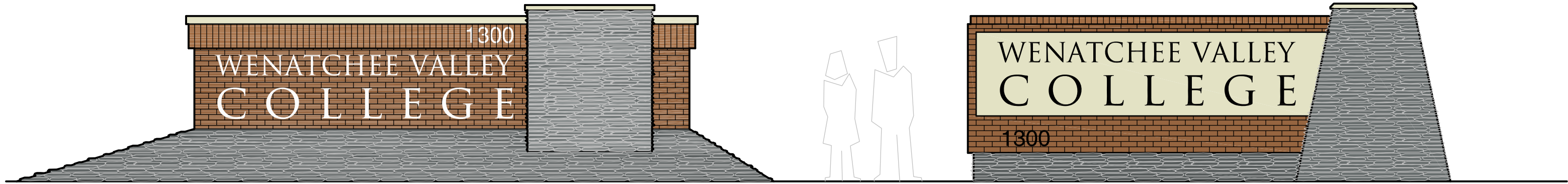


**WENATCHEE VALLEY COLLEGE**  
**BOARD WORK SESSION**  
**AGENDA**

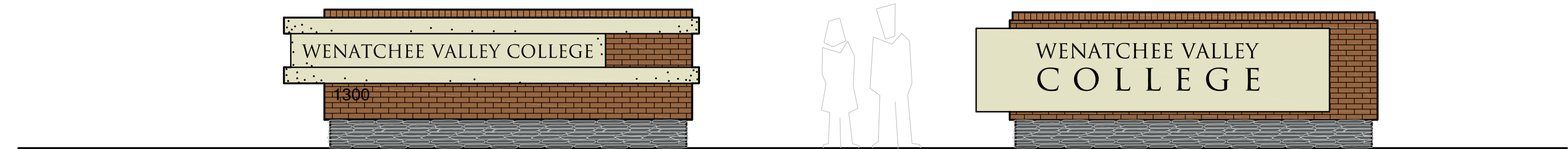
February 21, 2018  
10:00 a.m. Room 5015A, Van Tassell

	<u>PAGE #/TIME</u>
I. CALL TO ORDER	
II. COMMUNICATIONS	10:00 AM
III. REPORT FROM TRUSTEES	10:05
• Report on 2018 ACCT National Legislative Summit – Tamra Jackson	
• Report on Transforming Lives Banquet – June Darling	
IV. PRESIDENT’S REPORT	10:15
• Financial Report (Brett Riley)	
• Capital Projects Review (Brett Riley)	
• Monument Sign Draft (Brett Riley)	#2
• Rescind Procedure 1600:400 Bookstore Procedure (Brett Riley)	#3
• Tenure Review (Jim Richardson)	
• President’s Update (Jim Richardson)	
V. POST TENURE FOR SHANE HENDRICKSON AND DAN STEPHENS	11:00
VI. EXECUTIVE SESSION (Personnel Issues)	11:30
LUNCH	12:00 PM
VII. BOARD AGENDA ACTION ITEMS	1:00
• Tenure Review: Jim Richardson	BP#26
• Rescind Policy 600.420 Bookstore Restocking: Brett Riley	BP#27
• Mission Fulfillment: Ty Jones	BP#28
VIII. DISCUSSION WITH AHE PRESIDENT PAT TRACY AND SHARON WIEST	1:15
IX. BOARD MEETING AGENDA REVIEW	1:30
X. BOARD SELF-EVALUATION FOLLOW UP – June Darling	1:35



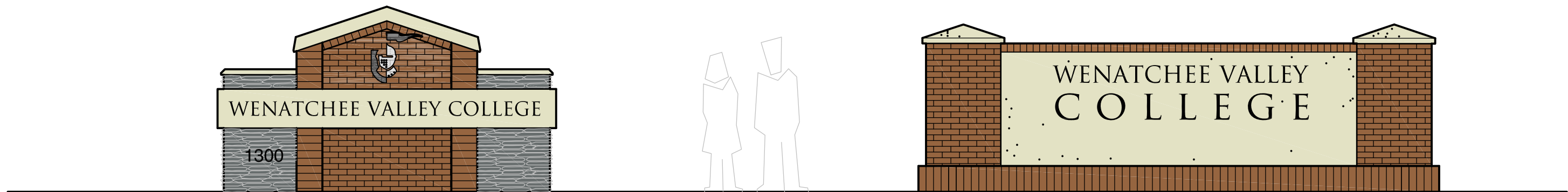
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1600.400 **BOOKSTORE PROCEDURE**

**A. GENERAL PROCEDURES**

Wenatchee Valley College at Wenatchee operates a bookstore for the convenience of the college students, faculty and staff. (At Wenatchee Valley College - North Campus, a private vendor has been contracted with to provide bookstore services. Procedures may be similar but the vendor is a private business and is not bound by WVC practice.)

In maintaining this bookstore, the basic purchasing policy will be aimed at providing the services for the community to achieve the goals of the institution.

1. The bookstore will stock textbooks, general and specialized supplies, and supplementary educational items as well as items for students' personal, social, and cultural needs.
2. All customer sales shall be made in cash, check, or approved charge cards at the time of purchase except for those sales on authorized scholarships, grants, or purchase orders.
3. The bookstore will comply with RCW 28B.10.590, give students more choices for purchasing educational materials, provide least costly options without sacrificing educational content, and provide maximum cost savings to students.

**B. TEXTBOOKS AND SPECIALIZED EDUCATIONAL MATERIALS**

All sales of textbooks and supplementary and specialized educational materials are to be made through the college bookstore.

1. Responsibility for the selection of textbooks used in classes resides with the instructor in coordination with the appropriate division chairperson and dean.
2. General principles applying to textbook selection include:
  - a. Obtain best books available at lowest cost.
  - b. Keep changes of textbooks to a minimum.
3. Instructor must submit requests for textbooks and specialized supplies and tools in writing to bookstore approximately six weeks prior to beginning of quarter. Requests are to be submitted on forms provided by the bookstore. A text request form stating, "No text required" should be submitted to the bookstore for each course in which no books are needed. On the Omak campus, instructor must submit requests for textbooks to the North campus administration office.
4. Instructors are responsible for requesting personal desk copies from publishers. Instructors may purchase a textbook from the bookstore to use as a desk copy until their complimentary copy arrives. Once the desk copy has arrived, the purchased copy may be returned to the bookstore for a refund provided it is in new condition and is within the same quarter to allow the book to be resold.

**C. SPECIAL ORDERS (WENATCHEE)**

Special orders for books and/or supply items will be accepted at the discretion of the bookstore manager.

1. A deposit or full purchase price, depending on nature and price of item, will be required before special order is processed.

2. Deposits paid for special orders will be subject to forfeiture if the order is cancelled by the customer or if the merchandise is not purchased within 14 days after receipt of merchandise, unless other arrangements have been approved by the bookstore manager. Deposits will be refunded if the item is not available.

#### **D. REFUNDS (WENATCHEE)**

A refund of the purchase price of books and/or other items will be given upon the approval of the bookstore manager under the following conditions:

1. During the first two weeks of a quarter, refunds on books and/or supplies purchased for that quarter will be made provided that:
  - a. A bookstore cash register sales receipt for the item(s) accompanies the return.
  - b. New books are in new condition, unmarked and free of damage and / or in the original packaging.
  - c. Supplies and other items are in original condition and packaging.
2. After the first 2 weeks, refunds are made when merchandise is accompanied by cash register receipt dated not more than three calendar days prior to return, provided merchandise is in new condition, unmarked, and free of damage and soil. Exception: no refunds will be given on textbooks after the second week of the quarter.
3. Defective merchandise is refundable or exchangeable only if returned immediately, as determined by the bookstore manager, and a bookstore sales receipt for that item accompanies it.

#### **E. REPURCHASE OF USED BOOKS (WENATCHEE)**

A book buy-back will be conducted at the end of each quarter, generally during final exams, with exact dates to be selected by the bookstore manager. The bookstore pays the best possible prices to ensure that the students get the best return and to guarantee that the bookstore acquire the books it needs to sell.

1. Books must be in salable condition
2. Textbooks required for classes the following quarter and needed to supplement current bookstore inventory will be purchased at 50% of the new price.
3. Others books may be bought back at the discretion of a wholesale used book company.

#### **F. CHECK CASHING (WENATCHEE).**

The bookstore will cash checks or accept checks in an amount above the purchase price only when cash is available and/or at the discretion of the bookstore manager.

1. Current validated Wenatchee Valley College identification or other identification as approved by the bookstore manager will be required.
2. Personal checks will be limited to \$5.00 above cost of purchase being made.
3. Wenatchee Valley College payroll or grant checks will be cashed when cash is available
4. All two-party checks, out-of-state checks, or checks not meeting requirements listed above must be approved by the bookstore manager.

5. A fee will be charged for an NSF check.

**G. HOURS OF OPERATION (ONLY IN WENATCHEE)**

The bookstore will maintain hours of operation for the convenience of the majority of students and staff. Hours will be adjusted at the discretion of the bookstore manager and dean of administrative services.

1. The normal hours of operation will be from 8 a.m. to 5 p.m. Monday through Friday.
2. Additional evening hours may be added during the first week of each quarter.
3. Summer hours will be 8 a.m. to 4 p.m. Monday through Friday.

**H. PERSONAL PACKAGES, BAGS, AND BOOKS (WENATCHEE)**

1. Anyone entering the bookstore is required to leave all packages, books, supplies, packs, bags, large handbags, baby carriages, etc. outside the bookstore sales display area. A storage area will be provided near the front door of the bookstore for books, parcels, packs, bags, etc.
2. The college is not responsible for loss or theft of items left in storage area.
3. A receipt must be shown for any items carried into the bookstore which were purchased previously.

*Approved by the president's cabinet 3/28/01, 1/6/09  
Presented to the board of trustees: 1/21/09*