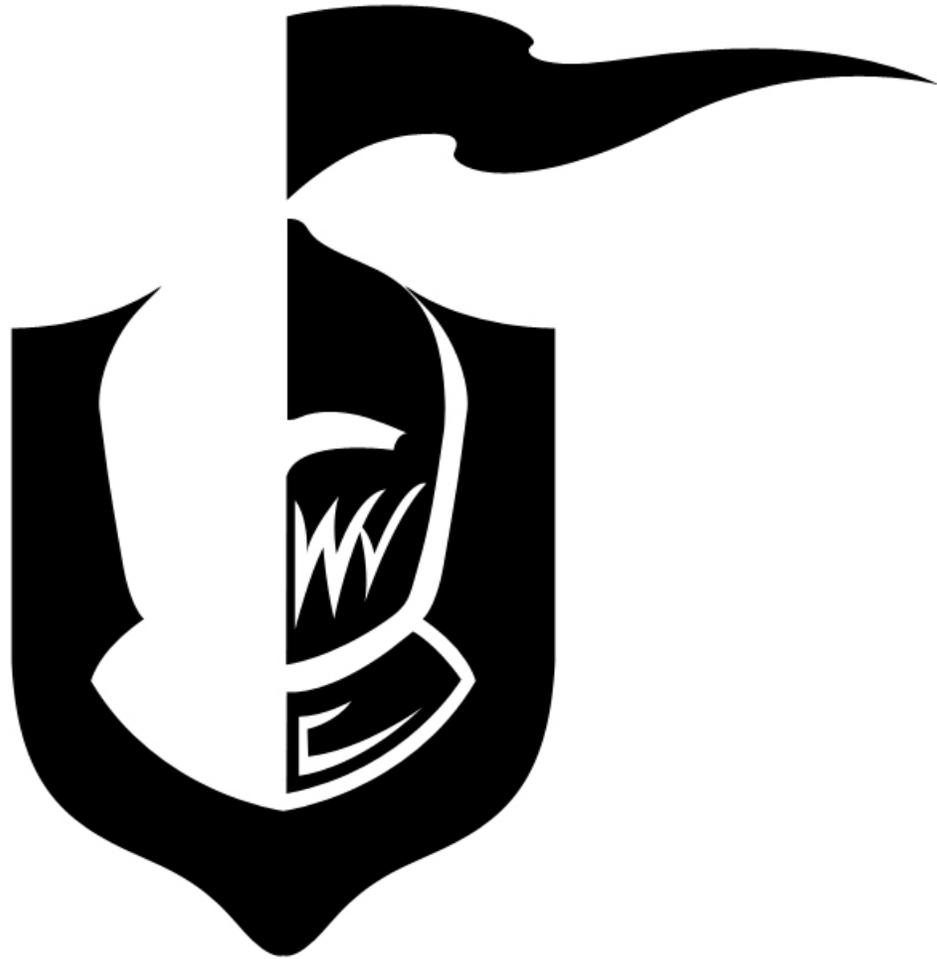
- a. Article 4, Section 6, says that any appointments to vacant Senate positions must use the process specified in Article VIII. Jamie and I thought it was confusing and inefficient to have two separate hiring processes and committees, and we hoped to remove Article VIII and change Article 4, Section 6 to say that:
  - i. Appointments to vacant Senate positions shall follow the same process as outlined in Article 4, Section 2. The Student Senate and Senate Advisor may attempt to hire for vacant positions as needed but no more than once per quarter.

11. Article 10, Section 1 (Page 22) and Article 12, Section 3 (Page 24)

- a. Article 10, Section 1 of the ASWVCO Bylaws covers the process of students submitting Initiative measures stating that they must be put to a vote following the submission of a petition signed by a minimum of 75 currently enrolled students.
- b. Article 12, Section 3 of the ASWVCO Bylaws covers the process for making significant amendments to the ASWVCO Bylaws and specifies that students can appeal said amendments by submitting a petition signed by 75 students.
- c. The number of people in the WVCO Student Body fluctuates, and as of now, many students are rarely, if ever, on campus. Jamie and I did not think requiring a minimum of 75 students to sign the petition is equitable to the student body, and instead hoped the section is changed to require 10% of students to sign the petition, as is the procedure for students to propose Constitutional Amendments outlined in Article VIII, Section 3 of the ASWVCO Constitution.

12. Article 11, Section 3 (Page 23)

- a. Article 11, Section 3 of the ASWVCO Bylaws covers the procedure for the ASWVCO Student Senate to give a position statement. It says that the President will be the Senate member to research and draft a preliminary position statement. I propose that the verbiage be changed to “the ASWVCO President or their designee,” as there may be other Senate members who are passionate about issues, and they should be able to write a position statement with the approval of the President and Senate.



**ASSOCIATED STUDENTS OF  
WENATCHEE VALLEY**

---

**AT OMAK**

**ASWVCO CONSTITUTION &  
BYLAWS**

**APPROVED BY THE ASWVCO CABINET: MARCH 8, 2019**  
**APPROVED BY THE BOARD OF TRUSTEES: MARCH, 2019**

**DEFINITION OF TERMS**

|           |       |   |
|-----------|-------|---|
| Section 1 | Terms | 5 |
|-----------|-------|---|

**ASWVCO CONSTITUTION**

|              |                              |   |
|--------------|------------------------------|---|
| Article I    | Preamble                     | 6 |
| Article II   | Recognition                  | 6 |
| Article III  | Membership                   | 6 |
| Article IV   | Governing Body               | 6 |
| Article V    | Authority                    | 6 |
| Article VI   | ASWVCO Student Senate        | 6 |
| Article VII  | Appointed Representatives    | 7 |
| Article VIII | Constitutional Amendments    | 7 |
| Article IX   | Bylaw Amendments             | 7 |
| Article X    | Non-Discrimination Statement | 8 |

**ASWVCO BYLAWS**

**ARTICLE I ASWVCO STUDENT SENATE**

|           |                                   |    |
|-----------|-----------------------------------|----|
| Section 1 | Purpose                           | 9  |
| Section 2 | Membership                        | 9  |
| Section 3 | Term of Office                    | 9  |
| Section 4 | Assumption of Duties              | 9  |
| Section 5 | Condition of Senate Member Tenure | 10 |
| Section 6 | Meetings                          | 10 |
| Section 7 | Compensation                      | 11 |

|            |                                |    |
|------------|--------------------------------|----|
| Section 8  | Responsibilities of the Senate | 11 |
| Section 8  | ASWVCO President               | 12 |
| Section 8  | ASWVCO Vice President          | 12 |
| Section 8  | ASWVCO Secretary/Treasurer     | 13 |
| Section 8  | Director of Campus Activities  | 13 |
| Section 8  | Director of Public Relations   | 14 |
| Section 8  | Student Ambassador(s)          | 14 |
| Section 9  | Coordinators                   | 14 |
| Section 10 | Probation                      | 14 |

**ARTICLE II COMMITTEES**

|           |  |    |
|-----------|--|----|
| Section 1 | Initiation   | 14 |
| Section 2 | Standing Committees                                | 15 |
| Section 2 | Student Services & Activities Fee Budget Committee | 15 |
| Section 2 | Interclub Council                                  | 15 |
| Section 2 | Selections Committee                               | 15 |
| Section 3 | Ad Hoc Committee                                   | 15 |
| Section 3 | ASWVCO Constitution and Bylaws Review Committee    | 15 |
| Section 3 | Budget Dispute Resolution Committee                | 15 |
| Section 3 | Judicial Review Committee                          | 16 |

**ARTICLE III ASWVCO CERTIFIED/RECOGNIZED CLUBS**

|           |                         |    |
|-----------|-------------------------|----|
| Section 1 | Purpose                 | 16 |
| Section 2 | Chartering Requirements | 17 |
| Section 3 | Recognition             | 17 |
| Section 4 | Membership              | 17 |
| Section 5 | Conditions              | 17 |
| Section 6 | Funding                 | 17 |
| Section 7 | Club Advisors           | 17 |

|           |  |    |
|-----------|--|----|
| Section 8 | Rights, Responsibilities and Discipline of Clubs | 17 |
| Section 9 | Training   | 17 |

**ARTICLE IV SELECTIONS & APPOINTMENTS**

|           |  |    |
|-----------|--|----|
| Section 1 | Standard Filing Process for ASWVCO Student Senate  | 18 |
| Section 2 | Selections Committee Membership & Responsibilities | 18 |
| Section 3 | Voting   | 18 |
| Section 4 | Timeline   | 19 |
| Section 5 | Appointments to Committees                         | 19 |
| Section 6 | Appointments Due to Vacancies                      | 19 |

**ARTICLE V ASWVCO CODE OF CONDUCT AND ACCOUNTABILITY**

|           |                                    |    |
|-----------|------------------------------------|----|
| Section 1 | ASWVCO Student Senate Expectations | 19 |
| Section 2 | Attendance Policies                | 19 |
| Section 3 | ASWVCO Process of Accountability   | 19 |
| Section 4 | Reprimands                         | 20 |
| Section 5 | Probation                          | 20 |

**ARTICLE VI REMOVAL FROM OFFICE**

|           |  |    |
|-----------|--|----|
| Section 1 | Terms and Conditions                     | 20 |
| Section 2 | Removal by the Senate                    | 20 |
| Section 3 | Suspension/Removal by the Senate advisor | 21 |
| Section 4 | Recall by the Student Body               | 21 |

**ARTICLE VII RESIGNATION AND ABANDONMENT**

|           |   |    |
|-----------|---|----|
| Section 1 | Voluntary Resignation                     | 21 |
| Section 2 | Unauthorized Absence/Position Abandonment | 21 |

**ARTICLE VIII VACANCIES**

|           |                         |    |
|-----------|-------------------------|----|
| Section 1 | Vacancies on the Senate | 21 |
|-----------|-------------------------|----|

|                     |                                   |  |    |
|---------------------|-----------------------------------|--|----|
| <b>ARTICLE IX</b>   |                                   | <b>FINANCES</b>                          |    |
| Section 1           | Guideline                         |  | 22 |
| <b>ARTICLE X</b>    |                                   | <b>INITIATIVE AND REFERENDUM PROCESS</b> |    |
| Section 1           | Initiatives                       |  | 22 |
| Section 2           | Referenda                         |  | 22 |
| <b>ARTICLE XI</b>   |                                   | <b>POSITION STATEMENT</b>                |    |
| Section 1           | Establishing Position & Opinions  |  | 22 |
| Section 2           | Process                           |  | 22 |
| Section 3           | Procedure                         |  | 22 |
| Section 4           | Approval                          |  | 22 |
| <b>ARTICLE XII</b>  |                                   | <b>AMENDMENTS</b>                        |    |
| Section 1           | Grammar, Spelling and Punctuation |  | 23 |
| Section 2           | House Keeping Revisions           |  | 23 |
| Section 3           | Amendments                        |  | 23 |
| <b>ARTICLE XIII</b> |                                   | <b>OTHER REGULATORY DOCUMENTS</b>        |    |
| Section 1           | Club Handbook                     |  | 24 |
| Section 2           | ASWVCO Financial Code             |  | 24 |

## DEFINITION OF TERMS

### Section 1 - Terms

**Academic Standards Policies** - The ASWVCO Student Senate are students first and leaders second. Senators are expected to make their academics a priority and are required to adhere to the “Academic Standards Policies” listed in the WVC Student Handbook.

**Board of Trustees** - The governing body of the institution, they are appointed by the governor and serve the educational needs of the Community College District.

**Campus Activity Board (CAB)** – Responsible for coordinating activities and events

**Club Advisors** - Any person presently employed in a professional position at Wenatchee Valley College that wishes to volunteer and take responsibility for guiding an ASWVCO Certified Club.

**Code of Conduct** - The Washington State Community and Technical College system developed a standard code of conduct. Refer to the WVC website for the most current version of the Code of Conduct ([www.wvc.edu](http://www.wvc.edu)).

**College Facilities** - Any or all real and personal property owned or operated by the College including all buildings and appurtenances affixed thereon or attached thereto.

**Initiative** - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

**Office Hours** - Time spent in the office doing work and remaining available to the students.

**RCW** - “The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force.” (<http://apps.leg.wa.gov/rcw/>)

**Referendum** - The submission of a proposed public measure or actual statute to a direct popular vote.

**Service & Activities (S&A) Fees** - Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

**Student** - Any person who is registered for credit classes at the College.

**Student Rights and Responsibilities** - To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. Student Rights and Responsibilities are outlined in the WVC Student Handbook.

**Tenure** - The status of holding one’s position during the academic year.

# **ASWVCO CONSTITUTION**

## **ARTICLE I PREAMBLE**

We, the Students of Wenatchee Valley College at Omak, strive to enhance the experience of the student body by representing interests, needs and the welfare within the college community. We aim to foster communication among students, faculty and staff; administer the financial and business affairs of the students; and provide social, academic, cultural and recreational activities for the student body. In order to provide a means of self-governance, we hereby establish and submit ourselves to these Constitution and Bylaws.

## **ARTICLE II RECOGNITION**

The student body shall now and hereafter be known as the Associated Students of Wenatchee Valley College at Omak (ASWVCO).

## **ARTICLE III MEMBERSHIP**

All students currently enrolled in one or more credits at Wenatchee Valley College at Omak are members of the ASWVCO and shall be referred to as the student body.

## **ARTICLE IV GOVERNING BODY**

The recognized governing entity of the ASWVCO shall be the ASWVCO Student Senate.

## **ARTICLE V AUTHORITY**

**Section 1** - The ASWVCO Senate shall have the authority as granted by the Board of Trustees of Wenatchee Valley College, to administer the Bylaws and the distribution of student Service and Activities fees and conduct business of the ASWVCO.

**Section 2** - As delegated by the Wenatchee Valley College Board of Trustees, the Senate shall have the authority and responsibility for making final decisions and implementation of legislation. The ASWVCO Senate is authorized to speak on behalf of the ASWVCO at college related functions, allocate Services and Activities Fees, and manage student clubs.

## **ARTICLE VI ASWVCO STUDENT SENATE**

**Section 1** - The duties of the members of the ASWVCO Student Senate shall be defined in the ASWVCO Bylaws.

**Section 2** - The term of the ASWVCO Senate shall be for one academic year as defined in the Bylaws.

**Section 3** - The selection process for the ASWVCO Senate shall be enumerated within the ASWVCO Bylaws.

**Section 4** - If any of the ASWVCO Senate positions are vacated during the year, the position will be filled by the processes outlined in the ASWVCO Bylaws.

**Section 5** - The ASWVCO Senate shall hold regularly scheduled meetings and reserves the privilege of executive session when deemed appropriate by the Chair, as defined in the ASWVCO Bylaws.

**Section 6** - There shall be one Ex-Officio member of the ASWVCO Senate, the Senate advisor. This member is present for the purpose of advising the Student Senate and shall not receive voting privileges.

## **ARTICLE VII APPOINTED REPRESENTATIVES**

**Section 1** - The ASWVCO Senate shall have the authority to appoint students to committees as specified in the Bylaws.

**Section 2** - The selection and approval process for appointed representatives shall be defined and stated in the Bylaws.

**Section 3** - Students selected as appointed representatives may be recalled for just cause as described in the Bylaws.

## **ARTICLE VIII CONSTITUTIONAL AMENDMENTS**

**Section 1** - ASWVCO Student Senate shall make and amend the Constitution of the ASWVCO as outlined in the Bylaws.

**Section 2** - Proposed constitutional amendments must be posted for ten (10) business days in the Campus Life office prior to being approved by a two-thirds vote at a regularly scheduled meeting of the Student Senate. The amendments shall be submitted to the Senate advisor and the Vice President of Student Services.

**Section 3** - Students may appeal amendments to the Constitution by submitting a petition to the Senate with signatures from ten percent (10%) of the student body supporting the amendment. The appeal must be filed with the ASWVCO Senate to be reviewed for appropriateness, clarity and accuracy. The appeal must then be approved by a two-thirds vote at a regularly scheduled meeting of the Student Senate.

## **ARTICLE IX BYLAW AMENDMENTS**

**Section 1** - The ASWVCO Senate will follow and amend the Bylaws of the ASWVCO according to the Bylaws.

**Section 2** - Proposed substantial amendments of the Bylaws must be posted for fifteen (15) business days in the Office of Campus Life prior to being approved by a two-thirds vote at a regularly scheduled meeting of the Student Senate. The proposed amendments must then be submitted to the Senate Advisor, the WVC Vice President for Student Services, the WVC President of the College and the Board of Trustees for final consideration.

**Section 3** - Students may appeal amendments to the Bylaws. The process for appeal shall be specified in the ASWVCO Bylaws.

## **ARTICLE X NON-DISCRIMINATION STATEMENT**

Wenatchee Valley College at Omak is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses: To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu). To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).

# **ASWVCO BYLAWS**

## **ARTICLE I ASWVCO STUDENT SENATE**

### **Section 1 - Purpose**

The purpose of the Senate is to advocate for students and represent the student voice in College decision making. The Senate shall:

- A. Manage, direct and monitor the activities, guidelines and procedures of the Associated Students of Wenatchee Valley College [at Omak](#).
- B. Strive to learn, develop and achieve leadership skills and abilities.

### **Section 2 - Membership**

The Senate is comprised of the Executive Board [and](#) Campus Activities Board.

The Executive Board is responsible for the administrative coordination of the Senate and is comprised of the following [three](#) officers:

- A. ASWVCO President
- B. ASWVCO Vice President
- C. ASWVCO Secretary/[Treasurer](#)

The Campus Activities Board (CAB) is responsible for coordinating activities and events and is comprised of the following [three](#) members:

- A. Director of Campus Activities
- B. Director of Public Relations
- C. Student Ambassador([s](#))

### **Section 3 - Term of Office**

The term of office shall commence in September of the academic year through the last day of spring quarter of the same academic year. In the case of a mid-year appointment, the term of office shall begin on the date of appointment and extend to the end of spring quarter of that academic year.

### **Section 4 - Assumption of Duties**

Senators assume full responsibility of each [position's](#) duties on the first day of training, as outlined by Campus Life.

### **Section 5 - Condition of Senate Member Tenure**

- A. Each member of the Senate is responsible for fulfilling the duties outlined in their job description.

- B. Senators must have a minimum 2.5 cumulative GPA and enrollment in a minimum of eight (8) credits at Wenatchee Valley College.
- C. To remain in office, Senators shall maintain successful academic progress and complete a minimum of eight (8) credits per quarter (excluding summer quarter) and maintain a quarterly GPA of at least 2.5.
- D. Senators not fulfilling their responsibilities may receive written notification from the Senate advisor/President to correct deficiencies.
- E. The Senate advisor shall have the discretion to conduct quarterly performance evaluations and [regularly monitor the academic progress of senate members](#).
- F. Senators must have a minimum of three (3) quarters of academic coursework remaining (not including summer) at WVC upon the date of hire, or in the case of a mid-quarter appointment, the amount of academic work equal to the number of quarters remaining in the academic year they will serve as an officer.
- G. Senators shall adhere to WVC Academic Standards Procedure and the WVC Student Code of Conduct. Students who have been placed on Academic or Disciplinary Probation will immediately be relieved of their duties.

#### **Section 6 - Meetings**

- A. Regular meetings of the Senate shall be held weekly during fall, winter and spring quarters.
- B. The Senate reserves the privilege of executive session when deemed appropriate by the Chair and in accordance with Open Public Meetings Act and with RCW: 42.30.200.
- C. Meeting minutes will be recorded and made public in accordance with RCW 42.32.030.
- D. Parliamentary procedure, as outlined in Robert's Rules of Order (current edition) may be used.
- E. Each member of the Senate, except the chair, shall exercise the right to one vote. The chairperson shall remain neutral during meetings and cast a vote only in the event of a tie.
- F. Proxy votes will not be accepted.
- G. Quorum shall consist of 2/3 of the Senate, excluding the ASWVCO President.
- H. Unless otherwise specified in this document, all matters under consideration shall be ratified by a simple majority vote.
- I. Voting procedures will follow Robert's Rules of Order.

### **Section 7 - Compensation**

Upon satisfactory completion of the responsibilities outlined in these Bylaws and the ASWVCO Terms of Appointment, members of the Senate shall receive compensation in the form of an hourly wage.

- A. All Senate Members must work 10 hours per week in the Fall, Winter, and Spring Quarters.

### **Section 8 - Responsibilities of the Senate**

General responsibilities of the Senate:

1. Promote the goals and objectives of the Associated Student Body, as outlined by the Student Senate.
2. Manage the funds and property of the ASWVCO.
3. Professionally serve as a conduit of information or expression of concerns between College Administration, the Senate and WVCO students.
4. Participate in required meetings, trainings, college events and leadership development opportunities.
5. Serve, when appointed, on applicable standing, ad hoc and college committees.
6. Provide reports to the Senate and College.
7. Follow all College policies, procedures, departmental guidelines and State laws while on or off campus.
8. Positively work with the ASWVCO's and the Institution's internal procedures to voice concerns and resolve conflicts.
9. Communicate professionally through oral, written and electronic means.
10. Maintain regular office hours.
11. Maintain records, reports and documents of business; and use WVC network for organization and electronic storage.
12. Have a working knowledge of the ASWVCO Bylaws.
13. Actively advocate for and address student concerns.
14. Meet regularly with the Senate advisor/President to review position responsibilities, projects, goals and student development.
15. Staff all Senate events per quarter as class schedule allows; attend ASWVCO Club or Organization events when possible.
16. Assist other senate members as necessary.
17. Perform other duties as assigned by the Senate advisor/President.

Duties of Executive Board Officers:

1. The ASWVCO President shall:

- a. Serve as the liaison with College administration, attend and provide written/oral reports to the WVC Board of Trustees.
- b. Meet weekly with the Senate advisor.
- c. Serve as Chair for Senate meetings.
- d. Appoint Senate members to College, pre-tenure, standing and ad-hoc committees; if not otherwise stated in Article III, or as the need arises.
- e. Meet as needed with the WVC President and WVC Vice President of Student Services of Wenatchee Valley College.
- f. Oversee the preparation and distribution of all Student Government related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before the Executive Board/Senate meetings.
- g. As needed, coordinate the facilitation of student surveys and gather student input on issues affecting the student body.
- h. [As able, represent the ASWVCO at legislative functions pertaining to students and update the Senate on legislative issues affecting community college students.](#)

2. The ASWVCO Vice President shall:

- a. Assume the duties of the ASWVCO President in the case of absence, resignation, dismissal, or forfeiture of office.
- b. Serve as Chair of the Interclub Council.
- c. Oversee the preparation and distribution of all Interclub Council related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before meetings.
- d. Advocate for campus clubs & organizations to cultivate a strong campus community.
- e. Provide the Senate with [regular](#) reports on club activities, budget, chartering and affairs.
- f. Oversee Club Recognition and Certification process.
- g. Promote club and organization events to the campus community, in coordination with the Campus Life office.
- h. [Review](#) the ASWVCO Club Handbook in collaboration with the Senate advisor [at the beginning of each fall quarter.](#)
- i. Coordinate [an ASWVCO Interclub activity/promotional event](#) each quarter.
- j. Promote [the ASWVCO Student Senate](#) to the student body and help recruit membership and participation in Senate events.

3. The ASWVCO Secretary/[Treasurer](#) shall:

- a. [As needed](#), serve as Chair of the ASWVCO Constitution and Bylaws Review Committee .
- b. [Serve as Chair of the S&A Budget Committee.](#)

- a. Coordinate the recording of the Senate meeting minutes.
- b. Distribute a draft of meeting minutes within one (1) business day of the meeting.
- c. Distribute and post approved minutes within one (1) business day.
- d. Meet as needed with the Senate advisor regarding student services activities, mentorship opportunities, the S&A budget, and other financial matters.
- e. Serve as the Co-Chair for the Interclub Council.
- f. Follow up on money motions passed through the Senate to ensure purchase and payment in a timely manner and regularly update the senate team on current budget totals.
- g. Annually prepare the ASWVCO program budget for the Senate in collaboration with the Senate advisor.

Duties of Campus Activities Board (CAB) members:

1. The Director of Campus Activities shall:
  - a) Lead the CAB and Student Senate at large in hosting events for the student body.
  - b) Delegate event duties to Senate members and ensure said duties are completed.
  - c) Oversee the distribution of event information to the student body and, when applicable, the community at large.
  - d) Ensure all event paperwork is completed promptly and correctly.
  - e) Chair a meeting with the Student Senate at the end of every quarter to plan the following quarter's events.
  - f) Ensure members of the Student Senate are hosting events as required by their position.
  
3. The Director of Public Relations shall:
  - a. Create all promotional materials for events and resources available to the Campus Community, including posters, flyers, emails, and web advertising.
  - b. Promote ASWVCO Student Senate and Coordinate recruitment when Student Senate positions are unfilled.
  - c. Coordinate ASWVCO social media accounts in collaboration with the Campus Life office and the Student Senate.
  - d. Assist the Director of Campus Activities as needed.
  
4. Student Ambassadors Shall (1-3 positions yearly):
  - a. Identify, plan and coordinate a minimum of one event per quarter related to Diversity, Equity and Inclusion and one event dedicated to student health and wellness.

- b. Identify, plan and coordinate a minimum of one event per year dedicated to social and civic responsibility.
- c. Oversee and manage voter registration for the campus community.
- d. Promote ASWVCO Student Senate Body and help recruit membership and participation in Senate events. Assist the Director of Campus Activities as needed.

### **Section 9 - Coordinators**

The Senate, with the approval of the Senate advisor, may appoint Student Coordinators as necessary. Coordinators will specialize and focus in specific areas of responsibility to accomplish the duties deemed necessary to fulfill the mission and vision of the ASWVCO.

### **Section 10 - Probation**

In the event a Senator does not satisfy the responsibilities outlined in Article 1, Section 4; Article I, Section 6; and Article I, Section 8 the officer may be placed on probation. The probation process is detailed in Article V, Section 5 of these bylaws.

## **ARTICLE II COMMITTEES**

### **Section 1 - Initiation**

Committees may be created as outlined by the ASWVCO Bylaws and as deemed necessary by the Senate and the Senate advisor. The appointment of the committee chair shall be the responsibility of the ASWVCO President, in collaboration with the Senate advisor. The appointment of committee members will be the responsibility of the Committee Chair, in consultation with the Senate and approval of the Senate advisor.

### **Section 2 - Standing Committees**

#### **A. Student Services & Activities (S&A) Fee Budget Committee (Spring Quarter)**

##### **1. Membership:**

- a. ASWVCO Secretary/Treasurer, Chair, non-voting member
- b. All CAB members, voting members
- c. Two (2) students-at-large, voting members
- d. One (1) WVCO Faculty or Staff member, voting member, appointed by the Senate advisor
- e. Senate advisor, non-voting member.

#### **B. Interclub Council**

##### **1. Membership:**

- a. ASWVCO Vice President, Chair

- b. ASWVCO [Secretary/Treasurer](#), Co-Chair
  - c. One (1) representative from each ASWVCO Certified Club, voting member
  - d. Senate advisor or his/her designee, non-voting, Senate advisory member
2. Responsibilities:
- a. Create [a forum](#) for campus clubs to maintain a working relationship with the college.
  - b. Participate in regularly scheduled meetings/trainings.
  - c. Meet weekly or deemed as necessary during the [fall, winter, and spring quarters](#).
  - d. The Club Handbook shall be the official rules and procedures manual for the ASWVCO Interclub Council.
- C. Senate Membership Selections Committee (Spring Quarter)
- a. The method of selection, group membership, timeline, committee responsibilities and voting shall be outlined in Article [IV](#) - Selections and Appointments. This shall be the official rules and procedures for the selection committee.

### Section 3 - Ad Hoc Committees

Ad hoc committees arise as deemed necessary by the Senate.

A. ASWVCO Constitution and Bylaws Review Committee

This committee reviews the ASWVCO Constitution and Bylaws as outlined in Article XII.

1. Membership:

- a. ASWVCO Secretary, Chair, (non-voting member)
- b. One (1) Executive Board member; (voting member)
- c. Two (2) CAB [members](#); (voting members)
- d. Three (3) students at large (non-Senate members); (voting members)
- e. Senate advisor, non-voting member

B. Budget Dispute Resolution Committee

1. Membership:

As per RCW 28B.15.045, the Budget Dispute Resolution Committee shall be comprised of:

- a. The Services and Activities (S&A) Fee Committee chair shall appoint one (1) student member of the Services and Activities Fee Committee who will chair the Dispute Resolution Committee, non-voting member.
- b. The Services and Activities Fee Committee chair shall appoint three (3) students of the Services and Activities Fee Committee, voting members.
- c. Three (3) representatives appointed by the Wenatchee Valley College Board of Trustees, voting members.
- d. Two (2) representatives appointed by the Wenatchee Valley College [at Omak](#) Administration, non-voting Senate advisory members.

2. Responsibilities:

- a. Resolving disputes, by vote, which might exist between the Services and Activities Fee Committee and College Administration, relative to the Services and Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
- b. Meet only in the instance that a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.

- c. The Committee must meet within fourteen (14) business days of a dispute.
- C. Judicial Review Committee (meets only upon the receipt of an officially filed grievance)
  1. Membership:
    - a. Vice President for Student Services or designee, Chair
    - b. Five (5) students-at-large, voting members, selected by the Vice President for Student Services or their designee, and confirmed by the Senate
  2. Responsibilities:
    - a. Review upon request and modify, if necessary, any action taken against a member of the Senate, or student representative on any campus committee.
    - b. Evaluate appeals pertaining to the interpretation of the ASWVCO Constitution and Bylaws after the ASWVCO President and Senate have evaluated said appeals.
    - c. Review appeals of selection results.
    - d. The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass. The Chair will vote only in the case of a tie.
    - e. All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.
  3. Committee Process:
    - a. Review written reports of all parties involved in said grievance.
    - b. Hear verbal reports from each party involved. Each party will voice their argument to the committee separately from the parties involved.
    - c. Review the written and spoken testimonies and hold a final vote. The Judicial Review Committee shall compose a written explanation of its decision pertaining to the grievance within three (3) weeks of receipt of the grievance. The decision may be immediately made available to the Senate and campus community.
    - d. The final recommendation of the Judicial Review Committee shall comply with the ASWVCO Constitution and Bylaws.

## **ARTICLE III ASWVCO CERTIFIED/RECOGNIZED CLUBS**

WVCO students desiring to organize may seek club recognition. Procedures for obtaining club recognition shall be set forth in the ASWVCO Club Handbook.

### **Section 1 - Purpose**

The purpose of clubs shall be to give current WVCO students the opportunity to foster campus community, explore various interests and engage with student leadership.

### **Section 2 - Chartering Requirements**

The Club Handbook shall be the official procedures manual for all chartering requirements. Student clubs must be student led and student run; not governed, facilitated, or directed by outside organizations.

### **Section 3 - Recognition**

To become a recognized club, final approval is granted by the Senate. The club recognition process can be found in the Club Handbook.

### **Section 4 - Membership**

Club membership may include current WVC Students and non-student members, so long as non-student members do not interfere with the participation of student members and all protocols concerning non-student members are followed as outlined in the club handbook.

- Membership in the club or organization may not eliminate, discriminate, or harass students on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran, or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability.
- Exceptions are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on academic standing and/or academic merit.

### **Section 5 - Conditions**

Organizations recognized by the Senate may:

- A. Use the name of the College.
- B. Use the facilities of the College.
- C. Administer services, programs, or activities.

### **Section 6 - Funding**

ASWVCO clubs are funded with the use of Students Services and Activities Fee (S&A) as outlined in the Club Handbook.

### **Section 7 - Club Advisors**

Each recognized club shall have a WVC Faculty/Staff advisor as outlined in the ASWVCO Club Handbook.

### **Section 8 - Rights, Responsibilities and Discipline of Clubs**

The rights and responsibilities of clubs, as well as disciplinary actions are outlined in the ASWVCO Club Handbook.

### **Section 9 - Training**

New Club Officers and Club Advisors shall attend annual club orientation/training coordinated by Campus Life, in order to receive recognition. Any change in club officers will also require training for the new officer(s).

## ARTICLE IV SELECTIONS & APPOINTMENTS

All selections and appointments are made by majority vote and are final upon acceptance of the appointment. Priority in selection shall not be granted to students with prior experience with Student Senate to allow leadership opportunities to more students who have not had such experience.

### Section 1 - Standard Filing Process for ASWVCO Student Senate

Applicants may apply for more than one position. A fully completed ASWVCO Senate Application packet shall include:

1. Completed ASWVCO Campus Life Application Form
2. Cover Letter
3. Resume

### Section 2 - Selections Committee Membership & Responsibilities

#### A. Membership:

1. Chair, [the Senate Advisor](#), voting member
2. [At least one\(1\)](#) current Executive Board [member](#) and [one CAB](#) member, [both](#) voting members
3. [At least two \(2\)](#) students-at-large, [who may or may not be Senate members](#), voting members
4. One (1) [WVCO](#) Faculty or Staff member, voting member, appointed by Senate Advisor.

Once the committee is established (after first meeting is held), members may not apply for Senate [positions](#).

#### B. Responsibilities:

1. All committee members must be present at each interview and the entire deliberation in order to cast a vote.
2. Each member of the committee must sign a letter of confidentiality.

#### C. Candidate Selection Process

1. All Senate positions must be posted within the [WVCO](#) community and advertised for a minimum of [two](#) weeks.
2. The Selections Committee will:
  - i. Outline the experience, skills, abilities and/or strengths the committee is seeking in a final candidate.
  - ii. [Review applications](#).
  - iii. Identify and agree upon interview dates, times and final selection meeting.
  - iv. Interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview.
  - v. [Upon a decision\(s\) of the committee, the ASWVCO Senate Advisor will perform reference/conduct checks and make job offers.](#)
3. The committee [should select](#) the best candidate to fill the position based on interview scores and candidate's experience, skills, abilities, strengths, [and interview performance](#).

### **Section 3 - Voting**

All decisions made by the committee require a majority vote.

### **Section 4 - Timeline**

The Selections Committee shall be organized within the first two (2) weeks of spring quarter for the formation of next year's Senate. If all positions are unable to be filled in spring, then the new Selections Committee will continue into the fall.

### **Section 5 - Senate Appointments to Campus Committees**

Appointments of student positions on campus committees shall be made by the ASWVCO President. Exceptions made in the case of vacancies will be at the discretion of the Senate advisor.

- A. The ASWVCO President shall announce openings for student representation on all applicable campus committees by the first (1st) week of fall quarter and/or as they become available.
- B. Candidates for campus tenure committees may attend a training session coordinated by the Senate advisor or their designee.
- C. Campus committee appointments shall be reported by the ASWVCO President at the next available Senate Meeting. Names shall then be forwarded to the WVC President's Office and respective College administrators.

### **Section 6 - Appointments Due to Vacancies**

Appointments to vacant Senate positions shall follow the process explained in Article 4. The Student Senate and Senate Advisor may attempt to hire for vacant positions as needed but no more than once per quarter.

## **ARTICLE V ASWVCO CODE OF CONDUCT AND ACCOUNTABILITY**

### **Section 1 - ASWVCO Student Senate Expectations**

- A. Each year, during training, the Senate shall generate a formal set of behavioral expectations, based on Wenatchee Valley College at Omak values, as a standard of performance for the Senate. If any member does not meet the group expectations, they may be subject to review and probation by the Senate advisor/President.
- B. Comply with all College rules and regulations as outlined by the WVC Rules of Conduct, Student Code of Conduct and these ASWVCO Bylaws.

### **Section 2 - Attendance Policies**

Senators are expected to abide by the following attendance guidelines:

- A. Miss no meeting/shift in any one (1) quarter without an oral/written exemption from the Senate Advisor/President. Notice must be received within twenty-four (24) hours of the meeting/shift by the Senate Advisor/President. Exceptions for extenuating circumstances will be taken into consideration.
- B. Obtain an oral/written exemption one week in advance from the Senate Advisor/President prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.

### **Section 3 - ASWVCO Process of Accountability**

The accountability process describes actions to be taken in the event a Senator receives allegations or fails to abide by the Standards of Conduct at Wenatchee Valley College at Omak and as outlined in

Article V, section 1. Final decisions regarding accountability will be at the discretion of the Senate advisor.

**A. Corrective Action**

Corrective action will be taken utilizing the philosophy of restorative justice.

**B. Verbal Warning / Counseling**

A meeting shall be convened by the Senate advisor to investigate allegations brought against a member of the Senate. If appropriate, the Senator may receive a verbal warning to correct their behavior. Repeat or multiple offenses may mandate probation. Except when necessary, this counseling shall be kept confidential.

**Section 4 - Reprimands**

Reprimands shall be initiated in writing by the Senate and/or the Senate advisor, kept in member's file, and kept confidential, when possible.

**Section 5 - Probation**

A. If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline and terms will be set by the Senate advisor. If the member has not improved within the established timeline, dismissal from office may occur.

B. Senate members falling below specified quarterly GPA requirements will be subject to a probationary period for a minimum of six (6) weeks under the supervision of the Senate advisor.

## **ARTICLE VI REMOVAL FROM OFFICE**

**Section 1 - Terms and Conditions**

Any Senate member may be dismissed from office for the following:

- A. Failure to maintain the responsibilities, duties and/or minimum qualifications of their office.
- B. Failure to follow policies and procedures outlined in ASWVCO Bylaws, Constitution, Wenatchee Valley College Rules of Conduct, Student Code of Conduct and State / Federal Law.
- C. Abuse of power of office as determined by the Senate.
- D. Failure to successfully complete the terms of probation outlined by Senate advisor.

**Section 2 - Removal by the Senate**

If no improvement of performance/behavior is recognized after the process outlined in Article VI Section 3, there may be impeachment by a majority vote of the Senate. The Senate shall provide written explanation outlining their decision and post in a public place for no less than two weeks. If the action(s) of the member is deemed serious or dangerous, the Senate advisor may terminate the member immediately.

**Section 3 - Suspension/Removal by the Senate advisor**

The Senate advisor shall:

- A. Suspend with or without pay, pending the outcome of an investigation pertaining to a violation of WVC's Rules of Conduct, Student Code of Conduct, ASWVCO Terms of Appointment, or Duties of Officers (Article I, Section 8).
- B. After following performance/behavior processes (Article V, Section 3), terminate a Senate member for not abiding by these bylaws or the ASWVCO Terms of Appointment.

#### **Section 4 - Petition for Removal by the Student Body**

- A. Any member of the associated student body may initiate a recall against a Senator.
- B. The recall process shall follow (Article VI, Section 3, Part A).

### **ARTICLE VII RESIGNATION AND ABANDONMENT**

#### **Section 1 - Voluntary Resignation**

Any member of the Senate who wishes to resign from their position shall submit to the ASWVCO President and Senate advisor a signed letter of resignation. In the case of the ASWVCO President's resignation the letter shall be submitted to the Senate advisor. Membership tenure will end immediately upon submission of the letter of resignation.

#### **Section 2 - Unauthorized Absence/Position Abandonment**

Any member of the Senate who is absent without authorized leave and has failed to contact the Senate advisor for a period of five (5) consecutive business days will be considered to have abandoned their position. The Senate advisor will make at least five (5) attempts to contact the Senator to determine the cause of the absence. The member's tenure may end immediately with notice from the Senate advisor.

### **ARTICLE VIII FINANCES**

#### **Section 1 - Guideline**

The ASWVCO Senate oversees the management of the Services and Activities Fee designated by the Washington State Legislature in RCW: 28B.15.044. The ASWVCO Financial Code governs the use of these funds allotted by the Board of Trustees to the ASWVCO and revenues generated by the organizations administered by the ASWVCO. All funds collected and expended are subject to the policies, regulations and procedures set forth in the Financial Code, in addition to those set by Wenatchee Valley College Administrative Procedures, the Wenatchee Valley College Board of Trustees, opinions of the Washington State Attorney General, the State Board for Community and Technical Colleges, rules of the State Office of Financial Management and the laws and regulations of the State of Washington.

### **ARTICLE IX INITIATIVE AND REFERENDUM PROCESS**

#### **Section 1 - Initiatives**

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the Senate, clearly stating the issue and signed by at least 10% of currently enrolled students. Such petitions may be submitted to the Senate at any regularly scheduled meeting. Approved initiative measures must be publicly posted for a period of two (2) weeks prior to the election in which it shall be voted on.

#### **Section 2 - Referenda**

Referenda may be put to vote of the general student body upon a simple majority vote of the Senate. Approved referenda must be publicly posted for a period of two (2) weeks prior to the election in which it shall be voted on.

## **ARTICLE X POSITION STATEMENT**

### **Section 1 - Establishing Position & Opinions**

The Senate reserves the right to clarify and interpret documents and policies, answer complaints and establish Senate position statements on issues relating to students and their education.

### **Section 2 - Process**

The Senate may issue a position statement when:

- A. A member of the ASWVCO makes a written request for clarification of any document or procedure relating to student governance.
- B. The Senate, through the passage of a motion, desires to take a position on an issue of importance to the ASWVCO or for clarification necessary for the maintenance of internal affairs.

### **Section 3 - Procedure**

The procedure for adopting a position statement shall be as follows:

- A. The ASWVCO President **or their designee** shall coordinate in depth research into the situation and draft a preliminary recommendation.
- B. Not more than two (2) weeks shall elapse during this drafting. No later than the first Senate meeting following the conclusion of the two (2) week draft period **shall** the preliminary draft be presented.

### **Section 4 - Approval**

Approval of a position statement shall require a majority vote of the Senate.

## **ARTICLE XI AMENDMENTS**

### **Section 1 - Grammar, Spelling and Punctuation**

Grammar, spelling and punctuation changes may be recommended by a simple majority vote of the ASWVCO Constitution and Bylaws Review Committee and a simple majority vote of Senate. The Senate may independently initiate and approve grammar, spelling and punctuation with a simple majority vote. Additional approval is required from the Senate advisor and approval from Wenatchee Valley College's President or Board of Trustees, before amendments may take effect.

### **Section 2 - House Keeping Revisions**

Minor revisions to the bylaws, which do not substantially change the overall intent of the bylaws or any of its articles, may be recommended by the ASWVCO Constitution and Bylaws Review Committee and approved by a simple majority vote of the Senate. The Senate may independently initiate and approve any House Keeping revisions that do not substantially change the overall intent with a simple majority vote. Additional approval is required from the Senate advisor and approval from Wenatchee Valley College's President or Board of Trustees, before amendments may take effect.

### **Section 3 - Amendments**

Amendments to the bylaws which substantially change the overall intent of the bylaws or any of its articles must be recommended by the ASWVCO Constitution and Bylaws Review Committee. The amendments must then be approved by a majority vote of the Senate, the Senate advisor and by the Wenatchee Valley College's President or Board of Trustees before amendments may take effect.

- A. Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Senate advisor with signatures of 10% currently registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.
- B. Each time the Constitution or Bylaws are revised, a written report must be made documenting each change, why the change is needed and the intent of the change made.

## **ARTICLE XII OTHER REGULATORY DOCUMENTS**

### **Section 1 - Club Handbook**

The Club Handbook is a document for clubs that includes information on the certification/recognition process, funding information and helpful hints for running an effective organization. It is reviewed annually by the ASWVCO Vice President and Senate advisor.

### **Section 2 - ASWVCO Financial Code**

The Financial Code governs the use of collected student fees and other public funds allotted by the Board of Trustees to the Associated Students, including those revenues generated by the organizations administered by the Senate. The Senate advisor is responsible to the College for the administration and compliance of the Financial Code. The Financial Code may be revised as needed. Changes/additions must be submitted to the Senate advisor. All changes to the Financial Code must be reviewed by the WVC Vice President of Student Services or their designee, the WVC Vice President of Administrative Services, the WVC Presidents' Cabinet and finally to the Board of Trustees for approval.

# ASWVCO SENATE

## ASWVCO Student Senate Meeting

April 5, 2023

### Call to Order

Abigail called the meeting to order at 11:35.

### Attendance

|   |                 |   |                 |
|---|-----------------|---|-----------------|
| <b>Abigail Steinshouer,</b><br>President                | Present         | <b>Erik Martin,</b><br>Vice President                   | Present         |
| <b>Keilahn Pelton,</b><br>Secretary-Treasurer           | Present         | <b>Mercedez Weeks,</b><br>Director of Campus Activities | Absence Excused |
| <b>Bobbi Nicholson,</b><br>Director of Public Relations | Absence Excused | <b>Tiffany Bryant,</b><br>Student Ambassador            | Present         |
| <b>Edith Gomez,</b><br>ASWVCO Advisor                   | Present         | <b>Tria Skirko,</b><br>Guest                            | Present         |
| <b>Erin Tofte,</b><br>ASWVC Advisor                     | Present         |   |                 |

A quorum of the number of members required to conduct business was present.

### Reading of the Minutes and Agenda

- The agenda was presented by Abigail Steinshouer. Corrections were adding items. Keilahn made a motion to approve the agenda. Erik seconded. The vote was unanimous. The motion passed.
- The minutes of the previous meeting were presented by Abigail Steinshouer. Erik made a motion to approve the last meeting's minutes, and Keilahn seconded. The vote was unanimous. The motion passed. Corrections were grammar related.

### Officer Reports

- No officer reports were made.

## Committee Reports

- Budget Update
  - Edith briefed the Senate on the Budget update.
- Interclub Council Meeting
  - Erik briefed the Senate on the Interclub Council events. The Food Drive will be in May. The meetings will be every other Monday at 11:00 am, starting Monday April 10<sup>th</sup>.
- Graduation Meeting
  - The diploma sizes are being changed. Students will submit their applications by May 1<sup>st</sup> for their name to be in the program.
- Stand Against Racism
  - There is no meeting set.

## Special Orders

No Special Orders were issued.

## New Business

- Tutor Center (Tria and Cameron)
  - Tria proposed a new Tutor center design for \$22,560.77. Tiffany made a motion to approve the money. Erik seconded. The vote was unanimous. The motion passed. The money will be coming from the contingency fund.
- Student Concern Emails
  - Erin briefed the Senate on the Student Concern Emails. There is a student from the Wenatchee Campus that has requested public record requests from the college and is emailing the senate members and administration from the college.
- PAC tickets (10)
  - We will not take the PAC tickets.
- Vote for Bylaws again
  - Keilahni moved to approve the Bylaws with the corrected changes. Erik seconded the motion. The motion passed unanimously.
- Bookstore
  - The physical Wenatchee Campus Bookstore is not making enough money, and Barnes and Noble is proposing a set price each quarter with online selling. The Faculty and Wenatchee Student Senate is not in support of this.
  - ASWVCO Student Senate held a vote and there was a unanimous vote to not support the Barnes and Nobles Plan.
- Senate hours
  - We will put 2 hours every working day in the pay period.
- Grab and Go with the counseling dept. (Mental Health month May)
  - Edith will tell the counselors about the money they have for the food pantry.

## Old Business

- CANVAS
  - Abigail, Erik, and Keilahni will attend the meeting for CANVAS.
- Mural
  - Abigail will research companies.
- Redecorating (Approval of \$26,373.76 + Foosball table + painting company + decorations)
  - Tiffany made a motion to approve \$50,000 redecorating, and Keilahni seconded. The vote was unanimous. The motion passed. This money will come from the contingency fund.
- Digital Reader Board
  - There is no update.
- Giveaway on Instagram
  - Edith is still working on this with Erin.
- Vending Machines
  - We all agreed on keeping the Vending Machines.
- Festival event
  - May 26<sup>th</sup> will be the date. Keilahni may or may not be able to go. The time would be from 2-6pm. Students will get a voucher for food from Mi Pueblo. We will have a set amount. The senate came up with the possible names: May Fest AKA Festival de Mayo. MEChA will think about the names.
- Food Drive
  - We will be working on the Food Drive with the Counseling Department. There is no set date yet. It will be held sometime in May.
- Easter Egg
  - 8 am on the 10<sup>th</sup> is when they should all be in place.
- Inside out Movie Night
  - Edith is getting a DVD for this.
- President Survey
  - We will get a second draft soon.
- Gym Memberships
  - Some gyms are not able to give receipts, so we will have students pick different gyms.

### **Announcements**

No announcements were made.

### **Adjournment**

The meeting was adjourned at 1:01 by Abigail.

### **Notes**

No additional notes were made.

## RESCIND POLICY: 570.100 Exempt Staff Definitions

Reagan Bellamy, Executive Director of Human Resources

### 570.100 EXEMPT STAFF DEFINITIONS POLICY

**Exempt employees:** the term exempt employees shall mean individuals appointed by the college to positions which are exempt from civil service as outlined in [RCW 41.06.070](#) and who are engaged in administration, professional services, or a combination of administration and instruction, requiring professional training and experience.

**Administrative employees:** an administrator is defined as any person employed by the college who performs administrative functions as fifty percent or more of their assignment, and who has the responsibilities to hire, dismiss, or discipline other employees. Administrative functions may include the responsibility and accountability for carrying out college policies relating to budget, planning, educational programs, student programs and/or personnel.

**Managerial/professional employees:** other non-faculty employees who meet the definitions outlined in [RCW 41.06.070 \(2\) \(A\)](#), such as the administrative assistant to the president, principal assistants to academic or administrative divisions, program specialists and managers, and computer systems and network programmers, are exempt from civil service rules. The policies and procedures governing exempt employees apply to all managerial/professional employees.

*Adopted by the board of trustees: 9/12/01*

*Approved by the board of trustees: 9/19/07*

*Last reviewed: 9/6/19*

Policy contact: Human Resources

#### **Related policies and procedures**

None identified at this time

### RECOMMENDATION:

Rescind policy 570.100 Exempt Staff Definitions. The definition of exempt staff is covered in policy 500.010 Employee Definitions.

# REVISED POLICY: 500.010 Employee Definitions

Reagan Bellamy, Executive Director of Human Resources

## 500.010 EMPLOYEE DEFINITIONS POLICY

To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented employees.

### A. PERSON OF INTEREST

A person of interest is not an employee but needs an email and/or access to ~~ctclink~~, so they are added to our systems like an employee. They must follow college application procedures. Examples of a person of interest are campus security, auditors, volunteers like AmeriCorps, VISTA, etc., that are covered by another agency for Labor and Industries (L&I).

### B. VOLUNTEER

Volunteers are not paid but are treated like an employee in that they must follow the college application procedures, be supervised and enter volunteer hours in a timesheet so L&I premiums can be paid by the college in case they are injured "on the job."

### C. STUDENT HOURLY

Student hourly employees, depending on eligibility requirements, funding, etc., can be ~~workstudy~~ or hourly.

A student hourly appointment is exempt from WAC 357 civil service rules governing employment in higher education. Employment in this status does allow eligibility to accrue sick leave but no other leave or holiday pay or credit. It is the policy of Wenatchee Valley College that student hourly employees do not exceed eight hours a day, 19 hours per week or 76 hours of work per month, excluding quarter and summer breaks, where they can, with supervisor permission, work up to 40 hours per week.

### D. TEMPORARY HOURLY

Temporary hourly employees perform work which does not exceed 1050 hours or 12 consecutive months or to the end date as indicated on the employment agreement. When the 1050 hours maximum or the 12th consecutive month has been reached, whichever comes first, the employee cannot work in any temporary hourly appointment at the college again.

A temporary hourly appointment is exempt from WAC 357 civil service rules governing employment in higher education except for the provisions of remedial action as provided in WAC 357-04-045 and WAC 357-19-450. Employment in this status does allow eligibility to accrue sick leave but not vacation or personal leave or paid holidays. It is the policy of Wenatchee Valley College that temporary employees do not exceed 79 hours of work per month without the prior approval of the director of human resources or designee.

### E. CLASSIFIED POSITIONS (GOVERNED BY APPLICABLE WAC RULES)

1. **Full-time permanent employee:** An employee who has successfully completed a probationary period at the college within the current period of employment and is scheduled to work 40 hours per week.
2. **Part-time permanent employee:** An employee who has successfully completed a probationary period at the college within the current period of employment and is scheduled to work 20 or more hours per week, but less than full-time.

3. **Probationary employee:** A non-permanent employee in the initial six to 12 months of employment in a class, following appointment using a competitive process from an eligibility list.
4. ~~**Temporary employee:** An employee hired to work in the absence of an employee on leave or to perform extra work required at workload peak, special projects or cyclic workloads. Temporary employees may not exceed 1050 hours in any twelve consecutive month period from the original date of hire or October 1, 1989, whichever is later. Since these employees are not selected through the normal recruitment process and are not certified from an approved eligibility list, they have no appeal rights, unless they exceed the 1050-hour limit.~~
45. **Cyclic year employee:** An employee scheduled to work less than 12 full months each year, due to known, recurring periods in the annual cycle when the employee is not needed.
5. **Project employee:** An employee in a position that is established for purpose of a defined project for which the college expects the work to be of a time-limited nature with an expected end date.
6. **In-training employee:** An employee in a permanent position for which the college uses defined training steps to train employees to successfully perform the duties and responsibilities of the goal class. Each in-training position must have an in-training plan.
7. **Non-permanent employee:** There are two types of non-permanent employees:
  - a. Full-time non-permanent employees work 40 hours per week.
  - b. Part-time non-permanent employee: A part-time employee who meets the requirements of WAC 357-01-2290 (1) an employee who is assigned a schedule with a fixed number of working hours in a workweek that is less than full-time equivalent or (2) an employee who is not assigned a fixed schedule or amount of working time in a workweek.

Appointments can be made to fill in for the absence of a permanent employee, during a workload peak, or while recruitment is being conducted or when the nature of the work is sporadic and does not fit a particular pattern. Non-permanent appointments will not exceed 18 months. A non-permanent appointee must have the skills and abilities required for the position and assigned to an official Washington state human resources job classification and paid on the general services salary schedule. Employees in nonpermanent positions accrue sick and vacation leave and may be eligible for paid holidays and a personal holiday. Time off accruals are prorated based on whether the position is regularly scheduled or nonscheduled. The college may choose to fill the position with a competitive process or by appointment. WACs 351-19-360 through 430

#### **FB.FACULTY (GOVERNED BY AHE CONTRACT) AND EXEMPT STAFF**

1. **Faculty appointment:** ~~(see AHE contract).~~

#### **G. EXEMPT STAFF**

1. **Overtime eligible:** An employee appointed to a position determined to be exempt from the classified service per RCW 41.06.070 (2) (a) but does not meet the exemption requirements of the fair labor standards act (FLSA) and/or the salary base minimum threshold set by the Washington State Labor and Industries (L&I). If the position is

considered nonexempt for any reason above, the position is eligible for overtime pay for any hours worked over 40 in a workweek.

2. **Exempt Overtime exempt staff appointment:** An employee appointed to a position determined to be exempt from the classified service per RCW 41.06.070 (2) (a), and meeting the criteria for exemption established in by the fair labor standards act (FLSA) and paid at least the salary base minimum threshold set by the Washington State Labor and Industries (L&I). If the position is considered exempt from classified service and both criteria under the FLSA and L&I, the position is exempt from overtime pay for any hours worked over 40 in a workweek. ~~RCW 41.06.070 (2) (a).~~

*Originally adopted by the board of trustees: 9/12/01*

*Revised formatting and renumbered from 500.000*

*Adopted by the board of trustees: 9/19/07, 1/23*

*Last reviewed: 8/30/19 1/23*

Policy contact: Human Resources

**Related policies and procedures**

None identified at this time

DRAFT

## RECOMMENDATION:

Approved the revisions in policy 500.010 Employee Definitions.

## REVISED POLICY: 570.500 Exempt Holidays

Reagan Bellamy, Executive Director of Human Resources

### **570.500 EXEMPT HOLIDAYS POLICY**

Full-time exempt staff are entitled to ~~12~~<sup>14</sup> paid holidays, ~~11~~<sup>10</sup> scheduled state holidays and ~~one~~<sup>4</sup> personal holiday. Employees on less than 12-month appointments are eligible for paid holidays scheduled within their appointment term.

*Adopted by the board of trustees: 9/12/01*

*Renamed and approved by the board of trustees: 9/19/07*

*Last reviewed: 9/6/19*

Policy contact: Human Resources

#### **Related policies and procedures**

None identified at this time



### RECOMMENDATION:

Approved the revisions in policy 570.500 Exempt Holidays.

## REVISED POLICY: 500.375 Shared Leave

Reagan Bellamy, Executive Director of Human Resources

### 500.375 SHARED LEAVE POLICY

The purpose of the Washington state leave sharing program is to permit state employees, at no significantly increased cost to the state of providing [annual-vacation](#) leave, sick leave, or personal holidays, to come to the aid of a fellow state employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; a fellow state employee who is a victim of domestic violence, sexual assault, or stalking; [a fellow state employee who is sick or temporarily disabled because of pregnancy disability or for the purpose of parental leave](#); or a fellow state employee who has been called to service in the uniformed services, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment ([RCW 41.04.660](#)). Wenatchee Valley College employees may participate in the leave sharing program according to [RCW 41.04.665](#) as outlined in the accompanying WVC procedure.

*Supersedes 2.P.63*

*Adopted by the board of trustees: 9/12/01*

*Revised and approved by the president's cabinet: 12/8/09, ~~4/25/2023~~*

*Adopted by the board of trustees: 2/17/10, ~~///~~*

*Last reviewed: ~~9/3/19~~ ~~///~~*

Policy contact: Human Resources

#### Related policies and procedures

- [500.380 Uniformed Service Shared Leave Pool Policy](#)
- [500.385 Foster Parents Shared Leave Pool Policy](#)
- [500.390 Veteran's In-Service Shared Leave Pool Policy](#)
- [1500.375 Shared Leave Procedure](#)
- [1500.380 Uniformed Service Shared Leave Pool Procedure](#)
- [1500.385 Foster Parents Shared Leave Pool Procedure](#)
- [1500.390 Veteran's In-Service Shared Leave Pool Procedure](#)

### RECOMMENDATION:

Approved the revisions in policy 500.375 Shared Leave.

## REVISED POLICY: 400.530 Hazing

Reagan Bellamy, Executive Director of Human Resources

### **400.530 HAZING POLICY**

Hazing is prohibited within the Wenatchee Valley College (WVC) community. In accordance with RCW 28B.10.900, H"hazing" means includes any actmethod committed as part of a person's recruitment, initiation, pledging, admission into or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental-psychological or emotional harm, to any student or other person attending a public or privateany institution of higher education or other post-secondary institution in Washington state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include - Excluding from this definition are "customary athletic events or other similar contests or competitions." This prohibition applies to conduct that may occur both on and off campus. In compliance with RCW 28B.10 (903-907), the college will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

*Supersedes: 2.P.41*

*Moved from old manual and approved by the board of trustees: 7/31/01*

*Revised and approved by the president's cabinet: 4/15/03, ~~4/25/2023~~ / /*

*Adopted by the board of trustees: 6/4/03, / /*

*Last reviewed: / /*

Policy contact: Student Services

#### **Related policies and procedures**

None identified at this time [400.100 Student Rights & Responsibilities/Code of Student Conduct Policy](#)

[1400.110 Code of Student Conduct Procedure](#)

[1400.530 Hazing Procedure](#)

### RECOMMENDATION:

Approved the revisions in policy 400.530 Hazing.

# NEW POLICY: 000.360 Child Abuse or Neglect Reporting

Reagan Bellamy, Executive Director of Human Resources

## **000.360 CHILD ABUSE OR NEGLECT REPORTING POLICY**

Wenatchee Valley College is committed to reporting child abuse or neglect as required by state laws ([RCW 26.44.030](#) and [RCW 26B.10.846](#)). The college has established an accompanying procedure, 1000.360, which all employees, including volunteers, must follow to report child abuse or neglect. The procedure includes definitions, reporting details and training requirements.

*Approved by the president's cabinet: 4/25/2023*

*Adopted by the board of trustees: \_\_/\_\_/\_\_*

*Last reviewed: \_\_/\_\_/\_\_*

Policy contact: Human Resources

### **Related policies and procedures**

1000.360 Child Abuse or Neglect Reporting Procedure

DRAFT

## RECOMMENDATION:

Approved new policy 000.360 Child Abuse or Neglect Reporting.