

AGENDA
 BOARD OF TRUSTEES
 WENATCHEE VALLEY COLLEGE
 WENATCHEE, WASHINGTON
 April 19, 2017

11 a.m. – Board Work Session	Room 402, Omak Campus
3:00 p.m. – Board of Trustees Meeting	Room 402, Omak Campus

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AGENDA

1. Call to Order

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ACTION

17. 2017-2018 and 2018-2019 Academic Calendars: Chio Flores 27
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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: **April 19, 2017**

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

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of March 15, 2017

BACKGROUND:

Attached are the minutes from the March 15, 2017, board meeting for your approval.

RECOMMENDATION:

That the minutes from the March 15, 2017, board meeting be approved.

MINUTES
BOARD OF TRUSTEES
WENATCHEE VALLEY COLLEGE
DISTRICT NO. 15
WENATCHEE, WASHINGTON
March 15, 2017

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
Phil Rasmussen, Chair
June Darling, Vice Chair
Phyllis Gleasman
Martha Flores

The board work session was opened by Chair Phil Rasmussen at 10:00 a.m. Major agenda items included strategic plan report, revised Procedure 1400.200 Admissions, revised Procedure 1400.600 Academic Year Calendar Development, academic calendar for 2017-2018 and 2018-2019, 2017-2018 student fee schedule, and core theme update. Presentations were given by the DREAMers taskforce and “Our Valley, Our Future.” Executive session was held to discuss personnel issues.

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

APPROVAL OF MINUTES

1. February 15, 2017, Board Meeting Minutes

MOTION NO. 2228

Phyllis Gleasman moved that the minutes of the February 15, 2017, board of trustees meeting be approved. The motion was seconded by Martha Flores and carried unanimously.

CELEBRATING SUCCESS

2. Know Your Rights Event

Wenatchee ASWVC hosted the “Know Your Rights” workshop that drew over 70 people from the campus and community. The workshop was presented by Paula Martinez, an attorney for the Collective del Pueblo in Wenatchee, and focused on interactions with policy, immigration officials and the FBI. The Collective also offers workshops on DACA, leadership development, and what communities can do when faced with deportations. The WVC DREAMers taskforce was on hand to provide additional guidance and support.

SPECIAL REPORTS

3. Freddie Hamm, ASWVC Wenatchee Vice President

Freddie Hamm reported that the Omak and Wenatchee student senates collaborated in a community service outreach in Omak to clean up the town’s main streets. Both senates are also working together on “Stand Against Racism” events for each campus.

SPECIAL REPORTS (continued)**4. Jose Alvarez, ASWVC Omak President**

Jose Alvarez recapped his written report and emphasized the success of the collaborative effort with the Wenatchee student senate on a recent community service event to clean up the main streets of Omak. The recent presentation on “Human Trafficking in Indian Country” drew close to 125 people.

5. Sharon Wiest, AHE President

Sharon Wiest reported that the budget review taskforce has been very productive. The faculty is engaged and participating in discussions on how to best serve our students and our district. Sharon thanked the trustees for their hours of work to review the pre-tenure reports.

6. Sabbatical Report, Andrew Hersh-Tudor

Andrew Hersh-Tudor, dean of libraries and learning technologies, reported on his fall 2016 sabbatical. The goal of his sabbatical was to work on his dissertation for his Ed.D. in higher education leadership. The subject of the dissertation is community college student retention – student reactions to early academic alerts.

STAFF REPORTS**7. Brett Riley, Vice President of Administrative Services**

Brett Riley reported that information is being gathered pertaining to the future of the bookstore after the retirement in April of bookstore director Gary Vandegrift.

8. Carli Schiffner, Vice President of Instruction

Carli Schiffner reported that the Washington State Nursing Commission will be conducting a site visit in late March as part of the approval process for authorizing WVC to offer a BSN program.

9. Chio Flores, Vice President of Student Services

Chio Flores reported on the recent food drive for the Knights Kupboard which will now be housed in Batjer Hall.

10. Jim Richardson, President

President Richardson provided a legislative update.

ACTION**11. Tenure Review: Jim Richardson**

According to 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 Jeff Dykes, science; Sam Johnson, humanities; Kerin Keyes, math; Andrea Morrell, medical assistant; Cameron Painter, transitional studies; and Ben Van Dyke, math.

The second year probationary faculty members are Kelly Anderson, transitional studies; Rene Baca, Spanish; Janna Goodyear, developmental education; Rebecca Hargrove, transfer English; Micky Jennings, machining; Ariaahna Jones, outdoor recreation; William Kraske, math; Katie Lantau, medical laboratory technology; and Jaime Ramirez, Chicano studies.

The following faculty have successfully completed eight quarters of full-time, tenure-track employment at Wenatchee Valley College. They include Awanthi Hewage, chemistry; Ryan Poortinga, counseling; Heather Ryan, English; and Susan Yale, nursing. Faculty tenure status is recommended at the completion of the ninth quarter.

The following faculty member has successfully completed twelve quarters of full-time, tenure-track employment at Wenatchee Valley College: Shelly Pflugrath, psychology, and is recommended at the completion of the twelfth quarter.

ACTION (continued)

11. Tenure Review: Jim Richardson (continued)

MOTION NO. 2229

June Darling moved that Jeff Dykes, Sam Johnson, Kerin Keyes, Andrea Morrell, Cameron Painter and Ben Van Dyke be granted second-year probationary status after the successful completion of three quarters. That Kelly Anderson, Rene Baca, Janna Goodyear, Rebecca Hargrove, Micky Jennings, Ariaahna Jones, William Kraske, Katie Lantau, and Jaime Ramirez be granted third-year probationary status after the successful completion of six quarters. That Awanthi Hewage, Ryan Poortinga, Heather Ryan, and Susan Yale be granted tenure status after the successful completion of nine quarters. That Shelly Pflugrath be granted tenure status after the successful completion of 12 quarters. The motion was seconded by Phyllis Gleasman and carried unanimously.

12. Revised Policy 400.600 Academic Year Calendar: Chio Flores

Revised changes to Policy 400.600 Academic Year Calendar have been made as requested by the Academic Calendar committee. The committee felt there was not adequate time to properly plan a biannual calendar in three months. With the current process, once the bi annual calendar was approved it would begin in five months. Staff and students would like more advance access to key dates. Instruction can build an annual calendar with more time to plan and hire faculty needed.

400.600 ACADEMIC YEAR CALENDAR POLICY

The president will form a college calendar committee ~~everyeach two~~ year. ~~The committees to creates~~ the academic schedule ~~two years ahead of the current academic year. for the biennium.~~ The college shall have a procedure for the development of the academic year calendar.

MOTION NO. 2230

June Darling moved that the board approve revised Policy 400.600 Academic Year Calendar. The motion was seconded by Martha Flores and carried unanimously.

3:40 p.m. Meeting adjourned

Secretary

Chair

BOARD MEETING: **April 19, 2017**

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

CATEGORY: **CELEBRATING SUCCESS**

Falon Lammers – All Washington Academic Team Member

BACKGROUND:

Falon Lammers, a Wenatchee Valley College at Omak nursing student, was recognized at the All-Washington Academic Team ceremony in Olympia on March 23. The program honors students who reflect the diversity of the state, maintain high standards of excellence and contribute positively to the community.

Falon was inspired to join the WVC at Omak Nursing program after taking care of her aunt and uncle during their hospital stays and home recovery. She is also working at North Valley Hospital Extended Care while completing her studies. After graduating, she wants to complete the licensure exam and a bachelor's degree in nursing, and work at a local hospital or as a traveling nurse.

Each academic team member received a \$250 scholarship, and they were recognized by their college president and Governor Jay Inslee.

The program is sponsored by the Washington Association of Community and Technical Colleges, Washington State Association of College Trustees, State Board for Community and Technical Colleges and Phi Theta Kappa. Scholarship sponsors include KeyBank, Washington State Employees Credit Union and the Washington State Association of College Trustees.

BOARD MEETING: **April 19, 2017**
AGENDA ITEM: **#4 (information)**
CATEGORY: **CELEBRATING SUCCESS**

Monique Bourgeau – ACT Transforming Lives Award Winner

BACKGROUND:

Wenatchee Valley College at Omak student Monique Bourgeau is one of five winners of the Washington State Association of College Trustees (ACT) Transforming Lives Award. The ACT award recognizes current or former students whose lives have been transformed by attending a Washington state community or technical college.

Monique is a member of the Colville Confederated Tribes. She took her first drink of alcohol when she was 12 years old and later became involved with a young man who was also drinking. One day, he left and never came back. He died in a drunk driving accident in 2006, and her drinking took a turn for the worse due to loneliness and isolation.

“In 2013, having suffered enough and seeking to end the cycle of trauma, I stopped drinking. I started to believe I should learn my native language and the ways of my people,” Monique wrote in her award nomination statement.

Livia Millard, WVC at Omak Multicultural Coordinator, invited Monique to the Mourning Dove Symposium at the Omak campus, where she met other women fluent in the nselxcin dialect of the Salish language. Not long after attending the symposium, Monique moved into the nselxcin language house in Inchelium and enrolled at WVC at Omak.

“Not knowing who you are affects confidence and understanding,” Monique said. “Through a diet of language, history and culture, I found my higher purpose and who I was.”

After completing her education at WVC at Omak, she plans to pursue a bachelor’s degree and then a degree in law in order to help her people protect creation and provide a sustainable future.

“The responsibility I have to my people became a reality the day I attended the Mourning Dove Symposium and decided to enroll at WVC at Omak,” she said. “Community college helped me see that the only way for me to help my people is to stay in college and get a degree in law; an education is a form of activism itself.”

Monique was recognized at an awards dinner in Olympia on Jan. 23, where she also received a \$500 cash award from ACT.

BOARD MEETING: **April 19, 2017**

AGENDA ITEM: **#5 (information)**

CATEGORY: **CELEBRATING SUCCESS**

Omak Biology 211 Students – Contribution to Science

BACKGROUND:

Between 2014 and 2016, WVC at Omak Biology 211 Students submitted 22 DNA barcode sequences to GenBank, a government database for DNA sequences. Students are credited with publication in the database.

In addition, WVC at Omak student Shalynn McCune is working on an independent research project that involves determining the DNA barcode sequence for a black bear cub. The cub was brought to the Omak campus last spring by the Washington State Department of Fish and Wildlife.

BOARD MEETING: **April 19, 2017**

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

CATEGORY: **CELEBRATING SUCCESS**

ASWVC Omak Student Senate – Letter of Appreciation from Omak Chief of Police

BACKGROUND:

The attached letter was received from Chief of Policy Jeff Kiplin of the Omak Police Department.



Omak Police Department

8 N. Ash, P.O. Box 569, Omak, WA 98841 • (509) 826-0383 • FAX 826-0116

Jeff Koplín
Chief of Police

March 10, 2017

Wenatchee Valley College
Livia Millard
POB 2058
Omak, WA 98841

Dear Livia and Wenatchee Valley College Members,

First, please let me compliment you and your students on what a great job they are doing in service to the community.

I am noticing a greater visibility by the students with their activity and involvement in projects that benefit the community. I noticed:

- out in the community collecting trash during a community service day on March 4;
- bowling in February and collecting stuffed animals for Kids-at-Risk;
- Omak film festival in February and March open to the public;
- presentation of "Human Trafficking" on March 9 open to the public;

Thank you for the stuffed animals. We are glad to receive the "pets" for Kids-at-Risk Program.

It is rewarding to see WVC students become community members; involved in community projects.

Sincerely,

Jeff Koplín
Chief of Police

JK/tmr

BOARD MEETING: **April 19, 2017**

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

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

Introduction of New Employees: Carli Schiffner, VP of Instruction and WVC-Omak

BACKGROUND:

Carli Schiffner will introduce new employees.

BOARD MEETING: **April 19, 2017**

AGENDA ITEM **#8 (information)**

CATEGORY: **SPECIAL REPORTS**

Tatem Resutek, ASWVC Wenatchee President

BACKGROUND:

ASWVC Volunteer Day in Omak, Washington

The ASWVC Senate teamed up with the Senator from Omak and volunteered by cleaning and picking up trash from the main street of Omak and the local park. Our student leaders worked hard to represent our campuses well and assist Omak in their mission of creating and maintaining a healthy, safe community.

Mexican Dance Party

Hosted by ASWVC's Maria Navarro on March 17th the ASWVC held a Hispanic themed dance party with entertainment made possible by DJ JCP. Presented with decorations and lights, students enjoyed a safe and welcoming atmosphere that they could relax and mingle within before finals week. Students also were able to enjoy a taco truck for food and refreshments all held during a beautiful Friday night.

ASWVC Newsletter Month of April Edition

Keep a look out for the upcoming April edition of the first ever ASWVC newsletter, the Knights Chronicles. The ASWVC will be reporting on clubs, athletic highlights, Student Recreation Center updates and other great things that are constantly unraveling here on campus. This newsletter is an awesome and fun way for the students to become closer and begin to create a stronger and livelier WVC spirit.

Apple Blossom 2017

The ASWVC is excited to be participating in the annual Apple Blossom parade and are looking forward to representing the college well with plenty of energy. There are hopes that we can work closely with athletics and the automotive department, without forgetting the various clubs that usually participate, to bring a different drive and focus to our parade route.

ASWVC Open Mic Knight

Hosted on Friday, April 14th the second Open Mic Knight will be unfolding in Van Tassell. This is a time for our unique students to show off their cool, interesting and inspiring talents in front of a crowd of students and friends. From musicians to comedians and even an occasional magic trick, you'll never know what to expect from the student body of WVC.

ASWVC Budgeting Committee

The ASWVC Budgeting Committee met again for the 2017-2018 academic year's annual budget allocation. Various organizations, utilities and athletics appeared before the committee to present their annual request and to deliver life and meaning behind their initiatives. The students and the advisor worked hard over allocating the funds evenly and equally during a weekend going out of their way to get the job done. The proposed budget will be first delivered to the President's Cabinet for corrections or points of concern and then will be presented to the Board of Trustees during the meeting in May.

ASWVC Applications for ASWVC 2017-2018

The ASWVC and the office of student programs has begun advertising for the open positions in the ASWVC and the office of student programs for the 2017-2018 academic year with 30 positions avail be for students! The ASWVC, the new SRC work studies, and even office assistants for Student Programs are only a few of the ways the students can get involved. The ASWVC of 2016-2017 will be working hard to get these applications around campus of which are due on May 1st.

BOARD MEETING: **April 19, 2017**

AGENDA ITEM **#9 (information)**

CATEGORY: **SPECIAL REPORTS**

Jose Alvarez, ASWVC Omak President

BACKGROUND:

Current cabinet: President: Jose Alvarez, Vice President: Daisy Garvais, Treasurer: Xena Cruspero, Secretary: Yessica Nemecio, Events Coordinator: Sandra Warriors-Pistolbullet, Sophomore Representative: Nathan Rawson, Sophomore Representative: Kelsie Coffell, Freshman Representative: David Ratautas, Freshman Representative: Vacant, Advisor: Livia Millard.

April:

- The ASWVCO President, Jose Alvarez is participating on the Strategic Planning Committee.
- Vice President Position opened. President Jose Alvarez appointed Daisy Garvais as new Vice President. Currently we have a Freshman Rep. position open.
- Student Government purchased white board on wheels and is looking to buy a new TV that will be located in the Hazel Allen Burnett Hall, as well as a charging station.
- Treasurer Xena Cruspero and Livia Millard continue working on next year's budget. Clubs turned in budget request forms.
- Bylaws have been approved by senate and submitted to Chio Flores and Board of Trustees members.
- The Stand Against Racism committee continues meeting on a regular basis to discuss what needs to be done before the event on Thursday, April 27th
- Red Road, in collaboration with the Colville Confederate tribes and the Omak School District Salish Language Class, will be hosting the 29th Annual United Pow Wow on Saturday, May 6th.

Upcoming Events:

- Thursday, April 27th, Stand Against Racism
- Saturday, May 6th, United Pow Wow
- Saturday, June 17th, Graduation

Dates to be determine on following events

- Appreciation Day
- Pride/Diversity Day
- Elections

BOARD MEETING: **April 19, 2017**
AGENDA ITEM: **#10 (information)**
CATEGORY: **SPECIAL REPORTS**

Sharon Wiest, AHE President

BACKGROUND:

- The probationary faculty and their committees thank you for all your hard work on analyzing the pre-tenure documents during winter quarter. So exciting that all the probationers moved forward along their paths towards tenure.
- Faculty members are continuing their participation on the hiring committees for the Transfer Dean and re-posting of BAS engineering tech faculty position. The faculty worked on the fire science faculty hiring position on the second day of this quarter.
- Faculty members Mary McIvor, Dustin Clark, and Sharon Wiest continue to work with the administration team of Ty Jones, Brett Riley and Regan Bellamy on the budget and review task force.
- Sharon Wiest is in ongoing contact with other AHE presidents from the other community colleges in the state of Washington.
- Carli Schiffner and Sharon Wiest have met several times since spring break on a variety of issues.
- Sharon Wiest met with President Richardson to discuss hiring committees, state budget impact, and other issues related to individual faculty concerns.
- Sharon Wiest has had many meetings with individual faculty members over a variety of faculty individual issues.
- Sharon Wiest meets regularly with Reagan Bellamy and her team as well as Jeremy Brown and his team regarding load and pay calculations for faculty.
- AHE general meetings of the faculty are held monthly. Executive Board meetings are also held monthly.
- The faculty will be getting ready for elections for AHE open offices (President, Vice-President, Wenatchee, and Secretary) this spring as well as electing a negotiations team for next year's contract negotiations.
- Sharon Wiest and the executive board are working with fellow faculty and with appropriate administrators on an MOU for faculty liaisons for College in the High School program.

BOARD MEETING: **April 19, 2017**
AGENDA ITEM: **#11 (information)**
CATEGORY: **SPECIAL REPORTS**
Omak Foundation Report

BACKGROUND:

A verbal report will be given.

BOARD MEETING: **April 19, 2017**
AGENDA ITEM: **#12 (information)**
CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Budget review and development continues. First round reductions are completed and pending budget upload into FMS system. As stated prior, no existing positions have been impacted by this budget revision.
- We have been exploring a couple projects designed to create efficiencies, reduce costs and generate revenue.
 - We are currently working with representatives from OFM to establish remote point of sale services to our campus. These services will predominately be deployed at athletic events for ticket sales and concessions. Other likely uses will be for ASWVC club activities and fundraisers.
 - Admin. Services is also exploring outsourcing our financial aid disbursement process to Bank Mobile, formerly Higher One. We will be working with representatives from Student Services and ASWVC prior to the execution of any agreement.

Auxiliary Services

- The College has agreed to go under contract with Barnes & Noble and will be meeting with B&N representatives on 4/10/17 to establish a timetable for the transition and finalize the contract negotiations.

Fiscal Services

- **Update! – We are still on schedule**
The Washington State Auditor's Office will be on site April 17th to complete the audit of the Colleges '14-'15 financial statement. This process typically takes 3-4 weeks depending on the number of projects the SAO's office is handling.

Facilities

- The customer focused facility evaluations have been completed and are being prioritized for funding in next year's operating budget.
- The Sexton bathroom project has been delayed a few weeks due to some latent conditions that required some additional engineering prior to start of the project.
- The student REC center remains on schedule and on budget.
- We have a small welding lab project that was started over spring break that is wrapping up by the 17th of April. This project was designed to increase capacity in the lab, as well as improve ventilation and air quality in the lab.

Safety and Security

- A three-hour emergency training for Cabinet members is being planned for early spring to be followed up with a full emergency response exercised planned for later this summer.

BOARD MEETING: **April 19, 2017**
AGENDA ITEM **#13 (information)**
CATEGORY: **STAFF REPORTS**

Carli Schiffner, Vice President of Instruction and WVC-Omak

BACKGROUND:

Curricular Updates and Partnerships:

On March 29 and 30, the head of the Washington State Nursing Commission visited Wenatchee Valley College to conduct a site visit for consideration of conferring the BSN Degree. Dr. Hosey and Dean Capelo organized the two day visit which consisted of meetings with faculty, staff, and administration. Hours of work went into preparing for this visit. The commissioners will be presenting the college's readiness to begin offering the BSN degree at their April 20 meeting.

The search continues for a faculty lead for the BAS Engineering Technology program. Program guides, advising materials, and the application process are complete for the program launch later this spring. Curriculum development for the program is being handled by current faculty (both part time and full time) and we are hopeful for a full time faculty hire by Fall Quarter.

As noted in last month's report the BAS in Education is progressing to phase two with the Professional Educators Standards Board (PESB). This second phase will conclude in Summer 2018 and the PESB has it on file that we will begin offering the degree in Fall 2019.

In cooperation with the Center of Excellence for Computer Science (housed at Bellevue College), a statement of need is being prepared for WVC's consideration of pursuing a BAS in Computer Science. The research will conclude this summer and after that information is shared with faculty, the college can determine whether to move forward or not with the development of a computer science program.

Logistics and Related Instruction Updates:

Searches are underway for hiring the following positions:

- Wildland Fire Education and Prevention Faculty lead to be located on the Omak Campus. We are excited to launch this program that has been supported by Representative Joel Kretz.
- Arts and Sciences Dean, replacement for Dr. Anthony Thomas.
- Nursing Faculty members, Omak Campus & Wenatchee Campus, replacements.

Assessment of Student Learning Outcomes:

The collection of evidence for the success of student learning outcomes continues to be a challenge for the Assessment Committee. The challenge is with the electronic interface of Campus Labs and the learning management system, Canvas. The committee is working to make sure the evidence collection process is understandable, easy to navigate, and the least intrusive. If the electronic components do not align by mid-April, I will be asking faculty to provide "hard copy" evidence of the student learning assessment. The overall goal is to have two years of evidence collected by the time of the onsite NWCCU accreditation visit in Spring 2019.

Instruction Division for Wenatchee Valley College Board of Trustees Report April 2017

	Division	Division	Division	Division	VPI/Omak
<i>Instructional Goals</i>	Allied Health	LAS/BS	IT & Library	Workforce Ed	Omak
Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]	No new updates	Presentation at Curriculum Committee on a Sustainability Requirement proposal for the Direct Transfer Agreement.	Presented Accessible IT plan to core theme council. Signed contract with SiteImprove for use of tools that evaluate accessibility of our web pages. Held (March 31) ctcLink pre-implementation planning meeting with key WVC project staff. Participated in meeting with business office staff on more efficient ways to support events on campus held by non-WVC groups.	Workforce Ed is working on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority.	No new updates.
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. [Basic Skills to Developmental Education to college level work; and transfer or job placement.]	Accreditation underway with MLT and Rad Tech.	Annual Schedule refinement continues.	Presented dissertation research (thus far) to Board which deals with student retention. Barbara Oldham presented at national conference on librarian / faculty curriculum development partnership.	The WED Dean was recently introduced to all area high school CTE directors in an effort to strengthen the partnership with all local schools. The WED Dean recently attended conferences for the Council of Basic Skills (CBS) and Workforce Education Council (WEC).	Alignment between both campuses of times to offer classes so ITV.
Program Growth & Development: Review and analyze all programs	RN to BSN site visit from Nursing Commission	Music DTA is being submitted to the NWCCU this month.	Met with Kristen Hosey to discuss library and distance learning support for RN-BSN	Continue work on developing and expanding an HVACR program in Omak, developing a new Fire Ecology program in Omak and	Annual schedule refinement to reflect electronics, HVACR, and Wildland Fire curricula additions.

Instruction Division for Wenatchee Valley College Board of Trustees Report April 2017

<p>offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.</p>	<p>Pharmacy Tech program exploration underway</p> <p>Dental Assistant program discussion with local dentists.</p>		<p>program.</p> <p>Worked with J. Randall, T. Jones and J. Brown to develop plan for applying for substantive change for online degree.</p>	<p>developing a BAS-Engineering Technology program in Wenatchee. WVC interviewed candidates for the Fire Ecology and BAS-ET positions in March; however, these positions have not been filled.</p> <p>The WED Dean also met with the Omak High School principal in an effort to expand course offerings in Omak.</p>	<p>The President, Vice President of Instruction and Instruction Office personnel recently hosted a representative from Boeing in an effort to strengthen the partnership.</p>
<p>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.</p>	<p>Annual schedule work complete.</p>	<p>Annual schedule wrapping up.</p>	<p>Investigating additional ITV opportunities for Omak (infrastructure, technology, etc).</p>	<p>The Instruction Office recently compiled the Annual Schedule. Research of the Annual Schedule includes looking at historic enrollments and also expanding class offerings in Omak.</p>	<p>Annual schedule refinement with an eye toward sharing classes between the two campuses.</p>
<p>Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two year.</p>	<p>No update.</p>	<p>No update.</p>	<p>No update.</p>	<p>WED Office continues to solicit input from the Worker Retraining Advisory Committee.</p>	<p>Guided Pathways Steering Committee is being convened to prepare the college for Fall 2018 implementation.</p>
<p>Increased Communication: Continue to communicate regularly about goals, progress, and challenges with external and internal constituents.</p>	<p>Efforts continue to be made to inform all parties of events that cross over divisions— example being and upcoming L&I visit.</p>	<p>Continued work to coordinate with division chairs and faculty especially with changes related to offering classes.</p>	<p>Met with Learning Environments task force to coordinate classroom improvement efforts with Title III project.</p>	<p>The WED Dean holds monthly meetings with all Workforce Program Coordinators.</p> <p>The WED Dean has attended meetings with local WIOA partners to plan for the future of the valley.</p>	<p>Trying to establish a promotion and marketing campaign for instructional programs for the 17-18 academic year, showcasing our new programs.</p>
<p>Strengthening a Healthy Work Environment: Working to improve overall job satisfaction; work/life balance; time to be mindful; and increased personal connections.</p>	<p>Continued emphasis on lunch breaks in the lab, and attention to lab hours to promote healthy work balance.</p>	<p>No updates.</p>	<p>Worked with Kevin Berg and IT staff to plan and start redevelopment of online incident report form.</p>	<p>The Instruction Office is making an effort to make personal connections with all campus areas on both the Wenatchee and Omak campuses.</p> <p>The WED Dean has made an effort to meet with each workforce faculty member in an effort to increase collegiality in WED.</p>	<p>The Vice President of Instruction and Deans participated in an appreciation for faculty and staff at the Omak campus.</p>

Instruction Division for Wenatchee Valley College Board of Trustees Report April 2017

<p>2017-18 Hiring & Staffing 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.</p>	<p>Nursing faculty position in Wenatchee interviews 4/11/17 with one candidate. No candidates for the Omak position.</p>			<p>The Instruction Office holds monthly meetings with all Workforce Program Coordinators. Interviews for BAS-ET (full-time coordinator position), and adjunct positions for Wildland Fire Ecology continue. Interview(s) for the adjunct HVACR position will be held in April.</p>	
<p>Budget: Increased attention and understanding to all budgets within Instruction (inclusive of grant budgets and Foundation support).</p>	<p>Continued budget discussion with core theme councils and in deans team.</p>	<p>Continued work on refinement of understanding budgets.</p>	<p>Continued work on refinement of understanding budgets.</p>	<p>The WED Dean is continuing to work to familiarize himself with the various budgets and grants. This includes meeting with various college employees.</p>	<p>Continued work and training on budgets for all deans and VPI—FMS Query training.</p>

BOARD MEETING: **April 19, 2017**
AGENDA ITEM **#14 (information)**
CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- Fast pitch is tied with Spokane for first place in the Eastern Region!
- The athletic auction on April 15. Proceeds will go to the cost to operate and scholarships.
- Community members are interested in assisting/organizing the Knight's Golf Classic to be held in September.
- Preparing for the NCW Sports Award banquet, partnering with Wenatchee North Rotary. Twenty-one high schools will be recognized. WVC will recognize former football coaches and football alumni.
- The booster club has been re-instituted with five members eager to grow membership. The foundation will share the athletic alumni list that Kacie built.

CAMP

- March 3-5 CAMP students traveled to Oregon for a CAMP Consortium. Next year, CAMP hopes to send 60 students to WSU. This Consortium has grown from three programs to eleven. Interested in bringing the potential workshop presenters for next year to the WVC campus.
- On March 18, CAMP students and staff collected 555 food items at Safeway and \$418 in cash for the Knights Care Fund. Overall the experience was positive. The students hope to have a food drive once per quarter.
- On March 21, CAMP held a blood drive with the America Red Cross; with 31 donors participating.

DIVERSITY, EQUITY & INCLUSION

- Diversity Justice Day was held during WVC's spring break. Over 200 high school students and some WVC students were in attendance. The event received positive feedback from all involved, presenters, high school staff. Giveaways, including two - \$1000 scholarships, were provided (only for high school students).
- International Day will be held on May 18. International Programs is working with contacts from Beijing, China, a new possible relationship for a summer program.
- Erin is working with the Wenatchee Police Department on an MOU regarding Sexual Harassment/Title IX, a best practice among some colleges to better serve our students and protect them.
- On March 29 all the state four year universities were on the WVC campus for College Planning Day. Over 500 high school students were on campus. WVC also offered a session.

EDUCATIONAL PLANNING & TESTING CENTER

- Jaima Kuhlmann finished compiling documentation and submitted the information for SEVIS (tracks international student attendance) updates and also assisted international students for spring quarter advising. Two are finishing up and will return to Japan in March. Two new international students are expected for spring quarter, one from Misawa, Japan and one from South Korea.
- Six regular placement testing sessions were scheduled, 70 new students were tested. Testing accommodation appointments were made for 76 students. Seventy-eight students were approved for accommodations for winter quarter. 27 candidates enrolled in GED testing, nine completed their GED.
- Work study numbers for the month; 83 state/federal work study, 84 students on a department budget, six students on VA Institutional Fund, 76 students on athletic work study, 14 students on WorkFirst budget.

STUDENT PROGRAMS

- Currently in the process of hiring for ASWVC senate positions.
- Budget meetings and hearings were recently held.
- April 11 will be club showcase day, community partners will be invited. This event will be open to all campus and community employers. The career Center will help pay for lunch for the community members attending.
- Wenatchee graduation June 2017 will be at the WSD Apple Bowl. In June 2018, graduation is planned to take place at the WVC baseball field.

STUDENT SERVICES

- Kyla O' Conner's last day is Friday. Kevin Berg will supervise Registration/Admissions until a new Registrar is hired. Bruce Maxwell will assist with National Clearing House reporting and sex offender notifications. Michelle Cannady will also assist with coverage. Roberto Villa has been hired for the Customer Service Specialist position.
- The scholarship deadline has been extended to allow for receipt of letters of reference. Financial Aid will work with the foundation on this requirement as it slows down the process and many students did not complete this application step.
- Another \$165,000 in State Need grant funds has been awarded to 46 students. The excess funds came from students awarded but not using the funds.

TRiO/SSS

- Wenatchee is focusing on outreach and class presentations. There has also been an increase in walk in students. Stella Columbia in Omak has reached the goal of 25 students.
- Pamela attended the WA State TRiO Civic Leadership Conference at CWU. Next year WVC will host the event.

BOARD MEETING: **April 19, 2017**

AGENDA ITEM **#15 (information)**

CATEGORY: **STAFF REPORTS**

Enrollment Report: Jim Richardson, President

BACKGROUND:

Winter Final Report

Overall, WVC ended Winter quarter with 2,297.87 FTES, which is up by 9.13 FTES (or 0.4%) from this time last year. Wenatchee campus had 2,004.69, which was up 10.90 (or 0.5%) from last Winter. Omak campus had 293.18 FTES, which was down 1.77 from last year.

Overall State FTES Final Winter 2017

	Win 16	Win 17	Change #	Change %
WVC District	2,289	2,298	9	0%
Wenatchee	1,994	2,005	11	1%
Omak	295	293	-2	-1%

Academic FTES

	Win 16	Win 17	Change #	Change %
WVC District	1,018	1,046	27	3%
Wenatchee	913	926	13	1%
Omak	105	119	14	13%

Vocational FTES

	Win 16	Win 17	Change #	Change %
WVC District	750	779	29	4%
Wenatchee	637	677	40	6%
Omak	113	102	-11	-10%

Developmental FTES

	Win 16	Win 17	Change #	Change %
WVC District	284	256	-28	-10%
Wenatchee	239	215	-24	-10%
Omak	45	40	-4	-10%

Basic Skills FTES

	Win 16	Win 17	Change #	Change %
WVC District	236	218	-19	-8%
Wenatchee	205	186	-18	-9%
Omak	32	31	0	-1%

Spring 2017 5th Day Report

Overall, WVC has 2,166.25 FTES, which is down by 3.70 FTES from this time last year. Wenatchee campus is at 1,891, which is down 32.15 (or 1.7%) from last Spring. Omak campus has 275.25 FTES, which is up 28.45 (or 11.5%) from last year.

Overall State FTES 5th Day Spring 2017

	Spr 16	Spr 17	Change #	Change %
WVC District	2,170	2,166	-4	0%
Wenatchee	1,923	1,891	-32	-2%
Omak	247	275	28	12%

Academic FTES

	Spr 16	Spr 17	Change #	Change %
WVC District	992	1,033	41	4%
Wenatchee	876	914	37	4%
Omak	115	119	3	3%

Vocational FTES

	Spr 16	Spr 17	Change #	Change %
WVC District	727	717	-10	-1%
Wenatchee	636	624	-11	-2%
Omak	92	93	1	2%

Developmental FTES

	Spr 16	Spr 17	Change #	Change %
WVC District	226	206	-20	-9%
Wenatchee	188	166	-23	-12%
Omak	38	40	2	6%

Basic Skills FTES

	Spr 16	Spr 17	Change #	Change %
WVC District	224	210	-14	-6%
Wenatchee	223	187	-35	-16%
Omak	2	23	21	

BOARD MEETING: **April 19, 2017**
AGENDA ITEM **#16 (information)**
CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

Programs Overview

- The Nursing Commission visited March 29-30 to review WVC's RN-BSN proposal and meet Nursing Director Dr. Kristen Hosey. The commission will be reviewing their visit and our application on April 20 and will contact us soon after the meeting.
- Have had interviews for the Wildland Fire program instructor and are waiting for the response to an offer of employment.
- We have had to re-advertise for the lead instructional position for the BAS in Engineering Technology program as the chosen candidate turned down the offer. If there is not a suitable hire before this summer, adjunct instructors will work on the program while we continue the search.

Policy Overview

- The legislature is working on budgets with few policy changes that affect CTCs at this point in the session. When the session ends, we will be able to assess any major policy changes that may still come in to play for CTCs.

Facilities Overview

- Construction is nearing completion on the Jack and Edna Maguire Student Recreation Center on the Wenatchee campus. Expected "soft opening" is during the summer with an expected grand opening for fall quarter.
- The design of the Wells Hall Replacement project is the second major project on the SBCTC's capital list for this biennium and is included in all three capital budget proposals. WVC is ready to move forward with the design as soon as the state budget is approved and the new biennium begins. The design funds being asked for are \$2,772,000.

Finance Overview

- State enrollment is still approximately even with last year's enrollment for the year as we begin spring quarter, which helps with the allocation formula at the state as some other colleges are losing enrollment.

Other

- Continued to work with system presidents and chancellors in my role as past president of WACTC. I am chairing the task force that is reviewing SAI as we look to make recommendations for updating how student success is measured by CTCs. The task force made slow progress during our meeting on April 10 in Renton.
- Attended the Workforce Development board meeting in March and finalized an MOU with them as a part of their "One Stop Shop" required by the federal Workforce legislation.
- Have participated in the Friday legislative calls for presidents.
- Met several times with Darrell Dickeson, the interim executive director of the WVC Foundation, and the Foundation Executive committee and full board. We have re-advertised for both the Executive Director position and that of Alumni Relations.
- Held an all-district meeting and discussed budget and other issues relevant to the college community.
- Attended the Wenatchee Valley Chamber banquet.
- Met several times with the Core Theme Council co-facilitators to discuss the operations of the new governance model.
- Met with two local dentists who run the dental assisting school in Wenatchee to discuss the options for the college taking over the running of the program. I asked for the financials of the program so we could see if it would make sense for WVC, but have not received those at this point.
- Attended a foundation emeritus lunch with several former foundation board members and updated them on the happenings at the college.

- Met with Ruby Schick from the Boeing Company about our aerospace and technical programs and the program needs that they might be able to help with, including equipment. She then toured our programs with instructors and Dean Walters.
- Attended WACTC meeting at South Puget Sound Community College where the presidents attended the All-Washington Academic Team ceremonies where WVC-O nursing student, Falon Lammers was honored. We also discussed:
 - Aerospace program funding for the future,
 - Legislative issues and the state 2017-19 budget proposals that would be coming out,
 - Capital budget proposals in the legislature,
 - CTC Link progress and delays – no new colleges would go live before 2018,
 - Student Achievement Initiative review task force progress,
 - Diversity in hiring best practices, and
 - Advertising the CTCs to our legislative audience.
- Met several times with the nursing commission during their two-day visit concerning WVC's RN-BSN program.
- Met with Gene Sharratt and Rufus Woods about working with WSU to expand their research activities in the area.
- Met with Wenatchee Mayor Kuntz about ways we can avoid the pitfalls WVC has run into with the city during design and construction of new buildings, including the Wells Hall replacement coming up. We talked about how WVC could receive and “overlay” in zoning similar to Confluence Health so that we do not have to continue to ask for exemptions to the residential codes to build college buildings.
- Traveled with Dr. Schiffner to Omak and met with several people on different issues.
- Presented to the Washington Executive Leadership Academy in Port Angeles on relations with educational unions.
- Attended a dinner with local economic development leaders to discuss local development issues with Dr. Dennis Williams from the Washington Department of Commerce.
- Met with Medical Laboratory Technician accreditors during their on-site visit.

BOARD MEETING: **April 19, 2017**
AGENDA ITEM: **#17 (Action)**

CATEGORY: **ACTION**

2017-2018 and 2018-2019 Academic Calendars: Chio Flores

BACKGROUND:

The Academic Calendar committee began meeting in October 2016 to review the Academic Calendar requirements from the AHE faculty contract and the Academic Year Calendar Development Procedure 1400.600. DRAFT#3 and DRAFT #4 went out to all campus for review, and comments were received from faculty and staff. DRAFT # 6 was reviewed in February by Cabinet and a change was made to fall 2017, creating DRAFT #7. This change pushed fall start back to September 25, 2017 and shifted finals week, moving a flexible day from November to December.

RECOMMENDATION:

That the board approve the proposed academic calendars for 2017-2018 and 2018-2019

Wenatchee Valley College - Academic Calendar - DRAFT #7

Fall 2017

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Winter 2018

January

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring 2018

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer 2018

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Grades due Dec 18 by 3:00

Holiday Party - Dec 11

Grades due March 26 by 3:00

Wenatchee graduation June 15

Omak graduation June 16

Grades due June 18 by 3:00

End of Year Party - June 12

Grades due August 20 by 3:00

	Fall	Winter	Spring	Total
— Teaching Days	50	50	50	150
○ Final Exams	3	3	3	9
□ Prep or Advising Day	2	2	1	5
⊔ President's Day	1			1
▣ Deans Day	3	0	0	3
△ Flexible Professional Days*	2	0	1	3
TOTAL DAYS	61	55	55	171
✕ Holidays				

*Refer to current AHE collective bargaining agreement

target: 171

Approved:

Wenatchee Valley College - Academic Calendar - DRAFT #7

Fall 2018

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Grades due Dec 17 by 3:00
 Holiday Party-Dec 6

Winter 2019

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Grades due March 25 by 3:00

Spring 2019

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Wenatchee graduation June 14
 Omak graduation June 15
 Grades due June 17 by 3:00
 End of Year Party - June 11

Summer 2019

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Grades due August 19 by 3:00

	Fall	Winter	Spring	Total
— Teaching Days	50	50	50	150
○ Final Exams	3	3	3	9
□ Prep or Advising Day	3	1	1	5
⊔ President's Day	1			1
□ Deans Day	3	0	0	3
△ Flexible Professional Days*	2	0	1	3
TOTAL DAYS	62	54	55	171
✕ Holidays				

*Refer to current AHE collective bargaining agreement

target: 171

BOARD MEETING: **April 19, 2017**

AGENDA ITEM: **#18 (Action)**

CATEGORY: **ACTION**

2017-2018 Student Fee Schedule: Brett Riley

BACKGROUND:

Each year, the board of trustees adopts new or revised student and service fees for the coming fiscal year. The fee schedule and background information about the proposed changes for 2017-18 was discussed with the trustees at the March 15, 2017 meeting, and is repeated below:

Prior to requesting fee changes to the trustees, the college administration reviews student fees as part of the annual budget development process. For each department, actual revenue collected is compared with costs to evaluate the appropriateness of the fee. Deans, directors, faculty, and others with responsibility for managing the activities covered by the fees provide their recommendations, and the changes are approved by the president's cabinet before being presented to the Trustees.

The proposed student fee schedule for 2017-18 is attached. The recommended rates include increases to many fees equal to the fiscal growth factor approved by the legislature for 2017-18, which is 4.08%. There are some other recommended adjustments that reflect changes in the actual cost of some supplies or services (Allied Health lab fees, Art lab fees) or separate out fees for a new program (Nursing BSN).

In most cases, the fiscal growth factor is a fair and predictable increase amount that students and other customers can understand, and a reasonable estimate of increased costs for difficult-to-measure consumable supplies and materials. Recommended changes not equal to the fiscal growth factor are set to cover actual costs, new services, or program changes.

Some fees are not changed because they are sufficient at their current rate or they are set by another entity that has not made any changes. Pass-through fees are adjusted to reflect the actual cost of the goods or services provided. Fees without a defined rate will be set at actual cost when the cost is known.

The fee changes are effective fall quarter 2017, except testing fees which are effective July 1, 2017.

RECOMMENDATION: We recommend the Board of Trustees approve the 2017-18 schedule of local fees as presented.

LOCAL FEES AND SALES FOR 20176-187
~~APPROVED~~PROPOSED

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

I. CLASSIFICATION OF FEES AND SALES

Fees may be established to cover the cost of a service or goods required of all students (or all students within a specific program). Lab and material fees are established to cover the cost of materials that are consumed or used while performing class or laboratory work, for maintaining a healthy lab or class environment, for transportation to field trips, and for the repair, replacement or use of equipment used by the students.

The following fees are approved by the Wenatchee Valley College Board of Trustees.

A. LAB, MATERIAL AND INSTRUCTIONAL FEES

1. ART

- a. CERAMICS: ~~\$40.20~~41.80 per class
 - 148-011-LG31-0430-LH Wenatchee
 - 148-011-2G00-0430-QK Omak
- b. PRINTMAKING: ~~\$19.90~~20.70 per class
 - 148-011-LG31-0430-LP Wenatchee
 - 148-011-2G00-0430-QA Omak
- c. PAINTING & DRAWING: ~~\$7.69~~7.90 or ~~\$15.40~~16.00 per class
 - 148-011-LG31-0430-LY Wenatchee
- d. FIGURE DRAWING: ~~\$81.00~~84.30 per class
 - 148-011-LG31-0430-LD
- e. GRAPHIC DESIGN: ~~\$49.00~~50.90 per class
 - 148-011-~~LG31-LG28~~-0430-CU Wenatchee
- f. 2D ART: ~~\$14.00~~14.50-~~\$28.20~~29.30 per class
 - 148-011-LG31-0430-ND Wenatchee
- g. 3D ART & SCULPTURE: ~~\$14.00~~14.50-~~\$28.20~~29.30 per class
 - 148-011-LG31-0430-NJ Wenatchee
- h. DIGITAL DESIGN: \$50.90 per class
 - 148-011-LG27-0430-CS Wenatchee

- 2. AUTOMOTIVE TECHNOLOGY: \$100.00 per classquarter (\$48.00 waived, \$52.00 collected)
 - 148-012-LJ21-0430-LA Wenatchee
 - 148-012-2J21-0430-Q6 Omak

- 3. COMPUTER LAB: ~~\$19.90~~20.70 per quarter
Dedicated to the cost of supplies and maintenance of the computer labs. Attached to any class with a computer laboratory requirement.
 - 148-041-1A12-0430-CL Wenatchee
 - 148-041-2A12-0430-QC Omak
 - ~~148-041-2A13-0430-QD Nespelem~~

- 4. EMERGENCY MEDICAL TRAINING: ~~\$30.00~~75.00 per class
 - 148-012-LJ66-0430-LE Wenatchee
 - 148-012-2J66-0430-QM Omak

- 5. MEDICAL LABORATORY TECHNOLOGY: \$75.00 per quarter
 - 148-012-LJ62-0430-LT Wenatchee

6. NURSING PROGRAMS: \$75.00 per quarter
148-012-LJ61-0430-LN Wenatchee
148-012-2J61-0430-QL Omak
148-012-LJ68-0430-LB Wenatchee CNA
7. NURSING PROGRAM BSN: \$100.00 per quarter
148-012-LJ65-0430-AE Wenatchee
8. PHYSICAL EDUCATION
a. FITNESS CENTER: ~~\$9.50~~11.40 per class
148-011-LG25-0430-FC Wenatchee
148-011-2G20-0430-Q9 Omak \$100.00 (~~\$88.60~~90.50 waived, 9.5011.40 collected)
b. EQUIPMENT FEE (Tennis, Golf, Racquetball, Fencing, Body Conditioning, Yoga, Pilates):
~~\$11.00~~11.40 per class
148-011-LG20-0430-LG Wenatchee
148-011-2G00-0430-QJ Omak
c. RACQUETBALL COURT: ~~\$11.00~~11.40 per session
Fee for occasional use of the racquetball court; fee is per session, regardless of the number of people.
148-011-LG25-0430-~~FQE~~ Wenatchee
9. RADIOLOGIC TECHNOLOGY: \$75.00 per quarter
148-012-LJ63-0430-LK Wenatchee
10. REFRIGERATION ~~\$30.00~~31.20 per class quarter
148-012-LJ28-0430-LR Refrigeration Technology
11. INDUSTRIAL TECHNOLOGY SOFTWARE FEE: ~~\$46.40~~48.20 per class quarter
148-012-LJ34-0430-CI Wenatchee (Industrial Electronics)
12. SCIENCE (Anatomy & Physiology, Biology, Chemistry, Geology, Bio Anthropology, Physics, Earth Science, Astronomy): ~~\$21.60~~ 26.60 (2 hour lab), 53.20 (4 hour lab) 79.80 (6 hour lab) per class
148-011-LG50-0430-LS Wenatchee (2 hour lab)
148-011-LG50-0430-SG Wenatchee (4 hour lab)
148-011-LG50-0430-SH Wenatchee (6 hour lab)
148-011-2G50-0430-QB Omak
13. WELDING: \$75.00 per class
148-012-LJ20-0430-LW Wenatchee
148-012-2G00-0430-QW Omak
14. MACHINING: ~~\$45.00~~15.60 per credit
148-012-LJ33-0430-ML Wenatchee
15. COMPUTER TECHNOLOGY & SYSTEMS: ~~\$46.40~~48.20 per quarter
148-012-LI15-0430-L5 Wenatchee
148-012-2I15-0430-Q5 Omak
- ~~15. AGRICULTURE/TREE FRUIT (Combined with Technical/Professional Labs)~~
16. HOEEP: \$150.00 per quarter
148-012-1J11-0430-BH Wenatchee
17. TECHNICAL/PROFESSIONAL SOFTWARE: ~~\$30.90~~32.10 per class for software upgrades
148-012-LI16-0430-L8 Wenatchee (BCT software fee)
148-012-2I16-0430-Q8 Omak (BCT software fee)
148-012-LJ57-0430-LO Wenatchee (Natural Resources)

- 18. TECHNICAL/PROFESSIONAL LABS: ~~\$27.00~~28.10 per class
 - 148-012-LJ26-0430-L6 Agriculture/Tree Fruit-Wenatchee
 - 148-012-2J26-0430-QS Agriculture/Tree Fruit-Omak
 - 148-012-LJ134T20-0430-CJ Criminal Justice
 - 148-012-LJ57-0430-LU Natural Resources

- 19. ENGINEERING: \$100.00 per quarter for software upgrades (\$25.00 waived, \$75.00 collected)
 - 148-012-LJ34-0430-LI Wenatchee (software fee)

- 20. THEATER: ~~\$49.60~~51.60 per class (THTR 170 only)
 - 148-011-LG34-0430-OP

- 21. ABE/ESL MATERIALS FEE: \$10.00 per quarter
 - 148-018-IL84-0430-AC District wide

- 22. PRIVATE MUSIC INSTRUCTION: \$300.00 per credit
 - 148-011-LG33-0430-NP

- 23. BREWING CLASS FEE: ~~\$18.70~~19.40 per class
 - 148-011-LG31-0430-BW

- 24. ~~MANUFACTURING TECH: \$19.90 per quarter~~
~~148-012-LJ41-0430-L2~~

B. MISCELLANEOUS SERVICE FEES

- 1. ASWVC IDENTIFICATION CARD REPLACEMENT FEE: \$5.00 per request
 Wenatchee campus only.
 - 522-264-1P19-0420-19 Wenatchee

- 2. ABE/ESL IDENTIFICATION CARD: \$10.00 per request
 - 522-264-1P19-0430-1C Wenatchee

- 3. COMPREHENSIVE FEE: \$1.00 to \$10.00 per quarter
 This north campus fee is dedicated to various student areas rather than collecting individual fees; e.g., graduation, parking lot maintenance.
 - 528-252-2B93-0430-QR Omak

- 4. INTERNATIONAL STUDENT APPLICATION FEE: \$80.00
 - 148-061-1D24-0430-AI Wenatchee

- 5. SERVICE FEES
 - a. NSF CHECK PROCESSING FEE: \$40.00 per item
 - 148-082-1B00-0405-NS Wenatchee & Omak
 - b. LOST KEYS/OTHER WVC ITEMS: up to \$10.00 per item
 - 148-092-1E05-0405-MR
 - c. INVOICE FEE: \$10.00 per quarter
 - 145-182-1B80-0420-BO

- 6. PARKING FEES: \$2.00 to \$40.00 per quarter; \$70.00 - \$150.00 annual
 Wenatchee campus only.
 - 528-252-1B92-0402-PN Wenatchee - New Permit

528-252-1B92-0402-PP	Wenatchee - Permit Renewal
528-252-1B92-0402-PR	Wenatchee - Reserved Permit
528-252-1B92-0402-PS	Wenatchee - Parking Permit Staff
528-252-1B92-0405-PF	Wenatchee - Parking Fine

7. REGISTRATION FEE: \$5.~~46~~²⁵ per quarter
Used to support registration and the Wenatchee campus athletic scholarship program.
148-066-1D01-0430-FY Wenatchee

8. TRANSCRIPT FEE: \$4.50 per request
148-500-1404-0430-FT District wide

9. ~~TAPE COPY/RENTAL FEE FOR TELECOURSE CLASSES: \$18.30~~
~~This fee is dedicated to the costs of copying, handling and processing course tapes required for telecourse classes.~~
~~148-053-1L00-0420-EV Wenatchee~~

10. PAYMENT PLAN CHARGE: \$25.00
148-082-1B81-0420-PC

11. PAYMENT PLAN LATE CHARGE: \$20.00
148-082-1B81-0405-PL

12. APPLICATION FEE – LIMITED ENROLLMENT PROGRAMS: \$50.00
148-043-1J60-0430-AG

~~13. MILITARY CREDIT: \$8.60 per credit for a maximum of 15 credits~~
~~148-063-1D61-0430-EM~~

134. ONLINE CLASS FEE: \$8.00 per credit
Fees cover online enrollment charges, testing, online periodical service and other associated costs.
~~This fee is in addition to the class fee for WAOL classes.~~
148-053-1L30-0430-W1

145. ALLIED HEALTH KEY/ID REPLACEMENT: \$20.00 per item
Fee covers the cost of replacing lost keys and clinical ID cards.
148-012-LJ60-0405-KR

156. ADMISSION APPLICATION FEE: \$25.00
Fee covers the initial application process. ~~Effective July 1, 2014.~~
148-066-1D01-0430-AA

167. TECH PREP: \$15.00 one-time charge
_____ 148-012-1D68-0430-EU Wenatchee

~~17. BAS APPLICATION FEE: \$35.00 one-time charge~~
~~Fee covers the initial application process to BAS programs.~~
~~148-012-LJ65-0430-AJ Wenatchee~~

C. TESTING FEES

The fees cover the cost of test materials, processing, proctors, transcribing, and activities pertaining to assessment. New fee rates effective July 1, 201~~7~~⁶.

1. CHALLENGE: \$25.00 (testing) plus \$10.00 per credit for a maximum of 15 credits (~~7/10/96~~)
148-063-1D61-0430-ET Wenatchee (testing)
148-063-2D61-0430-QT Omak (testing)
~~145-111-1U20-0430-EX Wenatchee & Omak (per credit fee)~~

~~2. CLEP: \$10.00 per credit for a maximum of 15 credits (7/10/96)~~
~~148-063-1D61-0430-ER Wenatchee~~

3. [COMPASSACCUPLACER](#): \$24.00; retest: \$24.00 (\$8.00 per section)

148-063-1D61-0430-EB	Wenatchee
148-063-2D61-0430-QH	Omak
4. RADIOLOGIC TECHNOLOGY TEST: \$52.00

148-012-LJ63-0430-EK	Wenatchee
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5. PROCTOR FEE: \$25.00 for any test administered independently for individuals who are not students at Wenatchee Valley College.

148-063-1D69-0420-EP	Wenatchee
148-063-2D69-0420-EQ	Omak

D. PASS THROUGH FEES - EXTERNAL PROGRAMS AND INSURANCE

Fees that are collected as an amount to be remitted to an outside agency, e.g., insurance, field trips, ski lift tickets, testing fees are established by the third party or to cover the cost of the service. Rates are subject to change. Wenatchee Valley College collects these fee amounts only as a service to students.

1. INSURANCE - ALLIED HEALTH CARE LIABILITY MALPRACTICE:
Rates subject to change from the insurance company. All health care students in clinicals are required to obtain this coverage.

148-011-1GOL-0430-IL	Wenatchee & Omak
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2. INSURANCE – STUDENT INTERN LIABILITY

148-011-1GOL-0430-II	Wenatchee
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3. TELECOURSE FEE: Varies per class
The fee is dedicated to paying applicable license costs for tape copy or other materials with copyright charges. The fee applies to each telecourse class.

148-053-1L00-0430-EL	Wenatchee.
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4. ~~SENIOR CITIZEN: \$5.00 – \$25.00 per class~~
~~— Covers real costs associated with senior field trips or special program classes.~~
~~————— 148-012-1L25-0430-SR~~
45. ADDITIONAL DIPLOMA COVER: \$3.20

148-061-1D21-0430-AH	Wenatchee
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56. [EXPERIENTIAL LEARNING FEE: FIELD TRIPS](#): Maximum of \$35.00 per class.
Covers the estimated cost of transportation and related expenses for [experiential learning activities field trips](#).

148-011-LG50-0430-L3	Wenatchee Science
148-011-LG33-0430-NK	Wenatchee Music
148-011-2A19-0430-2F	Omak Miscellaneous
148-011-2G50-0430-QP	Omak Science
148-012-LJ57-0430-NF	Wenatchee Natural Resources
148-012-LJ26-0430-AF	Wenatchee Agriculture
148-012- 1J19-LG20 -0430-OF	Wenatchee Outdoor Rec
148-012-LJ33-0430-MH	Wenatchee Machining
148-011-LG31-0430-NG	Wenatchee Art
148-012-LJ34-0430-OT	Wenatchee Industrial Tech
67. FIRST AID: \$6.00 for first aid card

148-011-LG20-0430-L1	Wenatchee
148-011-2G20-0430-QU	Omak
78. CPR Replacement Card: \$20.00 per replacement card

148-012-1J61-0430-L7	
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89. BOOK FEE: Variable

Covers the actual cost of books or specialized supplies for a course.

148-063-1D04-0430-BF Wenatchee

148-011-2A19-0430-Q3 Omak

940. OSHA SAFETY CERTIFICATION FEE: Variable

Covers the actual cost of the test.

148-012-LJ34-0430-OS (Industrial Tech)

148-012-LJ28-0430-OA (Refrigeration)

104. PROGRAM REQUIRED TESTS: Variable

Covers the actual cost of the test.

148-012-LJ61-0430-EN (TEAS)

148-012-LJ42-0430-AW (WORKKEY ASSESSMENTS)

12. ONE ON ONE TUTORING SERVICES: \$15.00 per hour

This fee covers the cost of the tutor's time.

148-011-1L28-0430-OO Wenatchee

E. FOOD SERVICE AND STUDENT HOUSING

Charges are based upon food service costs. Student housing damage charges vary depending on damage assessment.

1. FOOD SERVICE

a. FOOD SERVICE

573-262-1B90-0430-DB Wenatchee

2. STUDENT HOUSING

a. DORM DEPOSIT: \$400.00 one-time charge

573-262-1B91-0430-DD Wenatchee

b. APPLICATION FEE: \$50.00 one-time charge

573-262-1B91-0430-DF Wenatchee

c. DORM DAMAGE CHARGE: variable charges

573-262-1B91-0405-DC Wenatchee

d. DORM ROOM: as needed to optimize room occupancy

573-262-1B91-0423-DR Wenatchee

e. DORM TECHNOLOGY FEE: \$60.00 per quarter

573-262-1B91-0430-DT Wenatchee

F. PROFESSIONAL DEVELOPMENT AND COMMUNITY EDUCATION COURSES

Fees vary to cover the costs of the courses.

~~**G. WASHINGTON ONLINE COURSES**~~

~~Class fee is equal to per-credit charge for resident tuition.~~

~~148-014-1L30-0430-W3~~

~~**H. TELECOMMUNICATION FEES**~~

~~**1. TELECONFERENCE FEE: \$75.00 per hour**~~

~~The fee covers technical assistance, administration, facility use, and setup and standby time.~~

~~148-053-1L11-0420-C5~~

~~**GI. ADJUNCT PROGRAM SALES**~~

Funds collected are subsequently used to support the program generating the sales. The sales of goods or services created as an adjunct to the instructional programs are:

1. AUTOMOTIVE REPAIR

148-042-1J23-0420-AT Wenatchee

2. TREE FRUIT/HORTICULTURAL SALES

148-042-1J2P-0420-AP Wenatchee - Ag Sales

H. STUDENT SELF IMPOSED FEES

1. TECHNOLOGY FEE
148-041-1GOT-0430-CT
2. STUDENT REC CENTER CONSTRUCTION Wenatchee
522-264-1PVW-0430-VW
3. COMPREHENSIVE FEE Omak
528-252-2B93-0430-QR

II. APPROVAL PROCESS AND ACCOUNTING FOR FEES AND SALES

A. LAB, MATERIALS AND SERVICE FEES

All new fees or changes in fees require approval by the Board of Trustees. Annually, information is distributed about current fee revenue and expenses and fees are reviewed by area directors, deans or others. Recommendations for changes are made by deans or directors and discussed by the president's cabinet before being presented to the Board for approval.

B. PASS THROUGH FEE CHARGES - TESTING, INSURANCE & EXTERNAL PROGRAM FEES

Fees collected and remitted to an outside agency, (e.g., insurance, field trips, ski lift tickets, testing fees) are established by the third party. Wenatchee Valley College collects these fee amounts only as a service to students. These fees are not subject to legislative restrictions and are reported to the Board as an information item.

C. SALES

Departments producing goods or a service as a by-product of the educational program may retain the revenues for use in the instructional program.

D. ANNUAL APPROVAL BY THE BOARD OF TRUSTEES

All fees are approved by the Board on an annual basis.

E. STUDENT APPROVED FEES

The computer/technology fee (\$3.00 per credit, maximum of \$30.00 per quarter), the Student Center Construction Fee (\$5.00 per credit, maximum of \$75.00 per quarter) and the Omak Comprehensive Fee (\$1.00 per credit, maximum of \$10.00 per quarter) are student initiated and approved fees, and are presented to the Board for information only.

F. ACCOUNTING AND BUDGETING

The fiscal services office is responsible for maintaining current fee code and rate tables for ensuring correct assessment of fees.

All fees and program revenues are budgeted for the coming fiscal year, based upon historical revenue collections and projected program changes. Updates may be made to budgets in response to enrollment or other program changes. Any balance at the close of a fiscal year is carried forward to the next fiscal year. This process will allow for planned expenditures that exceed the annual revenue collected. All budget adjustments are processed through the district budget manager for reporting to the Board. Laboratory and material fees may not be used to cover salary expenses unless directly related to the lab environment.

BOARD MEETING: **April 19, 2017**

AGENDA ITEM: **#19 (Action)**

CATEGORY: **ACTION**

ASWVC Omak By-Law Revisions: Chio Flores

BACKGROUND:

Attached are the revised the proposed ASWVC Omak bylaw revisions. Student government made the following changes:

- 1) Change of font.
- 2) Included a cover page.
- 3) Added a glossary and table of contents.
- 4) Change cabinet position titles.
- 5) Changed election process to selection (interviews) for cabinet officers.
- 6) Added special clubs with membership of 5 minimum.
- 7) Changed membership of clubs from minimum of 10 to minimum of 8.

RECOMMENDATION:

That the board approve the proposed ASWVC Omak By-Law revisions.



Associated Students of
Wenatchee Valley College
at Omak
Bylaws

Approved by the Associated Students of Wenatchee Valley College at Omak
Student Senate on: [April 10th 2017](#)
Approved by the Board of Trustees on:

**~~BYLAWS OF THE ASSOCIATED STUDENTS OF
WENATCHEE VALLEY COLLEGE AT OMAK~~**
**Approved by the Associated Students of Wenatchee Valley College at Omak
Student Senate on: October 2010**
Approved by the Board of Trustees on: January 2011

INTRODUCTION

We, the students of Wenatchee Valley College at Omak announce our desire and intent to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of these bylaws for the purpose of promoting, directing and financing student affairs.

INTERPRETATION

Section 1: Interpretation of the wording of the Wenatchee Valley College at Omak constitution and bylaws shall be the responsibility of the Wenatchee Valley College at Omak Student Senate.

Section 2: Students, faculty, classified staff, and administrators have the right to appeal the decision of the Wenatchee Valley College at Omak Student Senate through the following chain of command:

- A. First, the Vice President of ~~Instruction~~ Instruction, or designee, of Wenatchee Valley College at Omak
- B. Second, the College President
- C. Finally, the Wenatchee Valley College Board of Trustees

Section 3: The Board of Trustees shall make the final interpretation concerning any appeals of the Wenatchee Valley College at Omak constitution and bylaws.

DEFINITION OF TERMS

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.

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

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

ASWVC 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 (ASWVCO).

ARTICLE III – MEMBERSHIP

All students currently enrolled in one or more credits at Wenatchee Valley College 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 distribute 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 speaking on behalf of the ASWVCO at college related functions, allocating Services and Activities Fees, and management of student clubs.

ARTICLE VI – ASWVC STUDENT SENATE

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

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

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

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

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

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

ARTICLE VII – APPOINTED REPRESENTATIVES

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

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

Section 3 - Students selected as appointed representatives may be recalled for just case 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 Office of Student Programs 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 Director of Student Programs 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 amendments of the Bylaws must be posted for fifteen (15) business days in the Office of Student Programs 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 Director of Student Programs, 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.

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ASWVCO BYLAWS

ARTICLE I

NAME

Section 1: The name of the college of this organization is the Wenatchee Valley College at Omak. (WVCO)

Section 2: The name of this organization shall be the Associated Students of Wenatchee Valley College at Omak (ASWVCO).

ARTICLE II

MEMBERSHIP

Section 1: The membership of the ASWVCO shall consist of all currently enrolled students of WVCO.

Section 2: The status of honorary membership in the ASWVCO may be granted for life by the Executive Cabinet of WVCO, to those persons who have made an outstanding contribution to the ASWVCO and/or the WVCO in general.

ARTICLE III

AUTHORITY

Section 1: The Executive Cabinet shall have the authority, as granted by the Board of Trustees of WVCO, to legislate, promote and regulate the affairs of the Association.

Section 2: This authority shall extend to all areas of WVCO student affairs as deemed necessary by the Executive Officers, except where reserved by a specific statute or regulation.

ARTICLE IV

THE STUDENT CABINET

Section 1: The ASWVCO Executive Officers shall be the President, the Vice President, the Secretary-Director of Administrative Affairs and the Treasurer-Director of Operations. The ASWVCO Student Cabinet will consist of the Executive Officers, the Events Coordinator-Director of Student Activities, two (2) Sophomore Representatives-Director of Public Affairs, Director of Legislative and Student Affairs, Assistant to the Director of Public Affairs, and Assistant to the Director of Legislative and Student Affairs. ~~and two (2) Freshmen Representatives.~~

Section 2: Members of the ASWVCO Student Cabinet will not hold any elected office for more than two (2) consecutive academic years, including the time served by an appointed officer holding an Executive position, if such time served is more than one (1) quarter.

Section 3: Minimum qualification to hold office for all ASWVCO Student Cabinet officers is a 2.50 cumulative grade point average when applying for and assuming a Student Cabinet office. A 2.50 cumulative grade point average must be maintained and

at least 6 credits completed each quarter during the term of office, excluding summer quarter.

Section 4:

A. All ASWVCO Cabinet Officers, except ~~Freshmen Representatives~~Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs, shall maintain and document a minimum of eight (8) scheduled office hours per week each quarter, to be maintained during regular college business hours. Office hours shall be defined as: scheduled office hours, Student Cabinet, Senate and Committee meetings, and any other official representative functions, such as college events and any on campus function done for the students of WVCO. The Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs~~Freshmen representatives~~ must maintain and document a minimum of four (4) hours per week each quarter.

B. The ASWVCO President will monitor the office hour schedules of the Student Cabinet officers.

C. The ASWVCO Senate Advisor will monitor the hours of the Student Cabinet President.

Section 5: All Student Cabinet Officers, except the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs ~~Freshmen Representatives~~ shall assume office the first day of summer quarter and shall maintain office until the first day of the following summer quarter.

Section 6: ~~Executive Officers, Events Coordinator, and Sophomore Representatives~~All officers, except the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs will receive a 12 credit leadership scholarship of in-state tuition, but not fees, to be distributed at the end of each quarter, upon fulfillment of specified job duties. The Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs~~The Freshmen Representatives~~, will receive a grant of ~~one-half~~6 credits of the in-state tuition, not including fees, to be distributed at the end of each quarter, upon fulfillment of specified job duties. (Scholarship amounts will be dependent on credits completed by each officer for the quarter specified.)~~m~~

Section 7: No Executive Officer of the Cabinet shall serve in the capacity of President, Vice President, or Treasurer for any WVCO club, due to potential conflicts of interest.

Section 8: The advisor of the ASWVCO Student Cabinet shall be appointed by the Dean, or designee, of WVCO.

Section 9: Incoming Student Cabinet Officers shall be responsible for attending and assisting the exiting Student Cabinet Officers at the WVCO graduation ceremony.

Section 10: Relatives of the first degree are not eligible to hold elected or appointed office as Executive Officers of WVCO concurrently.

ARTICLE V

DUTIES OF OFFICERS

Section 1: The ASWVCO President shall:

- A. Preside at all ASWVCO Student Senate and Cabinet meetings except in case of illness and/or with proper notice to the next highest officer.
- B. Preside at assemblies and special events sponsored by the ASWVCO Student Senate.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- C. Be responsible for all official communication of the ASWVCO Student Senate.
- D. Assist Student Senate Advisor in preparing a leadership transition program during the spring quarter for the incoming ASWVCO Student Cabinet Officers.
- E. Attend monthly board meetings at the request of the WVCO Dean, or designee, and submit monthly reports to the Wenatchee Valley College Board of Trustees.
- F. Review and keep documentation on the attendance and activities of the Student Cabinet members and make disciplinary recommendations as necessary at the next regularly scheduled meeting, unless the president is among the members in review. The duty shall then fall on the next highest officer not involved in the infraction.
- G. Serve as an official spokesperson after consultation with the ASWVCO Student Cabinet and/or appropriate WVCO official.
- H. Appoint Student Cabinet members to various committees as needed, including appointment of a Student Graduation Chairperson.
- H.I. Call roll at the Student Cabinet and Senate.

Section 2: The ASWVCO Vice President shall:

- A. Be available to assist the ASWVCO President whenever it is deemed necessary.
- B. Attend all ASWVCO Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Student Senate Advisor is unavailable, the officer is to contact the appropriate designee
- C. Assume the office of ASWVCO President if that officer is no longer capable or eligible to hold office.
- D. Be in charge of the Wenatchee Valley College Student Cabinet elections and the election committee, unless running in said election.
- E. Present to the ASWVCO Student Senate any/all student programs to be considered for sponsorship.
- F. Chair and organize the bylaws committee in a review of the ASWVCO bylaws every other year, or as necessary due to discrepancy. A club representative from each active club and volunteer students may assist. The Chairperson will determine the number of persons in the committee.
- G. Be responsible for reviewing club attendance at Student Senate meetings and recommending appropriate action.

- H. Prepare and implement new club orientation.
- I. Assist in upkeep and maintenance of the ASWVCO vehicles.
- J. Shall serve on any committee appointed by the President.

Section 3: The ASWVCO ~~Secretary~~ Director of Administrative Affairs shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Record and distribute all minutes of Student Cabinet and Senate meetings. Post a copy of minutes by the Student Cabinet information board or other designated area.
- C. Shall format and compose any letters or memos as needed.
- D. ~~Call roll at the Student Cabinet and Senate meetings and k~~Keep accurate records of attendance.
- E. Handle all Student Senate correspondence, including keeping accurate files.
- F. Shall serve on any committee appointed by the President.

Section 4: The ASWVCO ~~Treasurer~~ Director of Operations shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Present an accurate report of accounts ~~at weekly Student Senate meetings. as per request, must be approved by ASWVCO President.~~
- C. Shall receive all financial records dealing with activities and/or student programs, and maintain the accounts in a timely and orderly fashion.
- D. Facilitate the budget process within the Student Senate.
- E. Chair and organize the budget committee.
- F. Assist WVCO clubs with expenditures and the budget process.
- G. Compile a yearly event and activity summary and earning report for each club at WVCO.
- H. Facilitate locker policy and rentals.
- ~~I. Empty the copy machines monthly or as needed, doing so jointly with the ASWVCO President or other Student Cabinet member.~~
- ~~J. I.~~ Shall serve on any committee appointed by the President.

Section 5: The ASWVCO ~~Events Coordinator~~ Director of Student Activities shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Be responsible for the planning and coordination of all Student Senate entertainment functions, which would include preparing contracts, arranging travel plans, coordination of ticket distribution, and advertisement with the Student Cabinet Advisor.

- C. If requested, assist any/all student-sponsored programs in coordinating their events.
- D. Assist the ASWVCO Student Cabinet President when deemed necessary.
- E. Shall serve on any committee appointed by the President.

Section 6: The ASWVCO ~~Sophomore Representatives (2)~~ Director of Public Relations shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Chair and organize the awards banquet committee.
- C. Maintain all of ASWVCO social media accounts.
- ~~B. Be responsible for keeping all bulletin boards and reader boards updated and accurate.~~
- ~~C. Participate in distributing the WVCO campus newspaper with the publishing club.~~
- D. Attend staff meetings upon request of the President.
- E. Maintain Student Cabinet computers and printers.
- F. Shall serve on any committee appointed by the President.

Section 7: The ASWVCO ~~Freshmen Representatives (2)~~ Director of Legislative and Student Affairs shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Be responsible for distributing posters, flyers, memos, announcements, etc, necessary to inform the ASWVCO student body and faculty of all events and activities.
- C. Serve as a legislative liaison between the students and any government officials.
- D. Attend all WACTCSA activities and meetings.
 - ~~B.1. If unable to attend, the officer will delegate to ASWVCO Assistant to the Director of Legislative and Student Affairs.~~
- ~~C. Be responsible for keeping all bulletin boards and reader boards updated and accurate. They will also remove outdated materials in a timely fashion.~~
- E. Remove all outdated materials in a timely fashion
- ~~D.F.~~ Shall serve on any committee appointed by the President.

Section 8: The ASWVCO Assistant to the Director of Public Relations shall:

- A. Attend all Student Cabinet and Senate meetings.
 - 1. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee
- B. Assist the ASWVCO Director of Public Relations with any duties as described in Article V Section 6.
- C. Attend staff meetings upon request of the President.

D. Shall serve on any committee appointed by the President.

Section 9: The ASWVCO Assistant to the Director of Legislative and Student Affairs shall:

A. Attend all Student Cabinet and Senate meetings.

a. If unable to attend, the officer will contact the Student Senate Advisor. If the Advisor is unavailable, the officer is to contact the appropriate designee

B. Assist the ASWVCO Director of Legislative and Student Affairs with any duties as described in Article V Section 7.

C. Attend staff meetings upon request of the President.

D. Shall serve on any committee appointed by the President.

Section 810: The ASWVCO Senators (1 representative from each club) shall:

A. Attend all senate meetings.

1. If unable to attend, the officer will contact the Student Senate Advisor or ASWVCO Secretary. If they are unavailable, the officer is to contact the appropriate designee.

B. Report at senate meetings about the activities of their clubs.

C. Liaison between their clubs and the ASWVCO Cabinet.

D. Submit a copy of their clubs' minutes to the ASWVCO Secretary after each meeting.

E. Shall serve on any committee appointed by the President.

Section 911: All officers shall be responsible for upholding the ASWVCO constitution, bylaws, and financial code.

ARTICLE VI

RESPONSIBILITIES OF THE STUDENT SENATE

The WVCO Student Senate shall consist of the WVCO Student Cabinet and all club Senators from active clubs.

Section 1: It shall be the duty of the ASWVCO Student Senate to plan, approve, and coordinate all ASWVCO student programs in accordance with Washington State laws through the ASWVCO Student Senate Advisor.

Section 2: The ASWVCO Student Senate shall review and recommend sponsorship of ASWVCO student programs to the Student Senate Advisor and the Dean, or designee, of Wenatchee Valley College at Omak.

Section 3: The ASWVCO Student Senate shall determine if proposed activities are within planned programs of the sponsoring organization. Activities not within the planned program of the organization must receive approval of the Dean, or designee, of WVCO as special events.

Section 4: The ASWVCO Student Senate shall determine the financial solvency of all organizations requesting events.

Section 5: The ASWVCO Student Senate shall facilitate the total program by informing and/or teaching organizational representatives the contents of the ASWVCO constitution, bylaws, and financial code.

Section 6: The ASWVCO Student Senate shall serve as the official voice of all ASWVCO members.

Section 7: The ASWVCO Student Senate shall be responsible for evaluating all budget requests from the ASWVCO student programs and making recommendations for the use of those funds assigned to WVCO.

ARTICLE VII

~~ELECTION~~ SELECTION OF OFFICERS AND CLASS REPRESENTATIVES

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 the 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 Student Programs Application Form
2. Cover Letter
3. Resume
4. Completed Constituency Election Form
5. Minimum of one letter of recommendation (preference from WVC Faculty or Staff)

Section 2: Selections Committee Membership & Responsibilities

A. Membership:

1. Chair, either ASWVCO President or Advisor
2. One (1) current Executive Board member, excluding ASWVCO President, voting member
3. One (1) students-at-large, who are not members of the Executive Board, voting members
4. One (1) WVC Administrator, Faculty or Staff member, voting member.
5. One (1) Student Senate member, voting member

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. The Candidate Handbook shall be the official procedure manual for the ASWVCO Selections Committee

2. All Senate positions must be posted within the WVCO community and advertised for a minimum of three weeks

3. 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 and 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

4. 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. Selections shall be finalized by the end of spring quarter.

~~The election of the ASWVCO Student Cabinet Officers shall be in the general spring and fall elections, as outlined in the ASWVCO Student bylaws. The elections shall be governed by an election committee, chosen in the same manner as outlined in the bylaws and chaired by the ASWVCO Vice President, and shall follow the same filing requirements, campaign policies, and voting procedures.~~

Section 1:

~~A. The Election Committee Chairperson shall be the ASWVCO Vice President. In the event that the Vice President chooses to run for office, the ASWVCO President shall appoint a Chairperson in the Vice President's place. A committee appointed by the Chairperson shall insure all candidates are eligible in accordance with the constitution and bylaws.~~

~~B. Election Committee members shall not be eligible to run for any office.~~

~~C. The Election Committee shall be responsible for the planning, supervision, and conduction of the spring election, the fall election, and any special elections.~~

~~D. The Election Committee shall hear and adjudicate all complaints concerning elections and shall have all authority to disqualify any candidate or void an election when in the best interest of the ASWVCO.~~

Section 2: Filing.

~~Any Associated Student of WVCO wishing to be a candidate for any position in the ASWVCO Student Cabinet must file a declaration of candidacy with the ASWVCO Student Cabinet and the Omak Student Services office at least three (3) weeks before the election dates. Candidates may withdraw only during the filing period and must meet the requirements for the ASWVCO Student Senate membership, Article VIII.~~

Section 53: Spring Election.

The spring elections shall be held the second Wednesday and Thursday in May unless otherwise directed by the Dean, or designee, of WVCO.

- A. ASWVCO Student Cabinet officers ~~and two (2) Sophomore Representatives~~ will be elected during this time. Any positions not filled at this time will be filled in the fall election.

Section 64: Fall Election.

The fall election will be held within ~~2545~~ days of the beginning of the fall quarter at WVCO. ~~Two (2) Freshmen Representatives Assistant to Director of Public Relations and Assistant to Legislative and Student Affairs~~ shall be elected in the fall election, as well as any positions not filled in the spring election.

~~Section 5: Campaigning Polices.~~

~~A. Publicity Rules and Regulations:~~

- ~~1. Campaign materials may not be displayed until 8:00 A.M., seven business days prior to the election.~~
- ~~2. Each candidate shall be responsible for the removal of his/her campaign materials by 5:00 PM on the day after the elections.~~
- ~~3. Campaign materials may not exceed \$35.~~
- ~~4. Campaign materials may not originate from the Student Cabinet office, except for banners purchased from the banner maker.~~
- ~~5. No materials may be used belonging to the ASWVCO.~~
- ~~6. Any Student Cabinet Officer seeking election may not use office hours or the Student Cabinet office to make or distribute posters or to campaign.~~
- ~~7. Campaign materials must be approved prior to display. Approval must be through the Dean, or designee, of WVCO, the ASWVCO Student Cabinet Advisor, or a current Student Cabinet member.~~
- ~~8. Areas where displays will be put up must not be used without prior approval of the Dean, or designee, of WVCO and the custodial supervisor.~~

~~Section 6: Voting.~~

- ~~A. The polling place shall be selected by the Election Chairperson in conjunction with the ASWVCO Student Senate Advisor.~~
- ~~B. The Chairperson of the Election Committee shall open the polls at WVCO and the polls shall remain open into the evening as determined by the ASWVCO Student Cabinet to more appropriately meet the needs of the WVCO students.~~
- ~~C. Any student currently enrolled at WVCO is eligible to vote.~~
- ~~D. Upon closing of the polls, the Election Committee Chairperson, the ASWVCO Student Senate Advisor and the ASWVCO Administrative Assistant to the Dean, or designee, shall count the ballots.~~
- ~~E. The ASWVCO Dean, designee, or the Election Chairperson shall announce the results of the election.~~

- ~~F. Majority of votes wins in all cases. In the case of ties, the tied candidates shall run in a special election.~~
- ~~G. In the case of a candidate running unopposed, a majority vote of 2/3 confidence is required.~~
- ~~H. Absentee voting arrangements may be made through the ASWVCO Student Cabinet Advisor or the Dean, or designee, of WVCO. These votes must be postmarked no later than 5:00 P.M. the day before the elections begin.~~

Section 7: Vacancy of offices.

- A. If there is a vacancy for any reason, the Student Cabinet should appoint someone into the vacant position until the next election-selection or a special election-selection can be called by the ASWVCO President. The appointee is subject to the approval of a two-thirds majority vote of the Student Cabinet sitting in quorum.
- B. In the special election-selection case, official election notices should be posted seven days prior to the polling-selection date, announcing the election-selection date and the individuals to be voted on. Only Student Cabinet Officers sitting in quorum may vote on which candidate is to fill the vacant position.
- C. In either case, by appointment or special electionselection, the individual that fills the vacant position will receive a leadership scholarship for that quarter, and any other quarter served in the Student Cabinet position.
- D. Candidates applying for, or being appointed to, a vacant position must meet the requirements for the ASWVCO Student Cabinet membership, Article VIII, section 2.

**ARTICLE VIII
REQUIREMENTS FOR THE ASWVCO AT OMAK STUDENT SENATE
MEMBERSHIP**

Section 1: General Requirements.

A student shall hold no more than one (1) ASWVCO Student Senate position concurrently.

Section 2: Cabinet Membership.

- A. All candidates for ASWVCO Student Cabinet officers must have earned a minimum of 15 credits hours at WVCO prior to the commencement of the quarter elections, with the exception of the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs. ~~Sophomore Representatives and Freshmen Representatives.~~
- B. Candidates must have a cumulative GPA of at least 2.50.
- C. All ASWVCO Student Cabinet Officers must maintain a cumulative GPA of 2.50, and complete a minimum of 6 credits per quarter during their term of office.
- D. No student on disciplinary probation may be a candidate for an ASWVCO Student Cabinet office.

- E. Candidates for ASWVCO ~~Sophomore Representatives Offices~~, except the Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs must have earned 45 quarter credits prior to assuming office, with a cumulative GPA of at least 2.50.
- F. Candidates for ASWVCO Assistant to the Director of Legislative and Student Affairs, and Assistant to the Director of Public Affairs~~Freshmen Representatives~~ cannot have earned more than 44 credits prior to assuming office.
- G. No student may hold more than one (1) incomplete when filing for a Student Cabinet office.
- H. Exceptions may be granted by vote of Student Cabinet membership.
- I. Students will sign and adhere to the Associated Students of Wenatchee Valley College Code of Conduct policy.
- J. Upon appointment officers shall take oath of office and sign laptop sign-out waiver.

Section 3: Club Senators.

The Student Senate Representative (Senator) of ASWVCO sponsored student programs must be an elected officer or designated representative in accordance to the sponsoring groups' constitution and bylaws.

Section 4: Removal from Student Cabinet.

- A. Student Cabinet Officers may be removed from office for just cause by a majority secret ballot vote of the Student Cabinet.
- B. Any Student Cabinet member may be removed from office by a two-thirds (2/3) majority vote and approval of the Dean, or designee, due to conduct unbecoming an ASWVCO Student Cabinet officer.
- C. Just cause.
 - 1. Failure to complete assigned duties as stated in the bylaws.
 - 2. Failure to maintain necessary GPA (2.50 cumulative).
- D. Student Cabinet officers shall be allowed no more than one (1) incomplete course, to be completed by the last day of the following quarter. Failure to do so, or further incomplete courses, shall result in termination of office.
- E. If an officer has one (1) unexcused absence in a Student Cabinet or Senate meeting in any quarter, then said person will be notified within one (1) week. After two (2) unexcused absences, the person will be informed in writing, within one (1) week, that his/her position on the Student Cabinet is on probation. After the third time, he/she may be dropped from the Student Cabinet by a majority secret ballot vote of the Student Cabinet.
- F. If a Student Cabinet Officer violates the ASWVCO Code of Conduct, they may be removed from the position and will no longer be able to hold an office in the future.
- G. If a Student Cabinet Officer's status becomes on disciplinary probation, for any reason, a Student Cabinet meeting shall be called, and Student Cabinet shall vote

as to ~~if said~~determine if officer on disciplinary probation shall receive a leadership scholarship at the end of that quarter.

- H. Any Student Cabinet Officer on disciplinary probation, for any reason, for a second quarter shall be immediately removed from office, without receiving a leadership scholarship for the second quarter of disciplinary probation.

ARTICLE IX SPONSORED STUDENT CLUBS

Section 1: All ASWVCO Student Clubs must be officially recognized by the ASWVCO Student Senate if they are to do any of the following:

- A. Use the name of Community College District No. 15.
- B. Use the facilities of WVCO.
- C. Be eligible to administer programs for the ASWVCO Student Senate on an as needed basis.
- D. Receive ASWVCO Student Senate service and activities fees subsidy.

Section 2: Requirements for continuing Official Recognition.

- A. Each student club must provide a current copy of the constitution and bylaws to be held on file in the ASWVCO Student Senate office.
- B. Have an official faculty/staff advisor.
- C. Provide for membership in the club, which does not eliminate students on basis of race, religion, sex, creed, national origin, color, or physical ability.
- D. Must submit to the ~~Executive Cabinet Secretary~~Director of Administrative Affairs the minutes of each meeting within 5 business days by paper or electronically. After two (2) un-submitted sets of minutes, a written notice will be sent to the President and Advisor of that club. After three (3) unsubmitted minutes, club funds will be frozen.
- E. The ASWVCO Vice President will verify the eligibility of the club for sponsorship each fall and recommend ASWVCO Student Senate approval for each qualifying organization.
- F. No new clubs will be eligible to apply for sponsorship after fall quarter unless they are approved by a 2/3 majority vote of the Student Senate. At this time they should be able to demonstrate adequate attendance, interest, and activity in the proposed club.
- G. No club may hold their regular meeting during the time of the Student Senate meeting and each club shall send a Senator to each ASWVCO Student Senate meeting.

Section 3: Procedures for Acquiring Sponsorship.

- A. Adopt club constitution and/or bylaws, and complete an application for sponsorship, indicating the following:
 - 1. A minimum of ~~ten member~~eight (8) members involved with the club.
 - 2. A faculty/staff advisor.

3. Whether or not ASWVCO subsidy is desired in accordance with the financial code.
- B. Appear before the ASWVCO Student Senate through the ASWVCO Vice President, and request sponsorship.
- C. The ASWVCO Student Senate will take the proposal under consideration and review the application and constitution subject to vote on approval at the next regularly scheduled meeting.
- D. Upon approval of the constitution and bylaws, including application form, the ASWVCO Student Senate will grant the organization an official sponsorship, and a new club shall receive a maximum of one thousand dollars (\$1,000) startup subsidy.

Section 4: Definition of level of activity status.

- A. An active student program is a club which conducts business, holds meetings and/or events, conducts financial transactions, and/or uses college facilities during any quarter.
- B. An inactive student program is a club that has:
 1. Been suspended by the Dean, or designee, of WVCO, or the ASWVCO Student Senate, either because of lack of attendance at ASWVCO Student Senate meetings or because of failure to comply with Omak Student Senate and/or college policy, or the laws of the city, state, or federal government.
 2. Failed to complete the application for sponsorship within 30 days of the club's formation.
 3. Failed to comply with the adopted club constitutional purpose, actual or implied.
 4. Failed to conduct a program or meet requirements for more than one (1) quarter.
- C. Definition of Suspension
 1. If a club has one (1) unexcused absence in a Student Senate meeting in any quarter, the club President and Advisor shall be informed in writing within one (1) week. If the club has two (2) unexcused absences within one (1) quarter, the club President and Advisor shall receive written notice that the club is on probation, but only by a majority secret ballot vote of the Student Senate. After the third unexcused absence, funds will be frozen and, upon a majority secret ballot vote of two-thirds (2/3) by Student Senate, the club may be suspended.
 2. Clubs under suspension may only conduct re-organization meetings for the purpose of petitioning for reinstatement.
 3. Clubs may not utilize funds, conduct activities, fund raisers, etc., while under suspension.
 4. Suspension period shall be a minimum of two (2) weeks.
- D. Probationary Period
 1. Following one (1) suspension, the club must consider itself on probation for the remainder of the year.
 2. Further suspensions may result in disbandment.

E. Reasons for disbanding of sponsored clubs.

An organization which has been:

1. Inactive for two (2) quarters.
2. Failed to meet election requirements as provided by the clubs constitution and bylaws.

F. When a club is disbanding, the monies will be appropriated back to Student Senate contingency.

G. Clubs can petition for reinstatement by the Student Senate after all requirements have been met. Student Senate will decide by two-thirds (2/3) vote whether to release funds back to the club.

Section 5: Partial Membership Club Definition:

A. Partial membership clubs shall have all the same requirements of sponsorship as a full-fledged club with the exception of:

- a. Clubs shall consist of at least five (5) members.
- b. Clubs may function without a WVC faculty/staff advisor.

B. Partial membership clubs shall follow all requirements stated in Article IX Section 4.

C. Partial membership clubs shall receive a maximum of one hundred dollars (\$100) startup subsidy.

D. Partial membership clubs shall have the same amount of representation in Student Cabinet as a full-fledged club.

ARTICLE X AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds (2/3) majority vote of the Student Senate sitting in quorum, PROVIDED that at least one (1) week prior notice is given to the Student Senate, PROVIDED FURTHER that the students, faculty, classified staff, and Dean, or designee, are given an opportunity to speak to the amendments.

Section 2: The Board of Trustees of WVCO shall be notified of the amended changes to the bylaws of the ASWVCO constitution and shall vote for approval.

ARTICLE XI IMPLEMENTATION

Section 1: The bylaws shall be implemented immediately upon a two-thirds (2/3) majority vote of the Student Senate sitting in quorum and approval by the Board of Trustees.

Section 2: Policies and Procedures, separate from the bylaws, can be changed with a two-thirds (2/3) Student Senate majority vote and enacted immediately. They can be appealed by anyone in Section 2, Interpretation.

ARTICLE XII VOTING

Section 1: Voting in Student Cabinet Meetings: Only elected Cabinet Officers (~~Vice President, Secretary, Treasurer, Events Coordinator, Sophomore Representatives, and Freshmen Representatives~~) shall be allowed to vote in Student Cabinet Meetings.

Section 2: Voting in Student Senate Meetings: Only elected Cabinet Officers (~~Vice President, Secretary, Treasurer, Events Coordinator, Sophomore Representatives, and Freshmen Representatives~~) and elected Senators shall be allowed to vote in Student Senate Meetings.

Freshmen

Section 3: Voting in Committee Meetings: All WVCO students that are participating in the committee shall be allowed to vote in the Committee's Meeting, except the chair person.

Section 4: Absentee Ballots: To have your vote counted if you will be absent from a meeting in which a vote will be taking place, you must:

- A. Be eligible by the above standards to vote in the meeting and
- B. Submit a written vote by 5 pm the day prior to the meeting to the ASWVCO Secretary.