

AGENDA
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
WENATCHEE, WASHINGTON
March 20, 2019

10:00 a.m. – Board Work Session	Room 5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting	Room 2310, Wenatchi Hall

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CALL TO ORDER.....

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PUBLIC COMMENT

Persons wishing to address the board must sign up and limit their remarks to three minutes.

ADJOURNMENT

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

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

BOARD MEETING: **March 20, 2019**

AGENDA ITEM : **#1 (action)**

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of February 20, 2019

BACKGROUND:

Attached are the minutes from the February 20, 2019, board meeting for your approval.

RECOMMENDATION:

That the minutes from the February 20, 2019, board meeting be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
February 20, 2019

10:00 a.m. – Board of Trustees Work Session	Room 5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting.....	Room 2310, Wenatchi Hall

Trustees present

Phyllis Gleasman, Chair
Phil Rasmussen
Martha Flores

The board work session was opened by Chair Phyllis Gleasman at 10:00 a.m. Major agenda items included accreditation visit schedule, pre-tenure information, sabbatical follow-up presentation by Rich Brinkman, and a presentation by Link's general manager Richard DeRock. A tour of Wells Hall was also taken. Executive session was held to discuss personnel issues.

The regular board meeting was opened by Chair Phyllis Gleasman at 3:00 p.m. Also in attendance were Assistant Attorney General Dale Lehrman, students, classified staff, and administrators.

APPROVAL OF MINUTES

1. January 20, 2019, Board Meeting Minutes

MOTION NO. 2286

Phil Rasmussen moved that the minutes of the January 20, 2019, board of trustees meeting be approved.
The motion was seconded by Martha Flores and carried unanimously.

CELEBRATING SUCCESS

2. Maribel Garibay – Transforming Lives Nominee

At the annual Transforming Lives award ceremony, The Washington State Association of College Trustees (ACT) honors 34 community and technical college students whose lives were transformed by attending their college. Maribel Garibay was selected by the board of trustees to represent WVC and traveled to Olympia on January 21, 2019, to attend the award ceremony. Maribel plans to graduate with her associate of arts and sciences degree this spring.

3. Athletic Hall of Fame Auction – Kyle Vierck

The WVC Athletics Hall of Fame and Follow Your Dreams Scholarship Auction on February 1, 2019, welcomed 375 guests to the McGuire Rec Center to honor the induction of Sheila Dresker, Kaci Weeks (Pipkin) and the 1999-2000 men's basketball team. Athletic director Kyle Vierck reported that the event raised in excess of \$55,000 through table/ticket sales, auction games, and silent and live auctions.

INTRODUCTION OF NEW EMPLOYEES

4. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources

The following new employees were introduced: Holly Bernard-Jones, executive assistant to the foundation director; and Veronica Perez, athletic trainer.

SPECIAL REPORTS**5. Luz Estrada, ASWVC Wenatchee President**

Luz Estrada reported that the senate is currently revising the bylaws which they hope to present to the board at their March meeting. A Black History event takes place on campus tomorrow.

6. Adrian Carrillo, ASWVC Omak President

Adrian Carrillo reported that the Omak senate is meeting with the Wenatchee senate to discuss bylaw revisions. A MEChA club is being formed and the senate hopes to bring suicide prevention training to the Omak campus.

7. Patrick Tracy, AHE President

A report from Patrick Tracy was included in the board information packet.

8. Mike Nelson, WPEA Chief Shop Steward

A report from Mike Nelson was included in the board information packet.

STAFF REPORTS**9. Brett Riley, Vice President of Administrative Services**

Brett Riley reported that the 2017 and 2018 college audits are complete with no findings.

10. Quarterly Financial Report: Brett Riley, Vice President of Administrative Services

The quarterly financial report was reviewed in the board work session.

11. Tod Treat, Interim Vice President of Instruction

Tod Treat was not present to add to his written report.

12. Chio Flores, Vice President of Student Services

Chio Flores reported on the standings of the men's and women's basketball teams. Both are in the running for a chance to qualify for the NWAC championship playoff games.

13. Jim Richardson, President

President Richardson congratulated the auto program for their partnership with Subaru and becoming certified for Subaru training. Rachel Evey, interim foundation director, reported that Karma Vassar resigned as the foundation board president and Ron Lodge is now in that role.

ACTION**14. Mission Fulfillment and Core Theme Indicator Report: Ty Jones, Exec. Dir. of Institutional Effectiveness**

The Northwest Commission on Colleges and Universities (NWCCU) requires that institutional governing boards be actively involved in monitoring the institution. The board is required to have a policy that defines mission fulfillment or takes an action that states the college has met its burden to fulfill its mission. As there is currently no policy in place for defining mission fulfillment; and, in order to meet the accreditation standards, the board needs to formally accept the 2017-18 Mission Fulfillment and Core Theme Indicator Report and declare that the college has, in its opinion, met the requirements for mission fulfillment for that academic year.

MOTION NO. 2287

Martha Flores moved that the board accept the 2017-18 Mission Fulfillment and Core Theme Indicator Report and further resolve that Wenatchee Valley College met its responsibility to fulfill its mission for the 2017-18 academic year. The motion was seconded by Phil Rasmussen and carried unanimously.

(2017-18 Mission Fulfillment and Core Theme Indicator Report on file in the office of Institutional Effectiveness.)

ACTION (continued)**15. New Policy 600.550 Expressive Activities: Brett Riley, Vice President of Admin. Services**

WVC believes freedom of thought and expression are essential to the mission of the college and is a key component of academic freedom. Free speech is vital in an academic community and will be steadfastly supported. However, unlawful or disruptive activity that inhibits the college from achieving its mission will not be permitted. The proposed expressive activity policy provides the framework from which healthy dialogue and expression can be achieved on our campus.

MOTION NO. 2288

Phil Rasmussen moved that the board approve adoption of the proposed Expressive Activities Policy 600.550 as presented. The motion was seconded by Martha Flores and carried unanimously.

(Policy 600.550 Expressive Activities attached as Exhibit A)

3:20 p.m. Meeting adjourned

Secretary

Chair

Wenatchee Valley College
BOARD POLICY STATEMENT

600.000 ADMINISTRATIVE SERVICES

600.550 EXPRESSIVE ACTIVITIES POLICY

A. STATEMENT OF PURPOSE

Wenatchee Valley College District is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the college. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities by individuals or college groups to which the college's facilities and grounds are dedicated. Accordingly, the college designates the common areas of the college as a limited public forum dedicated to the use of college groups, subject to the time, place, and manner limitations and restrictions set forth in this policy. Groups or individuals who are invited or permitted to engage in first amendment activities at the college do not represent an endorsement by Wenatchee Valley College or the board of trustees.

The purpose of the time, place and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. The college recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The college has designated certain sites as public use areas open to non-college groups as set forth herein.

B. DEFINITIONS

1. "College groups" means individuals or groups who are currently enrolled students or current employees of the college, or guests of the college who are sponsored by a recognized student organization, employee organization, or the administration of the college.
2. "College facilities" includes all buildings, structures, grounds, office space and parking lots.
3. "Public Use areas" means those areas of each campus that the college has chosen to open as places where non-college groups may assemble for expressive activity protected by the First Amendment, subject to reasonable time, place or manner restrictions.
4. "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints.

5. "Non-college groups" means individuals, or combinations of individuals, who are not currently enrolled students or current employees of the college and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the college.

C. USE OF FACILITIES AND SITES

- 1 Subject to the regulations and requirements of this policy, groups may use the campus limited forums for expressive activities between the hours of 8 a.m. and 10 p.m.
2. Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use by individuals or groups of classrooms, offices or laboratories or any previously scheduled college event or activity.
3. Groups are encouraged to notify the campus public safety department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.
4. All sites used for expressive activity shall be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.
5. All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.
6. The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.
7. The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.
8. There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.
9. College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve

educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office or officially chartered student club.

10. The event must also be conducted in accordance with any other applicable college policies and regulations, local ordinances and state or federal laws.

D. ADDITIONAL REQUIREMENTS FOR NON-COLLEGE GROUPS

1. College buildings, rooms, and athletic fields may be rented by non-college groups in accordance with the college's facilities use policy. When renting college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy. When the college grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.
2. Non-college groups may otherwise use college facilities for expressive activity as identified in this policy.
3. The college designates the following area(s) as the sole limited public forum area(s) for use by non-college groups for expressive activity on campus:
 - a. The public use area may be scheduled. Scheduled groups have priority of use over unscheduled groups:
 - i. On the college's Wenatchee campus the limited public forum is located on the west side of the campus fountain in front of the Van Tassell building.
 - ii. On the Omak campus, the limited public forum is located on the north side of campus located adjacent to the garden behind the North Classroom building.
 - b. Contact the vice president of administrative services for more information.
4. Non-college groups that seek to engage in expressive activity on the designated public use area(s) are encouraged to provide notice to the campus public safety office no later than twenty-four hours prior to the event along with the following information solely to ensure (1) the area is not otherwise scheduled and (2) to give the college an opportunity to assess any security needs:
 - a. The name, address and telephone number of a contact person for the individual, group, entity or organization sponsoring the event; and
 - b. The date, time and requested location of the event; and
 - c. The nature and purpose of the event; and
 - d. The estimated number of people expected to participate in the event.

E. DISTRIBUTION OF MATERIALS

College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus, in compliance with WVC policy 200.180, Distribution of Materials. Non-college groups may distribute materials only at the site designated for non-college groups. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.

F. TRESPASS

1. Non-college groups or individuals who violate these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of RCW 9A.52 or municipal ordinance.
2. Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.
3. When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice president of administration or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice president of administrative services or designee will be the final decision of the college and should be issued within five work days.

Approved by the president's cabinet: __/__/__

Adopted by the board of trustees: __/__/__

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#2 (information)**

CATEGORY: **CELEBRATING SUCCESS**

Recognition of Men's and Women's Basketball Teams

BACKGROUND:

The Wenatchee Valley College women's basketball team is headed to the NWAC Sweet 16 following the completion of their fantastic regular season as the 2nd seed in the East Region. The Knights were 13-3 in conference and 25-4 overall, with signature throughout the season against the toughest opponents in the NWAC.

Sophomore Ashlynn Burgess (Chugiak, AK) was named East Region Most Valuable Player, averaging 18.6 points per game. Burgess has been a stellar student-athlete in her career at WVC, twice making the All-Region team in addition to carrying a 4.0 GPA. Burgess has signed to play at Seattle Pacific University next fall.

Sophomore guard Riley Denton (Clarkston, WA) was named to the All-Defensive team for the East region. The Knights will battle the 3-seed from the Southern region, Clackamas, in the Sweet 16 Saturday, March 9, at 10pm for a chance to advance to the Elite 8.

The women's basketball team has been exceptional off the court as well. The team posted a 3.27gpa in fall quarter and had 5 ladies named to the All-NWAC Academic list: Kalea Bokma, Ashlynn Burgess, Adair Henning, Amelia Houser, and Ashlie Watts.

The Wenatchee Valley College men's basketball team defied the early season odds and are headed to the NWAC Sweet 16 following the completion of the regular season as the 4th seed in the East Region. The Knights were 8-8 in conference and 16-12 overall, with 4 straight victories to close out the regular season and clinch the final berth to the postseason.

Freshman guard Malik Parsons (San Diego, CA) was named to the First Team East Region, as well as being named East Region Freshman of the Year. Parsons led the NWAC in scoring as he averaged 27.5 points per game.

The Knights will battle the 1-seed from the Southern region, Lane, in the Sweet 16 Thursday, March 7, at 2pm for a chance to advance to the Elite 8 and face Green River.







BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#3 (information)**

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

Introduction of New Employees: Reagan Bellamy, Executive Director of HR

BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: March 20, 2019

AGENDA ITEM #4 (information)

CATEGORY: SPECIAL REPORTS

Luz Estrada, ASWVC Wenatchee President

BACKGROUND:

UPDATES:

- Our Senate team meets every Monday at 3:00pm.
- Senate will be meeting every first Friday for ongoing professional development training.
- Wenatchee and Omak Senate met February 22nd to discuss next year's Final Code and to do a first reading of the document.
- Wenatchee and Omak Senate met again March 1st and approved the new District 15 Final Code.
- Executive team has been hard at work editing the Bylaws and Constitution.
- Senate team approved the edits made to the Bylaws and Constitution on March 1st and are submitting them for your approval.
- Ambassadors have been providing a number of large campus visits for local schools.

EVENT UPDATES:

We are very happy to say that the Black History Month event was amazing! There were 150 people in attendance: students, faculty, staff, and community members. The event was a success and we received extremely positive feedback.

- Senate has sent out the cafeteria survey and there have been over 130 responses.
- Senate has turned in the application to be in the Apple Blossom Parade, and we will be opening it up to clubs to participate as well.
- Senate is focusing on promotion of the link transit bus passes for students

SENATE ACTIONS/APPROVALS:

- Senate approved \$750 for Open Mic event on March 15
- Senate approved \$150 for Kaizen's Valentine's day event
- Senate approved \$50 for posters to promote the cafeteria survey
- Senate approved the Horticulture and Tree club as an official club
- Senate approved an additional \$100 administration fee to the Rec Center rental contract
- Senate approved the use of the Rec Center on March 13th for Skyhawk's event
- Senate approved \$1,200 to replace two computers in the Senate office.
- Senate approved \$10,000 to re-paint and update the lighting in the Van Tassel Lounge
- Senate approved \$1,500 to the QSA (queer straight alliance) club for Queer Prom

UPCOMING EVENTS:

Senate is excited to continue putting on and helping with education and enjoyable events for our students.

- Skyhawk's event March 13th
- Open Mic March 15th
- College Planning Day March 25th
- Students of Color Conference April 18th through 20th
- Stand Against Racism event April 25th
- Apple Blossom Parade May 4th
- International Day May 2nd
- Queer Prom May 10th
- Foundation Gala May 18th
- Fishing Derby May 22nd

BOARD MEETING: **March 20, 2019**

AGENDA ITEM **#5 (information)**

CATEGORY: **SPECIAL REPORTS**

Adrian Carrillo, ASWVC Omak President

BACKGROUND:

February:

- Phi Theta Kappa have been conducting weekly meetings. They recently elected club officers and are in the motion to getting the club fully active again.
- TRiO requested funds for Omak TRiO students to attend an Eastern Washington University tour and the Civic Leadership Conference in Olympia on April 14th and 15th. ASWVCO approved \$3000 to be transferred in the TRiO account.
- February 14th Student Government put on a Valentine's Day Event with the Science Club. We played movies from 8am to 6pm in the Student lounge. From 1pm-3pm the Support Center had a table set up with brochures on tips for healthy relationships. At this time Student Government had chocolate fountain set up for students to dip their strawberry's, marshmallow's, or pretzel's provided by Student Government.
- Red Road Association sponsored a Indigenous Art Panel and had refreshments. It was a great turnout.
- February 22nd the Green Campus Committee had their first meeting to discuss projects to apply on our campus. Green campus also set up times to meet up every week on Fridays and set some goals.

March:

- MEChA Club had their first meeting and 12 college students were in attendance on March 5th. MEChA Club will have its next meeting on March 12th and will discuss positions and a meeting time for spring quarter.
- March 4th ASWVCO sponsored Living Voices for Women's History Month with two presentations on campus.

Other Projects:

- ASWVC and ASWVCO met twice via ITV to discuss the Financial Code and it was voted for approval on Friday, March 1st.
- In February, ASWVCO Student Senate began working on 2019-2020 S and a budget process. Kevin Gonzalez, ASWVCO Director of Operations, handed out the budget process timeline and budget application forms.
- On Friday, March 8th, ASWVCO Student Cabinet voted for the new bylaw changes. Several officers worked diligently to complete this task and we are looking forward to the new changes.
- March 20-21st student cabinet will be sponsoring a Food for Finals with parfaits for students in the Student Lounge.

Upcoming events:

- April 18-20, 10 WVCO students and advisor Livia Millard will attend the Student of Color Conference in Yakima, WA.
- April 24th will be the Stand Against Racism event from 10am to 2pm. We are currently working with Wenatchee YWCA the Stand Against Racism committee in Wenatchee for this event.

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#6 (information)**

CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

A board report was not submitted by AHE President Patrick Tracy.

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#7 (information)**

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

A report was not submitted by Michael Nelson, WPEA Chief Shop Steward

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#8 (information)**

CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services continues to work with county, city and state representatives to facilitate the development of an EOC on the campus of Wenatchee Valley College.
- Additionally, we are working with local non-profits and Wenatchee School District personnel establish a new funding and business model to support the Westside Early Learning Center as part of our federal CCAMPIS grant program.
- Staff from across Administrative Services are working through business process mapping assessments to prepare for the conversion to ctcLink. WVC is in deployment group four (4) and will be initiating the implementation phase in October 2019.

Budget & Internal Auditing

- Staff are currently working on the 2019-2020 Student Fee schedule, which is out for review and revision by institutional stakeholders and may be presented to the Board at the March meeting.
- Budget and Administrative staff have kicked off 2019-2020 budget development season. Our initial revenue forecast is projecting an operating budget of approximately \$29 million.

Fiscal Services

- Fiscal Services staff are working on data cleanup, training material, and work flow process efficiencies to prepare for ctcLink conversion.
- Fiscal Services staff also completed a Lean initiative that resulted in the development of a 1098-T Tax Q&A website through our homepage. This has resulted in over 1,000 visits in the first month that would be have otherwise been phone calls to cashiering and accounting staff. This enhancement has freed up approximately 40 hours of staff time.

Facilities

- Wells Hall- Integrus Architecture and WVC staff are working diligently on construction documents. The team is working with institutional stakeholders to start identifying the temporary space staff and faculty will be housed in during construction of the new Wells Hall.
- Minor Works-
 - Roof repairs will commence in the spring as weather permits.
 - Misc. Office Space- We are converting or upgrading multiple spaces on campus to serve as faculty offices around campus. This project is ongoing and will continue into summer.

Safety and Security

- Safety and facilities staff are developing a new access control procedure and policy for the college.
- The college is also working on another tabletop exercise that will simulate an active shooter situation that is scheduled for the middle of May. The Safety team is hoping to follow the tabletop exercise with a mock active shooter event in July that will take place in Wells Hall after it has been vacated.
- Finally, Safety staff has been working with the staff from the Campus Life, Equity and Inclusion office to write a grant that will support training and staff development concerning domestic violence, stalking and dating violence.

BOARD MEETING: **March 20, 2019**

AGENDA ITEM **#9 (information)**

CATEGORY: **STAFF REPORTS**

Tod Treat, Interim Vice President of Instruction

Educational Achievement

In preparation for WVC's Self Study, the for Faculty Assessment Committee have been reviewing data collection, establishing a communication plan, and engaging in strategy development to enhance faculty assessment of Student Learning Outcomes. The Committee review of the Faculty Change Survey in 2018, highlighted in WVC's Self Study, brings focus to the faculty use of survey results to improve their instruction.

On March 3, the Chelan County Fire Department sponsored the FS 160, Tactics course. WVC faculty administered the challenge exam to 14 students who passed with 70% or better. These same 14 students have also started the application process for the 23 credits for industry certification, which are presently being approved by affiliated agency personnel. Fire Science courses being offered this spring quarter, FS 107, 110, 152, at this time already have 20 students enrolled.

The WVC Fire Science program has three paths that the students can take to succeed:

- 17 Credits are available for successfully completing course challenges (70% or better). The WVC crosswalks are FS 130, 160, 200.
- 23 Credits are available for industry certifications for IFSAC Firefighter I and IFAC Hazardous Materials Awareness and Operations. The WVC crosswalks are FS 106, 121, 180.
- Besides taking their general education requirements of 44 credits, WVC offers the remaining Fire Science 11 credits, which are FS 107, 110, 152, only odd years during spring quarter.

New program development in Allied Health is nearing completion for Medical Assisting Apprenticeship and Pharmacy Technician program. The latter is currently under review by the faculty curriculum committee.

Support for Learning

WVC is engaged in discussions with the Center of Excellence for Global Trade and Logistics to provide a Follow the Supply Chain short term faculty led study abroad to Vietnam. Four colleges – WVC, Tacoma, Highline, and North Seattle – will provide faculty expertise and student opportunity. This transformational learning experience will begin in the orchards of Chelan and Douglas counties, tour one of the production facilities and then follow the apple to wholesale markets in Vietnam. Students will complete associated projects in courses such as business, logistics, international communications, or related courses to further integrate the learning. Funding raising by the Center of Excellence will minimize student costs and one of WVC's goals is to provide opportunity for students who might not otherwise be able to study abroad.

Responsiveness to Local Needs

The Workforce Dean met with the WA Center of Excellence for Unmanned & Autonomous Systems Executive Advisory Board as a board member for its first meeting held on February 1, 2019.

The Workforce Dean participated as a community member in the hiring process for the new Wenatchee High School Superintendent.

Diversity and Cultural Enrichment

WVC hosted its Visiting Writers Series in the Grove on March 6. Three student readers accompanied three published writers. Suzanne Matson was a 2012 fiction-writing fellow with the National Endowment for the Arts. Edward Harkness is the author of three full-length collections of poems. WVC's own Peter Donahue, Professor of English at Omak, has published several novels.

A learning community offered in Nespelem this summer will combine ethnobotany and nselxcin language in a learning community. Learning communities allow faculty in different disciplines to combine content and approach so that integration can enhance learning.

Continuous Improvement

Instruction held a day long retreat with the Deans and Director of MESA in March to address leadership development, current priority activities, and planning for next year's workplan. Emerging issues include customer service, communications, professional development, and enhancing an improvement culture. Deans also began discussions around strategic use of course fee allocations to better support learning.

Sustainability

Several full time faculty positions are currently being advertised to support WVC's instructional mission and core themes of Academic Achievement. Positions on both the Omak and Wenatchee campuses will continue to allow the College to provide quality instruction for our students. Positions will be filled in Anthropology, Art, English, History, and Exercise Science and current temporary nursing positions will be made tenure track.

Gratitude

I would like to personally thank each of the faculty who served on tenure committees, including the probationers. This work culminates in the tenure approval by the Board of Trustees but represents many hours of hard work in mentoring, supporting, observing, reviewing, and evaluating. WVC's strong faculty are a result of this shared commitment.

Instruction Division for Wenatchee Valley College Board of Trustees Report March 2019

Instructional Goals		Division	Division	Division	Division	Omak
Allied Health		LAS	IT & Library	Workforce Ed		
Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]		Continued efforts to promote departmental strategies with reuse, recycle and repurpose as able with supplies and consumables.	Continued work with vendor on strategic revision of photocopier / printer deployment to reduce cost and increase efficiency.	Workforce Ed serves on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority. To promote sustainability, the Core Theme Council is adding hydration stations and promoting recycling efforts across both campuses. The Dean of Allied Health and Workforce Dean created the WVC Spirit Committee, which is working to create a culture of kindness and celebrating excellence throughout both campuses.	No update.	
	Increased Retention and Completion: Increase Quarter to Quarter & Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students.	No new completion, certification or licensure rates to report for allied health.	No update.	The Workforce Dean and Director of Workforce Pathways are currently working on expanding recruiting events for non-traditional students including the annual Pizza, Pop and Power Tools event to be held on May 7 th and the new event, Try a Tech, to be held on May 10 th . Try a Tech will be open to all schools in WVC's service district.	Promoting the Write Lab tutors --Trying to reestablish the Omak chapter of PTK --Kestrel and I will be going to Nespelem in March to meet with HS-21 students about transitioning to college. --Tria will be going as well to consult on developing the library there.	
Program Growth & Development: Review and analyze all programs offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.		Pharmacy Technician program application to the NW Commission complete and curriculum to the Curriculum Committee for a proposed fall start. MA Apprenticeship contract near completion.	Continued support for Faculty Assessment Committee – data collection, communication plan, strategy development.	The Workforce Dean spoke to the Wenatchee Downtown Rotary on 2-21-19 about the BAS-ET program. The final BAS-DA program proposal, including curriculum was submitted to SBCTC on 2-20-19; WVC will present to SBCTC on this proposal either May 1 st or 2 nd . Also in May, WVC will present to the Professional Educators Standards Board (PESB) to	--Continuing to work on the AIIS program via the AIIS Advisory Committee, including a meeting of the committee in Nespelem in January.	

Instruction Division for Wenatchee Valley College Board of Trustees Report March 2019

<p>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.</p>				<p>finalize the approval for the BAS-T program. As part of this proposal, the Workforce Dean and ECE Director have created a Professional Educators Advisory Board (PEAB), with the first meeting held on 2-27-19. The Workforce Dean is trying to expand WED offerings in Omak, including Agriculture and Natural Resources. The Wildland Fire program is now based under the Continuing Education department. The department hired Kirsten Cook from the Okanogan Conservation District to head the Wildland Fire program. She has already developed several trainings to be held in Okanogan County to impact the local community this spring. Two new BAS program proposals are currently being researched: BAS-Agriculture and Business/Accounting. The WED Dean is also researching the possibility of beginning new programs in Drone Technology, CDL, Limited Licensed Legal Technician (LLLT) among others.</p>	
	<p>Annual schedule in place for allied health</p>	<p>No update.</p>	<p>No update.</p>	<p>No update.</p>	<p>The Instruction Office is currently working with faculty to complete the 2019-20 Annual Schedule and working with Administration to plan for relocating several classrooms and offices while Wells Hall is being rebuilt.</p>

Instruction Division for Wenatchee Valley College Board of Trustees Report March 2019

Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two years.	Participation in group advising as coordinated by Angie Russell. What a great success with 8 faculty present from multiple disciplines.	Continuing conversation with faculty and departments regarding PLO's and program mapping, which will lend itself to guided pathways.	Supported delivery of group advising on Advising Day as part of the college's effort to implement Guided Pathways.	No update.	No update.
Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.	Communication via Deans, IC, CC, Directors, work on both campuses, Department meetings and 1:1 visits.	Conversations with Omak, in particular about shifting demographic and how to be responsive to the needs of that population (RS). As well as continued communication regarding partnership with tribe and development of AIIS program.	Library participated in cabinet visitation.	The Workforce Dean holds monthly meetings with all Workforce Program Coordinators. The Workforce Dean is a board member the WA Center of Excellence for Unmanned & Autonomous Systems Executive Advisory Board (first meeting held on 2-1-19) and active member for the Apple STEM network (meeting monthly). The Workforce Dean participated as a community member in the hiring process for the new Wenatchee High School Superintendent.	No update.
Improving Transitions: Adult Basic Education and Single Point of Entry for all WVC Students.	No update.	Proposing combination of developmental English and transfer English to the two divisions.	No update.	No new updates.	No update.
2018-19 Hiring Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget. Commitment to retention of staff and faculty through foundational activities and communication like new faculty orientation and workshops, onboarding materials, outreach to adjunct faculty, etc.	Hiring complete for Nursing; two positions in Omak and one RN to BSN position. MOU in place for RT Director, candidate to meet with President Richardson.	Began candidate search for four tenure track positions. 2 in Wenatchee and 2 in Omak.	No update.	Jan Clark and Nancy Spurgeon are both expected to retire at the end of fiscal year 2018 and replacements will need to be hired. A new faculty job announcement for the new BAS-T, based in Omak, will be posted soon. For the new BAS-DA, only an adjunct will need to be added for this Fall quarter.	No update.
Budget Planning: Increased attention and understanding to all budgets within Instruction	Personnel requests for next year addressed, equipment	Continued conversations with faculty and divisions surrounding course fees.	No update.	The Workforce Dean regularly discusses budget processes and issues at monthly Program	No update.

Instruction Division for Wenatchee Valley College Board of Trustees Report March 2019

(inclusive of grants and Foundation support).	needs still need to be prioritized.	Encouraging to assess fees in order to support instruction.		Coordinator meetings. The Workforce Dean continues to increase fiscal accountability across all WED programs, Transitional Studies and Continuing Education.	
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BOARD MEETING: **March 20, 2019**

AGENDA ITEM **#10 (information)**

CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- WVC Athletics Hall of Fame and Follow Your Dreams Scholarship Auction had 375 in attendance. Honorees included Sheila Dresker, longtime athletic department coordinator; Kaci Weeks (Pipkin), 2001-03 women's basketball star; and 1999-00 men's basketball team. Event featured silent and live auctions, and a paddle raise. Funds were raised toward supporting student-athlete scholarships at WVC. Over \$55,000 was raised through table & ticket sales, auction games, and auctions. Through the generous support of the Wenatchee valley community, phenomenal support of ASWVC, and the Names Family Foundation scholarship gift, WVC athletics reached the goal of fully funding student-athlete scholarships in 2018-19
- Beth & Dennis Dobbs and the Names Family Foundation were honored for their support of the locker room renovation at halftime on 2/27
- Women's basketball continued its successful season, leading East region at 9-2. WVC hosts four of their last five contests at Smith Gym and will look to close out a regional title
- Men's basketball improved its record to 4-7 after a rough January start, hoping for a late season surge to clinch a postseason seed
- Baseball and Fastpitch are preparing for their season. Many early season contests have been cancelled due to weather. Both teams are hoping that by mid-march the fields will be clear and the season can begin

CAMP

- The official Notice Inviting Applications (NIA) for CAMP went out February 8, with a deadline of April 9. Staff is prepared and the grant writer is in the writing process
- CAMP is sponsoring five current CAMP students to attend Students of Color Conference April 19-21 with WVC Campus Life
- CAMP scholars will be leading and planning the Annual National Cesar Chavez Blood Drive. Last year, they earned 8th place and are striving to beat the goal of 41 units donated
- Staff has been attending PAC (parent advisory committee) meetings at local high schools (Chelan last week; Eastmont next week)
- Compared to last year, CAMP is on track with applications received, with five student interviews completed for next year

COUNSELING

- The Knights Kupboard 3rd Annual Food Drive launched on February 1. The department that donates the most will receive the victor's Hero Trophy and free pizza!

CAMPUS LIFE, EQUITY & INCLUSION

- Senate Retreat was held January 18-20 in Chelan. Students worked to update the financial code and bylaws, which will be voted on by Omak and Wenatchee Senate on March 1
- Safety Week events held on January 15-16 went well; 40 to 50 attended each event
- MLK speaker event was cancelled due to speaker illness. Black History Month event was held February 21; 150 attended
- First Generation Banquet was held February 28; 40 attended. A successful first event that will become an annual event for students, staff and faculty
- Omak Completion Coach Edgar Arellano was hired and started on February 1
- Upcoming events: Diversity Justice Day - March 26; Stand Against Racism event - April 24 (Omak) and April 25 (Wenatchee); Students of Color Conference - April 18-20 (will be taking 30 students – Wenatchee and Omak); Women in Politics event - May 15; Fishing Derby - May 22
- Planning for graduation is underway, the gown website will be up mid-March

- Johanna Hamilton in International Programs is planning a Korea trip in March and a recruitment trip to Mexico City in May
- Two new Japanese students starting spring quarter. International Day event - May 2
- Residence Hall is completely full for spring quarter. Two pay or vacate notices have been issued, will need to fill those spots
- RA hired for Winter quarter left and a new RA, Yesenia Valencia, will start in March
- Creating a computer/printing station on third floor of the Residence Hall. Purchasing new TVs and game areas for each floor
- Student Recreation Center is holding staff basketball games Thursdays at noon
- SRC rental fees were increased through the Student Senate
- SRC activities: 3-on-3 Basketball League (January 14-February 5); 4 weeks long, 8 teams, each team played two games Tuesday nights. Madden Tournament; 12 participants, students want to see more sports and are excited for future events. Multi-sport competition February 27; 5 teams, was a good event. Intramural March Madness Bracket Challenge for staff and students. Intramural 5-on-5 March Madness Tournament. Volleyball League scheduled to kick off spring quarter
- Carla Boyd in Student Access has been providing training for new Omak Completion Coach Edgar Arellano and tutors in the Tutor Center. Had 13 new intakes for students, 13 consults with faculty, facilities and L & I case worker & doctors concerning students, 13 contacts working with Omak students and staff

STUDENT SERVICES

- Registrar Jonathan Barnett attended ARC at Peninsula, topics included ctcLink, Organizational Changes, and Q&A w/ Spokane, Spokane Falls, Tacoma and Clark. Maggie Segesser in Admissions & Registration attended common practices workshop in place of Jonathan Barnett
- Lucero Martinez is working to obtain a new supply of WVC recruitment/presentation materials to provide at high schools & events
- Jaima Kuhlmann, Noah Fortner, Andrew Behler, and Yadira Oregon in Educational Planning met this month to work on researching college-level English and Math equivalencies at Washington state public four-year universities and developmental education equivalencies at eastern Washington community colleges. Goal is to create a living database of equivalencies to better place transfer students into WVC classes. Will work on western Washington community college equivalencies spring and summer quarters and private four-year colleges next year
- Jaima Kuhlmann attended Advising and Counseling Council meeting at South Seattle College's Georgetown campus.
- Received 20 applications (23 last year) for the Rad Tech program; 19 were sent acceptance materials (20 seats this year vs. 16 last year)
- Andrew Behler, Transitional Studies Educational Planner, called HS21+ completers/graduates to inform them of spring and fall registration
- Completion Coach Yadira Oregon created a presentation for tutors in the Tutor Center which included tutoring best practices, conflict resolution, student approaches, and diversity
- Johanna Hamilton in International Program attended the winter quarter WCCCSA meeting at North Seattle College
- First round of work study positions was posted under the revised OCR audit recommendations
- Amy Olson, Career Center Coordinator, will implement a quarterly calendar to share with advisers and faculty for university visits. She has connected with CWU, EWU, WSU, and UW, and visits from these schools are scheduled. Goal is to have regularly scheduled visits quarterly from the top transfer schools. Amy Olson met with Ranene Royer, adviser from WSU, to plan for a WSU transfer day on February 27
- The Financial Aid office is starting work on 2019-2020 budgets and new year updates
- Cheryl Fritz in Financial Aid has started data cleanup for the transition to CTCLink
- Implementation of Symplicity is delayed until sometime in March to allow sufficient time for team members to prepare for conversion to the live environment. New goal is partial implementation by end of March
- OnBase document imaging training will take place in February for Registration, Veterans and HR staff. Noah Fortner will provide most of the training

TRIO/SSS

- Program participants are 125/140. Currently working under established short-term goals to fill all 140 spots available
- Tutoring services continue to be provided at both sites. A tutor for Wenatchee students was hired
- Outreach efforts continue as needed to remaining spots, which include class presentations and tabling across campus
- Student appointments have increased and walk-in hours continue to be held. Students have been attending their quarterly meetings and asking for support with spring quarter class registration
- Students have been attending the workshops and transfer visits that are offered, student turnout for evening workshop sessions has increased
- TRIO SSS students volunteered to help with after school programming at Newberry Elementary School as part of the National TRIO Day event
- ASWVCO approved and has allocated funding for TRIO SSS students in Omak to attend WA State Civic Leadership Conference
- Students from both sites will be attending CLC in Olympia next month
- Pamela Alvarado continues monthly visits to Omak campus, carpooling from Wenatchee to visit twice monthly
- TRIO SSS has been communicating with colleagues in Nespelem to identify a date to visit and table to share about the program

GENERAL

- The Guided Pathways Steering Committee (GPSC) planned and executed a group advising session on Advising Day, February 7. GPSC and Early Adopter advisers met with students individually as well. This was the first time mandatory PINs were issued. The GPSC is currently planning for the next Advising Day on May 7

BOARD MEETING: **March 20, 2019**

AGENDA ITEM **#11 (information)**

CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

Programs Overview

- The BAS in Data Analytics proposal has been submitted to the SBCTC. We are scheduled to present to the State Board in early May.
- Our work on a Pharmacy Tech certificate with Confluence Health may work out with WVC beginning the program as early as fall 2019. Confluence Health has also agreed to help support the program as it begins.

Policy Overview

- At the federal level, we continue to monitor the progress of the renewal of the Higher Education Act.
- President Trump has also weighed in on “Free Speech” on college and university campuses and may write an executive order on the matter. We will continue to monitor this development. The policy in front of you at the meeting on the 20th has to do with free speech and gathering spots on campus.
- There are many policy bills still alive in the state legislature that affect community colleges. Bills deal with many things including: Counselor staffing, homeless students, low cost course materials, the College Promise, and more.

Facilities Overview

- The design process for Wells Hall replacement continues on track and WVC has purchased two portables for classrooms during the construction. The “old dorms” will be renovated for offices and the portables placed near them for the two years it takes to construct the new building.
- The remodel of the locker rooms is finished and the donors, Beth and Dennis Dobbs and the Names Foundation, were honored at half-time of the women’s basketball game on February 27.

Finance Overview

- Joanna Tepley continues her P.I.R.C. financial analyses of departments on campus as explained at the last meeting. WVC’s most recent two audits were both clean with no findings.
- Cabinet is considering the budget for 2019-2020 as the legislative session moves forward. Early analysis makes it look promising for CTCs to receive better funding this biennium.
- Maybe the most important message about the SBCTC system request for better compensation for CTC employees to the legislature is to fully fund the amount we receive. In the past two biennia, the legislature has given COLAs but only funded them at 65%. This means the colleges must find the other 35% of the COLA in limited local budgets.

Other

- I continued to work with system presidents and chancellors at WACTC. The system needs to speak with one voice. We need to be able to explain how the system “asks” will help WVC (local colleges).
- I continue to meet with Rachel Evey, the interim executive director of the WVC Foundation, and the Foundation executive committee and full board. Brett Riley presented to the full foundation board on the Wells Hall replacement project for which they are considering a capital campaign. Finalists for the permanent position have been chosen with interviews scheduled for March 27.
- I also continue to meet with the WVC-Omak Foundation. They are planning an early summer fund raiser. They are also arranging a meeting with Key Bank, which is where the Confederated Tribes of the Colville Reservation do all their business. We hope to begin a partnership of support for students with them.
- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress. Discussed the progress of the training contract with Confluence Health and their need for on-going training. Also discussed opportunities with the Washington State Commerce Department that may be a good fit for WVC and the region.
- Working with Reagan, Tod and Brett on faculty negotiations preparations as explained last meeting. By time the board meets on the 20th, the first meeting should have taken place.
- Ty Jones, Executive Director of Institutional Research and Planning, submitted the final report for Year 7 accreditation. NWCCU’s visit is scheduled in early April.
- Spoke to Leavenworth Rotary.
- Attended Workforce board meetings.
- Attended a Microsoft Career Pathways discussion at the CTC.

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#12 (Action)**

CATEGORY: **ACTION**

Tenure Review: Jim Richardson, President

BACKGROUND:

According to Article V of the AHE contract, the tenure review committees have been established and have evaluated the non-tenured faculty members' instructional and professional effectiveness.

The first year probationary faculty members are Jeffrey Bullock, agriculture; Brigid Chvilicek, nursing; Lindsey Henning, math; Kristy Kappenman, science; Jennifer Korfiatis, business; and Kestrel Smith, American Indian Studies.

The second year probationary faculty members are Geoff Ball, economics; Tom Doherty, automotive technology; Arius Elvikis, digital design; Kristin Lindell, nursing; and Sai Ramaswamy, engineering.

The third year probationary faculty members are Samuel Hart Johnson, humanities; Kerin Keys, math; Andrea Morrell, medical assistant; Cameron Painter, developmental education; and Ben Van Dyke, math.

Faculty member Melissa Fowler was previously tenured faculty at Wenatchee Valley College and resigned from her position in June 2015. Melissa was rehired in December 2017 and has successfully completed three quarters of full-time, tenure-track employment

RECOMMENDATION:

At the discretion of the Board

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#13 (Action)**

CATEGORY: **ACTION**

Revised ASWVC By-Laws/Constitution: Chio Flores, VP of Student Services

BACKGROUND:

On behalf of Wenatchee Valley College, the Associated Students at Wenatchee respectfully request your approval of ASWVC Constitution & Bylaws. Changes were minimal and included position updates, general wording and formatting.

General Changes: Non Discrimination statement added to the Constitution. Formatting of duties changed to avoid repetition in each position description. Grammar, spelling and position titles and offices updated. Updated committee representation duties for different positions. Updated the composition of the budget committee and simplified the selection and filing process for Senate positions.

Position updates:

Director of Operations changed to ASWVC Treasurer

Director of Administrative Affairs changed to ASWVC Secretary

Director of Diversity added

Director of Legislative Affairs incorporated into Director of Social & Civic Responsibility

Director of Intramurals incorporated in the Director of Health & Wellness position

Director of Public Relations position created

Three Senate Ambassador positions saved for first year students

RECOMMENDATION:

That the board approve the revised ASWVC By-Laws/Constitution as presented.



**ASSOCIATED STUDENTS OF
WENATCHEE VALLEY COLLEGE**

**ASWVC CONSTITUTION &
BYLAWS**

**APPROVED BY THE ASWVC SENATE: MARCH 1, 2019
APPROVED BY THE BOARD OF TRUSTEES: TBD**

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DEFINITION OF TERMS

Section 1 - Terms

Academic Standards Policies - The ASWVC 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.

Club Advisors - Persons employed by the College who have club account responsibilities.

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).

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.

ASWVC CONSTITUTION

ARTICLE I PREAMBLE

We, the Students of Wenatchee Valley College, 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 (ASWVC).

ARTICLE III MEMBERSHIP

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

ARTICLE IV GOVERNING BODY

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

ARTICLE V AUTHORITY

Section 1 - The ASWVC 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 ASWVC.

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 ASWVC Senate is authorized to speak on behalf of the ASWVC at college related functions, allocate Services and Activities Fees and management of student clubs.

ARTICLE VI ASWVC STUDENT SENATE

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

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

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

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

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

Section 6 - There shall be one Ex-Officio member of the ASWVC 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 ASWVC 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 - ASWVC Student Senate shall make and amend the Constitution of the ASWVC 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 ASWVC 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 ASWVC Senate will follow and amend the Bylaws of the ASWVC 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 of 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 ASWVC Bylaws.

ARTICLE X Non-Discrimination Statement

Wenatchee Valley College 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. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

ASWVC BYLAWS

ARTICLE I ASWVC 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.
- B.** Strive to learn, develop and achieve leadership skills and abilities.

Section 2 - Membership

The Senate is comprised of the Executive Board, Campus Activities Board and Student Ambassador Representatives.

The Executive Board is responsible for the administrative coordination of the Senate and is comprised of the following four officers:

- A.** ASWVC President
- B.** ASWVC Vice President
- C.** ASWVC Secretary
- D.** ASWVC Treasurer

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

- A.** Director of Campus Activities
- B.** Director of Public Relations
- C.** Director of Diversity
- D.** Director of Health & Wellness
- E.** Director of Social and Civic Responsibility

The Student Ambassadors are responsible for coordinating campus tours and outreach.

- A.** Student Ambassador Representative (minimum of 3 incoming first year students)

The WVC Vice President for Student Services shall appoint a WVC employee as the Senate advisor to the ASWVC Senate, whose duties are to assist the Senate with administrative procedures, Board members' leadership development, historical context and provide overall program direction. The Senate advisor shall have a presence at all meetings, but have no voting authority.

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 positions 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 to correct deficiencies.
- E. The Senate advisor shall have the discretion to conduct quarterly performance evaluations and process mid-quarter grade and attendance checks.
- 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 ASWVC 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 ASWVC Terms of Appointment, members of the Senate shall receive compensation in the form of an hourly wage. Officers have the option of being paid monthly throughout their term of office or bi-weekly.

- A.** Executive Board members work a minimum of 10 hours per week. With approval from the Senate advisor, the Executive Board may increase hours to a maximum of 19 per week.
- B.** CAB and Ambassadors work agreed upon hours, but not to exceed 10 hours per week.

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 ASWVC.
3. Professionally serve as a conduit of information or expression of concerns between College Administration, the Senate and WVC 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 ASWVC's and the Institution's internal procedures to voice concerns and resolve conflicts.
9. Communicate professionally through oral, written and electronic means.
10. Use Wenatchee Valley College email for all ASWVC electronic correspondence.
11. Post and maintain regular office hours.
12. Maintain records, reports and documents of business; and use WVC network for organization and electronic storage.
13. Have a working knowledge of the ASWVC bylaws.
14. Actively advocate for and address student concerns.
15. Meet regularly with the Senate advisor to review position responsibilities, projects, goals and student development.
16. Staff all Senate events per quarter as class schedule allows; attend a minimum of one ASWVC Club or Organization event per quarter.
17. Assist other senate members as necessary.
18. Perform other duties as assigned by the Senate advisor.

Duties of Executive Board Officers:

1. The ASWVC 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 and Executive Board meetings.
 - d. Serve as ASWVC Senate representative to WVC Instruction Council meetings
 - e. Appoint Senate members to College, pre-tenure, standing and ad-hoc committees; if not otherwise stated in Article III, or as the need arises.
 - f. Meet as needed with the WVC President and WVC Vice President of Student Services of Wenatchee Valley College.
 - g. 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.
 - h. As needed, coordinate the facilitation of student surveys and gather student input on issues affecting the student body.
2. The ASWVC Vice President shall:
- a. Assume the duties of the ASWVC 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 Executive Board/Senate with weekly 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. Update the ASWVC Clubs Handbook in collaboration with the Senate advisor.
 - i. Meet as needed with WVC Vice President for Instruction regarding co-curricular programming, support for clubs and club advisors, and mentorship opportunities.
 - j. Coordinate the ASWVC Club Showcases during each quarter.
3. The ASWVC Treasurer shall:
- a. Serve as Chair of the S&A Budget Committee.
 - b. Serve as co-chair of Interclub Council.
 - c. Act as the financial manager of the Associated Students in coordination with the Senate.
 - d. Maintain an accurate inventory of all ASWVC property, including items purchased during the fiscal year.
 - e. Meet as needed with the Senate advisor regarding S&A budget, operations and mentorship opportunities.
 - f. Provide the Senate with monthly reports on budgets managed by the ASWVC during the year: Events/Activities and ASWVC Special Projects accounts.

- g. Follow up on money motions passed through the Senate to ensure purchase and payment in a timely manner.
 - h. Annually prepare the ASWVC program budget for the Senate, in collaboration with the Senate advisor.
 - i. Update, as needed but no more than annually, the ASWVC Financial Code, with the guidance of the Senate advisor.
- 4. The ASWVC Secretary shall:
 - a. Serve as Chair of the ASWVC Constitution and Bylaws Review Committee.
 - b. Coordinate the recording of the Executive Board and/or Senate meeting minutes.
 - c. Distribute a draft of meeting minutes within one (1) business day of the meeting.
 - d. Distribute and post approved minutes within one (1) business day.
 - e. Meet as needed with the Senate advisor regarding student services activities and mentorship opportunities.
 - f. Implement action on motions passed by the Senate.
 - g. Organize quarterly ASWVC tabling/outreach.
 - h. Serve as the Chair for the Student Ambassadors.

Duties of Campus Activities Board (CAB) members:

- 1. The Director of Campus Activities shall:
 - a. Serve as Chair of the Campus Activities Board meetings and support programming for campus events.
 - b. Serve on the campus Academic Calendar Committee.
 - c. Identify, plan and coordinate a minimum of one program per quarter supporting experiential and co-curricular programs for the student body.
- 2. The Director of Diversity shall:
 - a. Identify, plan and coordinate a minimum of two programs per quarter related to Diversity, Equity and Inclusion for the student body.
 - i. Provide students with education, information and resources that meet the needs of our diverse student body including, but not limited to topics of pluralism, equity, ability, gender, age, sexual orientation, religious affiliation, race and ethnicity.
 - b. Participate in weekly CAB meetings.
 - c. Serve on the Academic Regulations Committee (ARC).
- 3. The Director of Health & Wellness shall:
 - a. Identify, plan and coordinate a program promoting student health and wellness for the student body.
 - i. Provide students with education, information and resources regarding general mental, physical and social health issues including, but not limited to: stress management, healthy diet, exercise, sexual assault prevention and HIV/AIDS.
 - b. Identify, plan and coordinate a program related to Intramural and Recreational programs for the student body.

- i. Provide students with education, information and resources to engage in competitive sports and recreational activities such as, but not limited to, volleyball, dodgeball, hikes, ski trips, white water rafting, capture the flag and ping-pong tournaments.
 - c. Serve as chair of the Intramurals Committee.
 - d. Participate in weekly CAB meetings.
- 4. The Director of Social and Civic Responsibility shall:
 - a. Oversee and manage voter registration for the campus community.
 - b. Identify, plan and coordinate a program related to social and civic responsibility for the student body.
 - i. Provide students with education, information and resources to help students engage with their ability to impact the world around them including, but not limited to: sustainability, human rights, health care, local government and bystander intervention.
 - c. Update the Senate on legislative issues affecting community college students and maintain a working relationship with local legislators.
 - d. As able, represent the ASWVC at legislative functions pertaining to students.
 - e. Attend and coordinate student representatives to attend the CUSP Legislative Cycle: Fall Student Legislative Academy and the Spring Legislative Voice Academy.
 - f. Acquire a working knowledge of Washington State Legislative structure, hotlines and bill procedures.
 - g. Participate in weekly CAB meetings.
- 5. The Director of Public Relations shall:
 - a. Coordinate the preparation of a notice, no less than once per month, to inform the campus community about the ASWVC activities during fall, winter and spring quarters (e.g. posters, flyers and web advertising).
 - b. Serve on the Campus Spirit Committee or equivalent.
 - c. Promote ASWVC Student Senate and Coordinate recruitment of new members during spring quarter.
 - d. Meet as needed with WVC's Public Information Officer regarding marketing, campus projects/programs and mentorship opportunities.
 - e. Coordinate ASWVC social media accounts in collaboration with the Campus Life office.
 - f. Participate in weekly CAB meetings.
 - g. Provide students with education, information and resources that engage them with the college in creative ways such as performances, dances and annual events.
- 6. Duties of Student Ambassadors:
 - a. Participate in weekly Ambassador meetings.
 - b. Provide individual and group campus tours.
 - c. Participate in WVC outreach and enrollment efforts to help increase attendance and student retention.

- d. Help coordinate ASWVC session of new student orientation.
- e. Assist with the promotion and staffing of CAB events.
- f. Promote ASWVC Student Senate to the student body and help recruit membership and participation in Senate events.

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 ASWVC.

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 9 the officer may be placed on probation. The probation process is detailed in Article VI, Section 5 of these bylaws.

ARTICLE II COMMITTEES

Section 1 - Initiation

Committees may be created as outlined by the ASWVC Bylaws and as deemed necessary by the Senate and the Senate advisor. The appointment of the committee chair shall be the responsibility of the ASWVC 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. ASWVC Treasurer, Chair, non-voting member
 - b. One (1) Executive Board member, voting member
 - c. Two (2) students-at-large, voting members, who are not members of the Executive Board
 - d. One (1) WVC Faculty or Staff member, voting member, appointed by the Senate advisor
 - e. Senate advisor, non-voting member

B. Interclub Council

- 1. Membership:
 - a. ASWVC Vice President, Chair
 - b. ASWVC Treasurer, Co-Chair
 - c. One (1) representative from each ASWVC Certified Club, voting member
 - d. Senate advisor or his/her designee, non-voting, Senate advisory member
- 2. Responsibilities:
 - a. Create forum for campus clubs to maintain a working relationship with the college.
 - b. Participate in regularly scheduled meetings/trainings.
 - c. Meet at least monthly, and no more than weekly, during the academic year.

- d. The Club Handbook shall be the official rules and procedures manual for the ASWVC 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 V - 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. ASWVC Constitution and Bylaws Review Committee

This committee reviews the ASWVC Constitution and Bylaws as outlined in Article XIII.

1. Membership:

- a. ASWVC Secretary, Chair, (non-voting member)
- b. One (1) Executive Board member; (voting member)
- c. Two (2) Senators: One (1) member from CAB and one (1) member from the Student Ambassador team; (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 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 ASWVC Constitution and Bylaws after the ASWVC 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 ASWVC Constitution and Bylaws.

ARTICLE III ASWVC CERTIFIED/RECOGNIZED CLUBS

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

Section 1 - Purpose

The purpose of clubs shall be to give current WVC 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 is limited to current WVC Students.

- 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

ASWVC 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 ASWVC 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 ASWVC 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 ASWVC Student Senate

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

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

Section 2 - Selections Committee Membership & Responsibilities

- A. Membership:
 1. Chair, appointed by the ASWVC President, non-voting member
 2. Two (2) current Executive Board members, voting members

3. Three (3) students-at-large, who are not members of the Executive Board, voting members
4. Senate advisor, voting member

Once the committee is established (after first meeting is held), members may not apply for Senate position.

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 WVC community and advertised for a minimum of three weeks.
2. The Selections Committee will:
 - i. Review applications.
 - ii. Outline the experience, skills, abilities and/or strengths the committee is seeking in a final candidate.
 - 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. Send final proposal to Senate advisor who will then conduct reference and conduct checks and make job offers.
3. The committee will begin the process of selecting the best candidate to fill the position based on interview scores and candidate's experience, skills, abilities and strengths.

D. Ambassador Selection Process

1. Ambassador positions will be reserved for incoming new students. The positions will be posted and filled during the fall quarter of the year they will be holding office. Their selection will follow the same candidate selection process as other officer positions which are filled in the Spring.

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 ASWVC President. Exceptions made in the case of vacancies will be at the discretion of the Senate advisor.

- A.** The ASWVC 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 ASWVC 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 be made as specified in Article IX - Vacancies of the ASWVC bylaws.

ARTICLE V ASWVC CODE OF CONDUCT AND ACCOUNTABILITY

Section 1 - ASWVC Student Senate Expectations

- A. Each year, during training, the Senate shall generate a formal set of behavioral expectations, based on Wenatchee Valley College 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.
- B. Comply with all College rules and regulations as outlined by the WVC Rules of Conduct, Student Code of Conduct and these ASWVC 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 or ASWVC President. Notice must be received within twenty-four (24) hours of the meeting/shift by the Senate advisor. Exceptions for extenuating circumstances will be taken into consideration.
- B. Obtain an oral/written exemption one week in advance from the Senate advisor and the ASWVC President prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.

Section 3 - ASWVC 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 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, and kept in member's file and kept confidential, when possible.

Section 5 - Probation

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. 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. Failure to follow policies and procedures outlined in ASWVC Bylaws, Constitution, Wenatchee Valley College Rules of Conduct, Student Code of Conduct and State / Federal Law.
- B. Abuse of power of office as determined by the Senate.
- C. 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, ASWVC Terms of Appointment, or Duties of Officers (Article I, Section 9).
- B. After following performance/behavior processes (Article VI, Section 3), terminate a Senate member for not abiding by these bylaws or the ASWVC 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 ASWVC President and Senate advisor a signed letter of resignation. In the case of the ASWVC 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 VACANCIES

Section 1 - Vacancies on the Senate

Vacancies occurring on the Senate during the academic year shall be filled through the Appointment Committee:

A. Membership:

1. Chair, appointed by the Senate advisor, non-voting member
2. One (1) current Executive Board member, voting member
3. Three (3) students-at-large, who are not members of the Executive Board, voting members
4. Senate advisor, voting member

B. Responsibilities:

1. The committee is responsible for the interview process to include, but not limited to, establishing a timeline, advertising position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.
2. Applications for filling a vacancy on the Senate shall be accepted by the Office of Campus Life for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
3. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
4. All committee members must be present at each interview, the entire deliberation and voting process; in order to cast a vote.
5. Each member of the committee must sign a letter of confidentiality.

C. Exception:

With the approval of the Senate, a committee of at least three (3) Senators has the right to appoint a replacement from the pool of candidates that applied for Student Leadership positions, if there are vacancies due to resignation within one month of the beginning of the academic year.

ARTICLE IX FINANCES

Section 1 - Guideline

The ASWVC Senate oversees the management of the Services and Activities Fee designated by the Washington State Legislature in RCW: 28B.15.044. The ASWVC Financial Code governs the use of these funds allotted by the Board of Trustees to the ASWVC and revenues generated by the organizations administered by the ASWVC. 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 X 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 300 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 XI 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 ASWVC 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 ASWVC 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 ASWVC President 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, the preliminary draft shall be presented.

Section 4 - Approval

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

ARTICLE XII AMENDMENTS

Section 1 - Grammar, Spelling and Punctuation

Grammar, spelling and punctuation changes may be recommended by a simple majority vote of the ASWVC 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 ASWVC 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 ASWVC 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 three hundred (300) signatures of 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 XIII 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 ASWVC Vice President and Senate advisor.

Section 2 - ASWVC 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.

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#14 (Action)**

CATEGORY: **ACTION**

Revised ASWVCO By-Laws/Constitution: Chio Flores, VP of Student Services

BACKGROUND:

On behalf of the Wenatchee Valley College at Omak, the Associated Students of Wenatchee Valley College Omak (ASWVCO) respectfully request your approval of the Associated Students of Wenatchee Valley College at Omak Constitution & Bylaws revisions. We, the Associated Student of Wenatchee Valley College at Omak chose to adopt Associated Student of Wenatchee Valley College's new outline of Bylaws as our new format and build our new Bylaws in accordance with theirs. A few provisions have been changed by way of grammar, spelling, definitions, position titles and officers updated.

We decided to make this change for the reason that the student cabinet believe the current Constitution & Bylaws did not reflect the Senate's positions titles and duties accurately. The Students were concerned with the Bylaws wording and formatting. The adopted changes in this document are as follows:

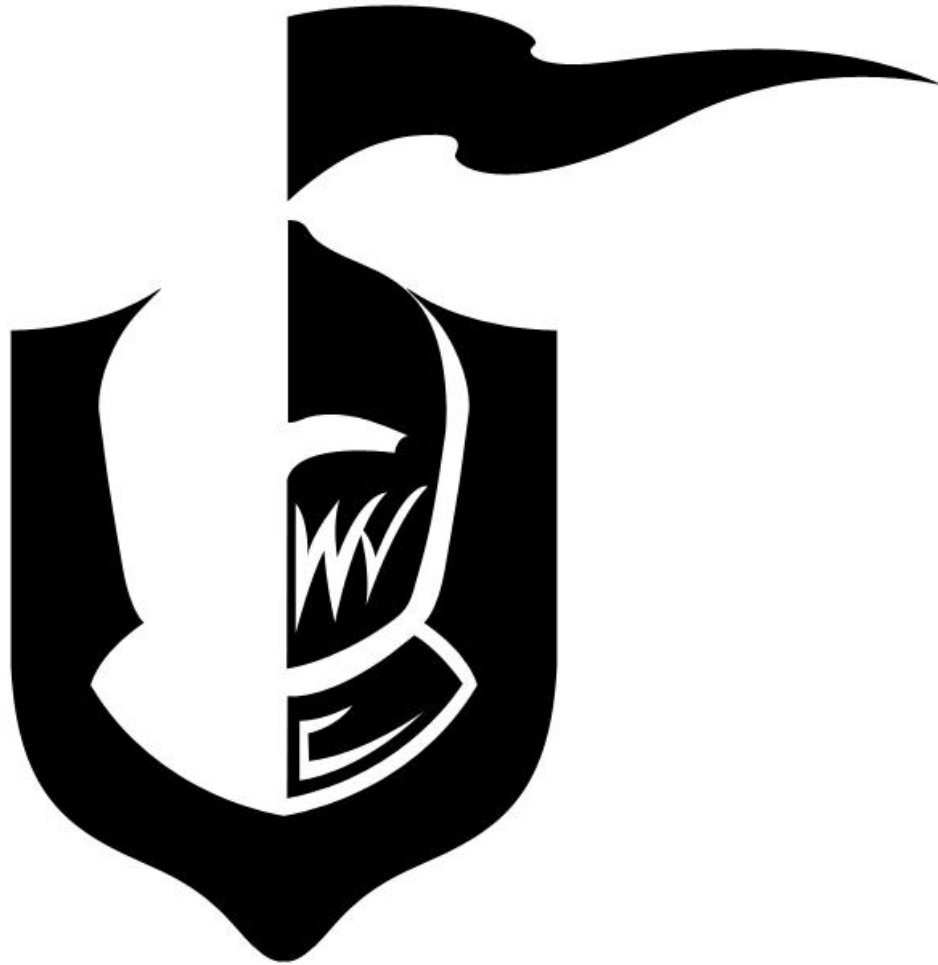
ASWVCO Constitution & Bylaws – Summary of Change:

1. Article 1 Position change /titles, responsibility of position, Probation Compensation
2. Article 3 Committees, Interclub council
3. Article 4 Leave in letter of Recommendation in accordance to our original Bylaw and appoint to office
4. Article 7 compensation and hourly adjustment

ASWVCO voted to approve this request on March 5, 2019.

RECOMMENDATION

That the board approve the revised ASWVCO By-Laws/Constitution as presented.



**ASSOCIATED STUDENTS OF
WENATCHEE VALLEY**

AT OMAK

**ASWVCO CONSTITUTION &
BYLAWS**

APPROVED BY THE ASWVCO CABINET: MARCH 8, 2019

APPROVED BY THE BOARD OF TRUSTEES: TBD**DEFINITION OF TERMS**

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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 - Persons employed by the College who have club account responsibilities.

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).

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 management of 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 ASWVC 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. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, 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.
- B. Strive to learn, develop and achieve leadership skills and abilities.

Section 2 - Membership

The Senate is comprised of the Executive Board, Campus Activities Board and Student Ambassador Representatives.

The Executive Board is responsible for the administrative coordination of the Senate and is comprised of the following four officers:

- A. ASWVCO President
- B. ASWVCO Vice President
- C. ASWVCO Secretary
- D. ASWVCO Treasurer

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

- A. Director of Campus Activities
- B. Director of Public Relations
- C. Director of Legislative and Student Affairs
- D. Student Ambassador

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 positions 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 process mid-quarter grade and attendance checks.
- 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. Officers have the option of being paid monthly throughout their term of office or bi-weekly.

- A. Executive Board members work a minimum of 10 hours per week. With approval from the Senate advisor, the Executive Board may increase hours to a maximum of 16 per week.
- B. CAB work agreed upon hours, but not to exceed 10 hours per week.

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 WVC 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. Use Wenatchee Valley College email for all ASWVCO electronic correspondence.
11. Post and maintain regular office hours.
12. Maintain records, reports and documents of business; and use WVC network for organization and electronic storage.
13. Have a working knowledge of the ASWVCO Bylaws.
14. Actively advocate for and address student concerns.
15. Meet regularly with the Senate advisor/President to review position responsibilities, projects, goals and student development.
16. Staff all Senate events per quarter as class schedule allows; attend a minimum of two ASWVCO Club or Organization event per quarter.
17. Assist other senate members as necessary.
18. 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 and Executive Board 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.
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 Executive Board/Senate with weekly 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. Update the ASWVCO Clubs Handbook in collaboration with the Senate advisor.
 - i. Coordinate the ASWVCO Club Showcases during each quarter.
 - j. Promote ASWVCO Student Senate to the student body and help recruit membership and participation in Senate events.
3. The ASWVCO Treasurer shall:
 - a. Serve as Chair of the S&A Budget Committee.
 - b. Serve as co-chair of Interclub Council.
 - c. Act as the financial manager of the Associated Students in coordination with the Senate.
 - d. Maintain an accurate inventory of all ASWVCO property, including items purchased during the fiscal year.

- e. Meet as needed with the Senate advisor regarding S&A budget, operations and mentorship opportunities.
 - f. Provide the Senate with monthly reports on budgets managed by the ASWVCO during the year: Events/Activities and ASWVCO Special Projects accounts.
 - g. Follow up on money motions passed through the Senate to ensure purchase and payment in a timely manner.
 - h. Annually prepare the ASWVCO program budget for the Senate, in collaboration with the Senate advisor.
 - i. Update, as needed but no more than annually, the ASWVCO Financial Code, with the guidance of the Senate advisor.
4. The ASWVCO Secretary shall:
- a. Serve as Chair of the ASWVCO Constitution and Bylaws Review Committee.
 - b. Coordinate the recording of the Executive Board and/or Senate meeting minutes.
 - c. Distribute a draft of meeting minutes within one (1) business day of the meeting.
 - d. Distribute and post approved minutes within one (1) business day.
 - e. Meet as needed with the Senate advisor regarding student services activities and mentorship opportunities.
 - f. Serve as the Chair for then Interclub Council.

Duties of Campus Activities Board (CAB) members:

1. The Director of Campus Activities shall:
- Identify plan and coordinate a minimum of two program per quarter promoting student health and wellness for the student body.
 - Provide students with education, information and resources regarding general mental, physical and social health issues including, but not limited to: stress management, healthy diet, exercises, sexual assault prevention and HIV/ AIDS.
2. The Director of Legislative and Student Affairs:
- a. Oversee and manage voter registration for the campus community.
 - b. Identify, plan and coordinate a program related to social and civic responsibility for the student body.
 - Provide students with education, information and resources to help students engage with their ability to impact the world around them including, but not limited to: sustainability, human rights, health care, local government and bystander intervention.
 - c. Update the Senate on legislative issues affecting community college students and maintain a working relationship with local legislators.
 - d. As able, represent the ASWVCO at legislative functions pertaining to students.
 - e. Attend and coordinate student representatives to attend the CUSP Legislative Cycle: Fall Student Legislative Academy and the Spring Legislative Voice Academy.
 - f. Acquire a working knowledge of Washington State Legislative structure, hotlines and bill procedures.

- g. Participate in weekly CAB meetings.

3. The Director of Public Relations shall:

- a. Coordinate the preparation of a notice, no less than once per month, to inform the campus community about the ASWVCO activities during fall, winter and spring quarters (e.g. posters, flyers and web advertising).
- b. Promote ASWVCO Student Senate and Coordinate recruitment of new members during spring quarter.
- c. Coordinate ASWVCO social media accounts in collaboration with the Campus Life office.
- d. Participate in weekly CAB meetings.
- e. Provide students with education, information and resources that engage them with the college in creative ways such as performances, dances and annual events.
- f. Chair and organize award events.

4. Student Ambassador Shall:

- a. Identify, plan and coordinate a minimum of one programs per quarter related to Diversity, Equity and Inclusion for the student body.
- b. Help coordinate ASWVCO session of new student orientation.
- c. Assist with the promotion of CAB events.
- d. Assist Director of Campus Activities when 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 9 the officer may be placed on probation. The probation process is detailed in Article VI, 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 ASWVC 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 Treasurer, Chair, non-voting member
 - b. All CAB members, voting members
 - c. Two (2) students-at-large, voting members
 - d. One (1) WVC 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 Treasurer, ASWVCO Secretary 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 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 academic year.
 - d. The Club Handbook shall be the official rules and procedures manual for the ASWVC 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 V - 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 XIII.

1. Membership:
 - a. ASWVCO Secretary, Chair, (non-voting member)
 - b. One (1) Executive Board member; (voting member)
 - c. Two (2) Senators: One (1) member from CAB and one (1) member from the Student Ambassador team; (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 Administration at Omak, 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 ASWVC 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

WVC 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 WVC 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 is limited to current WVC Students.

- 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
4. Letter of Recommendation

Section 2 - Selections Committee Membership & Responsibilities**A. Membership:**

1. Chair, appointed by the ASWVCO President, non-voting member
2. Two (2) current Executive Board members, voting members
3. Two (2) students-at-large, who are not members of the Executive Board, voting members
4. One (1) WVC Faculty or Staff member, voting member, appointed by Senate Advisor.
5. Senate advisor, voting member.

Once the committee is established (after first meeting is held), members may not apply for Senate position.

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 WVC community and advertised for a minimum of three weeks.
2. The Selections Committee will:
 - i. Review applications.

- ii. Outline the experience, skills, abilities and/or strengths the committee is seeking in a final candidate.
 - 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. Send final proposal to Senate advisor who will then conduct reference and conduct checks and make job offers.
3. The committee will begin the process of selecting the best candidate to fill the position based on interview scores and candidate's experience, skills, abilities and strengths.

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 be made as specified in Article IX - Vacancies of the ASWVCO bylaws.

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, and kept in member's file and kept confidential, when possible.

Section 5 - Probation

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. 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. 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.
- B. Abuse of power of office as determined by the Senate.
- C. 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 9).
- B. After following performance/behavior processes (Article VI, 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 VACANCIES

Section 1 - Vacancies on the Senate

Vacancies occurring on the Senate during the academic year shall be filled through the Appointment Committee:

- A. Membership:
 - 1. Chair, appointed by the Senate advisor, non-voting member
 - 2. One (1) current Executive Board member, voting member
 - 3. Three (3) students-at-large, who are not members of the Executive Board, voting members
 - 4. Senate advisor, voting member
- B. Responsibilities:
 - 1. The committee is responsible for the interview process to include, but not limited to, establishing a timeline, advertising position(s), reviewing the applications, developing a list of questions for the position(s), scheduling and conducting the interviews, and making the final decisions for selection.

2. Applications for filling a vacancy on the Senate shall be accepted by the Office of Campus Life for a minimum of two (2) calendar weeks after the date a vacancy has been announced.
3. In the event a vacancy occurs during a break in the academic quarter, the vacancy shall be announced and posted the first day of the following quarter.
4. All committee members must be present at each interview, the entire deliberation and voting process; in order to cast a vote.
5. Each member of the committee must sign a letter of confidentiality.

C. Exception:

With the approval of the Senate, a committee of at least three (3) Senators has the right to appoint a replacement from the pool of candidates that applied for Student Leadership positions, if there are vacancies due to resignation within one month of the beginning of the academic year.

ARTICLE IX FINANCES

Section 1 - Guideline

The ASWVC 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 X 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 75 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 XI 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 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, the preliminary draft shall be presented.

Section 4 - Approval

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

ARTICLE XII 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 seventy-five (75) signatures of 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 XIII 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.

BOARD MEETING: **March 20, 2019**

AGENDA ITEM: **#15 (Action)**

CATEGORY: **ACTION**

Revised ASWVC Financial Code: Chio Flores, VP of Student Services

BACKGROUND:

On behalf of Wenatchee Valley College at Wenatchee and Omak, the Associated Students at Wenatchee and Omak respectfully request your approval of the District 15 Financial Code. This past fall it was brought to our attention that the two Senates were operating procedurally under different Financial Codes. The updated Financial Code presented for approval is an attempt to go back to the prior District 15 Financial Code while also incorporating the new additions used in Wenatchee only during the 2018-2019 school year.

General changes:

1. The introduction of the document and the purpose of the Financial Code was updated. The mandatory non-discrimination statement was also included. .
2. Updated positions or offices:
 - a. Dean of administrative services to vice p resident
 - b. Student programs office to campus life office.
3. Included more examples of permissible and impermissible uses of S & A fees.
4. Included details on fundraising and how clubs can continue having access to that money from year to year.
5. Updated the composition of the budget committee to reflect the current Bylaws.
6. Included a procedure for setting the student meal maximum each year.
7. Changed the requirement to receive an ID card from a minimum of 6 credits to all students being eligible to receive one.
8. Included a section on dispute resolution.

Changes to allocations:

1. Omak will receive a minimum of 15% of the S & A fees each year and if in the future their FTEs go above 15% for more than 2 years that will be increased. (p. 6)
2. A minimum of 40 percent of the Wenatchee S & A fees will be reserved for athletics. More than the 40 percent can be requested but this is to insure protection for athletics from year to year. (p. 7)
3. Clarified that all S & A funds would be rolled up at the end of the year to insure best practices for accounting and not allow budgets to continue in a deficit from year to year.

RECOMMENDATION:

That the board approve the ASWVC Financial Code as presented.

ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DISTRICT NO. 15

FINANCIAL CODE

Approved by the Executive Commission on: March 1st, 2019

Approved by the ASWVC Senate on: March 4th, 2019

Approved by the ASWVCO Senate on: March 4th, 2019

Approved by the WVC Board of Trustees on _____

INTRODUCTION

This financial code supersedes all previous codes and procedures.

This Financial Guideline assures responsible allocation and management of student funds to provide for a wide variety of programs and activities to serve the diverse needs and interests of the Associated Students of Wenatchee Valley College and to provide for continuity in established programs and activities. It is intended to provide guidance for the shared stewardship of these funds by the Associated Students of Wenatchee Valley College and the college administration.

Chapter 28 and other related chapters of the Revised Code of Washington relating to education, state that all fees and all other income which the trustees are authorized to impose shall be deposited as the trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of laws applicable to state agencies.

In compliance with Washington State law, Wenatchee Valley College has created special Fund 522 accounts to be called Services and Activities Fees accounts into which shall be placed fees and revenues received by the College in connection with campus life, student programs, activities, clubs and organizations. The Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various campus life programs and activities provided by the College. Separate accounts shall be kept for each program and organization.

All funds collected and expended in Fund 522 accounts are subject to the policies, regulations, and procedures of the Board of Trustees, the State Board, the Washington State Budget and Accounting Act, the State Office of Financial Management, the State Attorney General, and College administrative procedures.

Separate accounts shall be kept for each student program and activity. However, such funds are still considered state funds subject to budgetary, purchasing, and audit provisions of law applicable to state agencies. Insofar as the legal provisions are adhered to, this code has been authorized by the Board of Trustees of Community College District No. 15 for the governance of funds of the associated students.

The authority for administering the code and the budget and control of expenditures for the ASWVC and ASWVC, Omak funds has been delegated by the Board to the chief student development services officer or designee in consultation with the campus administrator of Wenatchee Valley College, Omak on matters concerning ASWVC, Omak student programs.

The objective of this code is one of providing a meaningful variety of educational, cultural, recreational, and social experiences. The raising and expending of funds by the associated students has but one basic purpose, which is the legal promotion of the general welfare and morale of the students as a whole. To that end, services and activities fee expenditures which are devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

Violations of the provisions of this financial code by an entity within the associated students of Community College District No. 15 shall be just cause for revoking the sponsorship and/or funding of the violating program or activity.

Wenatchee Valley College 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.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

ARTICLE I

FUNDS

Section 1. Source of funds. Associated student body funds are acquired from four sources: (1) services and activities fees which are paid at registration, (2) revenues from activities sponsored by the associated students, (3) contributions, and (4) interest earned on accounts.

Section 2. Use of funds. Associated student accounts are to be used to finance the student programs and activities. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects, and may be used in matching funds for

such purposes. Monies in S&A Fee funded accounts should be used pursuant to state guidelines related to services and activities fees (such as the Killian Outline/Guidelines).

When authorized and approved in a manner consistent with these guidelines, fee revenue may be used for, but shall not be limited to:

1. Traditional and time-honored activities such as student government activities, student organizations/clubs, health and wellness programs, retreats, conferences, seminars, workshops, musical, dramatic, artistic, debate and forensic presentations of an extra-curricular nature, student publications and other mass media initiatives, intramural and intercollegiate sports, tutorial services, career services and child care centers. Permissible expenses may include meals and lodging during group travel.
2. Equipment and materials required for the operation of campus life programs and activities.
3. Travel and per diem for students and professional staff members participating in campus life programs and activities.
4. Furniture and equipment for student use in informal or non-instructional student spaces as approved by the Associated Student Government.
5. Salaries of college employees directly related to campus life programs. S&A fees may be used only to the extent that the employees are engaged in student activities and programs – as opposed to normal maintenance and operation functions of the college.
7. Partial subsidization of a student food bank operation provided that it benefits only students.
8. Meals for reception or award ceremony attendees who are part of the sponsored program.
9. Meals and refreshments at approved student programs as incidental thereof.
10. Dues for institutional memberships in recognized student leadership, governmental or activities organizations.
11. Salaries and compensation for student employees.
12. Funds may be used to implement new student orientation.
13. Premiums for liability and casualty insurance for students serving in official capacities or participating in approved programs and activities.
14. Tutorial or co-curricular programs provided it is not to sustain a critical operation of the college.
15. Scholarships. RCW 28B.10.825 expressly provides for a limited amount of S&A fees (\$1.00 per student quarter or \$1.50 per student per semester) to be used for an institutional student loan fund for needy students. In light of the specific statutory authority and cap, the authority to devote any additional amount of S&A fees to any type of loan program is doubtful. It also makes authority for scholarships uncertain. A student-initiated scholarship program would certainly have to be directed at enrolled students with economic need or be supported by some sort of consideration, such as employment, participation or contribution to an extracurricular program by the recipient.

Section 3. Limitations. Regular salaries of professional employees in tenured faculty or administrative positions and permanent classified staff shall not be paid from student funds, nor shall stipends for activity advisers or coaches. Services and activities fee revenues shall not be used to fund activities, which involve the promotion of non-secular beliefs. Other example limitations on use of S & A fees are (these are only examples and are not an exhaustive list of impermissible uses):

1. Fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.
2. Free meals and/or lodging for anyone without consideration and with a donative intent.
3. Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.
4. Tips or gratuities for services rendered by anyone unless authorized by OFM.
5. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
6. Programs or activities which violate the WVC Non-Discrimination Statement.
7. Donations of gifts of money or property.
8. Commercial sales, advertising, promotions, or activities which an individual or organization will derive private material gain, unless can clearly serve educational objectives and are conducted under the sponsorship or at the request of a department or student organization.

Section 4. General fiscal responsibilities.

A. Recording and reporting responsibility. It shall be the responsibility of the VP of administrative services to maintain proper accounting for associated student's monies and to provide periodic reports to the chief student development services officer or designee, campus administrator of WVC, Omak, and other interested parties upon request.

B. Account responsibility. Those in charge of an activity may determine how monies are to be spent so long as the expenditure is within the policies and requirements of Community College District No. 15 and state statutes and is not an improper expenditure of public funds or contrary to sound financial practices. It shall be the responsibility of the chief student development services officer or designee, in conjunction with the VP of administrative services and the business office, to maintain property budget management and processing procedures, and to determine whether a purchase is within the legal limits of state funds.

C. Deposits and expenditures. All funds collected or revenues produced by or through associated student activity or athletic programs or fee collection shall be deposited with and expended through the business office of the district. The following points should be noted and observed by all student groups:

1. All monies collected as a result of any student activity or program must be deposited immediately. If needed, night deposit bags and cash report forms are obtained from the business office.
2. At the time of deposit, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of the monies.
3. No disbursements from any accounts are made except by checks prepared by the business office according to district policies and procedures.
4. Any fundraised dollars or contributions will be deposited into a special non 522 budget and held in trust for each club or organization who raised those dollars. This account will not be rolled up at the end of each fiscal year but funds instead will continue to be available to the depositing club or organization from year to year. If the club or organization is no longer active for 5 years the funds raised will revert to the ASWVC Senate on each respective campus.

ARTICLE II

SPONSORED CAMPUS LIFE PROGRAMS

Section 1. Recognition. Any program, the basic aim of which is to promote the welfare and morale of the student body as a whole, may request recognition as an ASWVC or ASWVC, Omak sponsored student program as outlined in the ASWVC and ASWVC, Omak constitution and/or by-laws, except when its purpose is in violation of state or federal laws. The membership of the sponsored program must be composed of students registered for 6 or more credits at Community College District #15.

Section 2. Definition of a sponsored student programs.

A. Chartered student clubs and organizations generally promote a special interest, occupation, or field of study. In order to be recognized, a club or organization must have an approved adviser selected from the professional staff of Community College District #15.

B. Intercollegiate athletic programs for either men or women compete as members of the Northwest Athletic Association of Community Colleges.

C. Student initiated programs are those which are recreational, educational, cultural or social in nature, and are initiated by the ASWVC or ASWVC, Omak, and are intended to supplement the curricular mission of the district.

D. College initiated programs are those programs of the district which have extra-curricular aspects and are of benefit to the entire student body.

Section 3. Subsidization option. Any sponsored student program may be recognized as a subsidized student program upon a two-thirds affirmative vote of the appropriate student senate and approval of the chief student development services officer or designee and/or campus

administrator of WVC, Omak. It shall be the responsibility of the members of sponsored student programs to determine whether they desire to be subsidized or non-subsidized. Student programs which are recognized during the fiscal year normally will not qualify for subsidization until the beginning of the following fiscal year.

ARTICLE III

BUDGET

Section 1. Revenue estimates and yearly allocations. Each winter quarter, the Vice President for Administrative Services or designee, and the Associate Dean of Campus Life will establish preliminary yearly revenue forecast for planning purposes. This forecast will be based on the anticipated enrollment for the succeeding year. This allocation will be the basis of the budgeting process for the coming fiscal year. The preliminary forecast shall be reviewed by the Vice President for Administrative Services or designee in early spring quarter; however, unless it is officially changed, the preliminary forecast shall not be exceeded.

Section 2. Budget Levels.

A. Responsibility for proposing program priorities and budget levels within the target levels for the associated student budget shall reside with the executive commission according to the following parameters:

1. Services and activities fees collected at WVC and WVC Omak shall be used to fund student programs at the respective campuses, allowing for the funding from either campus of specific programs as decided by the executive commission. WVC Omak will receive a minimum of 15% of all S & A fees each year.

If Omak's FTE raises above 15 % (of the total WVC FTE) for more than two consecutive years they will receive their respective budget forecast based on enrollment (over 15%). For example, if WVC Omak holds 20% of total FTE, they will receive 20% of the forecasted revenue instead of the minimum 15 %.

2. The ASWVC and ASWVC, Omak shall maintain ten percent of their budget levels in contingency to assure the programs. Monies may be released from contingency to a designated account following two-thirds vote of the appropriate student senate sitting in quorum voting in the affirmative, and upon approval of the chief student development services officer or designee, and/or campus administrator of WVC, Omak. Upon dissolution of any student program, all funds of the program shall revert to the appropriate contingency.

3. Five percent of the ASWVC and ASWVC, Omak budget levels will be retained in the appropriate campus project fund. Monies may be released from these accounts for expenditure by a two-thirds vote of the appropriate student senate the approval of the chief student development services officer or designee and/or campus administrator of WVC, Omak upon submission of a detailed project proposal and budget.

4. Three percent of the remaining ASWVC services and activities fee revenue shall be deposited to the vehicle replacement fund.

5. A minimum of forty percent of the balance (after the above allocations) of ASWVC Wenatchee services and activities fee revenue will be used to fund athletic programs on the Wenatchee Campus.

B. Amendments within the established yearly budget allocation may be initiated by a two-thirds affirmative vote of the appropriate student senate. The chief student development services officer or designee will review the amendment with the district president to determine whether the amendment is of sufficient magnitude to require board of trustee action.

Section 3. Budget process and calendar.

A. The chief student development services officer or designee, at the direction of the executive commission shall circulate budget request forms to any interest program for the activity in the next fiscal year (February 1-15).

B. The revenue levels shall be set by the chief student development services officer or designee, dean of administrative services, campus administrator of WVC, Omak, and the executive commission (February 1-15).

C. Student program advisers/coaches and leaders will turn in the budget request forms to the Campus Life office for compilation and distribution to the appropriate budget committee (February 15-March 1).

D. The budget levels shall be set by the executive commission and sent to the appropriate budget committee (February 15-28).

E. The budget committees shall meet with representatives from sponsored student programs to review their requests (including meeting with the Athletic Director) and shall prepare their subsidization recommendations (March 1-April 15). The ASWVC budget committee shall consist of the ASWVC Treasurer (chair, non-voting member), one Executive Board member (voting member), two students-at-large (voting members, who are not member of the Executive Board), one WVC faculty or staff member (voting member, appointed by the Senate Advisor), and the Senate Advisor (non-voting member). The ASWVC, Omak student senate shall serve as the budget committee to review ASWVC, Omak budget requests. The committees shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities.

F. The ASWVC student senate shall review the recommendations of the ASWVC budget committee and make any necessary changes. The ASWVC and ASWVC, Omak student senates, upon two-thirds majority affirmative vote of the entire membership, shall forward the budgets to the executive commission for approval (April 15-22).

G. The executive commission shall approve the budget by two-thirds majority affirmative vote of the entire membership and prepare it for presentation to the board of trustees through the chief

student development services officer or designee, the campus administrator of WVC, Omak, and the president of Community College District #15 (April 22-30).

H. The administration shall reserve the right to submit a separate budget recommendation to the board of trustees. In doing so, the administration shall review the executive commission's recommendations and submit a written response to the executive commission and the board of trustees that outlines any areas of differences (April 22-May 7). The administration will further meet with the executive commission in a good faith effort to resolve the difference between the budget proposals prior to the submittal of final recommendations to the board of trustees (April 22-June 15).

I. The board of trustees shall review the recommendation of the executive commission and that of the administration, if one is proposed. Before board adoption of the final budget, representatives of the executive commission and/or the budget committees shall be given the opportunity to reasonably address the board (May 1-June 15).

J. The adopted budget shall be made available to all interested parties, including the budget officer for input into the financial information system, administrators, student government officials, and all sponsored student programs (June 15-20). The adopted budget shall be in effect for the fiscal year (July 1-June 30).

Section 4. Year-end balances.

A. Accounts will retain five percent of their total budget as a yearly reserve to be used to pay year-ending bills, if needed.

B. All remaining and unencumbered student account funds shall, at fiscal year-end, be rolled up into the ASWVC or ASWVCO contingency or athletic contingency (if applicable). Whenever possible, available carryover funds will be considered when setting the subsequent year's budget. In the unusual case of over-expenditure, the negative balance will be carried forward and it shall be the responsibility of the students, the chief student development services officer or designee and the activity adviser/coach to budget accordingly for the succeeding year.

C. Any excess subsidy funds at year end shall be placed in contingency, to be included and re-allocated in the upcoming school year's budget in compliance with the processes outlined in this code.

ARTICLE IV

EXPENDITURE PROCEDURES

Section 1. General. The procedures as set forth in this code shall be followed in the expenditure of funds from the associated student's accounts. All purchases shall be made in compliance with the college's policies and procedures regarding purchasing.

Section 2. Purchase orders.

A. The club or activity wishing to make a purchase or pay for a service must obtain a purchase order in advance by submitting a purchase request authorization form signed by the program adviser/coach to the chief student development services officer or designee. No purchase order will be issued without sufficient funds present in the account. Purchase orders shall be signed by the chief student development services officer or designee and one executive officer from the appropriate campus (the student signature for ASWVC, Omak purchases will be included on the purchase order authorization form).

B. The purchase order is taken with the person while making the purchase. At the time of the purchase, the person should (1) give the vendor the original copy of the purchase order, (2) demand a receipt for the purchase (this should reflect the amount of the purchase or charge, including tax) and, (3) sign and date the receipt to show that the goods were actually received. Vendors are notified that no disbursements from student accounts will be made unless, at the time of purchase, a purchase order is presented. The vendors retain the original copy of the purchase order for billing purposes.

C. The signed and dated receipt is returned to the chief student development services officer or designee. After insuring that proper entries are made in the ASWVC or ASWVC, Omak records, the chief student development services officer or designee forwards a copy of the purchase order, together with the receipt, to the business office for payment according to district policies and procedures.

D. These same approval and receipt procedures will be followed when using a purchasing card for purchases.

E. The treasurers will forward a copy to the club/coach.

Section 3. Meals. Each year, during Fall Quarter the ASWVC and ASWVC Student Senates will review the student meal allocation amount. Currently it is set at \$10 maximum (2018-2019) per student per meal but this will be increased or decreased as necessary each year. At no point shall the student meal amount be higher than the State Per Diem rates. After the ASWVC and ASWVC Senates approve the meal amount for the current school year it will be communicated to the VP of Administrative Affairs, the business office staff, all club advisors and the Athletic department.

Section 4. Reimbursements. Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected.

Section 5. Advances. It may be necessary to request funds in advance for the services to be performed. Advance payments are to be strictly controlled and are not intended to take the place of the regular ordering procedures. Advances may be requested for meals and lodging associated with official ASWVC or ASWVC, Omak travel. The maximum allowable advances will be set by the chief student development services officer or designee. The adviser or coach is accountable for the proper disbursement of funds when advance payment has been made. Unexpended funds are to be returned to the business office upon the return of the group or team.

Section 6. Emergency purchases. Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the chief student development services officer or designee for emergency verbal authorization for purchase (“designee” may be the Athletic Director for Athletic emergency expenditures). This procedure must be followed by the normal procedures outlined above. In no case is purchasing to be initiated without prior approval of the chief student development services officer or designee. Activity advisers, coaches, and students will be personally liable for expenditure commitments made in violation of this procedure.

Section 7. Travel. Student funds may be used to pay travel expenses of individuals who officially represent the associated students in an activity, which is generally related to the entire student body. A prior trip approval request must be submitted by the adviser/coach to the chief student development services officer or designee through the appropriate student senate or activity council for approval. Upon return the adviser or coach will submit a trip report to the chief student development services officer or designee to account for all funds expended.

A. Meals and lodging: The combined meal and housing costs may not exceed district travel allowance policies.

B. District vehicles: To provide for the maintenance, repair, and replacement of district vehicles, organizations and administrators using such vehicles will be charged according to the van use rates (set by the Chief Student Development Officer). Staff members or students may be authorized to drive district vehicles providing they possess a current unrestricted driver’s license as issued by the Washington Department of Motor Vehicles and maintain good driving records. Only those persons so authorized may travel in state vehicles.

C. Private automobiles: The use of private automobiles is reimbursable at the rate established by the district travel policy.

D. Rental vehicles: Those organizations or activities utilizing rental vehicles will be required to fulfill the obligations of and pay the full amount of the rental.

Section 8. College facilities. Deductions may be made from organizations, activities, and administrative accounts for labor and supply expenditures incurred while using college facilities, e.g., theater, gym, etc., through the use of purchase order authorizations. Non-sponsored activities conducting fund-raising activities in college facilities may be charged an appropriate rental fee.

Section 9. Special events and projects support. The ASWVC or ASWVC, Omak student senate, with the approval of the chief student development services officer or designee and/or of WVC, Omak, may request or authorize the members of an activity to perform a special service by sponsoring an extraordinary, non-budgeted event or project. Either student senate may pledge its account in supporting the activity and will determine the level of support, which will be granted. All expenses involved in sponsoring such an event or project will be processed through the student senate accounts. These expenses shall be reimbursed from the proceeds of the event or project.

ARTICLE V

ADMISSION TO EVENTS

Section 1. Issuance of associated student membership cards. ASWVC or ASWVC Omak membership cards will be issued to all WVC students.

Section 2. Use of membership cards. Membership cards entitle the authorized holder to participate in contests or events, vote in elections, and receive publications of the ASWVC or ASWVC, Omak, in most cases without charge or at specific reduced prices.

Section 3. Admission prices. Admission prices shall be set in line with policies established by the appropriate student senate and approved by the chief student development services officer or designee.

Section 4. Season tickets. The sale of pre-numbered season tickets shall be the responsibility of the activity leaders. Accounting for the sale of these tickets shall be made to the chief student development services officer or designee.

Section 5. Ticket sales. Tickets for ASWVC or ASWVC, Omak events may be placed on sale in appropriate campus areas and/or off campus areas designated by the chief student development services officer or designee or the adviser/coach.

Section 6. Complimentary passes. In order to strictly control extending the assets of the state to private individuals in accordance with state law, complimentary passes may be issued only in accordance with the following conditions:

- A. The number assigned and the recipients are approved in advance by the chief student development services officer or designee.
- B. The passes are pre-numbered.
- C. These passes may then be issued by the chief student development services officer or designee for distribution.

Section 7. ASWVC Lifetime membership cards. ASWVC or ASWVC, Omak lifetime membership cards will be issued for outstanding service to the associated students upon approval of the chief student development services officer or designee, in consultation with the campus administrator of WVC, Omak as appropriate. Such passes entitle the holder to all rights and privileges of ASWVC or ASWVC, Omak membership in accordance with the constitution, by-laws and/or this code.

ARTICLE VI

CONTRACTS

Section 1. Responsibility. Prior approval for all contractual agreements and bid items pertaining to associated student activities and programs must be obtained from the chief student development services officer or designee. The responsibility for finalizing and signing all contractual agreements rests with the VP of administrative services.

Section 2. Invalid contracts. Written contracts pertaining to athletics, student clubs and organizations, and student sponsored activities made without prior approval and not finalized by the VP of administrative services are invalid. Responsibility for payment of invalid contracts rests with the adviser or coaches and members of the contracting group and may not be paid from public funds.

ARTICLE VII

RECOGNITION AND AWARDS

Section 1. Awards ceremonies. Awards ceremonies are the responsibility of the appropriate student senate and should be conducted at the annual spring ASWVC or ASWVC, Omak awards banquet and/or graduation. Athletic awards banquets following each season of play are recognized as traditional events by the associated students. Student funds may be used to support this type of activity. The appropriate student senate may approve other recognition events upon proper application.

Section 2. Awards system. The awards system shall be the responsibility of the student senate. The cost of the award should not exceed \$35.00.

A. Athletic awards. Awards made to students who participate in varsity intercollegiate sports may be made following appropriate recommendation by the head coach of the sport and approved by the athletic director and chief student development services officer or designee. The cost of the awards, certificates, and trophies shall be charged to the account of the sport in which the award was earned.

B. Activities and student government awards. Awards made to students who participate in the activities and student government program may be made upon the recommendation of the adviser for the activity and approved by the chief student development services officer or designee, or the campus administrator of WVC, Omak as appropriate.

ARTICLE VIII

CODE LIMITATIONS

Section 1. Operational directives. The associated students of Community College District #15 recognize that certain sections or parts of this code may be impractical or that emergency or legal situations may arise which are not covered by the code. The chief student development services officer or designee is hereby authorized to issue operational directives in order to protect the integrity of the associated students. The directives will be in the best interests of the associated students. Operational directives will be reviewed by the ASWVC and/or ASWVC, Omak student senate at a regularly scheduled meeting.

Section 2. Vacation operations. The associated students authorize the chief student development services officer or designee or his/her designated representative to operate the budget in the best interests of the associated students during vacation periods.

ARTICLE IX

AMENDMENT PROCEDURES

Proposed amendments to this code may be submitted to the executive commission for a first reading at any regularly scheduled meeting. The proposed amendment may be voted on at any subsequent meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed two months. Amendments will be approved by a two-thirds affirmative vote of the executive commission. Final authority for approval shall rest with the board of trustees.

ARTICLE X

REVISIONS

The Financial Code will be reviewed on or before every three years by the executive commission. Any revisions will be approved by two-thirds affirmative majority vote of the entire membership of the executive commission and have the approval of the board of trustees.

ARTICLE XI

DISPUTE RESOLUTION

In the event of a dispute or disputes involving the S&A Budget Committee recommendation, within ten (10) days the college administration shall meet with the S&A Budget Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board as provided in RCW 28B.15.045.

If said dispute is not resolved, the chair of the Services and Activities Budget Committee shall convene a dispute resolution committee within fourteen (14) days. The dispute resolution committee shall be selected as follows: The college administration shall appoint two nonvoting advisory members; the Board of Trustees shall appoint three voting members; the Services and Activities Fee Committee chair shall appoint three student members of the Services and Activities Fee Committee who will have a vote and one student representing the Services and Activities Fee Committee who will chair the dispute resolution committee and be non-voting.

The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board of Trustees may take action on those portions of the Services and Activities Fee Budget not in dispute in accordance with the customary budget approval timeline established by the Board. The Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.