

AGENDA
 BOARD OF TRUSTEES
 WENATCHEE VALLEY COLLEGE
 WENATCHEE, WASHINGTON
 April 24, 2019

10:00 a.m. - Work Session.....	The Lucy Covington Government Center, Nespelam, WA
3:00 p.m. – Board of Trustees Meeting	The Lucy Covington Government Center, Nespelam, WA

Page

AGENDA

APPROVAL OF MINUTES

- 1. March 20, 2019, Board Meeting Minutes 2

CELEBRATING SUCCESS

- 2. Recognition of Former Trustee Wendell George 67

SPECIAL REPORTS

- 3. Luz Estrada, ASWVC Wenatchee President..... 68
- 4. Adrian Carrillo, ASWVC Omak President 69
- 5. Patrick Tracy, AHE President..... 70
- 6. Mike Nelson, WPEA Chief Shop Steward..... 71

STAFF REPORTS

- 7. Brett Riley, Vice President of Administrative Services 72
- 8. Tod Treat, Interim Vice President of Instruction and WVC-Omak 73
- 9. Chio Flores, Vice President of Student Services..... 79
- 10. Enrollment Report: Jim Richardson, President 81
- 11. Jim Richardson, President..... 83

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 24, 2019**

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

CATEGORY: **APPROVAL OF MINUTES**

Board Minutes of March 20, 2019

BACKGROUND:

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

RECOMMENDATION:

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

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

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

Trustees present

Phyllis Gleasman, Chair
Tamra Jackson, Vice Chair
Phil Rasmussen
Martha Flores

The board work session was opened by Chair Phyllis Gleasman at 10:00 a.m. Major agenda items included review of mission fulfillment/core theme indicator report/year 7 self-study and 2019-2020 student fee schedule. Executive session was held to discuss tenure review and personnel issues.

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

APPROVAL OF MINUTES

1. February 20, 2019, Board Meeting Minutes

MOTION NO. 2289

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

CELEBRATING SUCCESS

2. Recognition of the Men’s and Women’s Basketball Teams

Both the men’s and women’s basketball teams qualified for the NWAC Sweet 16 Championship Tournament. The men’s team, led by Coach Jeremy Harden, was 8-8 in conference; and the women’s team, led by Coach Rachel Goetz, was 13-3. The men were eliminated in the first round, but the women claimed the NWAC Women’s Basketball Championship – first time in 38 years! In addition, the women’s team posted a 3.27 GPA fall quarter and had five women named to the All-NWAC Academic list.

INTRODUCTION OF NEW EMPLOYEES

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

New employee Debra Maxwell, accountant, was introduced.

SPECIAL REPORTS

4. Luz Estrada, ASWVC Wenatchee President

Luz Estrada reported that she will travel to Olympia on March 25, 2019, with President Richardson and Trustee Phil Rasmussen to meet with legislators.

SPECIAL REPORTS (continued)**5. Adrian Carrillo, ASWVC Omak President**

Adrian Carrillo reported on the many events planned for spring quarter. He added that the process of both campuses coming together to work on the by-laws and financial code was very rewarding.

6. Patrick Tracy, AHE President

A written report from AHE President Patrick Tracy was not submitted.

7. Mike Nelson, WPEA Chief Shop Steward

A written report from WPEA Chief Shop Steward was not submitted.

STAFF REPORTS**8. Brett Riley, Vice President of Administrative Services**

Brett Riley did not add to his written report.

9. Tod Treat, Interim Vice President of Instruction

A written report from Interim Vice President of Instruction Tod Treat was included in the board information packet.

10. Chio Flores, Vice President of Student Services

Chio reported that the Stand Against Racism event will take place on the Omak Campus on April 24 and on the Wenatchee Campus on April 25, 2019.

11. Jim Richardson, President

President Richardson congratulated trustee Phyllis Gleasman for her recent confirmation by the senate.

ACTION**12. Tenure Review: Jim Richardson, President**

All tenure files were reviewed by the board of trustees and the files were discussed during executive session. Faculty member Melissa Fowler was previously tenured faculty at Wenatchee Valley College and resigned from her position in June 2015. Melissa was rehired in December 2017 and has successfully completed three quarters of full-time, tenure-track employment

MOTION NO. 2290

Phil Rasmussen moved that Jeffery Bullock, Brigid Chvilicek, Kristy Kappenman, Lindsay Henning, Jennifer Korfiatis, and Kestrel Smith be granted second year probationary status after the successful completion of three quarters. The motion was seconded by Tamra Jackson and carried unanimously.

MOTION NO. 2291

Tamra Jackson moved that Geoff Ball, Tom Doherty, Arius Elvikis, Kristin Lindell, and Sai Ramaswamy be granted third year probationary status after the successful completion of six quarters. The motion was seconded by Martha Flores and carried unanimously.

MOTION NO. 2292

Martha Flores moved that Samuel Hart Johnson, Kerin Keys, Andrea Morrell, Cameron Painter and Ben Van Dyke be granted tenure status after the successful completion of nine quarters. The motion was seconded by Phil Rasmussen and carried unanimously.

ACTION (continued)

12. Tenure Review: Jim Richardson, President (continued)

MOTION NO. 2293

Phil Rasmussen moved that Melissa Fowler be granted tenure status after the successful completion of spring quarter. The motion was seconded by Tamra Jackson and carried unanimously.

13. Revised ASWVC By-Laws/Constitution: Chio Flores, Vice President of Student Services

The ASWVC presented minimal changes to the ASWVC by-laws/constitution that included position updates, general wording and formatting.

MOTION NO. 2294

Tamra Jackson moved that the board approve the revised ASWVC By-Laws/Constitution as presented. The motion was seconded by Phil Rasmussen and carried unanimously.

(ASWVC By-Laws/Constitution attached as Exhibit A.)

14. Revised ASWVCO By-Laws/Constitution: Chio Flores, Vice President of Student Services

ASWVCO decided to adopt ASWVC’s new outline of by-laws as their new format and build their new by-laws in accordance with theirs. The Omak senate felt the current constitution and by-laws did not reflect the senate position’s titles and duties accurately.

MOTION NO. 2295

Phil Rasmussen moved that the board approve the revised ASWVCO By-Laws/Constitution as presented. The motion was seconded by Martha Flores and carried unanimously.

(ASWVCO By-Laws/Constitution attached as Exhibit B)

15. Revised ASWVC Financial Code: Chio Flores, Vice President of Student Services

The two student senates have been operating procedurally under different Financial Codes. The updated Financial Code presented for approval is an attempt to go back to the prior District 15 Financial Code while also incorporating the new additions used in Wenatchee during the 2018-2019 school year.

MOTION NO. 2296

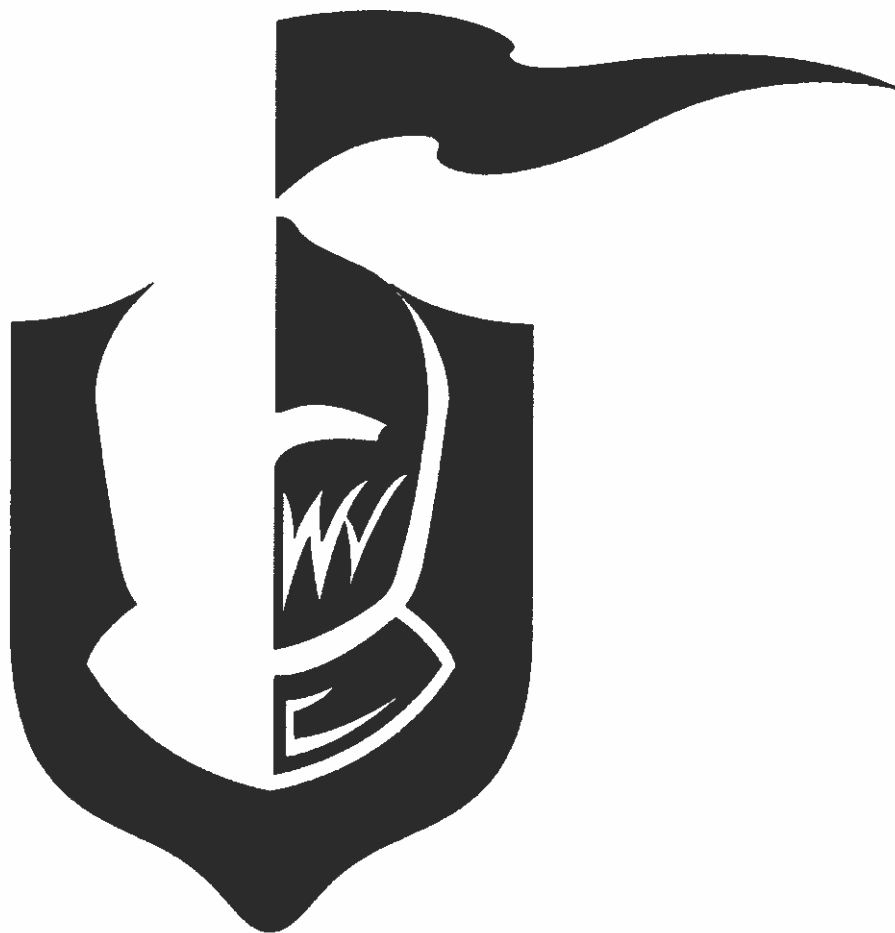
Martha Flores moved that the board approve the ASWVC Financial Code as presented. The motion was seconded by Tamra Jackson and carried unanimously.

(ASWVC Financial Code attached as Exhibit C)

3:26 p.m. Meeting adjourned

Secretary

Chair



**ASSOCIATED STUDENTS OF
WENATCHEE VALLEY COLLEGE**

**ASWVC CONSTITUTION &
BYLAWS**

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

DEFINITION OF TERMS

Section 1	Terms	5
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ASWVC CONSTITUTION

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

ASWVC BYLAWS

ARTICLE I

ASWVC STUDENT SENATE

Section 1	Purpose	9
Section 2	Membership	9
Section 3	Term of Office	9
Section 4	Assumption of Duties	10
Section 5	Condition of Senate Member Tenure	10
Section 6	Meetings	10
Section 7	Compensation	11
Section 8	Responsibilities of the Senate	11
Section 8	ASWVC President	11
Section 8	ASWVC Vice President	12
Section 8	ASWVC Treasurer	12
Section 8	ASWVC Secretary	13
Section 8	Director of Campus Activities	13
Section 8	Director of Diversity	13
Section 8	Director of Health and Wellness	13
Section 8	Director of Social and Civic Responsibility	14
Section 8	Director of Public Relations	14
Section 8	Student Ambassadors	14
Section 9	Coordinators	15
Section 10	Probation	15

ARTICLE II

COMMITTEES

Section 1	Initiation	15
Section 2	Standing Committees	15
Section 2	Student Services & Activities Fee Budget Committee	15

Section 2	Interclub Council	15
Section 2	Selections Committee	16
Section 3	Ad Hoc Committee	16
Section 3	ASWVC Constitution and Bylaws Review Committee	16
Section 3	Budget Dispute Resolution Committee	16
Section 3	Judicial Review Committee	16

ARTICLE III ASWVC CERTIFIED/RECOGNIZED CLUBS

Section 1	Purpose	17
Section 2	Chartering Requirements	17
Section 3	Recognition	17
Section 4	Membership	17
Section 5	Conditions	18
Section 6	Funding	18
Section 7	Club Advisors	18
Section 8	Rights, Responsibilities and Discipline of Clubs	18
Section 9	Training	18

ARTICLE IV SELECTIONS & APPOINTMENTS

Section 1	Standard Filing Process for ASWVC Student Senate	18
Section 2	Selections Committee Membership & Responsibilities	18
Section 3	Voting	19
Section 4	Timeline	19
Section 5	Appointments to Committees	19
Section 6	Appointments Due to Vacancies	20

ARTICLE V ASWVC CODE OF CONDUCT AND ACCOUNTABILITY

Section 1	ASWVC Student Senate Expectations	20
Section 2	Attendance Policies	20
Section 3	ASWVC Process of Accountability	20
Section 4	Reprimands	20
Section 5	Probation	20

ARTICLE VI REMOVAL FROM OFFICE

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

ARTICLE VII RESIGNATION AND ABANDONMENT

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

ARTICLE VIII VACANCIES

Section 1	Vacancies on the Senate	22
-----------	-------------------------	----

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

DEFINITION OF TERMS

Section 1 - Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

ASWVC CONSTITUTION

ARTICLE I PREAMBLE

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

ARTICLE II RECOGNITION

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

ARTICLE III MEMBERSHIP

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

ARTICLE IV GOVERNING BODY

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

ARTICLE V AUTHORITY

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

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

ARTICLE VI ASWVC STUDENT SENATE

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

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

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

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

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

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

ARTICLE VII APPOINTED REPRESENTATIVES

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

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

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

ARTICLE VIII CONSTITUTIONAL AMENDMENTS

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

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

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

ARTICLE IX BYLAW AMENDMENTS

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

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

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

ARTICLE X Non-Discrimination Statement

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

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

ASWVC BYLAWS

ARTICLE I ASWVC STUDENT SENATE

Section 1 - Purpose

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

- A. Manage, direct and monitor the activities, guidelines and procedures of the Associated Students of Wenatchee Valley College.
- B. Strive to learn, develop and achieve leadership skills and abilities.

Section 2 - Membership

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

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

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

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

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

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

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

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

Section 3 - Term of Office

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

Section 4 - Assumption of Duties

Senators assume full responsibility of each positions duties on the first day of training, as outlined by Campus Life.

Section 5 - Condition of Senate Member Tenure

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

Section 6 - Meetings

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

Section 7 - Compensation

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWVC Terms of Appointment, members of the Senate shall receive compensation in the form of an hourly wage. Officers have the option of being paid monthly throughout their term of office or bi-weekly.

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

Section 8 - Responsibilities of the Senate

General responsibilities of the Senate:

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

Duties of Executive Board Officers:

1. The ASWVC President shall:
 - a. Serve as the liaison with College administration, attend and provide written/oral reports to the WVC Board of Trustees.

- b. Meet weekly with the Senate advisor.
 - c. Serve as Chair for Senate and Executive Board meetings.
 - d. Serve as ASWVC Senate representative to WVC Instruction Council meetings
 - e. Appoint Senate members to College, pre-tenure, standing and ad-hoc committees; if not otherwise stated in Article III, or as the need arises.
 - f. Meet as needed with the WVC President and WVC Vice President of Student Services of Wenatchee Valley College.
 - g. Oversee the preparation and distribution of all Student Government related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before the Executive Board/Senate meetings.
 - h. As needed, coordinate the facilitation of student surveys and gather student input on issues affecting the student body.
2. The ASWVC Vice President shall:
- a. Assume the duties of the ASWVC President in the case of absence, resignation, dismissal, or forfeiture of office.
 - b. Serve as Chair of the Interclub Council.
 - c. Oversee the preparation and distribution of all Interclub Council related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before meetings.
 - d. Advocate for campus clubs & organizations to cultivate a strong campus community.
 - e. Provide the Executive Board/Senate with weekly reports on club activities, budget, chartering and affairs.
 - f. Oversee Club Recognition and Certification process.
 - g. Promote club and organization events to the campus community, in coordination with the Campus Life office.
 - h. Update the ASWVC Clubs Handbook in collaboration with the Senate advisor.
 - i. Meet as needed with WVC Vice President for Instruction regarding co-curricular programming, support for clubs and club advisors, and mentorship opportunities.
 - j. Coordinate the ASWVC Club Showcases during each quarter.
3. The ASWVC Treasurer shall:
- a. Serve as Chair of the S&A Budget Committee.
 - b. Serve as co-chair of Interclub Council.
 - c. Act as the financial manager of the Associated Students in coordination with the Senate.
 - d. Maintain an accurate inventory of all ASWVC property, including items purchased during the fiscal year.
 - e. Meet as needed with the Senate advisor regarding S&A budget, operations and mentorship opportunities.
 - f. Provide the Senate with monthly reports on budgets managed by the ASWVC during the year: Events/Activities and ASWVC Special Projects accounts.

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

Duties of Campus Activities Board (CAB) members:

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

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

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

Section 9 - Coordinators

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

Section 10 - Probation

In the event a Senator does not satisfy the responsibilities outlined in Article 1, Section 4; Article I, Section 6; and Article I, Section 9 the officer may be placed on probation. The probation process is detailed in Article VI, Section 5 of these bylaws.

ARTICLE II COMMITTEES

Section 1 - Initiation

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

Section 2 - Standing Committees

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

1. Membership:
 - a. ASWVC Treasurer, Chair, non-voting member
 - b. One (1) Executive Board member, voting member
 - c. Two (2) students-at-large, voting members, who are not members of the Executive Board
 - d. One (1) WVC Faculty or Staff member, voting member, appointed by the Senate advisor
 - e. Senate advisor, non-voting member

B. Interclub Council

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

- d. The Club Handbook shall be the official rules and procedures manual for the ASWVC Interclub Council.
- C. Senate Membership Selections Committee (Spring Quarter)
 - a. The method of selection, group membership, timeline, committee responsibilities and voting shall be outlined in Article V - Selections and Appointments. This shall be the official rules and procedures for the selection committee.

Section 3 - Ad Hoc Committees

Ad hoc committees arise as deemed necessary by the Senate.

A. ASWVC Constitution and Bylaws Review Committee

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

1. Membership:

- a. ASWVC Secretary, Chair, (non-voting member)
- b. One (1) Executive Board member; (voting member)
- c. Two (2) Senators: One (1) member from CAB and one (1) member from the Student Ambassador team; (voting members)
- d. Three (3) students at large (non-Senate members); (voting members)
- e. Senate advisor, non-voting member

B. Budget Dispute Resolution Committee

1. Membership:

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

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

2. Responsibilities:

- a. Resolving disputes, by vote, which might exist between the Services and Activities Fee Committee and College Administration, relative to the Services and Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
- b. Meet only in the instance that a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.
- c. The Committee must meet within fourteen (14) business days of a dispute.

C. Judicial Review Committee (meets only upon the receipt of an officially filed grievance)

1. Membership:

- a. Vice President for Student Services or designee, Chair
- b. Five (5) students-at-large, voting members, selected by the Vice President for Student Services, or their designee and confirmed by the Senate

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

ARTICLE III ASWVC CERTIFIED/RECOGNIZED CLUBS

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

Section 1 - Purpose

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

Section 2 - Chartering Requirements

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

Section 3 - Recognition

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

Section 4 - Membership

Club membership is limited to current WVC Students.

- Membership in the club or organization may not eliminate, discriminate, or harass students on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military

status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability.

- Exceptions are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on academic standing and/or academic merit.

Section 5 - Conditions

Organizations recognized by the Senate may:

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

Section 6 - Funding

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

Section 7 - Club Advisors

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

Section 8 - Rights, Responsibilities and Discipline of Clubs

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

Section 9 - Training

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

ARTICLE IV SELECTIONS & APPOINTMENTS

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

Section 1 - Standard Filing Process for ASWVC Student Senate

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

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

Section 2 - Selections Committee Membership & Responsibilities

A. Membership:

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

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

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

B. Responsibilities:

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

C. Candidate Selection Process

1. All Senate positions must be posted within the WVC community and advertised for a minimum of three weeks.
2. The Selections Committee will:
 - i. Review applications.
 - ii. Outline the experience, skills, abilities and/or strengths the committee is seeking in a final candidate.
 - iii. Identify and agree upon interview dates, times and final selection meeting.
 - iv. Interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview.
 - v. Send final proposal to Senate advisor who will then conduct reference and conduct checks and make job offers.
3. The committee will begin the process of selecting the best candidate to fill the position based on interview scores and candidate's experience, skills, abilities and strengths.

D. Ambassador Selection Process

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

Section 3 - Voting

All decisions made by the committee require a majority vote.

Section 4 - Timeline

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

Section 5 - Senate Appointments to Campus Committees

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

- A.** The ASWVC President shall announce openings for student representation on all applicable campus committees by the first (1st) week of fall quarter and/or as they become available.
- B.** Candidates for campus tenure committees may attend a training session coordinated by the Senate advisor or their designee.

- C. Campus committee appointments shall be reported by the ASWVC President at the next available Senate Meeting. Names shall then be forwarded to the WVC President's Office and respective College administrators.

Section 6 - Appointments Due to Vacancies

Appointments to vacant Senate positions shall be made as specified in Article IX - Vacancies of the ASWVC bylaws.

ARTICLE V ASWVC CODE OF CONDUCT AND ACCOUNTABILITY

Section 1 - ASWVC Student Senate Expectations

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

Section 2 - Attendance Policies

Senators are expected to abide by the following attendance guidelines:

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

Section 3 - ASWVC Process of Accountability

The accountability process describes actions to be taken in the event a Senator receives allegations or fails to abide by the Standards of Conduct at Wenatchee Valley College and as outlined in Article V, section 1. Final decisions regarding accountability will be at the discretion of the Senate advisor.

A. Corrective Action

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

B. Verbal Warning / Counseling

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

Section 4 - Reprimands

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

Section 5 - Probation

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

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

ARTICLE VI REMOVAL FROM OFFICE

Section 1 - Terms and Conditions

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

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

Section 2 - Removal by the Senate

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

Section 3 - Suspension/Removal by the Senate advisor

The Senate advisor shall:

- A. Suspend with or without pay, pending the outcome of an investigation pertaining to a violation of WVC's Rules of Conduct, Student Code of Conduct, ASWVC Terms of Appointment, or Duties of Officers (Article I, Section 9).
- B. After following performance/behavior processes (Article VI, Section 3), terminate a Senate member for not abiding by these bylaws or the ASWVC Terms of Appointment.

Section 4 - Petition for Removal by the Student Body

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

ARTICLE VII RESIGNATION AND ABANDONMENT

Section 1 - Voluntary Resignation

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

Section 2 - Unauthorized Absence/Position Abandonment

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

ARTICLE VIII VACANCIES

Section 1 - Vacancies on the Senate

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

A. Membership:

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

B. Responsibilities:

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

C. Exception:

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

ARTICLE IX FINANCES

Section 1 - Guideline

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

Technical Colleges, rules of the State Office of Financial Management and the laws and regulations of the State of Washington.

ARTICLE X INITIATIVE AND REFERENDUM PROCESS

Section 1 - Initiatives

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the Senate, clearly stating the issue and signed by at least 300 currently enrolled students. Such petitions may be submitted to the Senate at any regularly scheduled meeting. Approved initiative measures must be publicly posted for a period of two (2) weeks prior to the election in which it shall be voted on.

Section 2 - Referenda

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

ARTICLE XI POSITION STATEMENT

Section 1 - Establishing Position & Opinions

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

Section 2 - Process

The Senate may issue a position statement when:

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

Section 3 - Procedure

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

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

Section 4 - Approval

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

ARTICLE XII AMENDMENTS

Section 1 - Grammar, Spelling and Punctuation

Grammar, spelling and punctuation changes may be recommended by a simple majority vote of the ASWVC Constitution and Bylaws Review Committee and a simple majority vote of Senate. The Senate

may independently initiate and approve grammar, spelling and punctuation with a simple majority vote. Additional approval is required from the Senate advisor and approval from Wenatchee Valley College's President or Board of Trustees, before amendments may take effect.

Section 2 - House Keeping Revisions

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

Section 3 - Amendments

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

- A. Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Senate advisor with three hundred (300) signatures of currently registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.
- B. Each time the Constitution or Bylaws are revised, a written report must be made documenting each change, why the change is needed and the intent of the change made.

ARTICLE XIII OTHER REGULATORY DOCUMENTS

Section 1 - Club Handbook

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

Section 2 - ASWVC Financial Code

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



**ASSOCIATED STUDENTS OF
WENATCHEE VALLEY**

AT OMAK

**ASWVCO CONSTITUTION &
BYLAWS**

APPROVED BY THE ASWVCO CABINET: MARCH 8, 2019

APPROVED BY THE BOARD OF TRUSTEES: TBD

DEFINITION OF TERMS

Section 1	Terms	5
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ASWVCO CONSTITUTION

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

ASWVCO BYLAWS

ARTICLE I ASWVCO STUDENT SENATE

Section 1	Purpose	9
Section 2	Membership	9
Section 3	Term of Office	9
Section 4	Assumption of Duties	9
Section 5	Condition of Senate Member Tenure	10
Section 6	Meetings	10
Section 7	Compensation	11
Section 8	Responsibilities of the Senate	11
Section 8	ASWVCO President	12
Section 8	ASWVCO Vice President	12
Section 8	ASWVCO Treasurer	12
Section 8	ASWVCO Secretary	13
Section 8	Director of Campus Activities	13
Section 8	Director of Legislative of Student Affairs	13
Section 8	Director of Public Relations	14
Section 8	Student Ambassador	14
Section 9	Coordinators	14
Section 10	Probation	14

ARTICLE II COMMITTEES

Section 1	Initiation	14
-----------	------------	----

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

ARTICLE III ASWVCO CERTIFIED/RECOGNIZED CLUBS

Section 1	Purpose	16
Section 2	Chartering Requirements	17
Section 3	Recognition	17
Section 4	Membership	17
Section 5	Conditions	17
Section 6	Funding	17
Section 7	Club Advisors	17
Section 8	Rights, Responsibilities and Discipline of Clubs	17
Section 9	Training	17

ARTICLE IV SELECTIONS & APPOINTMENTS

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

ARTICLE V ASWVCO CODE OF CONDUCT AND ACCOUNTABILITY

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

ARTICLE VI REMOVAL FROM OFFICE

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

ARTICLE VII RESIGNATION AND ABANDONMENT

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

ARTICLE VIII	VACANCIES	
Section 1	Vacancies on the Senate	21
ARTICLE IX	FINANCES	
Section 1	Guideline	22
ARTICLE X	INITIATIVE AND REFERENDUM PROCESS	
Section 1	Initiatives	22
Section 2	Referenda	22
ARTICLE XI	POSITION STATEMENT	
Section 1	Establishing Position & Opinions	22
Section 2	Process	22
Section 3	Procedure	22
Section 4	Approval	22
ARTICLE XII	AMENDMENTS	
Section 1	Grammar, Spelling and Punctuation	23
Section 2	House Keeping Revisions	23
Section 3	Amendments	23
ARTICLE XIII	OTHER REGULATORY DOCUMENTS	
Section 1	Club Handbook	24
Section 2	ASWVCO Financial Code	24

DEFINITION OF TERMS

Section 1 - Terms

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

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

Campus Activity Board-(CAB) –responsible for coordinating activities and events

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

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

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

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

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

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

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

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

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

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

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

ASWVCO CONSTITUTION

ARTICLE I PREAMBLE

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

ARTICLE II RECOGNITION

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

ARTICLE III MEMBERSHIP

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

ARTICLE IV GOVERNING BODY

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

ARTICLE V AUTHORITY

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

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

ARTICLE VI ASWVCO STUDENT SENATE

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

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

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

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

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

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

ARTICLE VII APPOINTED REPRESENTATIVES

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

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

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

ARTICLE VIII CONSTITUTIONAL AMENDMENTS

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

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

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

ARTICLE IX BYLAW AMENDMENTS

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

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

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

ARTICLE X NON-DISCRIMINATION STATEMENT

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

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

ASWVCO BYLAWS

ARTICLE I ASWVCO STUDENT SENATE

Section 1 - Purpose

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

- A. Manage, direct and monitor the activities, guidelines and procedures of the Associated Students of Wenatchee Valley College.
- B. Strive to learn, develop and achieve leadership skills and abilities.

Section 2 - Membership

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

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

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

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

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

Section 3 - Term of Office

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

Section 4 - Assumption of Duties

Senators assume full responsibility of each positions duties on the first day of training, as outlined by Campus Life.

Section 5 - Condition of Senate Member Tenure

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

Section 6 - Meetings

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

Section 7 - Compensation

Upon satisfactory completion of the responsibilities outlined in these bylaws and the ASWVCO Terms of Appointment, members of the Senate shall receive compensation in the form of an hourly wage. Officers have the option of being paid monthly throughout their term of office or bi-weekly.

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

Section 8 - Responsibilities of the Senate

General responsibilities of the Senate:

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

Duties of Executive Board Officers:

1. The ASWVCO President shall:
 - a. Serve as the liaison with College administration, attend and provide written/oral reports to the WVC Board of Trustees.
 - b. Meet weekly with the Senate advisor.
 - c. Serve as Chair for Senate and Executive Board meetings.
 - d. Appoint Senate members to College, pre-tenure, standing and ad-hoc committees; if not otherwise stated in Article III, or as the need arises.
 - e. Meet as needed with the WVC President and WVC Vice President of Student Services of Wenatchee Valley College.
 - f. Oversee the preparation and distribution of all Student Government related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before the Executive Board/Senate meetings.
 - g. As needed, coordinate the facilitation of student surveys and gather student input on issues affecting the student body.
2. The ASWVCO Vice President shall:
 - a. Assume the duties of the ASWVCO President in the case of absence, resignation, dismissal, or forfeiture of office.
 - b. Serve as Chair of the Interclub Council.
 - c. Oversee the preparation and distribution of all Interclub Council related news and information. Distribute meeting agendas and supporting materials at least one (1) business day before meetings.
 - d. Advocate for campus clubs & organizations to cultivate a strong campus community.
 - e. Provide the Executive Board/Senate with weekly reports on club activities, budget, chartering and affairs.
 - f. Oversee Club Recognition and Certification process.
 - g. Promote club and organization events to the campus community, in coordination with the Campus Life office.
 - h. Update the ASWVCO Clubs Handbook in collaboration with the Senate advisor.
 - i. Coordinate the ASWVCO Club Showcases during each quarter.
 - j. Promote ASWVCO Student Senate to the student body and help recruit membership and participation in Senate events.
3. The ASWVCO Treasurer shall:
 - a. Serve as Chair of the S&A Budget Committee.
 - b. Serve as co-chair of Interclub Council.
 - c. Act as the financial manager of the Associated Students in coordination with the Senate.
 - d. Maintain an accurate inventory of all ASWVCO property, including items purchased during the fiscal year.

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

Duties of Campus Activities Board (CAB) members:

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

- g. Participate in weekly CAB meetings.

3. The Director of Public Relations shall:

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

4. Student Ambassador Shall:

- a. Identify, plan and coordinate a minimum of one programs per quarter related to Diversity, Equity and Inclusion for the student body.
- b. Help coordinate ASWVCO session of new student orientation.
- c. Assist with the promotion of CAB events.
- d. Assist Director of Campus Activities when needed.

Section 9 - Coordinators

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

Section 10 - Probation

In the event a Senator does not satisfy the responsibilities outlined in Article 1, Section 4; Article I, Section 6; and Article I, Section 9 the officer may be placed on probation. The probation process is detailed in Article VI, Section 5 of these bylaws.

ARTICLE II COMMITTEES

Section 1 - Initiation

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

Section 2 - Standing Committees**A. Student Services & Activities (S&A) Fee Budget Committee (Spring Quarter)**

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

B. Interclub Council

1. Membership:
 - a. ASWVCO Vice President, Chair
 - b. ASWVCO Treasurer, ASWVCO Secretary Co-Chair
 - c. One (1) representative from each ASWVCO Certified Club, voting member
 - d. Senate advisor or his/her designee, non-voting, Senate advisory member
2. Responsibilities:
 - a. Create forum for campus clubs to maintain a working relationship with the college.
 - b. Participate in regularly scheduled meetings/trainings.
 - c. Meet weekly or deemed as necessary, during the academic year.
 - d. The Club Handbook shall be the official rules and procedures manual for the ASWVC Interclub Council.

C. Senate Membership Selections Committee (Spring Quarter)

- a. The method of selection, group membership, timeline, committee responsibilities and voting shall be outlined in Article V - Selections and Appointments. This shall be the official rules and procedures for the selection committee.

Section 3 - Ad Hoc Committees

Ad hoc committees arise as deemed necessary by the Senate.

A. ASWVCO Constitution and Bylaws Review Committee

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

1. Membership:
 - a. ASWVCO Secretary, Chair, (non-voting member)
 - b. One (1) Executive Board member; (voting member)
 - c. Two (2) Senators: One (1) member from CAB and one (1) member from the Student Ambassador team; (voting members)
 - d. Three (3) students at large (non-Senate members); (voting members)
 - e. Senate advisor, non-voting member

B. Budget Dispute Resolution Committee

1. Membership:

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

- a. The Services and Activities (S&A) Fee Committee chair shall appoint one (1) student member of the Services and Activities Fee Committee who will chair the Dispute Resolution Committee, non-voting member.
 - b. The Services and Activities Fee Committee chair shall appoint three (3) students of the Services and Activities Fee Committee, voting members.
 - c. Three (3) representatives appointed by the Wenatchee Valley College Board of Trustees, voting members.
 - d. Two (2) representatives appointed by the Wenatchee Valley College Administration at Omak, non-voting Senate advisory members.
2. Responsibilities:
- a. Resolving disputes, by vote, which might exist between the Services and Activities Fee Committee and College Administration, relative to the Services and Activities Fee Budget. The findings of the committee are forwarded to the Board of Trustees for final action.
 - b. Meet only in the instance that a dispute regarding the Services and Activities Fee budget arises, according to the procedures set forth in the Financial Code.
 - c. The Committee must meet within fourteen (14) business days of a dispute.
- C. Judicial Review Committee (meets only upon the receipt of an officially filed grievance)
1. Membership:
 - a. Vice President for Student Services or designee, Chair
 - b. Five (5) students-at-large, voting members, selected by the Vice President for Student Services, or their designee and confirmed by the Senate
 2. Responsibilities:
 - a. Review upon request and modify, if necessary, any action taken against a member of the Senate, or student representative on any campus committee.
 - b. Evaluate appeals pertaining to the interpretation of the ASWVC Constitution and Bylaws after the ASWVCO President and Senate have evaluated said appeals.
 - c. Review appeals of selection results.
 - d. The Judicial Review Committee quorum shall be 100% of all Judicial Review Committee members. All votes taken by the committee will need a majority vote of all members to pass. The Chair will vote only in the case of a tie.
 - e. All Judicial Review issues and discussions are confidential until the Judicial Review Committee has reached an official decision.
 3. Committee Process:
 - a. Review written reports of all parties involved in said grievance.
 - b. Hear verbal reports from each party involved. Each party will voice their argument to the committee separately from the parties involved.
 - c. Review the written and spoken testimonies and hold a final vote. The Judicial Review Committee shall compose a written explanation of its decision pertaining to the grievance within three (3) weeks of receipt of the grievance. The decision may be immediately made available to the Senate and campus community.
 - d. The final recommendation of the Judicial Review Committee shall comply with the ASWVCO Constitution and Bylaws.

ARTICLE III ASWVCO CERTIFIED/RECOGNIZED CLUBS

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

Section 1 - Purpose

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

Section 2 - Chartering Requirements

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

Section 3 - Recognition

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

Section 4 - Membership

Club membership is limited to current WVC Students.

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

Section 5 - Conditions

Organizations recognized by the Senate may:

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

Section 6 - Funding

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

Section 7 - Club Advisors

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

Section 8 - Rights, Responsibilities and Discipline of Clubs

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

Section 9 - Training

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

ARTICLE IV SELECTIONS & APPOINTMENTS

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

Section 1 - Standard Filing Process for ASWVCO Student Senate

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

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

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

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

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

B. Responsibilities:

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

C. Candidate Selection Process

1. All Senate positions must be posted within the WVC community and advertised for a minimum of three weeks.
2. The Selections Committee will:
 - i. Review applications.

- ii. Outline the experience, skills, abilities and/or strengths the committee is seeking in a final candidate.
 - iii. Identify and agree upon interview dates, times and final selection meeting.
 - iv. Interview each candidate in a non-biased manner, utilizing the same interview questions and providing the same amount of time for each candidate's interview.
 - v. Send final proposal to Senate advisor who will then conduct reference and conduct checks and make job offers.
3. The committee will begin the process of selecting the best candidate to fill the position based on interview scores and candidate's experience, skills, abilities and strengths.

Section 3 - Voting

All decisions made by the committee require a majority vote.

Section 4 - Timeline

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

Section 5 - Senate Appointments to Campus Committees

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

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

Section 6 - Appointments Due to Vacancies

Appointments to vacant Senate positions shall be made as specified in Article IX - Vacancies of the ASWVCO bylaws.

ARTICLE V ASWVCO CODE OF CONDUCT AND ACCOUNTABILITY

Section 1 - ASWVCO Student Senate Expectations

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

Section 2 - Attendance Policies

Senators are expected to abide by the following attendance guidelines:

- A. Miss no meeting/shift in any one (1) quarter without an oral/written exemption from the Senate Advisor/President. Notice must be received within twenty-four (24) hours of the meeting/shift by the Senate Advisor/President. Exceptions for extenuating circumstances

will be taken into consideration.

- B. Obtain an oral/written exemption one week in advance from the Senate Advisor/President prior to missing any training, retreat, or event in which the member has agreed to and/or is obligated to attend.

Section 3 - ASWVCO Process of Accountability

The accountability process describes actions to be taken in the event a Senator receives allegations or fails to abide by the Standards of Conduct at Wenatchee Valley College at Omak and as outlined in Article V, section 1. Final decisions regarding accountability will be at the discretion of the Senate advisor.

A. Corrective Action

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

B. Verbal Warning / Counseling

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

Section 4 - Reprimands

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

Section 5 - Probation

If a written reprimand is not effective, or if the seriousness of the offense warrants immediate probation, a probationary timeline and terms will be set by the Senate advisor. If the member has not improved within the established timeline, dismissal from office may occur. Senate members falling below specified quarterly GPA requirements will be subject to a probationary period for a minimum of six (6) weeks under the supervision of the Senate advisor.

ARTICLE VI REMOVAL FROM OFFICE

Section 1 - Terms and Conditions

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

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

Section 2 - Removal by the Senate

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

Section 3 - Suspension/Removal by the Senate advisor

The Senate advisor shall:

- A. Suspend with or without pay, pending the outcome of an investigation pertaining to a violation of WVC's Rules of Conduct, Student Code of Conduct, ASWVCO Terms of Appointment, or Duties of Officers (Article I, Section 9).
- B. After following performance/behavior processes (Article VI, Section 3), terminate a Senate member for not abiding by these bylaws or the ASWVCO Terms of Appointment.

Section 4 - Petition for Removal by the Student Body

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

ARTICLE VII RESIGNATION AND ABANDONMENT

Section 1 - Voluntary Resignation

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

Section 2 - Unauthorized Absence/Position Abandonment

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

ARTICLE VIII VACANCIES

Section 1 - Vacancies on the Senate

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

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

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

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

ARTICLE IX FINANCES

Section 1 - Guideline

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

ARTICLE X INITIATIVE AND REFERENDUM PROCESS

Section 1 - Initiatives

Initiative measures shall be put to a vote of the general student body upon submission of a petition to the Senate, clearly stating the issue and signed by at least 75 currently enrolled students. Such petitions may be submitted to the Senate at any regularly scheduled meeting. Approved initiative measures must be publicly posted for a period of two (2) weeks prior to the election in which it shall be voted on.

Section 2 - Referenda

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

ARTICLE XI POSITION STATEMENT

Section 1 - Establishing Position & Opinions

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

Section 2 - Process

The Senate may issue a position statement when:

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

Section 3 - Procedure

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

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

Section 4 - Approval

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

ARTICLE XII AMENDMENTS

Section 1 - Grammar, Spelling and Punctuation

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

Section 2 - House Keeping Revisions

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

Section 3 - Amendments

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

- A. Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Senate advisor with seventy-five (75) signatures of currently registered students before ratification takes effect. At such time, the amendment may be placed on the ballot in any regular or special election and must be ratified by a simple majority of the students voting to be binding.
- B. Each time the Constitution or Bylaws are revised, a written report must be made documenting each change, why the change is needed and the intent of the change made.

ARTICLE XIII OTHER REGULATORY DOCUMENTS

Section 1 - Club Handbook

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

Section 2 - ASWVCO Financial Code

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

**ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DISTRICT NO. 15
FINANCIAL CODE**

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

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

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

Approved by the WVC Board of Trustees on _____

INTRODUCTION

This financial code supersedes all previous codes and procedures.

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

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

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

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

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

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

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

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

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

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

•To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.

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

ARTICLE I

FUNDS

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

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

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

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

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

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

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

Section 4. General fiscal responsibilities.

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

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

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

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

ARTICLE II

SPONSORED CAMPUS LIFE PROGRAMS

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

Section 2. Definition of a sponsored student programs.

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

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

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

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

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

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

ARTICLE III

BUDGET

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

Section 2. Budget Levels.

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

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

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

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

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

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

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

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

Section 3. Budget process and calendar.

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

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

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

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

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

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

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

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

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

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

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

Section 4. Year-end balances.

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

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

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

ARTICLE IV

EXPENDITURE PROCEDURES

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

Section 2. Purchase orders.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE V

ADMISSION TO EVENTS

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

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

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

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

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

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

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

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

ARTICLE VI

CONTRACTS

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

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

ARTICLE VII

RECOGNITION AND AWARDS

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

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

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

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

ARTICLE VIII

CODE LIMITATIONS

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

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

ARTICLE IX

AMENDMENT PROCEDURES

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

ARTICLE X

REVISIONS

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

ARTICLE XI

DISPUTE RESOLUTION

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

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

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

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

BOARD MEETING: **April 24, 2019**
AGENDA ITEM **#2 (information)**
CATEGORY: **CELEBRATING SUCCESS**

Recognition of Former Trustee Wendell George

BACKGROUND:

Former trustee Wendell George will be recognized during the board work session for his service to Wenatchee Valley College.

Wendell was appointed to the Board of Trustees for Wenatchee Valley College by Governor Gary Locke in February 1992 and served as a trustee until 2003. Wendell served as Chair of the board from 1996-98 and again from 2000-01. He also served as vice chair from 2001-02. His leadership in the board's adoption of the Carver model of governance helped move the college forward efficiently and effectively. The college went through an accreditation process during his tenure and Wendell served as chair of a presidential search. His quiet, confident demeanor held the course of the college steady.

Wendell was a strong advocate of education and the power it has to truly changes lives. He spoke to everyone from US Senators to local mayors about what all community colleges can and do accomplish. He was also very active as a trustee in the Washington state trustees organization and with the legislature. Wendell was honored as Trustee of the Year for the 34 community and technical colleges in Washington by the trustees association in 2003.

Wenatchee Valley College is grateful to Wendell George for his leadership during his tenure as a member of the board of trustees as well as his continued support after his term expired.

Wendell George is a member of the Colville Confederated Tribes and is now retired after many careers such as helping land a man on the moon as an engineer for Boeing, tribal planner, elected tribal Councilman, tribal corporation CEO, author of three books with another on the way, owner and operator of a 100-acre apple orchard and a 150-head cattle ranch. His great-grandfather, Chilcosahaskt, was Chief of the Entiat tribe, his grandfather, Lahompt, started the first family cattle ranch and his father, Moses, was elected to the first Tribal Council. Besides being appointed to the WVC Board, Wendell was also elected to serve on the boards of the Omak school district and Paschal Sherman Indian school. He lives in Omak with his wife, Barbara. They have six children, six grandchildren, and one great-grandchild.

BOARD MEETING: **April 24, 2019**
AGENDA ITEM **#3 (information)**
CATEGORY: **SPECIAL REPORTS**

Luz Estrada, ASWVC Wenatchee President

BACKGROUND:

UPDATES:

- ❖ Our Senate team meets every Friday at 2:00pm in the Van Tassell Conference Room.

EVENT UPDATES:

We are very excited about the start of the new quarter and about all the upcoming events we will be helping with and putting on ourselves.

- ❖ Stand Against Racism is April 25th on the Wenatchee Campus and we are excited to have national speakers on immigration and racism coming to campus.
- ❖ Senate will be part of the Apple Blossom Grand Parade and there will be a few clubs and departments joining Senate as well.
- ❖ Senate is very excited for the Fishing Derby and to bring back such a community oriented event. We also want to bring in information about eating local and sustainability.
- ❖ Senate was happy to take part in the accreditation student forum on the 8th and inviting other students to take part in it as well.
- ❖ Spring showcase was held on April 10th out at the fountain. This is an exciting day where WVC clubs and departments get to share their activities and offerings with all students. There will be popcorn, lemonade and music.

SENATE ACTIONS/APPROVALS:

- ❖ Senate approved \$1,500 for QSA's Queer Prom May 10th.
- ❖ Senate approved \$100 reimbursement for the Outbackers club advisor.
- ❖ Senate approved \$10,000 from contingency to paint and revamp the Van Tassell Lounge.
- ❖ Senate approved \$100 for an ASWVC whiteboard to use for promotion.
- ❖ Senate approved \$3,600 to purchase calculators for the Math department.
- ❖ Senate approved the use of the Rec Center for the RN-BSN poster session and graduation on June 7th.
- ❖ Senate approved providing student handbooks for next year.
- ❖ Senate approved ASWVC putting \$20,000 each year towards the fund balance deficit to pay off the deficit over time.
- ❖ Senate approved \$300 to purchase college items as a thank you to students who served on the pre tenure committees this year.

UPCOMING EVENTS:

Senate is thrilled to help with events to make spring quarter as fun and educational as possible for all of our students.

- ❖ Student Form April 8th
- ❖ Spring Showcase April 10th
- ❖ Students of Color Conference April 18th through 20th
- ❖ Earth Day Celebration April 22nd
- ❖ Stand Against Racism event April 25th
- ❖ Apple Blossom Parade May 4th
- ❖ International Day May 2nd
- ❖ Queer Prom May 10th
- ❖ Women in Politics Event May 15th
- ❖ Foundation Gala May 18th
- ❖ Fishing Derby May 22
- ❖ End of Year Dance date TBD

BOARD MEETING: **April 24, 2019**
AGENDA ITEM **#4 (information)**
CATEGORY: **SPECIAL REPORTS**

Adrian Carrillo, ASWVC Omak President

BACKGROUND:

March:

- March 4th ASWVCO presented Living Voices: Hear My Voice which was about the women's struggle to get the right to vote as part of Women's History Month. There were two presentations on campus and one at Paschal Sherman Indian School.
- March 4th ASWVCO revised the current bylaws, making the final decision to adopt WVC bylaws with adjustments. A final copy was turned in to Janet Franz on March 8th, 2019.
- March 19th & 20th Food for Finals: Parfait Bar was set up, Ted Talks on managing stress was put on the TV in the Student Lounge in the afternoon and board games were put out for students to enjoy. The event started at 7:30 AM to 3 PM. Phi Theta Kappa also set up at the event to promote membership.
- Approved Project Request fund of \$250 to purchase soil for potted plants.
- Madison Ervin is now our new Assistant to Director of Public Relationship.
- Noni Alley moved positions, taking over as Director of Public Relationship.
- March 31st student cabinet met for team building activities and discussed spring quarter events.

April:

- April 24th Stand Against Racism event will be held from 10am to 2pm. Rancho Chico will be catering for the event. Founder of Border Angels, Enrique Morones, Kestrel Smith current WVC faculty, and Ernie G an empowerment comedian will be speaking at this event. This year theme is immigration.
- April 22nd – 26th: Green Campus committee will be putting together an Earth Week event with a film presentation, WVCO facility presenting the importance of bees, booth set up at Stand Against Racism, taking a pledge, and a cleanup challenge in a city park.
- Livia Millard will be taking ten WVCO students to the Student of Color Conference in Yakima on April 19th – 20th.
- Continuation of the 2019-2020 S and A Budget Process.

Upcoming event:

May:

- Student Cabinet will help with Advising Day Conference on campus with a workshop, pizza and moderating.
- May 11th – Red Road Association will be putting on their annual United Pow Wow event.
- Possibly bring in a speaker to discuss suicide prevention.
- Discussion of a dance for Appreciation Day.

BOARD MEETING: **April 24, 2019**
AGENDA ITEM: **#5 (information)**
CATEGORY: **SPECIAL REPORTS**

Patrick Tracy, AHE President

BACKGROUND:

I let a month slip by without submitting a report, mainly because issues related to the faculty and AHE had not developed enough to report on. Two matters I would like now to address are the accreditation inspection and faculty compensation.

Since I have recently gone through the accreditation process for the MLT program, I know the amount of work involved in preparing for it, the nervousness of wondering what kind of information inspectors will look for and ask about, the joy of being able to tout accomplishments, and the growth that will come from the process. It seems that we did well, and I believe all parties are to be thanked.

I have been monitoring what is going on in the Legislature and have been communicating with our legislative representatives in Wenatchee and Olympia this session. I am troubled to see the lack of support the CTC faculty are receiving. How is it that we can go ten years with no salary increases from Olympia? Why have K-12, universities and essentially all other employees on our campus seen growth, but we have not? I am speechless.

The two streams of compensation from Olympia, namely COLAs and step increases, are either anemically funded or totally lacking. We, the faculty, have sent the message to Olympia that the 65/35 split for COLAs put an undue burden on college budgets.

Regarding step increases, we are concerned about salary discrepancies between the college and K-12 and are wondering how Administration and the Board of Trustees are planning to address this issue. We are willing to work with you if you are planning legislative action to help secure funding for faculty.

BOARD MEETING: **April 24, 2019**

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

CATEGORY: **SPECIAL REPORTS**

Michael Nelson, WPEA Chief Shop Steward

BACKGROUND:

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

BOARD MEETING: **April 24, 2019**
AGENDA ITEM: **#7 (information)**
CATEGORY: **STAFF REPORTS**

Brett Riley, Vice President of Administrative Services

BACKGROUND:

Administrative Services

- Administrative Services continues to work with county, city and state representatives to facilitate the development of an EOC on the campus of Wenatchee Valley College.
- Administrative Services and other campus representatives participated in a community forum sponsored by the city of Wenatchee to explore the possibilities of a campus district/overlay for Wenatchee Valley College. The workshop was the first step in the process that is likely to be completed in October/November.
- Administrative Services met with the city of Omak to discuss campus safety and to communicate the results of the college's NWCCU accreditation visit.

Budget & Internal Auditing

- Campus representatives have been working on the local fee schedule for 2019-20. The proposed fee schedule will be presented at the April meeting.
- Budget development for 2019-20 fiscal year is still underway. We are currently awaiting final legislative action to finalize revenue projections.

Fiscal Services

- Fiscal Services staff continue working on data cleanup, training material, and work flow process efficiencies to prepare for ctcLink conversion.
- Fiscal Services staff recently completed the annual IPEDS financial reporting that will be submitted to the Department of Education.
- Fiscal Services staff have started the year-end close process and have integrated ctcLink preparations into the process.

Facilities

- Wells Hall- Integrus Architecture and WVC staff have been working with the city of Wenatchee to get the conditional use permit required to move forward with the construction process.
- Associated with the Wells Hall project is the renovation project at the "Old Dorms" that will be used to house WVC during the construction of the new Wells Hall.
- Minor Works-
 - The facilities crew in back to work on roofing projects now that the weather has warmed up. Roof work will likely continue until the end of the fiscal year.
 - Misc. Office Space- We are converting or upgrading multiple spaces on campus to serve as faculty offices around campus. This project is ongoing and will continue into summer.
 - To address a concern that was raised during our civil rights review audit, the steps and ramp in front of Van Tassell will be remodeled to comply with ADA regulations. This work will begin in April and should be completed prior to end of the fiscal year.

Safety and Security

- A draft access control procedure has been presented to cabinet and will be presented to the Board when approved.
- The college continues working on another tabletop exercise that will simulate an active shooter situation that is scheduled for the middle of May. The Safety team is hoping to follow the tabletop exercise with a mock active shooter event in July that will take place in Wells Hall after it has been vacated.
- Safety personnel will be working closely with the Omak Police Department to improve the safety of the Omak campus and to ensure that Omak students, staff, and faculty feel comfortable and secure while on the Omak campus.

BOARD MEETING: **April 24, 2019**
AGENDA ITEM: **#8 (information)**
CATEGORY: **STAFF REPORTS**

Tod Treat, Interim Vice President of Instruction

BACKGROUND:

Support for Learning

Pre-tenure faculty and their mentors participated in an orientation focused on increasing transparency in learning and teaching (TILT). Faculty will work on TILTING their assignments for the spring orientation meeting.

Responsiveness to Local Needs

Instructional deans and vice presidents have been visiting the College's feed K-12 superintendents to share new activities around The Acceptance Guarantee (TAG) program, CTE Dual Credit, College in the High School, and the BAS in Teaching.

Diversity and Cultural Enrichment

Two hands on programs focused on nontraditional programs were offered to aid student recruitment.

- Pizza, Pop and Powertools – May 7th
- Try A Tech – May 10th

Continuous Improvement

Faculty and staff in Instruction were integral to the successful Accreditation visit including participation in the mock visit.

The instructional deans and MESA director participated in a retreat to identify priorities for the next year and build team cohesion.

A cross disciplinary team attended the Student Success Institute in Spokane on April 11, 2019.

Sustainability

The following faculty were tenured in March. Thank you the Board, the President, Instructional deans, and pre-tenure committees, including students, for their participation.

Melissa Fowler
Hart Samuel Johnson
Kerin Keys
Andrea Morrell
Cameron Painter
Ben Van Dyke

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

	Division	Division	Division	Division	
<i>Instructional Goals</i>	Allied Health	LAS	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 update	Targeting Omak campus adjunct faculty with request to train on Canvas. This will allow adjuncts to post handouts, etc. digitally and reduce the large amount of printing currently taking place.	Continued work with business office on more efficient copier / printer strategy. Updated Cabinet on Information Security and computer replacement strategies.	Workforce Ed serves on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority. To promote sustainability, the Core Theme Council is adding hydration stations and promoting recycling efforts across both campuses. The Dean of Allied Health and Workforce Dean created the WVC Spirit Committee, which is working to create a culture of kindness and celebrating excellence throughout both campuses. Efforts of the Spirit Committee include two separate occasions of giving all faculty and staff on both campuses coffee and apples during Fall and Winter finals week and also accepting nominations for outstanding faculty and staff. On 3-20-19, the Dean of Allied Health and Workforce Dean traveled to Omak to give certificates of appreciation to nominated faculty as well as WVC coffee mugs. For both campuses, more than 50 faculty and staff were recognized.	No update
Increased Retention and Completion: Increase Quarter to Quarter & Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on	No update	Provided TILT training with new faculty. TILT can have significant impact on a campus' retention and students' academic confidence. Running Start program has already seen more than 430 students at information	Continued work with Guided Pathways Steering Committee.	The Workforce Dean and Director of Workforce Pathways are currently working on expanding recruiting events for non-traditional students including the annual Pizza, Pop and Power Tools event to be held on May 7 th and the new event,	No update

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

<p>improving transitions for all students.</p>		<p>sessions offered on the Wenatchee campus in the month of March (the total number of students seen in March/April combined in 2018). Sessions will continue through month of April</p>		<p>Try a Tech, to be held on May 10th. Try a Tech will be open to all schools in WVC's service district. The WED Dean is also working on expanding our partnership with the Wenatchee Valley Skills Center.</p>	
<p>Program Growth & Development: Review and analyze all programs offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.</p>	<p>Pharmacy Tech and MA Apprenticeship complete, additional program development per the priority list as created by Dr. Treat.</p>	<p>Implemented new process for low enrolled courses. Rather than cancelling a course to create a directed study section. Sections are preserved on the schedule and PAF is adjusted to DS payment structure for low enrolled courses. The hope is to increase schedule stability and predictability and be less disruptive to the student experience. Psychology developing Biology Psychology course for 2019-2020 due to student demand.</p>	<p>Participated in WVC Roadshow Presented Zoom Room to WA Canvas Users Conference in Tacoma (live connection to library classroom).</p>	<p>On 3-13-19 and 3-18-19, the WD Dean participated in "WVC Roadshow", where several staff members traveled to multiple school districts to expand our partnerships. The final BAS-DA program proposal, including curriculum was submitted to SBCTC on 2-20-19; WVC will present to SBCTC on this proposal either May 1st or 2nd. Also in May, WVC will present to the Professional Educators Standards Board (PESB) to finalize the approval for the BAS-T program. As part of this proposal, the Workforce Dean and ECE Director have created a Professional Educators Advisory Board (PEAB), with the first meeting held on 2-27-19. The Workforce Dean is trying to expand WED offerings in Omak, including Agriculture and Natural Resources; the WED Dean has met with WVC's Tribal Liaison, Shandy Albertson to expand this partnership. The Wildland Fire program is now based under the Continuing Education department. The department hired Kirsten Cook from the Okanogan Conservation</p>	<p>On March 20, 2019 Joey Walter, Mike Lesky, Cindie Martin and Tria Skirko met to discuss offering NATR courses in Omak. In the past when one or two restricted electives have been offered up here (e.g. AGRI 101 in Spring 2019) those courses have not filled and have been cancelled. The general consensus of the meeting was that if we wanted to run NATR courses they would need to be a part of the complete program and end in a degree for the students. Cindie and Tria had prepared a proposal showing the current offerings of core courses in the program (e.g. ENGL 101, CHEM 121, etc) and how the NATR courses could be offered in conjunction. There are options for both Zoom, ITV and adjuncts in order to offer the courses in Omak. At the end of the meeting Dean Walter left with the program proposal and he and Mike Lesky were going to look at some coordination options with Wenatchee.</p>

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

				<p>District to head the Wildland Fire program. She has already developed several trainings to be held in Okanogan County to impact the local community this spring.</p> <p>Two new BAS program proposals are currently being researched: BAS-Agriculture and Business/Accounting. The WED Dean is also researching the possibility of beginning new programs in Drone Technology, CDL, Limited Licensed Legal Technician (LLLT) among others.</p>	
<p>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student access and success.</p>	<p>Collaborative annual schedule work done in Deans Team Meetings.</p>	<p>Met with division and department chairs/directors to discuss annual schedule. Made changes to annual schedule to assist with enrollment and program growth.</p> <p>Planning meeting with Math, English, and ESRT to address student needs for online/hybrid 100T and 92T options.</p>	<p>No update</p>	<p>The Instruction Office is currently working with faculty to complete the 2019-20 Annual Schedule and working with Administration to plan for relocating several classrooms and offices while Wells Hall is being rebuilt.</p>	<p>No update</p>
<p>Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two years.</p>	<p>No update</p>	<p>Discussion of program mapping has begun with faculty in various departments.</p>	<p>No update</p>	<p>The WED Dean, along with the Transitional Studies Director, faculty and Student Services attended the GP Integrating Developmental Ed. & Basic Skills Summit on 3-8-19 in Seattle.</p>	<p>No update</p>
<p>Increased Communication: Continue to communicate regularly about Instruction Division goals, progress, and challenges with external and internal constituents.</p>	<p>Mock accreditation activities completed. Dean Retreat with dialogue related to Instruction Plan.</p>	<p>Instruction plan shared at IC. Will also be shared with division chairs.</p> <p>LAS dean encouraging development on FLC's or COP's on campus to help inform instructional goals.</p>	<p>Participated in quarterly New Faculty Orientation session.</p> <p>Dean Tudor participated in local Civil Discourse series as a small group facilitator.</p>	<p>The Workforce Dean holds monthly meetings with all Workforce Program Coordinators.</p> <p>The Workforce Dean is a board member the WA Center of Excellence for Unmanned & Autonomous Systems Executive Advisory Board</p>	<p>No update</p>

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

				<p>(first meeting held on 2-1-19) and active member for the Apple STEM network (meeting monthly). WVC Deans hold a retreat quarterly to find new ways to increase communication campus-wide and improve processes. The WED Dean participates on the Deans Academy Advisory Board; the latest meeting was held at SeaTac on 3-22-19. The WED Dean also participated in four separate Mock Accreditation meetings on 3-12-19.</p>	
Improving Transitions: Adult Basic Education and Single Point of Entry for all WVC Students.	No update	English division discussing combination of developmental English with transfer English. More to come.	No update	The WED Dean, along with the Transitional Studies Director, faculty and Student Services attended the GP Integrating Developmental Ed. & Basic Skills Summit on 3-8-19 in Seattle.	No update
2018-19 Hiring Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget. Commitment to retention of staff and faculty through foundational activities and communication like new faculty orientation and workshops, onboarding materials, outreach to adjunct faculty, etc.	Rad. Tech Director hired for Spring Quarter	Candidate searches currently under way for ANTH, HIST, ART, ENGL, and PEH. Over 200 applicants for the first four positions have submitted. Plan for new faculty academies for 2019-2020 to allow for ongoing support and professional development with LAS dean.	No update	Jan Clark and Nancy Spurgeon are both expected to retire at the end of fiscal year 2018 and replacements will need to be hired. A new faculty job announcement for the new BAS-T, based in Omak, will be posted soon. For the new BAS-DA, only an adjunct will need to be added for this Fall quarter. The WED Dean participates New Faculty Orientation, where meetings are held quarterly.	No update
Budget Planning: Increased attention and understanding to all budgets within Instruction	Budget planning with Joanna and Dr. Treat to ensure support at resources for allied health programs	No update	No update	The Workforce Dean regularly discusses budget processes and issues at monthly Program Coordinator meetings. The	No update

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

<p>(inclusive of grants and Foundation support).</p>				<p>Workforce Dean continues to increase fiscal accountability across all WED programs, Transitional Studies and Continuing Education. The WED Dean worked with all WED Program Coordinators to create Area Plans. The WED Dean created an Executive Summary based on these Area Plans and discussed the budget issues with the VPI and other Deans. The WED Dean also worked with faculty to increase student fees in ESRT, INDT and Automotive Technology.</p>	
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BOARD MEETING: **April 24, 2019**
AGENDA ITEM **#9 (information)**
CATEGORY: **STAFF REPORTS**

Chio Flores, Vice President of Student Services

BACKGROUND:

ATHLETICS

- After a long road, women's basketball team capped off an amazing year with an NWAC Championship in Everett, the first title for the women since 1981. Coach Goetz had an amazing staff by her side as they hoisted the trophy, a day which also saw tournament MVP Ashlynn Burgess and tournament Most Inspirational Player Chasity Spady receive their individual awards on the floor at Everett Community College
- The long winter made for challenging preparations for baseball and softball. Teams are off and running with conference play.
- Softball is off to an 8-2 start in conference play. Baseball has struggled out of the gate despite some exceptional individual performances, record currently at 0-5 in conference play.

COUNSELING

- Bertha is back! Special thank you to: Carla Boyd, Cheyanne Dirks, Rosario Gonzalez, Amy Olson, Jaima Kuhlman, Noah Fortner, Nancy Syria and Chio Flores! Everyone pulled together to fill in any gaps in service
- May is Mental Health Awareness month. Quarterly newsletter coming out next week, providing information related to Mental Health Awareness
- Counseling is gearing up to offer five counseling workshops this quarter
- For students who are financially struggling, please refer them to counseling. Biella funds are still available for tuition and books; DREAMer monies for undocumented students, and Knights Care funds
- Knights Kupboard received over 4,300 donation items from the annual campus "Be a Hero" fundraiser. A big thank you to the WVC family for their generosity. Knights Kupboard served 17 students during the first week of classes (reflective of the 3 hours it was open on Thursday, 4/4/19)

CAMPUS LIFE, EQUITY & INCLUSION

- Upcoming events: Stand Against Racism - April 24 –Omak, and April 25 – Wenatchee; Diversity Justice Day - March 26; Students of Color Conference - April 18-20 (taking 30 students from both campuses); Women in politics event - May 15; Queer Pride event - May 10; Fishing Derby - May 22
- Graduation planning is underway, gown ordering website is active and was sent out to students
- Student handbooks will be printed next year, Senate voted to purchase them again
- Painting and re-doing the lights in Van Tassell Lounge – White, grey and blue and LED lighting
- Senate white board being added, will capture more about each Senate position and upcoming events
- Open Mic Knight was a huge success (130 attended, 20 performed)
- Budgeting process will be starting for next year's S & A allocations, watch for request paperwork coming out
- Looking into leasing a bus for the college to save money on using local charter companies for student travel
- Johanna Hamilton, International Programs, is planning a trip to Korea in March and a recruitment trip to Mexico City in May
- Two new Japanese students have arrived and getting settled in, and one Canadian student is not continuing for Spring Quarter. International Day event is scheduled for May 2
- Obtained approval to offer more programs for the I-20 (Associate of Applied Science, Associate degree Nursing AND, Associate other, Associate of Business Administration and Associate of General Studies)
- Residence Hall has spaces available (2 males, 3 female). New RA Yesenia Valencia started March 1. Creating a computer/printing station of the third floor. Purchasing new TVs and game areas for each floor. Increasing cost to \$1,440 a quarter to capture people living in the Res Hall during class breaks
- Student Recreation Center has increased rental fees through Student Senate. \$100 admin fee and daily event fees increased
- SRC events planned: Intramural March Madness Bracket Challenge for staff and students. Intramural 5 on 5 March Madness Tournament. Volleyball League to kick off spring quarter. SRC getting sound equipment and video capability in yoga studio
- Offering additional exercise classes for Spring Quarter (Tues and Thurs)
- Director of Student Access position has been posted, closes April 11. Carla Boyd, Student Access Coordinator, has been training Edgar Arellano (Omak) and supporting the WVC counselors in Bertha Sanchez' absence.

CAMP

- Grant rewrite went well. The grant proposal was submitted on April 8, 2019 and if all goes accordingly, this summer we will be notified of acceptance.
- CAMP scholars hosted a successful Annual National Cesar Chavez Blood Drive. Exceeded goal of 41 units donated!
- The NWCC will be held on the WVC campus 4/27 and 4/28. CAMP staff are part of the planning committee. Over 400 students and staff are anticipated.
- CAMP is collaborating with Wenatchee School District to host a Migrant STEM & Leadership Academy in August 2019
- Outreach and recruitment are busy attending parent advisory committee (PAC), and meetings at our local high schools
- Received 24 applications for 2020-2021 school year, far ahead last year.

STUDENT SERVICES

- Extending our contract with Parchment for 2 years, with 1-year opt-out agreement due to potential need to transition vendors based upon ctcLink. Also discussing using their diploma send service; we provide list of quarterly graduates and they send student diplomas, and will incorporate online digital copy for student access through Parchment account
- Working with Seattle Central College to learn their process with apprenticeship programs. We currently have a few through Chelan PUD, however expectations are unclear.
- A supply of brochures and programs sheets is still needed for presentations, campus visits, and promotional materials. New materials should be more welcoming or eye-catching to recruit students
- Amy Olson in Career Services worked with several university partners: Hosted WSU on February 27. Ten advisers attended from different programs including financial services, pharmacy program, medical program, exercise science, Bothell, and Tri-Cities programs. 81 students signed in with WSU and 12 registered for individual advising. WSU has held six such events and WVC had the second largest turnout! Another event will be planned for spring along with quarterly one-on-one advising for WVC students. Hosted EWU on February 28. Signups were done in advance and EWU adviser met with 12 potential transfer students
- Randy Mitchell in Career Services is working with Dr. Alman and Dr. Ramaswamy to create internship opportunities at the Chelan PUD for communications and engineering technology students
- Placement testing numbers for February were low (33 tested vs 69 in February last year). Difference could be due to more students using multiple measures rather than Accuplacer or possible lower spring enrollment
- Educational Planning/Advising team was busy on Advising Day, February 7. Jaima Kuhlmann organized the Adviser Workshop for pre-tenure faculty; Kevin Berg and Pam Kelley were guest speakers (10 faculty attended, 4 were in Omak). Noah Fortner assisted with group advising session for pre-nursing students organized by Angie Russell (8 students attended). Yadira Oregon worked on Guided Pathways Steering Committee's mandatory advising/group advising pilot program. Educational Planners offered walk-ins all day, saw about 10 students
- Students who were part of the Guided Pathways Steering Committee's pilot program who were unable to meet with their faculty adviser were seen by Educational Planners. Andrew Behler called 78 HS21+ graduates not yet enrolled to encourage them to apply for 2019/20 financial aid and attend fall quarter. He called 24 HS21+ students not yet enrolled, needing 6 or fewer credits to complete HS diplomas
- Noah Fortner led two OnBase training sessions for Admissions/Registration staff for document scanning and storage. Planning has begun to electronically save placement documents submitted to the Testing Center
- The 2019 2020 FAM database is up; records for the 2019-20 year being imported. Hope to start awarding mid-April, if not sooner. Cheryl Fritz continues data cleanup for transition to CTCLink. Kevin Berg working on deployment of OnBase to HR department and Registration. Mary Conley working with Hyland on implementation of Work Flow. Hyland is tentatively scheduled to come to campus in May. Kevin has completed the test for Language Link, our new interpretation services, distributing information packets to all campus

TRIO/SSS

- Program participants - 126/140. Working to fill all 140 spots available, setting short-term goals to reach the number. Need to fill 2 spots in Omak, 12 in Wenatchee
- Tutoring services continue at both sites. Hired a new tutor in Wenatchee
- Outreach continued on campus during spring quarter. Also reaching out to faculty to do class presentations beginning of the quarter
- Students are attending workshops provided at both sites. A greater turnout has been experienced for students attending evening workshop sessions
- Twelve students attended CLC in Olympia last month at the State Capitol and the Evergreen State College
- Pamela Alvarado continues monthly visits to meet with Omak students and Julia Price. She has communicated with Kayce Palmer in Nespelem to confirm dates for possible visits with Julia Price

BOARD MEETING: **April 24, 2019**
 AGENDA ITEM **#10 (information)**
 CATEGORY: **STAFF REPORTS**

Enrollment Report: Jim Richardson, President

BACKGROUND:

Winter 2019 Final Report

Overall, WVC had 2,083.14 FTES, which is down by 24.77 FTES (or 1.2%) from this time last year. Wenatchee campus is at 1,815.52, which was up 2.59 FTES from last Winter. Omak campus has 267.62 FTES, which is down 27.36 (or 9.3%) from last year.

Overall State FTES Final Winter 2019

	Win 18	Win 19	Change #	Change %
WVC District	2,108	2,083	-25	-1%
Wenatchee	1,813	1,816	3	0%
Omak	295	268	-27	-9%

Academic FTES

	Win 18	Win 19	Change #	Change %
WVC District	1,039	1,067	28	3%
Wenatchee	931	955	25	3%
Omak	109	111	3	2%

Vocational FTES

	Win 18	Win 19	Change #	Change %
WVC District	719	650	-68	-9%
Wenatchee	606	576	-30	-5%
Omak	113	75	-38	-34%

Developmental FTES

	Win 18	Win 19	Change #	Change %
WVC District	184	162	-22	-12%
Wenatchee	143	124	-19	-13%
Omak	41	38	-3	-8%

ABE/HSC FTES

	Win 18	Win 19	Change #	Change %
WVC District	166	204	38	23%
Wenatchee	134	160	27	20%
Omak	32	44	11	35%

Spring 2019 10th Day Report

Overall, WVC has 1,947.47 FTES, which is down by 30.57 FTES (or 1.5%) from this time last year. Wenatchee campus is at 1,706.27, which is down 13.64 (or 0.8%) from last Spring. Omak campus has 241.20 FTES, which is down 16.93 FTES (or 6.6%) from last year.

Overall State FTES - 10th Day Spring 2019

	Spr 18	Spr 19	Change #	Change %
WVC District	1,978	1,947	-31	-2%
Wenatchee	1,720	1,706	-14	-1%
Omak	258	241	-17	-7%

Academic FTES

	Spr 18	Spr 19	Change #	Change %
WVC District	978	997	19	2%
Wenatchee	876	900	24	3%
Omak	102	97	-5	-5%

Vocational FTES

	Spr 18	Spr 19	Change #	Change %
WVC District	678	643	-34	-5%
Wenatchee	568	557	-11	-2%
Omak	110	86	-24	-22%

Developmental FTES

	Spr 18	Spr 19	Change #	Change %
WVC District	154	114	-40	-26%
Wenatchee	127	90	-37	-29%
Omak	26	24	-3	-10%

ABE/HSC FTES

	Spr 18	Spr 19	Change #	Change %
WVC District	168	193	25	15%
Wenatchee	148	159	11	7%
Omak	20	34	14	72%

BOARD MEETING: **April 24, 2019**
AGENDA ITEM **#11 (information)**
CATEGORY: **STAFF REPORTS**

Jim Richardson, President

BACKGROUND:

The NWCCU Year Seven Accreditation evaluators were on campus for just over two days and met with many of our faculty, staff, and students. I drove two of them to Omak so they could also meet face-to-face with people there.

They reported that they were giving WVC four commendations and three recommendations. We can be very proud of the commendations, and the recommendations help us look to the future to improve. The final report will be sent to review for errors of fact and then sent to the NWCCU commissioners for their action at their June meeting. Several WVC representatives will attend that meeting in Park City, Utah.

Commendations:

1. Commends Wenatchee Valley College faculty, staff and administration for their accomplishments in making a holistic support of student success a central aspect of the college culture. The college recognizes the important of supporting all students in including the unique needs of non-traditional, first generation students and underrepresented students.
2. Commends Wenatchee Valley College for genuine efforts to create a diverse and welcoming and inclusive environment for students, faculty and staff of all backgrounds. These efforts are notable for the breadth and depth of the work and pride and success that is evident throughout the Wenatchee Valley College community.
3. Commends Wenatchee Valley College for its responsiveness across the spectrum of workforce, social demographic and economic and environmental needs throughout service region. These efforts have been creatively driven by college by outreach to provide existing services and unconventional locations. By agile responsiveness to community requests and by solution-oriented responsiveness to external events.
4. Commend Wenatchee Valley College for its work surrounding the creation of the new strategic plan. These efforts were comprehensive, participatory and focused on creating a new plan closely aligning with the college's mission and Core Themes.

Recommendations:

1. Recommends Wenatchee Valley College assess Omak campus to ensure that it's safe, secure and sufficient in both quality and quantity. Ensure healthful learning environments and working environments that support the institutes mission, programs and services. Team further recommends provisions for security of property on the Omak campus. (2D2 and 2G1).
2. Recommends Wenatchee Valley College document through an effective and regular comprehensive system of assessment that student achieve an identified learning outcome at the course program and institution level. Faculty with teaching responsibilities are responsible for evaluating student achievement of clearly identified learning outcomes. (2C5 and 4A3)
3. Recommends Wenatchee Valley College use the results of its assessment of student learning to inform academic and learning support planning and practice that lead to student enhancement of student learning achievements. (4B2.)

Programs Overview

- The BAS in Data Analytics final proposal has been submitted to the SBCTC. We are scheduled to present to the State Board on May 2.
- Lisa Karstetter from Microsoft the Spark Grant has asked us to look into ways to deliver our IBEST High School 21 to farm workers who may find themselves replaced by technology in the next 5-10 years.

Policy Overview

- At the federal level, we continue to monitor the progress of the renewal of the Higher Education Act.
- There are many policy bills still alive in the state legislature that affect community colleges, including counselor staffing, homeless students, low cost course materials, the College Promise, and more.
- The house and senate are starting to meet to find compromises on their capital and budget bills. Wells Hall replacement construction is funded in all versions of the capital budget.

Facilities Overview

- Because of ADA and excessive wear issues, the steps in front of Van Tassell Hall may have to be replaced before the end of this biennial budget.

Finance Overview

- Cabinet is considering the budget for 2019-2020 as the legislative session moves forward; but the governor, house, and senate are all quite far apart in their funding of CTCs. There is a house call for dedicated new revenue to fund CTCs.
- Maybe the most important message about the SBCTC system request for better compensation for CTC employees to the legislature is to fully fund the amount we receive. In the past two biennia, the legislature has given COLAs but only funded them at 65%. This means the colleges must find the other 35% of the COLA in limited local budgets. This is still a huge problem in all three proposed budgets.

Other

- Rachel Evey, has been named the permanent executive director of the WVC Foundation.
- I continue to meet with the WVC-Omak Foundation. They are planning an early summer fund raiser and are selling tickets to a vacation of the winner's choice up to \$2000. They are also arranging a meeting with Key Bank, which is where the Confederated Tribes of the Colville Reservation do all their business. We hope to begin a partnership of support for students with them.
- Met several times with Stacy Luckensmeyer about economic development issues and Our Valley, Our Future progress.
- Working with Reagan, Tod and Brett on faculty negotiations preparations as explained last meeting. By the time the board meets on the 24th, the second meeting should have taken place.
- Attended Workforce regional and full board meetings.
- Attended WACTC at South Puget Sound Community College. The Washington All-Academic Team was honored. We will recognize WVC's two awardees at the May board meeting. WACTC mostly focused on the legislature and our messaging.
- Attended the HOEEP graduation in the theater of Wells Hall.
- Attended the Town Hall meeting held by Representatives Goehner and Steele in The Grove of the MAC on the Wenatchee Campus.
- Traveled to Olympia with board member Phil Rasmussen and the president of the student senate, Luz Estrada, to met with four of our legislators.
- Attended and spoke at the Barbara Wilson Women's Luncheon on the Wenatchee campus.
- Traveled to Omak several times and met with Shandy Abrahamson, WVC Tribal Relations Director and others. They will be presenting at the board meeting in Nespelem.