

AGENDA  
 BOARD OF TRUSTEES  
 WENATCHEE VALLEY COLLEGE  
 WENATCHEE, WASHINGTON  
 June 21, 2017

10:00 a.m. – Board Work Session .....	Room5015A, Van Tassell
3:00 p.m. – Board of Trustees Meeting .....	Room 2310, Wenatchi Hall

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**CALL TO ORDER**.....

**APPROVAL OF MINUTES**

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**CELEBRATING SUCCESS**

- 2. Recognition of End-Of-Year Award Winners ..... 38
- 3. Leo Garcia – Apple Citizen of the Year ..... 39
- 4. NWAC Softball Awards..... 43
- 5. North Central Washington Sports Award Banquet ..... 44

**INTRODUCTION OF NEW EMPLOYEES**

- 6. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources ..... 45

**SPECIAL REPORTS**

- 7. Sharon Wiest, Outgoing AHE President/Patrick Tracy, Incoming AHE President..... 46

**STAFF REPORTS**

- 8. Brett Riley, Vice President of Administrative Services ..... 47
- 9. Carli Schiffner, Vice President of Instruction and WVC-Omak ..... 49
- 10. Chio Flores, Vice President of Student Services ..... 52
- 11. Jim Richardson, President ..... 54

**ACTION**

- 12. ASWVC Financial Code Revisions: Chio Flores ..... 56
- 13. 2017-2018 ASWVC Omak Operating Budget: Chio Flores ..... 76
- 14. Continued Spending Authority: Brett Riley ..... 83

**PUBLIC COMMENT**

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

**ADJOURNMENT**

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**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: **June 21, 2017**

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

CATEGORY: **APPROVAL OF MINUTES**

**Board Minutes of May 17, 2017**

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BACKGROUND:

**Attached are the minutes from the May 17, 2017, board meeting for your approval.**

RECOMMENDATION:

**That the minutes from the May 17, 2017, board meeting be approved.**

MINUTES  
BOARD OF TRUSTEES  
WENATCHEE VALLEY COLLEGE  
DISTRICT NO. 15  
WENATCHEE, WASHINGTON  
May 17, 2017

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

Trustees present  
Phil Rasmussen, Chair  
June Darling, Vice Chair  
Tamra Jackson

*The board work session was opened by Chair Phil Rasmussen at 10:00 a.m. Major agenda items included residence hall quarterly report, strategic plan update, update on 2017-2018 operating budget and a presentation on SSS/TRiO programs. Executive session was held to discuss personnel issues.*

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

**APPROVAL OF MINUTES**

- 1. April 18, 2017, Board Retreat and April 19, 2017, Board Meeting Minutes**

**MOTION NO. 2235**

**Tamra Jackson moved that the minutes of the April 18, 2017, board retreat and April 19, 2017, board of trustees meeting be approved. The motion was seconded by June Darling and carried unanimously.**

**CELEBRATING SUCCESS**

- 2. Lucas Shiflett – Finalist for Design of New Sundial Gnomon at State Capitol**  
The Washington State Department of Enterprise Services invited student designers to create a design for the state’s capitol campus sundial. Of the seven designs submitted by community college students from across the state that were accepted for the competition, four were WVC students. Lucas Shiflett’s design is one of the two selected finalists.
- 3. Kimberly Smith – Inclusion in Nota Bene Publication**  
WVC student Kimberly Smith was notified that her work was chosen for publication in the 2016 issue of *Nota Bene*. More than 600 original works were submitted by members from around the world and only the top four percent were selected for publication.
- 4. Jesus Lopez – SOLVER Scholarship Recipient**  
Central Washington University’s SOLVER Scholars Program awards only a few highly competitive scholarships each year to incoming transfer students. Jesus Lopez is the recipient of this scholarship. Jesus is a first-generation college student and plans to double major in biology and applied mathematics.
- 5. Jared Harris and Natalia Piestrup - GWATA Winners**  
Jared Harris and Natalia Piestrup won the Greater Wenatchee Area Technology Alliance “Problem Solving Innovator” award at GWATA’s recent “2017 Innovator Awards.”

**CELEBRATING SUCCESS (continued)****6. Women's Fast Pitch Team**

The WVC Women's Fast Pitch team is the NWAC Eastern regional champion and has qualified for the NWAC Tournament this week. They are seeded as the 4<sup>th</sup> best team in the NWAC. The team is also impressive in the classroom with a fall team GPA of 3.48 and a winter quarter GPA of 3.42.

**7. Leo Garcia – Apple Citizen of the Year**

Tabled

**8. Friend of the College Award**

The Outstanding Friend of the College is an individual, couple, family, business or organization that has contributed to WVC through financial support or service or a combination of both. The recipient is selected, not necessarily by the size of the gift, but by the significance and meaning. Nominees are submitted by the foundation's membership committee and selected by a vote of the entire board. This year's recipients are Phil and Lovelyn Rasmussen. The Rasmussens have provided significant support to Wenatchee Valley College for over eighteen years. Phil was on the WVC Foundation Board for many years and served as vice president, president, and is currently an emeritus member. He has served on the WVC Board of Trustees since 2008 and has chaired that board six times. The Rasmussens continue to support our foundation each year with annual gifts, concert sponsorships and attend many events and functions on campus. They are also strong advocates for WVC in the community.

**9. Distinguished Alumni Award**

Kari Page, a 1991 WVC graduate, is the recipient of the 2017 WVC Distinguished Alumni Award. Kari is the director of human resources for the City of Wenatchee and has served on numerous volunteer boards.

**INTRODUCTION OF NEW EMPLOYEES****10. Introduction of New Employees: Reagan Bellamy, Executive Director of Human Resources**

The following new employees were introduced: Teresa Cutchie, Omak nursing faculty; Devon Caldwell, custodian; Roberto Villa Perez, customer service specialist 2; and Christa Dunoskovic, electrician.

**SPECIAL REPORTS****11. Tatem Resutek, ASWVC Wenatchee President**

Tatem Resutek highlighted the Knights Chronicles, the ASWVC monthly newsletter, as well as the new Student Athletic Council that will serve as a liaison between athletics and the ASWVC. Approximately 130 responses were received to the recent student survey regarding the Alley Café. Input will be shared with the café and Brett Riley, VP of Administrative Services. Tatem and Freddie Hamm presented the proposed ASWVC budget to the trustees during their work session.

**12. Jose Alvarez, ASWVC Omak President**

Jose highlighted events taking place in May which included Stand Against Racism and the distribution of tickets to the Little Mermaid play. The 2017-2018 student government applications were distributed and interviews will be held the week of May 22-26. Jose continues to serve on the strategic planning committee.

**13. Sharon Wiest, AHE President**

Sharon Wiest expressed her appreciation for the opportunity to visit with the trustees during their work session. She announced that Patrick Tracy is the new AHE President. Sharon reported that full-time faculty are concerned about losing part-time faculty. She stressed that WVC excellence relies on part-time faculty. Chair Rasmussen thanked Sharon Wiest for her tenure as AHE President, for her communications to the board of trustees and for her service to the college.

**STAFF REPORTS****14. Brett Riley, Vice President of Administrative Services**

Brett Riley did not add to his written report.

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

Quarterly reports were reviewed at the board work session.

**16. Carli Schiffner, Vice President of Instruction and WVC-Omak**

Carli Schiffner announced that WVC has received initial approval to begin offering the BSN degree and praised Dean Capelo and Dr. Kristen Hosey for their hard work and perseverance toward this goal. This is an exciting time for WVC.

**17. Chio Flores, Vice President of Student Services**

Chio Flores reported that it has been an exciting month in student services and highlighted several different events taking place on campus. She thanked the part-time and full-time faculty for their support during the year; she has seen amazing accomplishments from the students. Wenatchee graduation will take place at the Wenatchee High School Apple Bowl this year on June 16 and Omak graduation will be in the Performing Arts Center on June 17.

**18. Jim Richardson, President**

President Richardson praised Carli Schiffner and her staff for their hard work on making the BSN degree and the BAS in Engineering Technology a reality for WVC. It has taken years of hard work to bring this to fruition. He added that the WVC Transforming Lives Award winner Monique Bourgeau recently received the Alice Pound Memorial Award that recognizes outstanding young Native American students.

**ACTION****19. 2017-2018 ASWVC Operating Budget: Chio Flores**

ASWVC President Tatem Resutek and Vice President Freddie Hamm presented the proposed 2017-2018 ASWVC operating budget to the trustees during their work session.

**MOTION NO. 2236**

**Tamra Jackson moved that the 2017-2018 ASWVC operating budget be approved as presented. The motion was seconded by June Darling and carried unanimously.**

*(2017-2018 ASWVC operating budget attached as Exhibit A)*

**20. Mission Fulfillment: Jim Richardson/Ty Jones**

The Northwest Commission on Colleges and Universities Accreditation Standard 1 and Standard 5 require that institutional governing boards be actively involved in monitoring the institution, making sure the institution's mission is being fulfilled and its core themes are being addressed. Standard 5 further requires that the board have a policy that defines mission fulfillment or takes an action that states the college has met its burden to fulfill its mission. In the April 19, 2017 board work session, the board reviewed the 2015-16 Mission Fulfillment and Core Theme Indicator Report. As there is currently no policy in place for defining mission fulfillment, and in order to meet the accreditation standards, the board needs to formally accept the 2015-16 Mission Fulfillment and Core Theme Indicator Report and declare that the college has, in its opinion, met the requirements for mission fulfillment for that academic year.

**MOTION NO. 2237**

**June Darling moved that the board accept the 2015-2016 Mission Fulfillment and Core Theme Indicator Report and further recognize that Wenatchee Valley College met its responsibility to fulfill its mission for the 2015-2016 academic year. The motion was seconded by Tamra Jackson and carried unanimously.**

*(2015-2016 Mission Fulfillment and Core Theme Indicator Reports attached as Exhibit B)*

**PUBLIC COMMENT**

Members of the art community were present to express concerns regarding rumored cuts of classes with low enrollments. Adele Caemmerer, community member and art instructor at Orchard Middle School, spoke on behalf of the community members in attendance and expressed how much they care about the arts and WVC. She emphasized that she understands the budget constraints the college is faced with but is very concerned about the impact class cancellations will have on the art department. She asked that the college consider the importance of diversity and maintaining the rich art department and amazing faculty at WVC. Board chair Phil Rasmussen responded that the college is considering multiple factors when looking at class cancellations and that the board is mindful of meeting the needs of the community. He thanked everyone in attendance for their comments and expressed his confidence in the administration to deal with the issue effectively.

4:00 p.m. Meeting adjourned

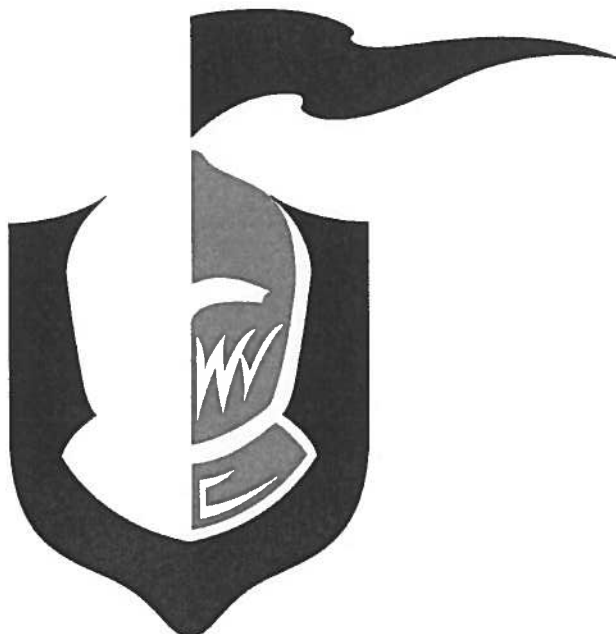
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Secretary

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Chair

# WENATCHEE VALLEY COLLEGE



## SERVICES AND ACTIVITIES FEE BUDGET

**2017 - 2018**

**Approved by the ASWVC Student Senate – April 4, 2017**  
**Approved by the Board of Trustees - (date)**

# **Associated Students of Wenatchee Valley College**

## **Vision:**

ASWVC Student Senate aspires to promote a diverse collegiate experience that fosters unity and success within our community

## **Mission:**

The ASWVC Student Senate serves the student body by enhancing the student experience through programming, advocacy, and policy. We foster a campus environment built on integrity, respect, inclusivity, and community; while providing opportunities for students to become leaders.



ASWVC  
SERVICE AND ACTIVITY FEE BUDGET PROPOSAL  
2017 - 2018

SUBMITTED BY  
ASWVC STUDENT SENATE

BOARD OF TRUSTEES

Dr. June Darling  
Phyllis Gleasman  
Tamra Jackson  
Phil Rasmussen  
Martha Flores  
Dr. Jim Richardson, President

ASWVC BUDGET COMMITTEE MEMBERS

Freddie Ham, Student (Chair)  
Tatem Resutek, Student  
Jordan Hughes, Student  
Brianda Perez, Student  
Gabi Lopes, Student  
Brett Riley, Faculty/Staff  
Laura Singletary, Advisor



## MEMORANDUM

*Associated Students of Wenatchee Valley College*

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**TO:** Board of Trustees

**FROM:** ASWVC Student Senate

**DATE:** April 4, 2017

**RE:** 2017-2018 Service and Activity Fee Budget Proposal

The 2017-2018 Service and Activity (S & A) fee budget has been developed by the ASWVC S&A Budget Committee through a process of holding budget forums, to answer questions regarding S&A funds and the allocation process; sending email reminders regarding the process; and scheduling hearings for organizations to provide additional information regarding their budget requests and to answer questions from the committee.

The Committee carefully evaluated each request based on:

- Student engagement – the number of students who benefit from the program
- Student development – how students could grow from the program
- Current and past fiscal responsibility
- Organization’s alignment with ASWVC and WVC vision and mission statements; including commitment to diversity, equity, and inclusion
- Service to our campus and community

In approving this budget, the Board of Trustees authorizes:

- Approval of the S&A Fund Balance Future Planning included with this budget.
- The ASWVC Budget Committee and the Director for Student Programs, in coordination with the college Business Manager, to adjust the estimated S&A fee revenues during the fiscal year and to allocate additional resources within the approved budget. The Board recognizes that this annual budget is a projection, and that actual revenues and expenses may vary from the projections during the execution of the budget during the fiscal year.
- The ASWVC and the Director for Student Programs to proceed with the execution of the planned programs.

This budget has been carefully reviewed by College staff, posted for public comment, and is recommended to the Board of Trustees as an effective and responsible use of state educational resources.

## S&A Budget Summary

### Resources

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The estimate of Services & Activities fee revenue is based on projected 2017-18 FTE levels (Full-Time Equivalent: 12 credit hours fulfilled by one student equals one FTE). Our Business Office reports that students currently pay .099an S&A Fee of per quarter, based on their enrollment. This 2017-18 revenue is a conservative estimate developed in coordination with the college Business Office Fiscal Analyst, the Executive Director for Institutional Effectiveness, and the Vice President for Administrative Services.

We've estimated no change in resources for the 2017 – 2018 based on the level of student enrollment the college expects for the upcoming academic year.

Funds remaining from the prior year revert to the Fund Balance Reserve. Expenditures from this account are to be made through written proposals submitted to the ASWVC District Senate. If the funding request is ratified, the proposal will be submitted to the Board of Trustees for approval.

S&A Fund Balance Reserve: Designating these funds continues the practice of building a reserve fund for major projects and large expenses such as vehicle replacement and campus projects.

### Expenditures

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The ASWVC Budget Committee has thoughtfully reviewed all funding requests and presents this budget reflecting balance among the various activities to benefit students and create a vibrant campus life. This budget continues most of the programs funded during 2017-18 academic year. Additional growth is designed to support increased student participation in co-curricular programs.

For this budget, requests for S&A funding exceeded the estimated revenue. The ASWVC Budget Committee has thoughtfully reviewed all requests, and presents a budget reflecting a balance among the various activities to benefit all students.

**Wenatchee Valley College  
Services & Activities Fee Budget  
2017-2018 Fiscal Year**

<b><u>Resources</u></b>	<b><u>2017 - 2018</u></b>
Estimated Resources	760,000
S&A Fund Balance	-30,000
Wenatchee Valley College Omak	-114,000
<b>Total S&amp;A Operating Budget</b>	<b>616,000</b>

<b><u>Expenditures</u></b>	<b><u>2017 - 2018</u></b>
ASWVC Student Services	158,199
Athletics	374,696
Student Programs Support	31,800
Campus Services	51,305
<b>Total S&amp;A Operating Budget</b>	<b>616,000</b>

## S&A Budget Summary

### ASWVC Senate

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**Service Stipends:** the ASWVC is comprised of eleven students on three teams; the Executive Board, which oversees the administrative functions of the Senate; the Campus Activities Board, which coordinates activities and events for campus; and a Student Ambassador, who provide tours and outreach. Members of the Senate receive stipends for their service.

**Supplies:** provide materials necessary to support the Senate operations throughout the year.

**Leadership Training and Development:** this budget line supports student leadership training for the Senate, including summer training, local/regional professional development, conferences. Other Senators within the district are invited to participate, as well as students associated with clubs and organizations.

### Associated Student Services:

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**Dance / Events:** this budget provides funds to bring a variety of activities and events to campus. Funds are managed through the Senate Campus Activities Board.

**Interclub Council:** clubs are a valuable component of a student's educational experience. They offer opportunities for students to develop friendships and connections to the college, share similar interests, learn effective leadership and communication skills, and of course have fun. This budget provides funding for student clubs recognized by the ASWVC. These funds are used for events, programming, marketing, supplies, guest speakers, and other program expenses.

*Note: In an effort to increase efficiency and fiscally responsibility, the ASWVC have chosen to change the funding model for clubs. In lieu of separate accounts for each club, there will be one club account managed through the Interclub Council and Student Programs. This will also allow for the funding of new clubs that arise during the year and increase efficiency with dormant clubs.*

**Special Projects:** this budget line provides fund for students to attend conferences and/or make presentations at conferences, and includes a requirement for the student or club to bring the knowledge back to the campus through a program, presentation, or report. The budget line also provides funding for projects, activities, equipment, furnishings, supplies, and other unforeseen needs during the academic year.

**Legislative Activity:** the ASWVC recognizes the importance of advocating for students at the state level. As a student government, the Senate is allowed to lobby on behalf of students. This budget is reserved for legislative activity on campus, as well as travel associated with it.

**LINK Transit:** to support one of the primary financial constraints students face (housing, food, and transportation), the ASWVC has elected to provide bus passes to WVC students.

Wenatchee Valley College  
 Services & Activities Fee Budget  
 2017 – 2018 Fiscal Year

<b>ASWVC Senate</b>	<b>2017 - 2018</b>
Service Stipends	41,800
Training and Development	10,000
Supplies	2,500
<b>Total:</b>	<b>54,300</b>

<b>Associated Student Services</b>	<b>2017 - 2018</b>
Dance / Events	32,000
Interclub Council	28,000
Special Projects	20,534
Legislative Activity	1,500
LINK Transit	21,865
<b>Total:</b>	<b>103,899</b>

<b>Total:</b>	<b>158,199</b>
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## S&A Budget Summary

### Student Programs Support

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**Diversity, Equity, & Inclusion Center:** this budget provides funds to bring cultural and diversity events to campus by supporting funding for activities and events, travel for the MSSDC Council, and provides funds for the state-wide Students of Color Conference, held annually.

**Residence Life:** this budget line provides funds for student positions supporting the residence halls, supplies, and programming.

**Student Programs Office:** this budget line provides for training and travel, professional memberships, and supplies for staff within the program.

**Student Center / ID Cards:** these funds pay for necessary supplies and equipment, as well as support needs required for running the Student ID Card system. The Office of Student Programs oversees funding for supplies in the Van Tassell Student Center. Examples of use: blank ID cards, printer ribbon, ID machine repair, paint for the stage floor, ping-pong balls and paddles, equipment needs, and marketing.

### Campus Services

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**Tutoring Center:** this budget provides a subsidy to the Tutoring Center for part-time hourly wages and educational opportunities for student tutors.

**TRiO:** the ASWVC recognizes the need and commends the college's commitment to this grant program. We have allocated funds to support TRiO's participation in the annual Civic Leadership Conference, transfer visits, graduation stoles, supplies, and other needs within the program.

**Math Calculators:** this is a one-time budget allocation to purchase calculators for students to check out from the Library. For this to be a sustainable program, the ASWVC Senate suggests the managers of this program consider checking out calculators for free in the Library and charging students \$10 to rent them for the quarter. This would allow for replacement of the calculators when they are broken or obsolete.

**Performing and Visual Arts:** the ASWVC appreciates the value and benefit the arts play in developing students' cultural awareness. This year, we recognize the Performing and Visual Arts as a student organization. In previous years, these groups would apply for funding as clubs, but were unable to meet the requirements of clubs. The Senate has allocated funds to be shared collaboratively between music, dance, drama, the MAC Gallery, and the Robert Graves Gallery.

**Graduation:** the ASWVC has collaborated with the college to support graduation by funding the rental agreement with the Town Toyota Center (TTC) and other needed supplies. Because the campus is moving away from this venue and bringing the event back to WVC (Spring 2018), the ASWVC plans to redirect the funding dedicated to the TTC and use it for other budgetary needs.

**Welcome Week (formerly Orientation):** provides funding to welcome new and returning students to campus and supports student programming, activities, and events.

**Fund Balance Reserve:** the funds in this budget line are intended for large student initiated campus projects and budgetary needs, such as replacement of ASWVC vans, student initiated projects on campus, minor renovations in Van Tassell Student Center to enhance the spaces in the facility to promote formal and informal learning, interaction, collaboration, and a sense of belonging; and as potential startup funds to begin the planning process for capital projects.

Wenatchee Valley College  
 Services & Activities Fee Budget  
 2017 – 2018 Fiscal Year

<b><u>Student Programs Support</u></b>	<b><u>2017 - 2018</u></b>
Diversity, Equity, & Inclusion Center	10,000
Student Programs Office	6,000
Student Center / ID Cards	10,000
Residence Life	5,800
<b>Total:</b>	<b>31,800</b>

<b><u>Campus Services</u></b>	<b><u>2017 - 2018</u></b>
Tutor Center	27,500
TRiO	4,000
Math Calculators	3,305
Performing and Visual Arts	6,000
Welcome Week (formerly Orientation)	5,000
Graduation	5,500
<b>Total:</b>	<b>51,305</b>

<b><u>District &amp; Reserve Funds</u></b>	<b><u>2017 - 2018</u></b>
Fund Balance Reserve	30,000
ASWVC Omak	114,000
<b>Total:</b>	<b>144,000</b>



## **S&A Budget Summary**

### **Athletic Team Support**

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This budget reflects a collaborative partnership in funding between students and the college. The ASWVC recognizes the importance intercollegiate athletics brings to the college and community, and funds a great majority of the expenses necessary to support our seven intercollegiate athletics teams: men's and women's basketball, women's volleyball, men's and women's soccer, baseball, and softball.

The athletic trainer works part-time to ensure that our student athletes have a qualified and trained professional to monitor and diagnose injuries. The Athletic Department reports a strong appreciation and need for this service. This service helps with recruitment of athletes, preventative health, and the recuperation of injured athletes.

### **Athletic Administration**

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This budget allows for administrative functions of the Athletics Department.

\*Additional funding for post season play may be available through a funding request to the Student Senate during academic the year.

Wenatchee Valley College  
 Services & Activities Fee Budget  
 2017 – 2018 Fiscal Year

<b><u>Athletic Teams</u></b>	<b><u>2017 - 2018</u></b>
Women's Basketball	50,000
Men's Basketball	50,000
Softball	55,000
Baseball	55,000
Women's Soccer	39,000
Men's Soccer	39,000
Volleyball	36,000
<b>Total:</b>	<b>324,000</b>

<b><u>Athletic Administration</u></b>	<b><u>2017 - 2018</u></b>
Athletic Director	6,000
Scholarships	27,196
Sports Medicine	17,500
<b>Total:</b>	<b>50,696</b>

## **S&A Fund Balance – Current Future Planning**

ASWVC Student Senate recognizes the need for carefully considered principles outlined to direct spending from S&A Fund Balance Reserve account. The Senate has the responsibility to be wise stewards of S&A funds and to comply with the RCW outlining regulations that state S&A funds are “for the express purpose of funding student activities and programs” (RCW 28B.15.041).

We have spent the last year updating the ASWVC Financial Code so that it reflects our dedication to fiscal responsibility. During this period, the ASWVC identified multiple budgets that had been overspent during previous years. These accounts have rolled forward from year to year, and the Senate has chosen clear them at the end of the 2016-17 academic year by reallocating funds from our current reserve accounts (Vehicle Replacement Fund, Campus Projects, Fund, Contingency Fund) and other club/organization accounts with remaining S&A funds. Unfortunately, this will greatly reduce our reserve accounts. The ASWVC is committed to re-building these reserves through annual budget allocations.

Future spending from the ASWVC Fund Balance should be consistent with and support WVC’s Strategic Plan, as well as evolving college and student priorities. The projects we envision that would both benefit students and support these objectives are:

- Increase new opportunities for student engagement
- Foster a culture of continuous improvement
- Increase college stature as a community and educational partner
- Enhance understanding of our role in a global society

ASSOCIATED STUDENTS  
2017-2018 S&A FEE OPERATING BUDGET

	<u>2016-2017</u>	<u>2017-2018</u>
ASWVC Omak	114,000.00	114,000.00
Campus Projects Fund	20,026.00	0.00
Vehicle Replacement Fund	10,301.00	0.00
ASWVC Fund Balance (Contingency)	20,026.00	30,000.00
ASWVC Activities	238,259.00	241,304.00
ASWVC Athletics	<u>357,388.00</u>	<u>374,696.00</u>
<b>TOTAL</b>	<b>760,000.00</b>	<b>760,000.00</b>

**ASWVC WENATCHEE BUDGET 2017-2018**

**ACTIVITIES SUBSIDIES**

<u>ACCT NO.</u>	<u>ACCOUNT NAME</u>	<u>2016-2017</u>	<u>2017-2018</u>
264-1P15	Cultural Events	10,000.00	10,000.00
	College Access Corps	500.00	0.00
264-1P06	Dance/Events	32,000.00	32,000.00
264-1PEC	Evening Coordinator	10,000.00	0.00
264-1P17	Graduation	7,000.00	5,500.00
264-1P19	ID Cards (combined w/Student Center account)	4,000.00	0.00
264-1P04	Student Programs / In-Service Training	9,500.00	6,000.00
	Interclub Council (all club accounts)	28,009.00	28,000.00
264-1P14	Legislative Travel	0.00	1,500.00
264-1P86	Link Transit	30,000.00	21,865.00
	Math Calculators	0.00	3,305.00
264-1P13	Welcome Week / Orientation	7,000.00	5,000.00
	Performing & Visual Arts	8,000.00	6,000.00
	Residence Life	0.00	5,800.00
264-1P12	Special Projects	0.00	20,534.00
264-1P09	Student Center Supplies	10,000.00	10,000.00
264-1P16	Student Government Scholarships	45,000.00	0.00
264-1P05	Student Senate	0.00	54,300.00
264-1PTR	TRiO	3,250.00	4,000.00
264-1PTC	Tutor Center	34,000.00	27,500.00
	<b>TOTAL:</b>	<b>238,259.00</b>	<b>241,304.00</b>

**ATHLETIC SUBSIDIES**

<u>ACCT NO.</u>	<u>ACCOUNT NAME</u>	<u>2016-2017</u>	<u>2017-2018</u>
264-1P61	Athletic Director	5,000.00	6,000.00
264-1P62	Post Season Travel	0.00	0.00
264-1P63	Softball	52,000.00	55,000.00
264-1P64	Baseball	52,000.00	55,000.00
264-1P65	Men's Basketball	40,000.00	50,000.00
264-1P66	Women's Basketball	40,000.00	50,000.00
264-1P67	Athletic Concessions	0.00	0.00
264-1P68	Scholarships	27,196.00	27,196.00
264-1P69	Athletic Contingency	31,192.00	0.00
264-1P70	Men's Soccer	36,000.00	39,000.00
264-1P71	Women's Soccer	36,000.00	39,000.00
264-1P72	Volleyball	33,000.00	36,000.00
264-1P80	Sports Medicine	5,000.00	17,500.00
	<b>TOTAL:</b>	<b>357,388.00</b>	<b>374,696.00</b>

**ASWVC OMAK BUDGET 2017-2018**

<b>SPECIAL ACCOUNTS</b>		<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>
264-2P40	Contingency	10,650.00	
264-2P31	Campus project fund	5,325.00	
264-2P36	Vehicle Replacement Reserve	<u>3,195.00</u>	
	SUB TOTAL	19,170.00	

<b>ACTIVITIES SUBSIDIES</b>		<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>
<b><u>ACCT NO.</u></b>	<b><u>ACCOUNT NAME</u></b>		
264-2P42	Awards	2,500.00	
264-2P37	Cabinet	4000.00	
264-2P35	Entertainment	7,500.00	
264-2P32	Student Supplies	2,500.00	
264-2P11	Transportation	2,000.00	
264-2P16	Scholarships	20,983.00	
264-2P34	Graduation	6,100.00	
264-2P43	Leadership	0.00	
264-2P52	Computer Supplies	0.00	
264-2P54	Legislative Travel	0.00	
264-2PTC	Tutor Center	13,300.00	
264-2P44	Copier Supplies	3,000.00	
264-2P86	Bus Passes	0.00	
264-2P18	Chess Club	3,750.00	
264-2P45	Science Club	5,000.00	
264-2P33	Nursing Club	4,800.00	
264-2P39	PTK	5,747.00	
264-2P41	Red Road	4,650.00	
264-2P60	Criminal Justice Club	1,500.00	
	SUB TOTAL	87,330	
	TOTAL	106,500.00	



***Mission Fulfillment and  
Core Themes***

***2015-16 Results***

## **Mission Fulfillment and Core Themes 2015-16**

These scorecards present data for indicators of mission fulfillment and core theme attainment compiled for the 2015-16 academic year.

### **Mission**

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.

### **Core Themes**

#### **Educational Achievement**

Students will achieve their goals for education and employment through preparation for successful transfer to the baccalaureate level, development of the professional/technical expertise for successful entry into the workforce, or proficiency in college readiness skills needed to pursue goals for further education and employment.

#### **Support for Learning**

WVC's non-instructional programs and services will support students' attainment of their educational goals and promote access to all of the college's educational opportunities.

#### **Responsiveness to Local Needs**

WVC's degrees, programs, courses and services will be responsive to local demand and community needs. WVC will actively seek community input through its foundations, advisory committees, and collaboration with external organizations.

#### **Diversity and Cultural Enrichment**

Students and staff will be supported by practices and policies that create an inclusive environment for learning and work. The college community and residents of District 15 will have opportunities to experience diverse and multiculturally rich perspectives through curriculum, educational programs, and special events.

## Mission Fulfillment 2015-16

### Overall Mission Fulfillment Score: 92% Grade: A-

Core Theme	Indicators	Score	Possible
Educational Achievement	16	31	32
Support For Learning	7	14	14
Responsiveness To Local Needs	7	14	14
Diversity & Cultural Enrichment	12	18	24
<b>Total</b>	<b>42</b>	<b>77</b>	<b>84</b>

### Educational Achievement Score: 97% Grade: A

Sub-Objective	Indicators	Score	Possible
Student Progress	9	18	18
Student Transition	7	13	14
<b>Total</b>	<b>16</b>	<b>31</b>	<b>32</b>

### Support for Learning Score: 100% Grade: A

Sub-Objective	Indicators	Score	Possible
Student Services	3	6	6
Library	3	6	6
Infrastructure	1	2	2
<b>Total</b>	<b>7</b>	<b>14</b>	<b>14</b>

### Responsiveness to Local Needs Score: 100% Grade: A

Indicators	Score	Possible
7	14	14

### Diversity & Cultural Enrichment Score: 75% Grade: C

Indicators	Score	Possible
12	18	24

## Discussion

There was limited shift in the scores of all indicators in the four core themes. In the 2014-15 Core Theme Indicator report, Wenatchee Valley College (WVC) scored 94% overall in their mission fulfillment rating. This compares to WVC's score of 92% overall for the 2015-16 year. The difference between the two ratings is not so much a decrease in the overall quality offered by the college as a change in measure in a few key areas where new data was available and, in one case, an area where currently the data available is changing to meet national and state program changes.



New to this year's report is a grading system. When looking at the summary tables above, it should be clear that the grades follow basic traditional academic grading guidelines. Under this type of grading system, an easy evaluation can be made for mission fulfillment, with any score at the C grade level or above considered meeting the college's mission. This should allow the college to easily represent how well the college is doing in the key areas it monitors to measure institutional effectiveness and mission fulfillment. Also, it allows for quick comparison of past grades to look for improvement and sustained effort.

	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Mission Fulfillment Percent</b>	78%	93%	94%	92%
<b>Institutional Grade</b>	C+	A-	A-	A-

The 2012-13 academic year was the first year that actual scoring was assigned to individual indicators. Also, in that academic year report, there was no cumulative score given; only scoring individual indicators. The benchmarks that were applied for that reporting year were very tight. A less restrictive coring structure was applied in subsequent years, which allowed for ongoing monitoring of the college, but allowed the college to make reasonable improvement over time without resorting to drastic action. Still, in consideration of continued strong scores in the current indicator set, pushing the indicator benchmark upward might be in order.

With all of this in mind, WVC is doing well in meeting its core theme indicators at the current level of benchmarks. The college met or exceeded the benchmark of 38 of the indicators, was approaching its benchmark in a single indicator and failed to meet the benchmark in three indicators. The college is having success in meeting its mission.

## Meeting Student and Community Needs

### Student Success

Points Possible: 100

Points Achieved: 100

#### Performance Exceeding Benchmark:

- Retention and completion for Opportunity Grant and Perkins programs; retention for CAMP program
- Skill gains for ABE and ESL students
- Retention and 15 credits earned in the first year for transfer students

#### Performance Meeting Benchmark:

- Retention for workforce, developmental, and basic skills students
- 15 credits earned in the first year for workforce, and developmental students
- Degree completion for transfer students
- Degree/certificate completion for workforce students
- Student satisfaction with libraries, facilities, and technology support
- Employment rate for workforce students who left WVC in 2012-13 with at least 45 credits and GPA of 2.0 or higher

#### Performance Not Meeting Benchmark:

- None

### Community Engagement

Points Possible: 100

Points Achieved: 91

#### Performance Exceeding Benchmark:

- Representation of Latino students (Wenatchee) relative to district population demographics
- Running Start student participation from smaller high schools in WVC service district

#### Performance Meeting Benchmark:

- Enrollment relative to state FTE target
- Continuing Education and contract training enrollments
- Events for students and the community
- Percentage of Running Start students attending WVC at Omak
- Student and employee satisfaction with college environment
- Native American student enrollments for WVC at Omak
- Success of Hispanic and Native American students in moving from developmental to college-level math
- Local High School capture rate

#### Performance Not Meeting Benchmark:

- The proportion of Latino and Native American employees relative to student population

### Educational Achievement Scorecard

Objective: Students will achieve their goals for education and employment through preparation for successful transfer to the baccalaureate level, development of the professional/technical expertise for successful entry into the workforce, or proficiency in college readiness skills needed to pursue goals for further education and employment.

#### Student Progress Indicators

Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Retention	Transfer students: Fall to fall retention rate between 53% and 61%	Fall 2015 to Fall 2016 60%	●
	Workforce students: Fall to fall retention rate between 40% and 56%	Fall 2015 to Fall 2016 59%	●
	Developmental students: Fall to fall retention rate between 42% and 55%	Fall 2015 to Fall 2016 56%	●
	Basic skills students: Fall to spring retention rate between 19% and 28%	Fall 2015 to Spring 2016 38%	●
Student achievement point: 1 <sup>st</sup> 15 credits in first year	Transfer students: Point earned rate between 64% and 73%	Fall 2015 entering cohort 67%	●
	Workforce students: Point earned rate between 57% and 77%	Fall 2015 entering cohort 71%	●
	Developmental students: Point earned rate between 56% and 67%	Fall 2015 entering cohort 59%	●
Completion within IPEDS standard of 150% time (3 years for degree, 1.5 years for certificate)	Transfer students: Completion rate between 22% and 26%	Fall 2012 entering cohort 31%	●
	Workforce students: Completion rate between 20% and 54%	Fall 2012 entering cohort 25%	●

#### Student Transition Indicators

Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Enrollment/completion at 4-year institution	Transfer students: Percentage of students earning a degree within four years after completing AAS between 42% and 46%	426 graduates in 2010-11; 43% (184) earned awards through spring 2015	●
Employment	Workforce students: employment rate between 79% and 86% for students leaving WVC with at least 45 credits and GPA of 2.0 or higher	Students who left WVC in 2014-15: 77.2% employment	▲



= Result meets target



= Result is approaching target



= Result is below target

Transition to college	Former ABE students: enrollment rate in developmental or college-level courses for students in ABE level 4 or GED prep	2015-16: 22%	No target set due to changes in GED
Student Surveys	Core abilities: students' self-assessment is "Agree" or better; Average rating on Instruction items is "satisfactory" or better	Spring 2013 student survey: average 4.42 (5 point scale) for student experience questions. (No new student survey since.)	●
		2015-16 graduate surveys: average 4.25 (5 point scale) on core abilities;	●
		2015-16 graduate surveys average 3.43 (4 point scale) on satisfaction with instruction	●
External Certification	100% of programs with external exams meeting pass rate targets	Pass rates: Nursing – RN: 96% (2015) Nursing – LPN: 100% (2015)	●
		Radiologic Tech (2015) 100% Medical Lab Tech (2015) 100%	●

### Discussion

The set of Educational Achievement core theme indicators remains very close to levels reported in the 2014-15 report. The only notable change came in the area of the estimated employment rate for workforce students after a year of leaving WVC. This moved up to 77% of students finding employment, up from 75% reported in the prior year, but still below the benchmark of 79 to 86% set in the 2012-13 year report.

#### Employment after Leaving WVC

	2012-13	2013-14	2014-15	2015-16
<b>Est. Employment</b>	79%	75%	75%	77%

An indicator, that has changed, over the four reporting years, examines the number of students who earned 15 credits in their first year at WVC. This indicator is measured by looking at the Student Achievement Indicator (SAI) for students in a given cohort year. For workforce students, this indicator has shown continued progress over the years, moving from 29% of students earning 15 credits in their first year in the 2012-13 reporting year, to 71% of workforce students in the 2015-16 reporting year. This moved the college from a red indicator, or zero point rating, to a green indicator in 2013-14, which has stayed green even though the benchmark was raised in the 2015-16 reporting year.

### Workforce Students Earning 15 Credits in 1<sup>st</sup> Year (SAI)

	2012-13	2013-14	2014-15	2015-16
<b>Earned 15 credits SAI Point</b>	29%	57%	62%	71%

Some indicators have remained relatively static over the four reporting years. For example, most of the student retention levels have remained stable over the past four or more years, earning a green indicator, or two points, each year. This grade remained stable even though the benchmark was moved slightly higher in 2014-15. A stable level of success has been seen in the college's external certifications, where in all years, 95% or more of students have passed external certification exams. In most years, at least two of the four areas that have these certifications have had all of their students earning certification. This indicator has remained green and the benchmark for success has needed no modification from its high level for success.

One area of future concern will be measuring student transfer and completion rates at four-year institutions. The reason for this is due to Washington's regional and research universities not currently reporting these data to external agencies other than directly to the Office of Financial Management. It is hoped that the Educational Research and Data Center (ERDC) will begin taking charge of these data in the future and insuring wider distribution of information. In the meantime, it is likely that there will be no new data for this indicator in the 2016-17 reporting year.

Changes in basic adult education, in both the state of Washington and nationally, have impacted data and reporting on indicators. Movement to the High School 21 program and changes in the GED requirements, makes benchmarking difficult. For that reason, for a second year, no target data was set or collected for the indicator. During the 2016-17 year, the state will be setting new success standards, with revised data systems to track student success. It is hoped there will be some historical data available, so that new benchmarks can be set and the indicator will be able to be reported on.

In a similar area of concern, there has been limited survey work done for the indicators in the Education Achievement core theme and for the other themes as well. The last full student survey was conducted in 2013. The goal is to conduct an online survey of students, in spring quarter of 2017, to get more up-to-date and accurate student measures for this report and to support initiatives to help students succeed.

Even with these difficulties, it is clear that WVC is being relatively successful in meeting the indicators and benchmarks for the Educational Achievement core theme. Of the 16 indicators, WVC met or exceeded its benchmark in 15 indicators and closely approached the benchmark in one indicator. In many ways, the core theme of educational achievement is at the heart of what community colleges do and represent the most important indicators of student outcomes and institutional effectiveness (Ewell, 2011).

### Support for Learning Scorecard

Objective: WVC's non-instructional programs and services will support students' attainment of their educational goals and promote access to all of the college's educational opportunities.

#### Student Services Support

Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Relationship of student development services to student progress/learning outcomes	Retention and completion for CAMP, Opportunity Grant, and Perkins participants; retention for advising center contacts	CAMP 2015-16: 1 <sup>st</sup> year retention 100%; retention into 2 <sup>nd</sup> year 81%	●
		Opportunity Grant 2013-14: 97% of students served retained or completed	
Student satisfaction with services	"Satisfactory" or better on graduation survey/CCSSE/student survey	Perkins 2013-14: 133% of completions target; 134% of retention/transfer target	●
		Completion Coach: students contacted had 67% fall to winter retention (compared to 75% for all students), 53% fall to spring retention (compared to 63%)	
		Spring 2013 student survey: average 3.62 (5-point scale) for student support questions (No new data)	
		2015-16 graduate survey: average 3.44 rating (4-point scale) on satisfaction with services	●

● = Result meets target

▲ = Result is approaching target

■ = Result is below target

### Library Support

Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Support for student learning and core abilities	"Satisfactory" or better on biennial student survey	Spring 2013 student survey: average 3.99 on library/website support (5 point scale) (No new data)	●
		2013 Library survey: Average rating 4.5 or better (5 point scale) of staff expertise, professionalism, availability (No new data)	●
		2015-16 graduate survey : Average rating of 3.56 (4 point scale)	●

### Infrastructure Support

Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Sufficiency of facilities, technology to support student learning	Staff and student surveys – average response "satisfactory" or better	Spring 2013 student survey and Winter 2013 staff survey: average responses "satisfactory" or better on facilities and technology questions (No new data.)	●

### Discussion

No other core theme is impacted more by the lack of student survey data, than the Support for Learning core theme. Of the seven indicators in this core theme, four are impacted to some degree by the lack of student survey data. As mentioned above, it is hoped in the spring of 2017 an online student survey will be conducted to collect data support to inform these indicators.

Retention rates for various student support programs have remained high over the years. For example, the CAMP and Opportunity Grant programs have shown strong retention rates over the reporting years. The college continues to meet Perkins targets for enrollment and completion of non-traditional students. Also, the new completion coach instituted through the college's Title III federal grant has shown continued success in reaching students who might have stopped out due to encountering barriers in meeting their educational goals.

#### Support Program Retention Rates

	2012-13	2013-14	2014-15	2015-16
CAMP Retention Rate	82%		85%	81%
Opportunity Grant		92%	96%	97%



= Result meets target



= Result is approaching target



= Result is below target

In two of the indicators, the WVC Graduation Survey was used to provide data on student overall satisfaction with the general student services and library support. This survey is given to all students who earn a certificate or degree in an academic year. This year, general student services received a 3.44 average response rating on a four-point scale. Library services received a 3.56 average response rating. This shows strong student satisfaction with the services they are provided.

	Admission				Registration			
	Omak		Wenatchee		Omak		Wenatchee	
	Academic	Workforce	Academic	Workforce	Academic	Workforce	Academic	Workforce
Very Dissatisfied	0%	8%	1%	1%	0%	8%	1%	1%
Dissatisfied	0%	0%	1%	2%	0%	0%	3%	2%
Satisfied	16%	17%	45%	42%	21%	17%	46%	36%
Very Satisfied	84%	75%	52%	55%	79%	75%	50%	60%

	Financial Aid				Library			
	Omak		Wenatchee		Omak		Wenatchee	
	Academic	Workforce	Academic	Workforce	Academic	Workforce	Academic	Workforce
Very Dissatisfied	0%	0%	4%	3%	0%	0%	0%	1%
Dissatisfied	8%	8%	13%	11%	0%	0%	3%	5%
Satisfied	15%	17%	34%	25%	21%	27%	39%	38%
Very Satisfied	77%	75%	49%	62%	79%	73%	59%	56%

The Support For Learning core theme continues to meet all of its benchmarks, though there are issues in survey data not being readily available to adequately evaluate all of the indicators. However, the most recent graduate survey data indicates that the college is working to help students succeed in their learning and educational goals.

Student support services are an important part of what an institution needs to do in order to be effective as an institution of higher learning (Kuh, et al., 2011). With the core theme and indicators aimed at supporting learning, WVC demonstrates another facet of supporting student success and engagement that leads to students meeting their educational goals and WVC's continued effectiveness.



### Responsiveness to Local Needs Scorecard

Objectives: WVC’s degrees, programs, courses and services will be responsive to local demand and community needs. WVC will actively seek community input through its foundations, advisory committees, and collaboration with external organizations.

Indicators	Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Resource Allocation Related to Demand and Participation	FTE Enrollments	State FTE allocation – meet or exceed	2,531 FTEs in 2015-16 is 101% of state allocation	●
	State FTEs generated:	Monitoring only	Transfer: 1,584 Workforce: 910 Developmental: 295 Basic Skills: 248	
	Headcounts:	Continuing Ed: 1388 to 2110	Continuing Ed: 1427	●
		Running Start: 318 to 522	Running Start: 571	●
	Local HS graduate capture (enrollment) rate	District HS capture rate between 25% and 40%.	Overall estimated district enrollment rate: 36.4%	●
	Small HS outreach	Percentage of Running Start enrollment at Omak campus: between 8% and 13%	2015-16: 17%	●
		Avg. number of RS students from smaller high schools: between 141 and 163	2015-16: 249	●
Industry Relations	Contract and employer-based training	Additional data needed to benchmark	181 individuals	Two years ago 134 students, last year 221.
Economic Development	Economic Impact	Return for students, taxpayers, society WVC contribution to regional economic activity Depending on approach \$120 to \$160 million	EMSI ROI economic impact study (2012) \$152.8m & 3.5% of the regional economy. Rollover estimate of \$114 million.	●

● = Result meets target      ▲ = Result is approaching target      ■ = Result is below target

## Discussion

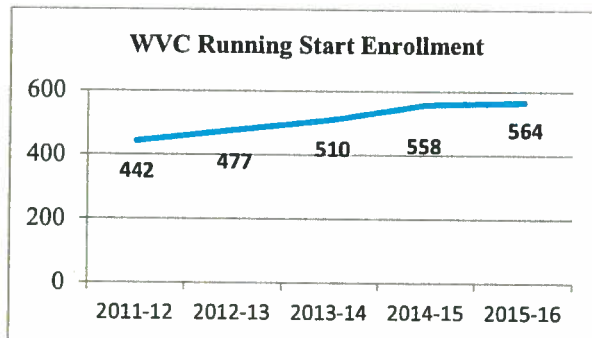
Most of the indicators are centered on measuring WVC's ability to provide access to the college's service district and the resulting economic impact that service provides back to the community. All seven of the indicators met or exceeded the set benchmarks. The data surrounding the indicators suggests that WVC is in fact providing educational opportunity to a wide range of students in a variety of programs.

**WVC Enrollments Relative To State Allocation**

	2012-13	2013-14	2014-15	2015-16
Annualized State-Supported FTE	2779	2737	2558	2531
Over State Allocation	110%	109%	101%	101%

In the 2015-16 academic year, the college served 2,531 state-supported student annualized FTE. This was 28 FTE (1%) over the allocated 2,513 FTE to WVC by the state. While there has been a decline in enrollments over recent years, the college has continued to meet its allocation targets set by the state for funding purposes. While that allocation process is changing in the 2016-17 academic year, the historical process was closely tied to the college's part of the state enrollment plan. In other words, the college was generating more enrollment than the state expected the college to generate to meet state projected participating rates for the district.

Outside of the state supported enrollments, the college continued to serve significant types of contract related students. Most common of these types of students are those in Running Start. Running start enrollment has increased 28% over the last five years. This growth will continue into the 2016-17 academic year. Then, due to a slight decrease of high school students in the district in their junior and senior years, there will be a few years of flat growth in Running Start. Other contract funded student groups like continuing education, Tech Prep, industry supported courses, and etc. are expected to follow a similar pattern.



An indicator now has enough data to set a benchmark and be assessed. This is the percentage of district high school graduates

who subsequently attend WVC in the following academic year. These data have been collected and provided to the public by the ERDC for the last four years. There are some caveats that come with these data. First, these data are provided to ERDC by the Office of the Superintendent of Public Instruction (OSPI). As OSPI does not collect these data from the high schools until the following school year, the data will always lag by a year. Second, the ERDC data are based on an estimate of students attending WVC. This is due to a certain amount of difficulty identifying students from high school to college. Changes in name, correction of birth dates, changes in address, etc. hamper ERDC's ability to match students from one location to the next. With that in mind, WVC can expect to capture at least 25% of the local graduating class. In 2014-15, WVC captured 36% of students.

● = Result meets target    ▲ = Result is approaching target    ■ = Result is below target

### Diversity and Cultural Enrichment Scorecard

Objectives: Students and staff will be supported by practices and policies that create an inclusive environment for learning and work. The college community and residents of District 15 will have opportunities to experience diverse and multiculturally rich perspectives through curriculum, educational programs, and special events.

Indicators	Quantitative Measures	Benchmark for Expected Performance	Current Data	Result
Inclusive Environment	Student and staff surveys	“Satisfactory” or better on items related to inclusiveness of college environment	Spring 2013 student survey and winter 2015 staff survey: all items with ratings at “satisfactory” or better (No new data)	●
	Student and staff demographics	Targets based on demographics in district population: Students – Hispanic: 20.2% to 22.3% Students – Native American 3.3% to 3.5%	Fall 2015 Wenatchee Students: 37% Hispanic Omak Students: 12% Native American Total Students of Color: 49%	●
		Staff targets based on student demographics	Fall 2015 Staff: 15% Hispanic 1% Native American Total Staff of Color: 20%	■
		Perkins: gender distribution in workforce programs targets	2015-16: 22% of enrollments (125% of target), 19% of completions (126% of target) are nontraditional gender	●
	Success of underserved groups	Reduce achievement gaps: 2015-16 IPEDS completions report:	Associate degrees - 701 completions: White 67%, Native American 2%, Hispanic 26%	■
			Workforce 1-year certificate – 158 completions: White 67%, Native American 1%, Hispanic 21%	■
			Workforce short certificates – 267 completions: White 24%, Hispanic 69%	●
		Reduce achievement gaps: SAI Fall ATD database for transition to college level	Measures for this indicator are changing. Will need to develop new data and benchmarks.	

● = Result meets target     
 ▲ = Result is approaching target     
 ■ = Result is below target

Cultural Perspectives	Events for students and the community	Athletics: 62 to 66 events/year	2015-16: Athletics: 99 events	●
		Community Engagement: 19 to 30 events/year	Community Engagement: 26 events	●
		Cultural: 8 to 23 events/year	Cultural: 20 events	●
		Entertainment: 6 to 15 events/year	Entertainment: 8 events	●
		Social: 5 to 15 events/year	Social: 5 events	●

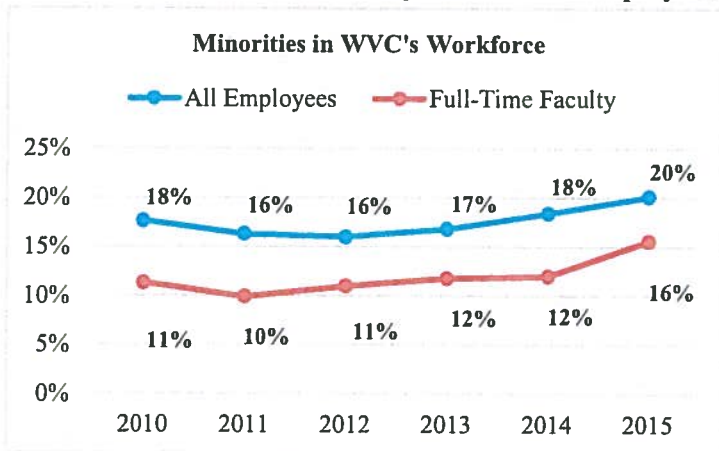
### Discussion

A primary goal of WVC is to be able to match the diversity of its district to the diversity of the college's student and staff population. In 2015, the district was 30% Latino and 35% of color. In Okanogan County the population was 11% Native American (EMSI, 2017). In all three categories, WVC student population exceeded this diversity mix and has done so in reporting years for the college's indicators.

#### Diversity of WVC Students

	2012-13	2013-14	2014-15	2015-16
<b>Wenatchee Percent Hispanic</b>	35%	35%	36%	37%
<b>Omakc Percent Native American</b>	13%	13%	12%	12%
<b>Percent Students of Color</b>	47%	47%	48%	49%

Unfortunately, WVC has not yet managed to keep up with its district or student diversity. Over the last five years, the percentage of all WVC employees of color has shifted up 4% from fall quarter of 2011. Faculty has increased their percentage of minorities to about 16%, an improvement of 6% over the same five year time frame. Focusing further on the college's Latino make up, the college has moved up from being 12% Latino in staff make up, to 15% Latino. Native American make up of college employees remains at about 1% of all staff and faculty. For this gap in diversity of employees of at WVC, the college's



indicator in this area is deemed to be red and receives no points towards mission fulfillment. WVC is making improvement in its diversity of staff and faculty, but making changes in this area will take time, as attempts to recruit and retain a diverse college community moves forward.

indicator in this area is deemed to be red and receives no points towards mission fulfillment. WVC is making improvement in its diversity of staff and faculty, but making changes in this area will take time, as attempts to recruit and retain a diverse college community moves forward.

At the same time WVC's student community becomes more diverse, students of color are still experiencing a gap in college achievement in two-year degree attainment and one year certificates. In the 2013-14 reporting year, 21% of students receiving two-year degrees were Latino. In 2015-16, the percentage had increased up to 26%. While this is a marked improvement of 5% in just a few years, it still is far from equalizing the attainment rate of white students. The same situation holds true for student of color receiving one-year certificates. So, for both of these indicators, WVC receives a red indicator score and no points towards mission fulfillment.

#### WVC Cultural Events

	2012-13	2013-14	2014-15	2015-16
<b>Athletic Events</b>	65	78	70	99
<b>Community Engagement Events</b>	95	19	28	26
<b>Cultural Events</b>	21	14	20	20
<b>Entertainment Events</b>	10	8	10	8
<b>Social Events</b>	46	10	8	5

Finally, the last five indicators reflect the cultural opportunities the college offers to its district community. The mix of those events has varied a little over the reporting years for the core theme indicators. However, it is clear the college offers a reasonable number of opportunities to experience a wide mix of athletic, social and cultural events. These types of activities allow students to connect socially with their college (Tinto, 1987; Kuh, et al., 2011). Studies have repeatedly shown that students who connect to their college socially are more likely to engage academically, be retained and eventually graduate. Further, these events offer our community a chance to meet and interact with WVC's students, staff and faculty, while enriching the district's unique mix of culture. It allows WVC to become an active participant of that wider culture.

#### References

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BOARD MEETING: **June 21, 2017**

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

CATEGORY: **CELEBRATING SUCCESS**

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**Recognition of End-Of-Year Award Winners**

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**BACKGROUND:**

**LINDA SCHULTZ HERZOG FACULTY OF THE YEAR AWARD** - Nominations are solicited from students and faculty for the Linda Schultz Herzog Faculty of the Year Award. A selection committee narrows the nomination list to three finalists. The entire faculty is then invited to vote on the finalists. The selection committee uses the returned ballots and other provided information to make a selection. If this selection is unanimous, then the selection is final.

If the selection is not unanimous, the President selects among the finalists. The award of \$1,500 is presented at the end-of-year celebration, and the faculty member is honored at the graduation ceremony. This year's Linda Schultz Herzog faculty of the year award was presented to Bob Gillespie, faculty member on the Wenatchee campus.

**ALCOA EXCELLENCE IN TEACHING AWARD** – Faculty members are invited to submit proposals that will support an instructor or team in the development of a project that significantly increases student learning effectiveness. All proposals are submitted to the professional development committee who makes the final selection. This year the \$1,500 Alcoa Excellence in Teaching Award was given to Heather Ryan, English faculty.

**ALCOA CLASSIFIED STAFF AWARD** – Nominations for the Alcoa Classified Staff Award are solicited from the campus community. A selection committee then narrows the nomination list down to five and the classified staff has the opportunity to vote. The top three vote recipients are presented to the president for selection. This year the award of \$1,000 was presented to Heriberto Martinez, utility worker in facilities and operations.

**EXEMPT STAFF OF THE YEAR AWARD** - Nominations are solicited from all WVC employees for the Exempt Staff of the Year Award. A selection committee then narrows the nomination list down to three. This list is given to the president for a final selection. A \$1,000 award is provided by the Foundation and this year the recipient Heather Maddy, administrative assistant to the VP of administrative services.

**ANNA PIERATT SPIRIT OF WVC AWARD** – The Anna Pieratt Spirit of Wenatchee Valley College Award was established in 2001 to honor individuals or groups who have demonstrated the spirit (positive attitude, enthusiasm, caring and extra effort) exemplified by Anna when she served as executive assistant to the president from 1977 to 1992. Anna was quite involved in activities and events to improve both internal and external relations. It was her contact with the Schultz family that led to major donations from the Schultz family to the college in the form of scholarships and funding the Faculty of the Year Award. This year's winner of the Anna Pieratt Spirit of WVC Award is faculty member Livia Millard, multicultural affairs coordinator/academic advisor on the Omak Campus.

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **CELEBRATING SUCCESS**

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**Leo Garcia – Apple Citizen of the Year**

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**BACKGROUND:**

Leo Garcia, WVC agriculture faculty, has received the Washington State Apple Blossom Festival's Apple Citizen of the Year award, which acknowledges industry leaders who make Wenatchee the Apple Capitol of the World. Leo received the award during a graduation ceremony for Hispanic Orchard Employee Education Program (HOEEP) students.

Leo helped to establish HOEEP at WVC in the 1990s. The program is designed to increase the professional abilities of agricultural employees and their contributions to operations through the study of horticulture science, production technology, English language and communication skills, math, computers, and cultural and social systems. The program has received industry, state and national recognition.

“This award places Leo alongside founders and instrumental people of the Washington tree fruit industry,” said fellow agriculture faculty member Francisco Sarmiento. “We are very proud of knowing that Leo is the recipient of such a distinguished award....Leo has represented WVC not only in Washington's industry, but anywhere our industry reaches.”

The Wenatchee World article is attached.

# Leo Garcia named Apple Citizen of the Year

by Nevonne McDaniels | March 26, 2017, 12:01 p.m.



Photo provided

Leo Garcia boxes up graduation certificates in his Wenatchee Valley College office before leaving for a ceremony in Grandview on Friday. He is the recipient of the 2017 Apple Citizen of the Year award presented by the Washington State Apple Blossom Festival.



Buy this photo

WENATCHEE — This year’s Apple Citizen of the Year, Leo Garcia, has been hooked on Washington apples since he was 15, living in Mexico.

Little did he know then he would be instrumental in helping the Wenatchee Valley build a workforce that has helped keep the industry at the top of its game.

He helped start Wenatchee Valley College’s Hispanic Orchard Employee’s Education Program in the early 1990s and since then has helped hundreds of orchard managers and supervisors





hone their skills.

On Saturday, during the graduation ceremony of his latest crop of students, Apple Blossom Festival Queen Amy Sand and Festival Administrator Darci Christoferson were to surprise Garcia with the Apple Citizen of the Year award. It honors the Washington State Apple Blossom Festival's roots by acknowledging industry leaders who make Wenatchee the Apple Capital of the World.

Garcia, now 60, graduated in 1974 from Tulancingo High School in the Mexican state of Hidalgo.

He learned about apples a few years earlier when his father decided to plant an orchard on their farm, prompting his attendance at a government-sponsored training in Mexico City where he listened, through an interpreter, to a Washington State University Extension agent talk.

"It was about fruit, in general, but I really liked what I heard about the apple orchards," Garcia said.

He decided then his future was a horticulture degree at WSU. At the age of 21, he migrated to the U.S., attending Dodge City Community College in Dodge City, Kansas. He had not yet mastered English.

"At first I took chemistry and math classes, where you didn't have to say much. Of course, the hardest classes were history and English comp," he said.

He struggled, but earned good grades and transferred to WSU, where he earned his bachelor's degree in horticulture and met his future wife, Karen Parkins, who also was studying horticulture.

She hailed from Leavenworth.

"The first time my wife brought me over to meet her mom, I was amazed," Leo Garcia said. "Going down the Monitor hill, the trees were blooming. It took my breath away and it still does, every year. It's the most beautiful valley in the world."

They married in 1981 and, once he received his degree, they decided to settle in the Wenatchee River Valley. He started looking for a job in the industry, but it was difficult.

"Back in the day, it wasn't typical for a Hispanic to have a horticulture degree," he said. "Most people came to work in the orchards and then they left. I was seeking a different kind of employment."

Eventually he landed a job with Wells and Wade Fruit Company.

"I started my career there as an orchard hand, basically, doing all kinds of work, various orchard jobs," he said. "Pretty soon I moved up. I became a supervisor. They put me in charge of the young trees."

He then became a warehouse fieldman at Trout in Chelan, now called Chelan Fruit.

The warehouse fieldmen advise growers on things like varieties, rootstock, nutrition, pest management and the timing of the harvest. "Basically, you help growers with everything that goes into harvest. You build a close relationship with your growers," he said.

He went on to work at Chief Wenatchee and Stemilt Growers in the late 1980s and early 1990s.

"There were a lot of changes happening in the industry at that time," he said. "We were moving from the big trees to the smaller trees. We went from hand lines to permanent lines to micro-sprinklers. There were new apple varieties. In the span of 15 to 20 years, orchards changed from 70 trees per acre to 1,200 trees per acre."

In his work as a fieldman, he saw the need to train orchard supervisors and managers about the reasons behind the changes.

“They didn’t know why we did all the things we did. Why pick only the red apples? Why not pick this block? Why plant the trees so close? It takes a while to learn things like that,” he said.

He talked about the idea with Kent Mullinix, then director of Wenatchee Valley College’s agriculture programs.

“Together we set up a plan and an advisory board and created the Hispanic Orchard Employee Education Program,” Garcia said.

A short time later, the program’s advisory board of growers requested help with language skills for the Hispanic supervisors and managers.

“The growers said, ‘We need to communicate,’” Garcia said. “These guys needed to learn technical English, not talking about dogs, cats and houses, but about blossoms, sprayers and rootstocks — basically English based on the orchard.”

An applied math class followed.

“Pints, ounces, trees per acre. It’s simple math, but if you don’t know how many trees per acre you have, you can’t figure the costs per tree and per bin,” he said. “When you spray, you have to figure out calculations and calibrations. There’s a lot of math that goes into the orchard.”

A farm management class was added next, catering to supervisors and managers who want to understand the business basics.

Then a new crop emerged that required a whole new set of classes about a decade ago.

He got a call from Vicky Scharlau, who works with the Washington Association of Wine Grape Growers. “She contacted me and said she would like to see us develop a similar program on viticulture,” he said. “So we replicated the program,” tailoring it to vineyards rather than fruit orchards.

The latest addition is a class for women supervisors of vineyard crews, now in its second year.

“Many of the vineyard crews are almost 100 percent women, so there was a great need to create women supervisors to supervise the women crews,” he said. “Because of the cultural differences, sometimes, if most of the class is men, the women stay quiet. When it’s just women, they open up.”

He isn’t sure what will happen next with the programs. He sees some interest in working with H2A visa seasonal workers and the development of a one-year fieldman assistant program. He also has contemplated the creation of a four-year applied tree fruit degree.

As for the industry, he said he didn’t see the grapes coming, but expects to see more varieties of apples in the future as well as a continued mechanization and more bins per acre.

“When I started, orchards were getting 40 to 50 bins per acre. Now they’re getting 100 or 120 bins,” he said.

Garcia said he also never envisioned being a teacher, but, looking back, it makes sense.

“Starting as an orchard worker and then supervisor and fieldman, I realize it was part of my education. That made me a better teacher. Life prepares you to do what you need to do.”

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Reach Nevonne McDaniels at 509-664-7151 or [mcdaniels@wenatcheeworld.com](mailto:mcdaniels@wenatcheeworld.com).

BOARD MEETING: **June 21, 2017**

AGENDA ITEM: **#4 (information)**

CATEGORY: **CELEBRATING SUCCESS**

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**NWAC Softball Awards**

BACKGROUND:



The Wenatchee Valley Knights softball stunned the top-ranked Douglas Royals with back to back convincing wins to claim the 2017 softball championship. The Knights, who after losing to North Idaho in the second round Friday, won six consecutive elimination games in the one-loss side of the bracket. WVC's pitching ace, freshman **Aaliyah Enriquez** collected both wins for the Knights and was named the tournament's Pitcher of the Year. **Michael Garoutte**, in his first year as the Knight's head coach, was named the Coach of the Year. Catcher **Amber Writer** was named Most Valuable Player. In addition Amber was chosen the NWAC Baden Softball Player of the year. **All-Tournament Team** accolades go to: **Aaliyah Enriquez, Jamie Withrow, Jessica Lambert, Amber Writer, and Ali Steen.**

NWAC Eastern Region All-Stars have been announced, First team; **Jessica Lambert, Allie Kopczynski, Brooke Writer, Makenzi Howard.** Second team; **Kylee Lambert** and **Jaime Withrow.**

NWAC Academic Excellence awards have been announced from softball, these are sophomore honors only; **Allie Kopczynski, 3.60 GPA, Kylee Lambert, 3.58 GPA, Alexis Pruneda, 3.51, Amber Writer, 3.67 and Brooke Writer, 3.71.**

**Go Knights !!!**

BOARD MEETING: **June 21, 2017**  
AGENDA ITEM: **#5 (information)**  
CATEGORY: **CELEBRATING SUCCESS**  
**North Central Washington Sports Award Banquet**

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BACKGROUND:



June 6, Wenatchee Valley College Athletics partnered with Wenatchee North Rotary to host the 47<sup>th</sup> annual NCW Sports Awards banquet and WVC Hall of Fame. This event is a fund raiser for the college athletic department, showcasing the best high school athletes in North Central Washington and recognizing WVC athletes and alumni.

Lake Chelan native and current Brooklyn Net Joe Harris Jr. was the keynote speaker.

The WVC Hall of Fame will honor two influential assistant coaches who contributed to the college's great success in football between 1980 until 1991. Gene Baker and John Murio. WVC went on to have many excellent seasons' thanks in part to Baker and Murio's influence.

Awards went to Athlete of the Year nominees;

**Volleyball & Women's Basketball– Anna Ingraham**

**Softball – Amber Writer**

**Women's Soccer – AdriAnna Simmons**

**Baseball – Tanner Angel**

**Men's Basketball – Trevor Shurtliff**

**Men's Soccer – Jorge Villegas**

**Amber Writer, Softball was awarded the WVC Athlete of the Year for 2016/2017**

Athletic Director, Greg Franz, is a key player in planning and organizing this event for WVC. We want to thank Sandy Coopriider and Rachel Goetz for assisting.

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **INTRODUCTION OF NEW EMPLOYEES**

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

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BACKGROUND:

Reagan Bellamy will introduce new employees.

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **SPECIAL REPORTS**

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**Sharon Wiest, Outgoing AHE President/Patrick Tracy, Incoming AHE President**

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BACKGROUND:

**Sharon Wiest**

The month of June has been busy for the faculty including hiring committees for nursing, and BAS –Engineering Tech. Some faculty members are finishing up their post-tenure reviews. Many have worked diligently with their division chairs trying to understand and have input into the annual schedule. The division chairs have been working long hours with VPI Schiffner and Dean Brown.

The AHE executive board has met twice during the month of May. AHE held elections for President, Vice-President, Wenatchee campus, and for Secretary. We also ratified an MOU for College in the High School Liaisons. Angie Russell, David Burns, and David Lindeblad were all nominated for AHE Member of the Year for their many years working on the executive board. The AHE members voted on this as well. A new negotiating team was elected as we get ready for the next negotiations cycle this upcoming academic year.

AHE organized and held a negotiations training for the incoming president and the incoming negotiators. A NCW Uniserv Representative and the outgoing lead negotiator Angie Redmon were the trainers. AHE also held its monthly general meeting followed by a faculty social.

AHE President, grievance chair, and salary committee chair have been working with HR, VPI, and the deans on a number of faculty related issues.

The budget and review task force had a final meeting for the year with a plan for summer quarter. The faculty on this committee strongly recommended that discussion on low-enrollment classes start in the fall, preferably in launch week. Also, we would like a record of the agreements and of the strategies that will be implemented for some courses to be recorded so that we do not have to repeat this process every few years as if the conversation was new. We think this would help give a clear picture of which courses we know we are offering even if the enrollments are below Brett's 16.2 class average, and which courses need attention via scheduling changes, advertising, or other outside the box adjustments. The divisions and IC can be part of the conversation about courses that need to be removed from our course offerings or offered less often.

Sharon Wiest thanks the Board of Trustees for our meeting at the work session in May, and thanks you for serving the college as our Trustees. I am sure you will enjoy a positive working environment with the incoming AHE President, Patrick Tracy.

**Patrick Tracy**

I look forward to working with you in the future.

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **STAFF REPORTS**

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

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BACKGROUND:

#### **Administrative Services**

- The last rebalancing of divisional budgets is complete. A draft 17-18 budget is being prepared based on proposals that have been presented by the State houses.
- Financial Aid and Fiscal Services continue to work with Bank Mobile to streamline our financial aid award disbursement process. We are on target for a pilot disbursement in the middle of July and a full transition completed by September.

#### **Auxiliary Services**

- **Bookstore**-The new B&N Bookstore Manager, Joseph Alonzo arrived on June 5<sup>th</sup>. With his arrival, the transition to B&N is complete. Joe will be reaching out to WVC staff and faculty over the next few months to introduce himself to the campus and provide tutorials on the new book adoption process.
- **Service Center**- With B&N on campus we anticipate a decrease in Service Center demand. With that being said, we will be evaluating Service Center work orders over the next year to evaluate future staffing needs.

#### **Fiscal Services**

- FY 15 audit is still underway with an approximate completion date of June 30<sup>th</sup>. Administrative Services will provide the Board with information regarding an exit interview as the date becomes available.
- After completion of the FY15 audit, Fiscal Services will be ramping up for fiscal year-end closeout that will take place over the next six weeks. From there, they will roll into the FY16 audit which will get us caught up with the system and line us up with the FY17 audit window to meet NWCCU accreditation requirements.

#### **Facilities**

- The Sexton bathroom project has had a couple minor setbacks with the discovery of ACM around the supply plumbing that was not discovered until demolition was started. The result is a delay to the schedule (two weeks) to allow an abatement firm to remove the contaminated pipe. There will be a nominal cost of about \$1,500 added to the project.
- You will see some expanded outfield fencing/signage at the baseball field this season. The facilities crew added approximately 120' of advertising space to the outfield fence. This will provide an additional revenue stream to support the College and introduce new sponsors to our campus.

#### **Safety and Security**

- Safety and Security was the topic of the last all campus meeting. We discussed the last false alarm and introduced the new annual testing schedule. (Attached) Additionally, we discussed some of the safety concerns that we discovered during last year's active shooter event. As a result, we have developed a schedule to address these concerns through our capital projects and maintenance schedule. The first project has been completed with the painting of Wells Hall windows.

# Emergency Notification Testing Procedures

The following procedures will be implemented to use during lockdown and emergency notification system tests.

- Testing of systems will be conducted on Thursdays at 3:30
- Emails will be sent out to all campus to let everyone know what we are going to be testing.
- We will email after test to inform campus test is over and what we learned from event.
- When we test we will test Rave/Alertus systems, Shoretel phones systems, Text/email alerts.
- Test cancellation features on notification systems.

System tests will be conducted based upon the following areas.

- Door Lock system will be tested monthly
- Along with door locks we will test one other system monthly
  - January- ShoreTel phone system
  - February-full lockdown drill
  - March- Email system
  - April- Rave
  - May- Evacuation drill
  - June-Rave
  - July- Phone system and use this time to ensure proper placement of phones on campus to ensure more efficient use of resources
  - August- Employee training on ICS and Emergency Operations Center
  - September-Table Top Drill with staff
  - October-Rave
  - November- Shelter in place
  - December- Email system

The employee training in August would be to get our team trained on how the ICS would work with the emergency operations center.

Along with the monthly training and drills I will be setting up appointments to attend unit meetings to personally disseminate information and answer questions and concerns directly from staff.

## DEFINITIONS

RAVE: Emergency text and email messaging system

Alertus: Desktop software system that allows individual employees to request assistance or summon a lockdown.



BOARD MEETING: **June 21, 2017**  
AGENDA ITEM **#9 (information)**  
CATEGORY: **STAFF REPORTS**

**Carli Schiffner, Vice President of Instruction and WVC-Omak**

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BACKGROUND:

***Staffing and Related Instruction Updates:***

Hiring Announcements:

- Nursing Faculty (Omak and Wenatchee) position interviews were held in mid-May. Three Nursing faculty members were hired-- Kristen Holmberg (replacement for Gayle Carlson), Lenora Brown (replacement for Melissa Fowler), and Diana Henderson (replacement for Annie Coghlan-Omak).
- BAS Engineering Technology Faculty position interviews were also held in mid-May. Dr. Sai Ramaswamy, from Iowa State University, will be joining our team this summer to help prepare the college for a fall launch of the BAS ET program!
- With the retirement of Bob Gillespie this year, this leaves behind a void in Natural Resources (and at the college in general!). As you know, Bob taught in several programs—Natural Resources, Agriculture, Outdoor Recreation and Biology. Mike Lesky will continue in his current position and will assist with some of the Natural Resource offerings this fall while Dean Walter and his team look at what the greatest staffing needs are in those areas. This will be in preparation in getting a replacement on the docket for next year’s hiring season.
- Automotive Technology and Digital Design yearly faculty contracts were converted to tenure track lines. Minor adjustments were made to the funding streams for two “soft dollar” faculty positions—automotive technology and digital design—which allowed for both positions to be eligible for tenure track. Tom Doherty and Arius Elvikus asked for the positions respectively upon meeting with the President. Both were granted permission to begin the pre-tenure process.
- Interviews were conducted in early June for the technology services staff position in Omak (replacement for Mary Rabchuck). We are pleased to welcome Brad Cushman to the team!

Searches Underway:

- Economics Faculty position (replacement for a retirement) search is underway and interviews will be scheduled to take place this summer.
- We are still collecting applications for the vacant part-time lab technician position in Omak. Hoping for a late summer hire!
- Interviews will be conducted in late June for the lab technician position in Wenatchee.


***Assessment Update:***

Assessment of Student Learning Outcomes (SLOs) is FINALLY getting some traction! After months of work with Campus Labs, the Assessment Sub Committee (part of the Educational Achievement Core Theme Council), with the help of Brett McGinnis and Jeanne Tucker, started the collection of evidence on SLOs in mid-May. Twelve faculty members participated in the initial small pilot and the remaining faculty were asked to participate by the end of the academic year. At this point, we have 10% compliance.

## Instruction Division for Wenatchee Valley College Board of Trustees Report June 2017

	Division	Division	Division	Division	VPI/Omak
<i>Instructional Goals</i>	Allied Health	LAS/BS	IT & Library	Workforce Ed	Omak
<b>Sustainability: Create a learning environment that embeds sustainable practices and philosophies. [This is to include reduction of consumables, as well as a curricular focus.]</b>	No new updates	Sustainability curriculum work will continue into the next academic year.	Developed talking points regarding increasing our capacity to support events on campus.  Dean took SBCTC's month long "Accessible IT" training course.	Workforce Education Dean continues working on the Core Theme: Responsiveness to Local Needs, where sustainability is a priority. This Core Theme Council recently conducted a SWOT Analysis of all WED personnel and compiled the results	No update
<b>Increased Retention and Completion: Increase Quarter to Quarter &amp; Fall to Fall Retention Rates; Increase Program Completion Rates. A component to this goal is to focus on improving transitions for all students. [Basic Skills to Developmental Education to college level work; and transfer or job placement.]</b>	Request for NFT for ongoing support with RN tutoring on both campuses to increase retention and completion.  Additional staffing in the Rad. Tech program in an effort to increase completion and retention.	Annual Schedule work is complete.  Work continues on developmental English completion rates.	Continued work with the Teaching and Learning Center on how to best serve students and faculty, especially with online modality.	The College with Workforce Education faculty and staff recently hosted the 2 <sup>nd</sup> annual Pizza, Pop and Power Tools event held on campus May 16 <sup>th</sup> . This event brought more than 250 eighth grade girls to campus to learn more about non-traditional careers.  Work continues with Transitional Studies and processes to seamlessly transition students to college and career.	Continued work with Student Services with Single Point of Entry.  Program Improvement Process approved by Curriculum Committee and will be implemented this fall.
<b>Program Growth &amp; Development: Review and analyze all programs offered; program development planning and implementation; assessment cycles of our programs and assessment of student learning outcomes.</b>	RN to BSN applications online.  Increased RN seats (2 year program) per industry demand.  Pharmacy Tech proposal in the works.	BAS Education, Form B is under development.  Pathways discussion for Education with Eastern Washington University and North Central WA ESD. Grant collaboration underway, as well.	Started draft proposal for substantive change for online degree.  Discussions with Barnes & Noble, and with library staff about promoting the use of Open Education Resources.  Discussions with Dean Walter about putting the Tree Fruit degree online.	In Omak, a new faculty lead (Marshall Brown) has been hired to teach Wildland Fire (Fire Ecology) courses at Omak. Also, expansion of the HVACR program is ongoing at Omak.  In Wenatchee, the BAS-Engineering Technology will start this fall; the new faculty lead (Sai Ramaswamy) will begin in July.  Computer Science BAS	Governors Summit on Economic Development and Workforce Education / STEM held last month in Okanogan and Wenatchee. WVC is convening a meeting on June 27 to plan for an apprenticeship summit for NCW to be held this fall.  Assessment of SLOs underway with Campus Labs—collection of evidence for Problem Solving/Critical Thinking.
<b>Strategic Enrollment: Offering a comprehensive annual schedule that promotes student</b>	No updates	The Instruction Office recently completed the Annual Schedule.	No updates.	The Instruction Office recently completed the Annual Schedule.	Continued work with Colville Confederated Tribes on educational offerings onsite.

## Instruction Division for Wenatchee Valley College Board of Trustees Report June 2017

access and success.					
<b>Advising: Engage the college community in the conversation around guided pathways and create a strategy for the next two year.</b>	No updates.	No updates.	Participated in meetings of the Guided Pathways Steering Committee.	The Workforce Education Dean is also soliciting input from the Worker Retraining Advisory Committees	Guided Pathways Steering Committee has met twice during Spring Quarter to focus the colleges' work on remodeling advising.
<b>Increased Communication: Continue to communicate regularly about goals, progress, and challenges with external and internal constituents.</b>	Department/Division Directors, Instruction Council, Curriculum Committee, Core Theme Council and Deans meetings all work to address efforts to increase communication.	Transition with dean leadership underway this summer.	Participated in final "New Faculty Orientation" session and Adjunct Appreciation event.	The Workforce Dean holds monthly meetings with all Workforce Program Coordinators.  The Workforce Dean also co-facilitated the Governor's Summit on Career-Connected Learning in Okanogan County to identify and meet the needs of external constituents/partners.	Dean Retreat planned for summer to review goals, assess communication strategy, etc.
<b>Strengthening a Healthy Work Environment: Working to improve overall job satisfaction; work/life balance; time to be mindful; and increased personal connections.</b>	Emphasis on recognition of efforts, positive spirit, healthy workplace, teamwork, compassion and caring in the workplace, healthy work life balance, institutional pride... are all parts of my daily work at WVC.	Adjunct Appreciation Dinner offered.	IT moved Incident Report Form into significantly improved online form.  Library supported author talk open to the campus.	The Workforce Dean is making an effort to make personal connections with all campus areas on both the Wenatchee and Omak campuses.	New faculty orientation workshop series wrapped up and planning for next year is underway.  Adjunct Appreciation Dinner held in late May.
<b>2017-18 Hiring &amp; Staffing Plan: Develop a collaborative plan for hiring staff/faculty based on need and budget. Commitment to retention of staff and faculty through foundational activities and communication like new faculty orientation and workshops, onboarding materials, outreach to adjunct faculty, etc.</b>	Currently no positions vacant. 	Economics position being searched.	Hired new IT staff member for Omak.  Finalized job description for Information Security Officer.	Faculty lead positions for both Wildland Fire and BAS-ET have been filled.  A candidate for the Omak HVACR program should be hired soon	Reorganization of Omak support staff upon retirement of long serving employee.
<b>Budget: Increased attention and understanding to all budgets within Instruction (inclusive of grant budgets and Foundation support).</b>	Still seeking budget clarity on several accounts.	Overhauled budgets and made recommendations to coming year's budget,	Work on balancing budgets especially distance education and technology fees.	Instruction Office personnel attended several budget meetings and the Workforce Dean has met with faculty concerning the budget	Still working on clarifying budgets for Omak and consolidating.

BOARD MEETING: **June 21, 2017**

AGENDA ITEM **#10 (information)**

CATEGORY: **STAFF REPORTS**

**Chio Flores, Vice President of Student Services**

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**BACKGROUND:**

**ATHLETICS**

- The fishing Derby was held on May 25, it was a great success.
- The NCW Sports Awards Banquet took place in the Town Toyota Center on June 6. NBA star Joe Harris Jr. was the keynote speaker. Chio did the welcome for WVC athletics.
- Knight's Softball is the NWAC 2017 Softball Champions!!! They came from behind in the loser's bracket to beat undefeated Douglas College.

**CAMP**

- Enrollment for fall quarter is up, still recruiting to the next cohort. The partnership with TAG students is working based on feedback from staff/students.

**COUNSELING**

- This summer Ryan Poortinga will work on Tuesdays and Bertha Sanchez will work on Wednesday. There will not be any counseling services on the Omak campus during the summer months.
- WVC will again receive \$10,000 in Biella scholarship funds for the year of 2017/2018. These funds can only be used for emergency tuition and books. The foundation requests end of year reporting. We will ask students to sign a release going forward if we are going to share their stories.
- Counseling still has \$10,000 left from the \$26,000 gift from the NCW Community Foundation award.
- More students are accessing the Knights Kupboard. Chelan County Fire District 1 is doing a food drive in June and July for Knights Kupboard.
- About 30 people attending the DREAMers Task Force Ally training. The student panel was great and they received exceptional feedback. Bertha and Alfredo presented at the Eastmont School Districts PAC. Rigo and Erin have also attended. Bertha and Erin will present at the Omak campus. Bertha and a few others from WVC will be traveling to Seattle for a statewide HB 1079 conference on June 14.

**DIVERSITY, EQUITY & INCLUSION**

- International day festivities were held inside Van Tassell this year. A taco truck was parked between Van Tassel and the fountain, it was very popular.
- Erin attended the Pride Day on the Omak campus.
- The Bias Incident Reporting Team (BIRT) will be conducting a joint training with the Crisis Intervention team. A recent incident on campus when specific posted posters were removed from a faculty's door prompted the need for BIRT. The faculty member felt due to the nature of the posters that the action was targeted. In researching this it appears a custodian may have removed them because they are past date. Anything posted on a staff person's door should not be removed. Chio will work on this with others; any removal should be supported by policy.

**EDUCATION & CAREER PLANNING**

- Jaima Kuhlmann attended the SBCTC: Spring Student Success Institute: Onboarding and Advising (Guided Pathways) at Clover Park Tech along with Dr. Schiffner, Dr. Flores and Rigo Garcia.
- Fifteen students applied for the MLT program. Noah Fortner completed processing the applications and the qualified applicants were sent acceptance packets.
- Jaima Kuhlmann applied for a Generation Study Abroad Grant and was notified that the proposal was accepted. WVC will receive \$7500 from the Institute of International Education to be matched by the WVC Foundation to provide six \$2500 study abroad scholarships for the 2017/18 school year.
- For spring quarter a total of 8 international students were enrolled, three are from Japan and one each from England, Lebanon and South Korea. Jaima processed an application for a new fall-start international student from Thailand who has family in the area. She also met with a family member of a Chinese student who intends to transfer to WVC for fall quarter.

## **FINANCIAL AID/STUDENT SERVICES**

- Kevin is serving as project manager coordinating the setup for Direct Deposit (financial aid refunds) with a goal to start the end of July.
- The communication continues with web navigation. Spanish pages need to be added. In the process of identifying pages that need to be in the forefront more.
- Financial aid is being awarded for the 2017/2018 year. All scholarships have been awarded. May need to update the tuition/aid figures when the legislature establishes tuition rates. The tuition rates for the BSN and the Engineering degree has not been established. The BSN will be capped at 25 students, Engineering has not yet been determined.

## **STUDENT PROGRAMS**

- The Student Recreation Center is coming along; the equipment for the upstairs area will be funded by the college. Students are meeting to choose furniture. A forum will be held for staff and community outlying the process for this new facility.
- Student Programs is hiring for ASWVC positions and RA's for the residence hall.
- Fredeline (Freddie) Ham has been chosen the ASWVC President for 2017/2018.
- Sunday, June 11 is WVC night at the AppleSox. Tickets available through the foundation and the President's office.

## **TRiO/SSS**

- All spots filled in Omak, 52 spots to fill in Wenatchee (88/140).
- Students have been accepted to EWU, CWU, and WSU. A couple of students will be going out of state to pursue their education.
- Erick Valdovinos (Wenatchee) will be participating in the Summer Health Professions Program at Columbia University this summer.
- Jesse Lopez (Wenatchee) will be a SOLVER scholar at Central Washington University. He will be receiving \$ 10,000.00 scholarship renewable for an additional year. #TRiOWorks!
- Wenatchee TRiO SSS hosted their 1st EOY event. Close to 30 students and friends attended the event. Dr. Flores provided the Keynote message and reminded us of the importance of education and provided tips. We celebrated our graduating and returning students. Our graduating students received a TRiO SSS graduation stole provided by President Richardson.

## **GENERAL**

- Chio and Josh Brack presented information regarding WVC and TAG to a group of high school principals on June 8. President Richardson and Dr. Schiffner were also in attendance. The meeting went well and several principals expressed interest in partnering with WVC.

BOARD MEETING: **June 21, 2017**

AGENDA ITEM **#11 (information)**

CATEGORY: **STAFF REPORTS**

**Jim Richardson, President**

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**BACKGROUND:**

**Programs Overview**

- Eastern Washington University College of Education representatives traveled to Wenatchee to meet with our team to discuss their Alt Education plan and how WVC would be involved in cohort training for new teachers in our district. We also discussed WVC's intention to pursue a BAS in K-8 Education.
- BAS in Engineering Technology program lead has been hired; Sai Ramaswamy from Iowa State University begins July 1.

**Policy Overview**

- The legislature is working on budget changes that affect CTCs at this point in the second special session. The June revenue forecast comes out June 20, so there may not be agreement on a state budget before that time and it will be a stretch to have a budget by the end of June and within the current biennium. The college leadership is preparing for the possibility of not having a state budget going into July. We will be asking the trustees for continuing spending authority to keep summer school open if the legislature goes into July before passing a budget.

**Facilities Overview**

- Construction is nearing completion on the Jack and Edna Maguire Student Recreation Center on the Wenatchee campus. Expected "soft opening" is during the summer with an expected grand opening tentatively scheduled for Friday, September 22.
- The design of the Wells Hall Replacement project is the second major project on the SBCTC's capital list for this biennium and is included in all three capital budget proposals. WVC is ready to move forward with the design as soon as the state budget is approved and the new biennium begins. The design funds being asked for are \$2,772,000.

**Finance Overview**

- Wenatchee Valley College's state enrollment is still approximately even with last year's enrollment for the year, although spring's enrollment is slightly lower than last spring's. Running Start enrollment for fall 2017 is forecast to be up by as much as 100 students again after a huge increase this past year.

**Other**

- Continued to work with system presidents and chancellors in my role as past president of WACTC. I am chairing the task force that is reviewing SAI. We have brought our task force's recommendations to WACTC for discussion, and there will be a vote in July. I will make a presentation of the recommendations and rationale to the State Board at their June meeting. They will vote on WACTC's recommendations in September.
- As present WACTC president Gary Oertli of South Seattle College will be retiring in July, I have been asked to remain on the WACTC executive committee as past president to ensure some continuity.
- Met several times with Darrell Dickeson, the interim executive director of the WVC Foundation, the Foundation Executive committee, and full board.
- Held an all-district meeting and discussed safety and security and progress in several areas on the campuses. Cabinet members and several others have gone through FEMA's Emergency Management Institute (NIMS) and passed the exam.
- Met with the Core Theme Council co-facilitators to discuss the progress of the councils and the operations of the new governance model as we look toward starting the second year of the project next fall.

- Attended WACTC meeting in Spokane where the presidents discussed:
  - Guided Pathways and how colleges are implementing the new advising and student support model with faculty, staff, and students,
  - Legislative issues and the three state 2017-19 budget proposals that are out as the legislature slogged through its second special session,
  - Preparations colleges should be making in case that there is no state budget (thus no spending authority),
  - Capital budget proposals in the legislature,
  - CTC Link progress and delays – we discussed the Cyber lawsuit against the State Board and the state. Cyber is the company hired to implement and manage the project who went into bankruptcy, and the company that bought them did not pick up the option to keep our project, and
  - Student Achievement Initiative review task force progress.
  
- Met with *Wenatchee World* reporter Nevonne McDaniels about the WVC budget and the tightening of class offerings that resulted in a story in the *World*.
- Welcomed the SBCTC Instruction Council members from across the state as they met in Wenatchee and gave the WACTC report.
- Attended a Wenatchee Learns Partner Appreciation luncheon with about eight other WVC representatives. WVC was named Wenatchee Learns Partner of the Year for all our work with the school district.
- Attended Big Bend Community College’s “Cellarbration” event hosted by their foundation to raise scholarship money for their students.
- Attended the ACT Spring Trustee Conference at Big Bend Community College with trustees June Darling and Phil Rasmussen.
- Spent Saturday, June 3 driving a SAG Wagon for Sunrise Rotary’s Apple Century Ride (bike ride). Governor Inslee was among the more than 500 riders and rode the full 100 miles to Lake Wenatchee and back.
- Attended a TAG luncheon where WVC explained the pilot program at Wenatchee and Westside High Schools. WVC sends out acceptance letters to all seniors at the schools; and then, with the help of the district, keeps in contact with the students. Several other school districts came to the presentation and want to participate in the coming years.

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **ACTION**

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**ASWVC Financial Code Revisions: Chio Flores**

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**BACKGROUND:**

Attached is ASWVC's financial code revision which was last updated in 2008. The attached document contains the updated code and the current code. ASWVC Senate approved the revision in April 2017. Cabinet reviewed and approved in May 2017. The main changes (see page 2) includes minor wording revisions, the addition of definitions, and updates to reflect new limits and other policy related items.

**RECOMMENDATION:**

That the board approve the ASWVC Financial Code Revisions as presented.





# Financial Guidelines for the Associated Students of Wenatchee Valley College

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### To be done:

- Review/Changes by Executive Board
- Review by Administration
- Check w/Chio re: annual allocation amount (Article IV)
- OMAK – District 15
  - One financial code for the entire district?
  - % of budget directed to Omak
  - Shared or separate contingency funds?
- Vote by Senate

### Changes:

- Resolves Athletics 60% funding
- Resolves fundraising account so students can donate \$\$ if they want
- Resolves Senate signature on each expense
- Resolves \$35 gift limitations
- Resolves \$8 meal money limit for travel
- Resolves extra reserve funds (vehicle replacement, contingency, campus projects), consolidating to one and defines fund balance reserve
- Adds Definitions
- Resolves not being able to fund coaches' salaries
- Fixes title: Dean of Administrative Services
- Removes Article II, Section 2 A-D – not needed.
- Fixes – officially states amount of funding designated to Omak is based on FTE
- Adds 30 days public viewing (for budget proposal) prior to adoption
- Removes administration S&A budget submission
- Fixes budget committee as outlined in bylaws
- Removes student signature on all purchase orders
- Fixes statement not allowing people to be reimbursed for purchases
- Removes sections about college facilities (Article IV, Sec 7 & \*)
- Removes membership cards, complimentary passes, and lifetime membership cards (Article V, section 1-5)

✓ adds flexibility within budget / sub object codes ~~Article III, Sec 2~~  
✓ adds National/International travel info Article 5, Article 4, Sec 7  
Sec 4

### INTRODUCTION

The Revised Code of Washington 28B.15.041 provides that the "services and activities fee shall be used as otherwise provided by law or rule or regulations of the Board of Trustees . . .of each of the state's community colleges . . .for the express purpose of funding student activities and programs of their particular institution." It is therefore, expressly recognized that RCW 28B.15.041 grants to Wenatchee Valley College's Board of Trustees the final authority to determine the permissible uses of the Services and Activities Fees, consistent with the law.

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 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 student 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.

The Financial Guidelines shall be used for the governance of public funds allotted to the Associated Students of Wenatchee Valley College. The Director for Student Programs is responsible to the Vice President for Student Services and Enrollment Management for the administration of the Financial Code.

This financial code supersedes all previous codes and procedures.

## **ARTICLE I: PURPOSE**

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.

## **ARTICLE 2: DEFINITIONS** (New)

As used in this Financial Code the following words and phrases shall mean:

- 1) **ADVISOR** is the WVC Faculty or Staff member who has account responsibility for a particular student organization/club;
- 2) **ASWVC** means Associated Students of Wenatchee Valley College, which consists of all currently registered students paying Services and Activities Fees.
- 3) **ASWVC STUDENT SENATE** means the associated student government and representative governing body for students at Wenatchee Valley College, recognized by the College Board of Trustees. The Student Senate oversees the administration of the Associated Student Government, is responsible for planning and initiating policies and fees of the Associated Students, and has the ability to sanction or cancel student organizations.
- 4) **BOARD** is the Board of Trustees of Wenatchee Valley College.
- 5) **COLLEGE** is Wenatchee Valley College.
- 6) **COLLEGE FACILITIES** includes any or all real and personal property owned or operated by the college and shall include all buildings and fixtures;
- 7) **COLLEGE PRESIDENT** means the duly appointed chief executive officer of Wenatchee Valley College.
- 8) **DIRECTOR FOR STUDENT PROGRAMS** means that person whose responsibilities include the oversight and management of student activities and programs, and the S&A Budget.
- 9) **FISCAL YEAR** means that calendar period from July 1 through June 30.

- 10) FUND BALANCE is the account containing the cash balance from the services and activities fees and program revenues at the end of the fiscal year. Also known as the 522 Fund Balance or 522 Fund Reserve.
- 11) LEGAL ADVISOR means that person who serves as the appointed Assistant Attorney General for Wenatchee Valley College.
- 12) SERVICES AND ACTIVITIES BUDGET COMMITTEE means the Committee, outlined by the ASWVC bylaws, comprised primarily of students, who are responsible for making budget recommendations with the assistance of the Director for Student Programs.
- 13) SERVICES AND ACTIVITIES FEE means fees, other than general tuition and operating fees, charged to students registering at Wenatchee Valley College as indicated in RCW 28B.15.041.
- 14) STATE BOARD means the State Board for Community and Technical College Education, State of Washington.
- 15) STUDENT, unless otherwise qualified, means and includes any person who is registered for classes at Wenatchee Valley College.
- 16) STUDENT SENATE is an advocate for the student voice and partners with other governing units.
- 17) STUDENT PROGRAMS means programs, services, student organizations, clubs, activities, functions and events recognized and funded by the ASWVC and operated under regulations and procedures officially adopted by the Board of Trustees.
- 18) VICE PRESIDENT FOR ADMINISTRATIVE SERVICES means the chief officer in charge of financial services for Wenatchee Valley College.
- 19) VICE PRESIDENT FOR STUDENT SERVICES AND ENROLLMENT MANAGEMENT means the chief student services officer for Wenatchee Valley College.

### ARTICLE 3: FUND MANAGEMENT

#### SECTION 1, OBJECTIVE

The Associated Student Senate raises and expends funds to promote by legal means the general welfare and morale of the students as a whole. The activities supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences that allow for the presentation of a broad spectrum of ideas.

#### SECTION 2, PURPOSE OF SERVICE & ACTIVITIES FEES

Service & Activities (S&A) Fees are for the purpose of supporting student activities and programs. "Student activities" refers to any co-curricular or extracurricular activity participated in by students in the furtherance of their education. S&A Fees are not to be used to support or facilitate instruction.

#### SECTION 3, USE OF FUNDS *Article 1, Funds*

Monies in S&A Fee funded accounts are to be used pursuant to state guidelines related to services and activities fees. 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, 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.
2. Equipment and materials required for the operation of student programs and activities.
  3. Travel and per diem for students and professional staff members participating in student 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 student 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.
  6. A legal aid program which provides services to individual students *provided that* the program is not used to institute legal action against 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. With the expressed prior approval by State Board and, when required, with approval of the appropriate legislative body, Services and Activities Fee revenue may be used as matching funds to acquire real property and fund capital projects.
  15. Tutorial or co-curricular programs provided it is not to sustain a critical operation of the college.

#### SECTION 4, LIMITATIONS

Services & Activities Fee revenue shall not be used to fund:

1. Salaries of professional staff in teaching, administrative or clerical positions not directly related to the operation of student programs.
2. Fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.
3. Free meals and/or lodging for anyone without consideration and with a donative intent.
4. 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.
5. Food or refreshments purchased by a student group without the Student Senate's approval.
6. Tips or gratuities for services rendered by anyone unless authorized by OFM.
7. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
8. Programs or activities which violate the WVC Non-Discrimination Statement.
9. Donations of gifts of money or property.
10. Career Day – An event at which high school students (typically juniors or seniors) are invited to spend a day on campus with their high school counselors to learn about the educational offerings of the college as those offerings relate to various careers, and which involves service of refreshments to the high school students and their counselors.
11. 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.
12. Programs, personnel, facilities, equipment, and maintenance that are considered basic services provided by the college or supported by existing contracts.

## SECTION 5, RECORDING & REPORTING RESPONSIBILITY *Article 1, section 4*

The responsibility to maintain proper recording of financial transactions of the ASWVC monies and to provide periodic reports to the Vice President for Student Services and Enrollment Management and the ASWVC Student Senate, shall be the responsibility of the Director for Student Programs. A general budget for each student organization allocated S&A funding shall be maintained by the Office of Student Programs.

Fundraising projects sponsored by student organizations/clubs are subject to the approval of the organization's membership, the organization's Advisor, and the Director for Student Programs and must follow the depositing and purchasing procedures in Article 5. In addition, fundraised dollars not subsidized by S&A may be kept in a 280 trust account, and may be carried forward each year.

## SECTION 6, RESPONSIBILITY FOR ACCOUNTS

- A. 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 the college.
- B. The general responsibility for the proper management of the accounts rests with the Director for Student Programs.
- C. The Director for Student Programs is responsible for proper fiscal procedures. These procedures must be consistent with college procedures covering purchases, inventories, and expenditures and this Financial Code.

## SECTION 7, RECOGNITION AS A FUNDED ACTIVITY

Any program, club, or organization may apply for and be recognized as a funded student program or activity upon affirmative vote by the ASWVC Student Senate and confirmation of College administration, as following voting regulations outlined in the bylaws.

Membership of a funded student organization/club must be composed of currently enrolled students at the College and may be organized to promote any permissible purpose, whether it is educational, recreational or social. Among the purposes of any student organization/club is that of providing service to its members and/or the College.

All funded activities will be expected to conduct their programs or activities in accordance with these Guidelines, the ASWVC Constitution and bylaws, Student Handbook, Club and Organizations Handbook, Code of Student Conduct, and all college, state and federal policies and procedures.

Membership must be open to all students except in cases in which there exists reasonable justification for exceptions directly related to the purpose of the organization.

## ARTICLE 4: BUDGET DEVELOPMENT

### SECTION 1, SOURCE OF FUNDS *Article 1, section 1*

Student funds are received from five sources: student fees allowed by law and paid at registration; revenues from activities; interest income; contributions and voluntary fees.

### SECTION 2, REVENUE ESTIMATES & YEARLY ALLOCATIONS *Article III, section 1*

Each winter quarter, the Vice President for Administrative Services or designee, and the Director for Student Programs 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.

WVC and WVCO will receive their respective budget forecast based on enrollment at each campus. For example, if WVCO holds 15% of total FTE, they will receive 15% of the forecasted revenue.

### SECTION 3, SERVICES & ACTIVITIES BUDGET COMMITTEE

It shall be the responsibility of the ASWVC Student Senate to recommend and propose the distribution and use of the S&A fee in accordance with established policies and requirements of the college, district, state, and federal laws.

The S&A Budget Committee shall be chaired by the ASWVC Director of Operations (non-voting member) and will be composed of 1 (one) ASWVC Executive Board Member (voting member), 2 (two) Senators: 1 (one) member from the Campus Activities Board and 1 (one) member from the Student Ambassador team (voting members), 3 (three) students-at-large (non-Senate members) (voting members), and the Student Senate Advisor (non-voting member).

An official recorder for the committee shall be elected at the first S&A Budget Committee.

The S&A Budget Committee is a recommending body, whereas their initial responsibilities are; proposing program priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the yearly budget allocation. The Committee shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities, notifying budget requestors of their right to appeal. The following parameters shall be followed:

1. S&A Fees collected at WVC and WVCO shall be used to fund student programs at the respective campus.
- 2.

### SECTION 4, BUDGET TIMELINE

An annual budget timeline, consistent with the college's budgeting timeline will be prepared by the VP of Student Services and Enrollment Management or designee and committee chair, and made available to the ASWVC. The timeline will include dates for budget development, open forums, appeals, and adoption. The following dates are guidelines only.

**January:** The S&A Budget Committee is formed and a formal budget timeline is adopted. Budget trainings are conducted for organizations and budget managers.

**February:** Opportunities will be provided to the ASWVC to submit budget proposals to the Services & Activities (S&A) Budget Committee. Student organizations will receive budget request forms and budget planning assistance to create their budget request for the next fiscal year. The Director for Student Programs will also work with budget managers to prepare requests for departments funded through existing accounts funded by S&A Fees. All budget requests are submitted to the Office of Student Programs, who will be responsible for preparing master budget request documents for the committee.

**March:** The committee will review the budget requests. The committee shall develop a balanced budget allocation and recommendation.

**April:** The budget as recommended by the Committee shall be forwarded to the Student Senate for consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Services and Enrollment Management who shall review and offer comments to the proposed budget in consultation with the College President's Cabinet. The budget shall be posted to the public by the Office of Student Programs for 30 days calendar days.

**May:** Board of Trustees reviews – first reading; possible adoption of proposed budget

**June:** Board of Trustees reviews – second reading; possible adoption

**July:** New Fiscal year begins on July 1.

#### SECTION 5, BUDGET APPROVAL PROCESS

The committee will submit a budget to the ASWVC Student Senate for final consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Services and Enrollment Management who shall have 10-15 days to review and offer comments to the proposed budget in consultation with the College President's Cabinet.

The Vice President for Student Services and Enrollment Management, the Director for Student Programs and the S&A Budget Committee Chair, after reviewing the recommendations, shall forward the Services and Activities Fee budget recommendation, along with any additional comments or recommendations, to the College President.

Before adoption of the budget, within 10-15 days the College President shall address areas of difference, if any, between the Services and Activities Fee Budget Committee recommendations and the administration budget recommendations presented for adoption by the Board of Trustees. A student representative of the Services and Activities Fee Budget committee shall be given the opportunity to reasonably address the College President concerning any such differences.

Final adoption of the budget will rest with the Board of Trustees.

#### SECTION 6, 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.

#### SECTION 7, BUDGET AMENDMENTS *Article III, Section 5-B*

Those in charge of a student program or activity may approve changes within their respective program or activity budget allocation. As long as the budget is not overspent, those in charge of a student program or activity may redistribute funds within object codes. Budget transfers from one program or activity to another must be approved by the VP of Student Services and Enrollment Management or designee. Amendments within the adopted yearly budget allocation, which significantly alter the intent of the use of the budget must be approved by a majority of the S&A Budget Committee.

Budget amendments are accomplished by:



1. Developing a rationale for amendment requests
2. Providing a detailed proposed budget amendment
3. Approval of the VP of Student Services and Enrollment Management or designee
4. Approval of the S&A Budget Committee
5. Approval of the ASWVC Student Senate
6. Approval of the Vice President for Student Services and Enrollment Management
7. Submitted to the College Business Office to affect the transfer

## **ARTICLE 5: DEPOSITS & EXPENDITURES**

### **SECTION 1, DEPOSITS**

Funds collected or revenues produced by or through ASWVC sanctioned activities or fee collections, shall be deposited with and expended through the Business Office of the College. This includes all monies raised for projects on or off campus by ASWVC sanctioned student organizations.

Off-campus accounts of student organizations and clubs are strictly prohibited.

The procedure for the collecting of revenues and the expenditures of all resources shall be in compliance with the policies, regulations and guidelines under which the Vice President for Administrative Services manages the various college funds. The VP of Student Services and Enrollment Management or designee is responsible for ensuring that all funds are managed according to established College procedures and state regulations.

Monies collected as the result of any student program or activity must be turned in to the Cashier's Office at the end of the day, or if after hours, turned in immediately the following morning. When deposited with the Cashier, a receipt will be issued indicating the amount credited and the account funds are deposited in.

Disbursements from any account must be pre-approved by VP of Student Services and Enrollment Management or designee, and can be made only by checks or procurement card.

### **SECTION 2, TICKET SALES**

Tickets for ASWVC sponsored events and programs may be placed on sale in appropriate campus locations. The sale of tickets is the responsibility of the sponsoring organization or program under the direction of the Office of Student Programs and shall be conducted in a manner consistent with established departmental and college procedures.

### **SECTION 3, EXPENDITURES**

The procedures for all expenditure shall be in compliance with the policies, regulations, and rules of the Business Office and the Office of Student Programs. The Vice President for Administrative Services manages the acquisition, inventory and disposal of property.

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from the accounts funded by Services and Activities Fees. These procedures are designed to provide accounting for funds and to authorize expenditures within the accounts.

**Purchase Requests:** Requesting clubs, groups, or organizations initiate purchases by completing a purchase requisition signed by the program advisor/coach. All purchases must be compliant with state and college policies. Student Programs will initiate a Purchase Order and upon approval by the

Vice President of Student Services or designee, the request shall be forwarded to the purchasing department for processing. No purchase order will be issued without sufficient funds present in the account.

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. Request a detailed receipt for the purchase (should reflect individual charges, tax, and total); and 3. Sign and date the receipt to show that the goods were received.

The signed and dated receipt is returned to the Office of Student Programs. After insuring that proper entries are made to budget records, the Office of Student Programs will forward the receipt and copy of the purchase order to the Business Office for payment.

**Reimbursement:** Reimbursement of personal funds shall only be made if applicable paperwork is submitted and approval for the expenditure is obtained from the Director for Student Programs or purchase. Reimbursements for expenditures must be pre-approved.

**Advance Payment:** It may be necessary to request funds in advance of the purchase to be made or services to be performed. Advance of funds are strictly controlled and not intended to take the place of the regular purchasing procedures. Advance payment includes, but is not limited to: student group travel, dues, registration and entry fees, rental payments, etc. The necessary forms must be submitted to the Director for Student Programs at least two weeks prior to the expected issuance of a check. No further expenditures will be authorized until all necessary documents are filed for the preceding transaction.

#### SECTION 4, TRAVEL

**Travel Policies and Regulations:** College travel policies and regulations shall apply to all ASWVC travel, including the receipt and approval of travel authorization forms and authorization for vehicle operation. Only travel by members and advisors of registered students organizations shall be considered for travel and only when officially representing the College.

**Funding for Travel:** Funding allocation for travel will take place during the year and requests will be made to the ASWVC Student Senate. A prior trip approval request must be submitted by the advisor/coach to the VP of Student Services and Enrollment Management or designee. Upon return, the advisor/coach will submit a trip report to the VP Student Services and Enrollment Management or designee to account for all funds expended. An approved Funding Request Form must be received in order for the Senate to allocate funds for travel. Clubs and organizations will be efficient in requesting and spending funds. The Senate will take into account the number of students necessary to accomplish the goal of the trip and how to bring the information back to campus to share with the student body, when approving funds.

**Per Diem, Lodging and Miscellaneous Travel Expenses:** All ASWVC travel will follow the per diem, lodging and miscellaneous travel expense guidelines established by the college and state laws. Student per diem rates are lower than State rates and shall be set annually by the VP of Student Services and Enrollment Management or designee, in accordance to state laws. Increased amounts to the student per diem rate may be approved by the VP of Student Services and Enrollment Management or designee in order to support extenuating circumstances.

**National Travel:** National travel outside the bordering states of Oregon and Idaho, for recognized student organizations may also be funded by services and activities fees. Groups qualifying for national competition are encouraged to seek other funding options to finance their travel. National travel for the Student Senate will be coordinated during the budget development process or may be proposed as an additional fund request during the year, unless funds are available in current budgets. National travel must be approved by the Director for Student Programs, Vice President for

W  
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Student Services and Enrollment Management, and the College President. Travel outside the 50 United States will be reviewed on a case-by-case basis.

## **ARTICLE 6: FUND BALANCE RESERVE ACCOUNT**

### **SECTION 1, FUND BALANCE**

All unallocated Service and Activities Fees, remaining unspent Service and Activities Fee fund shall, at the fiscal year-end, revert to the ASWVC Fund Balance (also known as the 522 Fund Balance or 522 Fund Reserve). Upon dissolution of any recognized program or organization all funds held in trust for that group shall revert to the Fund Balance.

Up to 20 percent of the total yearly S&A budget level may be retained in a reserve fund to meet changing needs of the ASWVC. A balance equal to at least ten (10) percent of the yearly budget level shall be maintained.

Monies in this fund are intended for, but not limited to, capital purchases (items with an anticipated life of more than 5 years), capital projects, vehicles, acquisition of real property; to accumulate funds over time for new trusts and support of extraordinary, special, one-time purchases which benefit the general student body.

Monies may be allocated by S&A Budget Committee during the annual budget development process. Allocations outside of the budget development process shall be made by the Student Senate. Upon special permission from the VP of Student Services and Enrollment Management or designee and in collaboration with the Business Office, unspent S&A Fees may be carried forward to the next fiscal year.

Any excess S&A Fee revenue shall be directed to the Fund Balance. The Fund Balance shall be spent in accordance with these guidelines and mentioned articles.

## **ARTICLE 7: CONTRACTS**

### **SECTION 1, RESPONSIBILITY**

Prior approval for contractual arrangements pertaining to recognized student organizations, and student sponsored programs and activities must be obtained from the Vice President of Administrative Services prior to submitting materials for approval.

### **SECTION 2, INVALID CONTRACTS**

Written contracts pertaining to recognized student organizations, and student sponsored programs and activities made without prior approval from the VP of Student Services and Enrollment Management or designee, approved by the Vice President for Student Services and Enrollment Management or his/her designee, and authorized by the Vice President for Administrative Services and/or designee are invalid.

Responsibility for payment of invalid contracts rests with the program director or Advisor and members of the contracting group and may not be paid from public funds.

## **ARTICLE 8: RECOGNITION & AWARDS**

### **SECTION 1, PARTICIPATION PRIZES / AWARDS**

ASWVC funds can be used to buy or make participation prizes or awards to any individual or group, so long as they are a current student of the college. Special recognition awards can be given for special services and special acknowledgment. These awards shall be of nominal monetary value and shall not be monetary awards. Awards with a value over \$50 must be approved by the Director of Student Programs.

## SECTION 2, AWARDS SYSTEM

The awards system shall be the responsibility of the Office of Student Programs. Awards are for the purpose of properly recognizing outstanding service to and for the Associated Students of Wenatchee Valley College.

## SECTION 3, TRADITIONAL AWARD BANQUETS

Office of Student Programs and Athletics may host annual award banquets for the purpose of recognizing persons who have made significant and outstanding contributions to ASWVC operations and/or to the campus community. The Vice President of Student Services and Enrollment Management or designee will approve award banquet requests and will be responsible for coordinating the events in partnership with appropriate college service areas.

## ARTICLE 9: EMERGENCY PURCHASES / OPERATIONAL DIRECTIVES *Article XIII*

Proper advanced planning will make the necessity for emergency purchases a rarity. In case of genuine emergency, the process may be expedited by contacting the VP Student Services and Enrollment Management, or designee for emergency verbal authorization. This procedure must be followed by the normal procedures outlined above. In no case is purchasing to be initiated without prior approval of the VP Student Services and Enrollment Management or designee. Activity advisors, coaches, and students will be personally liable for expenditure commitments made in violation of this procedure.

It is recognized that exceptions and emergency situations arise which are not covered by this Financial Code. The Vice President of Student Services and Enrollment Management or designee is authorized to issue operational directives to protect the integrity of the Services and Activities Fees as related to programs, activities and associated funds.

## ARTICLE 10: CODE LIMITATIONS

Any article, section, or part of these guidelines that is or becomes contrary to applicable law is declared inoperable and void, and severed from these guidelines. Remaining provisions of these guidelines shall stay in effect.

Summer break and vacation operations. The Associated Students authorize the VP of Student Services and Enrollment Management or designee operate the budget in the best interests of the associated students during periods when the Senate is not in session

## ARTICLE 11: VIOLATIONS

Violations of the provisions of these guidelines by student organizations/clubs or by a funded program may be cause for revoking the program or organization's charter and/or revoking funding of said program or organization. Violations shall be filed as a grievance with the Vice President for Student Services and Enrollment Management and Director for Student Programs.

## ARTICLE 12: AMENDMENT PROCEDURES *- Extends current*

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### SECTION 1, GRAMMAR, SPELLING AND PUNCTUATION

Grammar, spelling and punctuation changes may be recommended by a majority vote of the Student Senate and approved by the Director for Student Programs.

### SECTION 2, HOUSEKEEPING REVISIONS

Minor revisions to these financial guidelines, which do not substantially change the overall intent of the Financial Code or any of its articles must be approved by a majority vote of the Student Senate and approved by the Director for Student Programs and the Vice President for Student Services and Enrollment Management.

### SECTION 3, AMENDMENTS

Amendments to these financial guidelines, which substantially change the overall intent of the Financial Code or any of its articles, must be approved by a majority vote of the Student Senate, Director for Student Programs, and Vice President for Student Services and Enrollment Management.

In the event a proposed amendment is approved by the Student Senate, but is declined by the Director for Student Programs or the Vice President of Student Services, all parties shall meet in a good faith effort to resolve such dispute or disputes.

ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DISTRICT NO. 15  
FINANCIAL CODE

Approved by ASWVC Senate on April 17, 2008

Approved by Board of Trustees on June 18, 2008

INTRODUCTION

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 law applicable to state agencies. The services and activities fees and other revenues collected by Community College District No. 15 for the associated students are for the benefit of the entire student body. The ASWVC and ASWVC, Omak accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the district. 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.

Article 1: Purpose / + Section 1 Objective

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.

Article 11

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.

Article III, sec 3 #14

Section 3. Limitations. Regular salaries of professional employees in tenurable or administrative positions and permanent classified staff shall not be paid from student funds, nor shall stipends for activity advisers or coaches. Student funds shall not be used to fund programs, personnel, facilities, equipment, and maintenance covered within the State Board allocation model. Services and activities fee revenues shall not be used to fund activities, which involve the promotion of non-secular beliefs.

Fixes

Fixes

Section 4. General fiscal responsibilities.

section 5

A. Recording and reporting responsibility. It shall be the responsibility of the dean 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.

section 6 A

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 dean 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.

Section 5 #1

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.

## ARTICLE II SPONSORED STUDENT PROGRAMS

Article III, Section 7

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.

→ removes = Club Handbook / Athletic Handbook

## ARTICLE III BUDGET

Section 1. Revenue estimates. S & A fee revenue estimates and target levels will be made by the chief student development services officer or designee, following consultation with the dean of administrative services, the campus administrator of WVC, Omak, and the executive commission. Revenue estimates will be based on the anticipated enrollment for the succeeding year.

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 campus, allowing for the funding from either campus of specific programs as decided by the executive commission.

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. Sixty percent of the balance of ASWVC services and activities fee revenue will be used to fund athletic programs and forty percent for activities programs.

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

Fixes % based on FTE to Omak

board of trustee action.

Section 3. Budget process and calendar.

Article 4, section 4

+ Adds 30 days } public  
+ Removed Admin } submitting separate budget

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 programs advisers/coaches and leaders will turn in the budget request forms to the student programs 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 and shall prepare their subsidization recommendations (March 1-April 15). The ASWVC budget committee shall consist of the ASWVC activities treasurer, the ASWVC athletics treasurer (co-chairpersons), the ASWVC president, the ASWVC vice president and three students appointed by the ASWVC president, and the chief student development services officer or designee (ex-officio). 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.

Fixes for bylaws

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).

Removes

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.

Article 6, Sec 1 Fund Balance

B. All remaining and unencumbered student account funds shall, at fiscal year end, be carried forward to the next fiscal year in those same accounts. 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 also 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.

+ changes to Fund Balance

C. Any excess services and activities fees revenue shall remain in holding, to be included in the subsequent year's budget in compliance with the processes outlined in this code.

goes to fund balance for senate to reallocate

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 section 8.P.09 of the college policies and procedures manual.

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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 order 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). *Removes student signature*

B. The purchase order is taken with the person while making the purchase. At the time of the purchase, the person should take to (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 the second copy (yellow) of the purchase order, together with the receipt, to the business office for payment according to district policies and procedures.

D. The treasurers will forward the organizational copy to the club/coach.

Section 3. Reimbursements. Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. *Fixes*

Section 4. 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 5. 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. 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 6. 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 district rate. 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 7. 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 will normally be charged a nominal and appropriate rental.~~

Section 8. 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 students who register for and pay tuition and fees for six or more credit hours.

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. *Removes*

Section 3. Faculty/staff card. Full-time faculty/staff shall receive a card, validated for the entire year, which admits the faculty-staff member to ASWVC or ASWVC, Omak sponsored activities except when prohibited by contractual agreement or other conditional proviso.

Section 4. 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 5. 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 6. 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 7. 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. *Removes*

Section 8. 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**

*Article 7*

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 dean 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 dean 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. *Fixes Article 8, section 1*

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 XIII  
CODE LIMITATIONS**

*Article 9*

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**

*- Article 12*

#### **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.

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **ACTION**

**2017-2018 ASWVC Omak Operating Budget: Chio Flores**

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BACKGROUND:

Attached is the 2017-2018 Operating Budget as approved by the Budget Committee for ASWVCO in April 2017.

RECOMMENDATION:

That the 2017-2018 ASWVC Operating Budget be approved as presented.

**WENATCHEE VALLEY**

**—COLLEGE—**

**AT OMAK**

**2017-2018**

**OPERATING BUDGET**

**Approved April 25, 2017**

## ASWVC-O BUDGET 2017-2018

### SPECIAL ACCOUNTS

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P40	Contingency	10,650
264-2P31	Campus Projects	5,325
264-2P36	Vehicle Replacement	3,420

### 2017-2018 ACTIVITIES SUBSIDIES

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P42	Awards	2,000
264-2P37	Cabinet	5,000
264-2P35	Entertainment	13,000
264-2P32	Student Supplies	4,500
264-2P11	Transportation	2,000
264-2P16	Scholarships	28,000
264-2P34	Graduation	5,000
264-2P43	Leadership	3,000
264-2P52	Computer Supplies	0
264-2P54	Legislative Travel	0
264-2PTC	Tutor Center	11,000
264-2PBK	Omak Student Books	4,080
264-2P2R	Recruiting	0
264-2P44	Copier Supplies	0
264-2P86	Bus Passes	0
264-2P45	Science Club	5,000
264-2P33	Nursing Club	5,700
264-2P39	Phi Theta Kappa	0
264-2P41	Red Road Association	5,200

## ASWVC-O BUDGET 2017-2018

### SPECIAL ACCOUNTS

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P40	Contingency	11,400
264-2P31	Campus Projects	5,700
264-2P36	Vehicle Replacement	3,420

### 2017-2018 ACTIVITIES SUBSIDIES

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>SUBSIDY</u>
264-2P42	Awards	2,000
264-2P37	Cabinet	5,000
264-2P35	Entertainment	13,000
264-2P32	Student Supplies	4,500
264-2P11	Transportation	2,000
264-2P16	Scholarships	28,000
264-2P34	Graduation	5,000
264-2P43	Leadership	3,000
264-2P52	Computer Supplies	0
264-2P54	Legislative Travel	0
264-2PTC	Tutor Center	11,000
264-2PBK	Omak Student Books	4,080
264-2P2R	Recruiting	0
264-2P44	Copier Supplies	0
264-2P86	Bus Passes	0
264-2P45	Science Club	5,000
264-2P33	Nursing Club	5,700
264-2P39	Phi Theta Kappa	0
264-2P41	Red Road Association	5,200

## ASWVC-O BUDGET TWO-YEAR COMPARISON

### SPECIAL ACCOUNTS

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>2017-2018</u>	<u>2016-2017</u>
264-2P40	Contingency	11,400	11,400
264-2P31	Campus Projects	5,700	5,700
264-2P36	Vehicle Replacement	3,420	3,420

### 2017-2018 ACTIVITIES SUBSIDIES

<u>ACCOUNT NO.</u>	<u>ACCOUNT NAME</u>	<u>2017-2018</u>	<u>2016-2017</u>
264-2P42	Awards	2,000	1,000
264-2P37	Cabinet	5,000	4,000
264-2P35	Entertainment	13,000	15,000
264-2P32	Student Supplies	4,500	1,500
264-2P11	Transportation	2,000	2,000
264-2P16	Scholarships	28,000	26,000
264-2P34	Graduation	5,000	5,000
264-2P43	Leadership	3,000	2,000
264-2P52	Computer Supplies	0	0
264-2P54	Legislative Travel	0	0
264-2PTC	Tutor Center	11,000	14,000
264-2PBK	Omak Student Books	4,080	4,000
264-2P2R	Recruiting	0	0
264-2P44	Copier Supplies	0	0
264-2P86	Bus Passes	0	0
264-2P45	Science Club	5,000	4,000
264-2P33	Nursing Club	5,700	6,000
264-2P39	Phi Theta Kappa	0	4,480
264-2P41	Red Road Association	5,200	4,500



## **Special Accounts**

**Contingency:** for large campus projects and budgetary needs (such as purchasing new ITV system), and provides potential start-up funds for clubs

**Campus Projects:** for projects, activities, equipment, furnishings, supplies, and other unforeseen needs regarding the campus during the academic year such as Native Garden up-keeping, and transfer of funds to other accounts when needed

**Vehicle Replacement:** this account is for funding new vehicle purchases

## **Activities Subsidies**

**Awards:** funding for the annual awards ceremony event, named *Appreciation Day*, for recognizing outstanding students and staff members held by the *Director of Public Relations* and the *Director of Public Affairs*

**Cabinet:** this account funds the ASWVC-O members' gear such as team shirts, polos, and jackets for conferences and college representation

**Entertainment:** for events and activities on and off campus—events such as Jammin' Against Hunger, Film Festival, and Okanogan Valley Orchestra and Chorus concerts—that are managed by the ASWVC-O members

**Student Supplies:** for purchasing equipment—Student ID Card System—and equipment supplies—card system blank cards, ribbons, cleaning kit

**Transportation:** for funding gas expense

**Scholarships:** for scholarships awarded quarterly for ASWVC-O student members as an incentive to all their hard work and dedication in improving student life quality at WVC in Omak

**Graduation:** the ASWVCO has collaborated with the college to support graduation by funding the event at the Omak Performing Arts Center, purchasing gowns and tassel, providing the honor song, purchasing announcements, decorations and also light refreshments

**Leadership:** for student leadership training for the Senate including summer training, local and regional professional development; and students associated with clubs, organizations, and conferences

**Computer Supplies:** for computer upgrades and supplies—ink and paper—for student cabinet

**Legislative Travel:** this budget is reserved for legislative activity on campus, as well as travel associated with it for students advocating ASWVC at the state level

**Tutor Center:** provides a subsidy to the Tutoring Center for part-time hourly wages and educational opportunities for student tutors

**Omak Student Books:** provides copy of textbooks for classes taught at WVC for students to loan at the college library for the sole purpose of making the college life more convenient for students to achieve their academic goals

**Recruiting:** for outreach purposes. This account provides funding of college swag to help promote the college, and recruit students to represent the college. Outlying areas include high schools, Omak Performing Arts Center, and radio station.

**Copier Supplies:** for supplies such as paper, ink and toner, and copier machine maintenance supplies

**Bus Passes:** for students in need of bus passes especially those who travel at least an hour away from the college

**Science Club:** attends a yearly science field trip, sponsors a Christmas present donation drive for children at Paschal Sherman Indian School, and purchases greenhouse supplies for the club's gardening purposes

**SNOW @O (Nursing Club):** the Omak campus nursing club attends Nurse Legislative Day and also sponsors the graduation Pinning Ceremony in June

**Phi Theta Kappa:** attends local, regional, and national conferences. The club has not been as active this year, therefore will not be receiving any funds

**Red Road Association:** provides events in November during Native American Heritage Month; and sponsors the annual United Pow Wow and pumpkin carving contest. Purchases swag items to promote the club; attends a local basket weaving event; promotes cultural events for all students and others within the local community

BOARD MEETING: **June 21, 2017**

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

CATEGORY: **ACTION**

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**Continued Spending Authority: Brett Riley**

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**BACKGROUND:**

As of the publication of the Board agenda, the state legislature has not adopted an operating budget for the 2017-19 biennium. Without knowing the operating allocations or tuition rates, WVC administrators cannot finish the college budget for 2017-18.

Our spending authority under the 2016-17 approved budget expires June 30, so we are asking the board for temporary spending authority to allow essential college services to continue.

To allow us enough time to develop the most accurate budget, we are asking the Board to grant us authority to spend local funds and state allocations as needed for operations until the Board meets again in September. We expect to present a complete budget for review prior to that time, but we cannot know for sure.

If the Board grants the expenditure authority, all known earmarks and provisos in the budget legislation will be observed. We will not exceed last year's expenditures for the same time period. We will reduce specific expenditure areas if required by proviso.

The preliminary operating budget for fiscal year 2017-18 will be finalized and presented for board review as soon as possible after the legislature and State Board action is known.

If the legislature does not pass an operating budget prior to July 1, we will be prepared to operate with local funds to the extent possible and allowable under the law until state operating allocations are adopted or other direction or authorization comes from the governor or legislature.

This spending authorization will expire when the Board approves our 2017-18 budget.

**RECOMMENDATION:**

We recommend the board grant the college administration authority to spend funds necessary for operations until the legislature adopts an operating budget and the college can present a budget for board approval. The authorization is to extend through September or until a budget is approved.