



BOARD WORK SESSION
May 28, 2024

9:00 A.M. – Board Work Session	Lucy Covington Government Center/Zoom
Zoom Link: https://wvc.zoom.us/j/81504557103	
3:00 P.M. – Board of Trustees Meeting	Lucy Covington Government Center/Zoom
Zoom Link: https://wvc.zoom.us/j/85485160089	

AGENDA

<u>TIME</u>	<u>AGENDA</u>	<u>PAGE</u>
9:00 AM	OPENING PRAYER	
	WELCOME – Tammy James, President Harrison, Council Member	
9:15 AM	INTRODUCTIONS	
9:25 AM	AMERICAN INDIAN INDIGENOUS STUDIES – Samantha Turner & Kestrel Smith <ul style="list-style-type: none"> ▪ Student Data ▪ Goals 	
10:00 AM	EARLY CHILDHOOD EDUCATION – Tammy James, Samantha Turner, Hilary Martinez	
10:25 AM	HIGH SCHOOL+ - Samantha Turner & Riva Morgan	
10:55 AM	LANGUAGE/COLLEGE IN THE CLASSROOM – Tammy James, Samantha Turner, Maria Monroe	
11:25 AM	UPDATES <ul style="list-style-type: none"> ▪ Strategic Plan ▪ Dean Search ▪ MOA 	
12:00 PM	LUNCH	
12:45 PM	NEXT STEPS – CBC & Trustees	
1:30 PM	BOARD COMMUNICATION <ul style="list-style-type: none"> • ACT Spring Conference • Graduation: Wenatchee June 14 at 7:00 PM, Omak June 15 at 1:00 PM • ACCT Leadership Congress – October Seattle 	
1:40 PM	LEADERSHIP REPORTS <ul style="list-style-type: none"> • Financial Report (Brett Riley) • Capital Projects Update (Brett Riley) • Enrollment (Dr. Tod Treat) 	
2:00 PM	PRESIDENTS REPORT	
2:30 PM	ACTION ITEMS <ul style="list-style-type: none"> • 2024-2025 Tuition and Fees Waivers: Brett Riley, Vice President of Administrative Services • 2024 – 2025 Student Fee Schedule: Brett Riley, Vice President of Administrative Services • 2025 – 2026 Student Calendar: Dr. Diana Garza, Vice President of Student Affairs • ASWVC Financial Code Revision: Cody Rogers, Director of Student Life • 2024 – 2025 S&A Fee Budget Proposal: Cody Rogers, Director of Student Life • New Policy: 000.370 Campus Security Authority: Reagan Bellamy, Executive Director of HR • Resolution No. 2024-02 Cell Tower Expansion: Brett Riley, Vice President of Administrative Services 	

BOARD OF TRUSTEES MEETING
May 24, 2024
3:00 P.M. – Zoom
Zoom Link: <https://wvc.zoom.us/j/81473573270>

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ADJOURNMENT	

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

Human Resources

Reagan Bellamy, Executive Director

Open Recruitments –

BAS – Behavioral Health One Year Temp Faculty

Biology – Tenure Track Faculty

Criminal Justice - One Year Temp Faculty

Dean of Allied Health and Professional-Technical Programs

Dean of Strategic Enrollment and Student Success

Executive Director ASPIRE

Executive Director of Communications, Marketing, and Media Relations

Research & Analytics Associate

Senior Internal Auditor

Transitional Studies Tenure Track Faculty

Upcoming Trainings -

April/May – EEOC Respect in the Workplace – non-supervisors (4 sections)

Public Information

Jennifer Korfiatis, Interim Executive Director

I appreciate the opportunity to report on several key initiatives, and a few challenges, from the Public Information Office. I apologize for my absence; I am returning from the International Conference on Teaching and Leadership Excellence in Austin, TX. While the major focus of the PIO team has been graduation, we continue to make headway in keeping up with the volume of projects and requests, and I am pleased to provide an update on the following:

Website analytics: In the month of April, WVC.edu reports the following analytics (for comparison purposes, March 2024 analytics are included):

	March 2024	April 2024
Total users	133,780	127,672
Number of views	164,376	220,710
Top geo	Seattle, Wenatchee, not set, East Wenatchee, Omak	Seattle, Wenatchee, not set, East Wenatchee, Omak
Top pages	WVC.edu, Academic Calendar, Apply, Human Resources/jobs	Wvc.edu, Search, Academics, Academic calendar, apply
Live chat sessions	212	188

We continue to work on adding a translation function to the website. Translating English text to Spanish “breaks” the template design. The tech support available through the platform (Omni) has offered a solution, but the AI-generated translation does have errors and often does not use the correct dialect. The PIO team has contracted with Spanish adjunct faculty member Emerson Peek to verify all translations prior to going public. The current focus is to establish a procedure to ensure that AI-generated translations are not live on the website before they can be verified. We expect this conversation to happen in the coming weeks.

Over 112,000 page hits were “direct,” which means that users have the site bookmarked or have the URL memorized. This is a good sign considering all marketing drives traffic to the website.

Additional analytics are available upon request.

Social media analytics: April social media analytics for WVC platforms are as follows and benchmarked against March:

Facebook:

Impressions: 103,955; down 33% from March
 Total audience: Not available at time of report (metric down)
 Engagement: 2,044, up 169% from March
 Click thrus: Not available at time of report (metric down)

Instagram: Note that the Instagram profile disconnected from the analytics software between April 4-22, so these are not indicative of the month’s traffic and therefore not benchmarked against March:

Impressions: 20,178
 Followers: 2,148, 22 new followers
 Engagement: 508

TikTok: The first post went live on 2/14. In April we had 6,710 impressions, 319 engagements and have a total audience of 48 followers. Note that the PIO department plans to have a dedicated team member at both graduations to run TikTok campaigns to boost traffic and visibility of the events.

Motimatic:

WVC has again contracted with Motimatic to target enrollment marketing to “stopout” students. WVC provided a list of just over 2,000 non-completers who were registered between Winter 2021-Fall 2023. This excludes continuing education students, students with 90+ credits, Running Start students, Dual-Enrolled students and those with no known phone or email address.

Wenatchee campus banners:

Banners on the interior of the Wenatchee campus have been updated with aspirational images from the 2023 Wenatchee graduation.

Graduation:

The PIO team is working closely with the graduation committee and has developed a draft of the grad programs and has contracted with Digital Media NW for livestreaming of both graduations and the nurses’ ceremonies and presentations (5 events total). The PIO team has also contracted with a professional photographer for candid shots at all 5 events. Members of the PIO team toured the Town Toyota Center, the location for the Wenatchee graduation, to determine specs for graphics and tech needs. The programs for this year’s events will be on heavier paper stock and the covers will be embossed.

Media coverage:

Wenatchee Valley College received positive media coverage with top stories including:

- Isaac Jones (WVC alum) who was promoted to the NBA Draft Combine
- Results from athletic teams and the signing of new athletes
- The new Walking Start law that President Harrison supported
- A “Looking Back” feature on the WVC Gymnasium in the Wenatchee World

Staffing: The current PIO team is as follows:

- Jennifer Korfiatis, Interim Executive Director of Communications, Marketing and Media Relations
Part-time
PIO duties scheduled around teaching responsibilities
- Sarah Buman, graphic and web design
Full-time
- Theresa Taylor, Copywriter
Full-time
- Lisa DeVera, Service Center Manager
.25 FTE
Supports the workflow and billing/invoicing for PIO, and manages the Live Chat on the website
- Maria Adams, Athletics
.25 FTE
Serves as WVC outreach in addition to coaching duties

APPROVAL OF MINUTES

District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Board Meeting

April 17, 2024

Maguire Event Center - Zoom

MINUTES

ATTENDANCE

Trustees Present:

Tamra Jackson, Chair
Paula Arno Martinez, Vice Chair
Steve Zimmerman
Wilma Cartagena
Phylicia Hancock Lewis

Also Present:

Cabinet Members
Faculty Members
Students

BOARD WORK SESSION – 10:01 am

Tenure Appeal: Patricia Maher presented her appeal to the board of trustees to allow her the opportunity to continue in her tenure track. Before the meeting, Ms. Maher provided a written appeal and supporting documents. The board of trustees did not have questions for Ms. Maher.

Waleed Muhammad was provided the opportunity to present his appeal to the board of trustees. Mr. Muhammad was not present to provide a verbal appeal. Mr. Muhammad did provide supporting documents before the meeting. In Mr. Muhammad's absence AHE President, Sharon Wiest shared that the pre-tenure documents show that there are a lot of strengths and there are a few concerns. His document stated that he is a good instructor. The incident raised with the PERC decision fell after the year-one documents and pre-tenure committee members submitted in writing that they were ignoring any related communications when preparing the second-year documents.

Ms. Wiest thanked the board of trustees for allowing the appeal process and acknowledged the challenging decision ahead of them.

Board Communication: Graduation for the Wenatchee Campus will be held on Friday, June 14 at the Town Toyota Center and the Omak Campus graduation will be held on Saturday, June 15. The May board meeting will be held on May 28, 2024, in Nespelem, this is the date that the Colville Tribal Council can meet. Will hold the May 15 date for the board retreat.

For Review: Brett Riley presented the 2024-2025 Tuition and Fee Scheduler and Resolution No. 2024-02 Cell Tower Expansion for first read. The cell tower expansion would be a contract with DES to expand the existing contract to include additional infrastructure. Dr. Diana Garza presented the 2025-2026 Student Calendar for the first read.

Leadership Reports: Members of the President's Cabinet team presented their monthly reports to the board of trustees.

Special Presentations: Senator Brad Hawkins presented a plaque to President Harrison in appreciation of his work and support with House Bill 5670 – Walking Start Bill to allow incoming 11 graders to take summer credits before the start of their junior year.

Leadership Development: Brett Riley provided a Budget 101 presentation. The same presentation was shared during the April 5, 2024, all-district meeting.

Executive Session: The board of trustees entered an executive session at 2:00 pm to discuss personnel matters. The executive session lasted 45 minutes and no action was taken. The board reconvened at 3:00 pm for the regular board meeting.

REGULAR BOARD MEETING

CALL TO ORDER: 3:01 P.M.

LAND ACKNOWLEDGMENT

REQUEST TO AMEND AGENDA

Wilma Cartagena moved to amend the meeting agenda to consider tenure appeals. The motion was seconded by Paula Arno Martinez and carried unanimously.

APPROVAL OF MINUTES

March 20, 2024, Regular Board Meeting Minutes

Paula Arno Martinez moved that the minutes of the March 20, 2024, Regular Board Meeting be approved. The motion was seconded by Phylcia Hancock Lewis and carried unanimously.

MOTION NO. 2355

CELEBRATING SUCCESS

US Hispanic Leadership Institute

WVC Sponsored ten students to attend the United States Hispanic Leadership Institute Conference from February 14 – 18. USHLI is designed to fulfill the promises and principles of democracy by promoting education and leadership development, empowering Latinos and similarly disenfranchised groups through civic engagement and research, and by maximizing participation in the electoral process.

This was the first time in conference history that WVC was able to participate in sending students and staff. Based on the impact USHLI has had on attendees, the attendees encourage WVC to continue sending students to this conference moving forward. Many of the participants have not traveled much out of the state and this provided a leadership and professional development opportunity.

Women in STEM

The WVC STEM Club hosted a Women in STEM Night on March 6. WVC Chemistry Professor Dr. Awanthi Hewage, Math Professor Dr. Branwen Schaub, and MESA Director Rosana Linarez shared the challenges they overcame, the milestones they achieved, their experiences and insights.

In conjunction with this event, Rosana and Branwen were invited by the NCW Tech Alliance to participate in Networked TV on the NCW Life Channel with David Mabee. They discussed the MESA program-- which also supports students on a STEM path--and what it offers, as well as their own STEM education.

SPECIAL REPORTS

Keilahni Pelton, ASWVCO President

Keilahni provided a report on events that took place on the Omak campus as well as upcoming events.

Lexie Fennell, ASWVC President

Lexie Fennell provided a report on events that took place on the Wenatchee campus as well as upcoming events.

Sharon Wiest, AHE President

AHE President, Sharon Wiest provided a written report.

Wendy Glenn, Chief Steward WPEA

Wendy Glenn was not present to provide a report.

STAFF REPORTS

Brett Riley, Vice President of Administrative Services

Mr. Riley's did not add to his written report shared during the work session.

Dr. Tod Treat, Vice President of Instruction

Dr. Treat did not add to his written report shared during the work session.

Dr. Diana Garza, Vice President of Student Affairs

Dr. Garza did not add to her written report shared during the work session.

Dr. Faimous Harrison, President

Dr. Harrison did not add to his written report shared during the work session.

PUBLIC COMMENTS

No comments

ACTION

Resolution No. 2024-01 Stormwater Remediation Project

Presented to the board during the March 20, 2024, meeting, the City of Wenatchee is planning the construction of an underground stormwater retention system, water quality vault, new stormwater pipes and new asphalt paving over the disturbed surface of the Lower Wells Parking Lot and in therewith, Wenatchee Valley College has requested that the City perform certain work to address inadequate stormwater remediation to redistribute stormwater on campus.

Trustee Phylicia Hancock Lewis moved to approve Resolution No. 2024-01 Stormwater Remediation. The motion was seconded by Trustee Paula Arno Martinez and carried unanimously.

MOTION NO. 2356

Tenure Denial Appeal for Patricia Maher

Patricia Maher, Transitional Studies Instructor, presented her appeal of tenure denial during the board of trustees work session. The board of trustees considered the appeal of advancement and reviewed the material provided to them.

Trustee Steve Zimmerman moved to allow the board's decision denying advancement for Patricia Maher to stand. The motion was seconded by Trustee Paula Arno Martinez and carried unanimously.

MOTION NO. 2357

Tenure Denial Appeal for Waleed Muhammad

Waleed Muhammad, Economics Instructor, was not present to appeal the tenure denial during the board of trustees work session. The board of trustees considered the appeal of advancement and reviewed the material provided to them.

Trustee Steve Zimmerman moved to allow the board's decision denying advancement for Waleed Muhammad to stand. The motion was seconded by Trustee Wilma Cartagena and carried unanimously.

MOTION NO. 2358

ADJOURNMENT – 3:18 P.M.

CELEBRATING SUCCESS

High School+

High School+ Program is a collaborative offering between the Colville Confederated Tribes and the Wenatchee Valley College. It is designed to assist adults in completing required credit hours and coursework to earn their Washington state high school diploma.

Local classes are offered at the Agency Campus in the Employment & Education Resource Center in Nespelem.

Students who completed the program are recognized by the Tribes during the WVC Board of Trustees work session gifting the graduates a Pendleton blanket. Since its inception, the program has graduated close to 20 students.



Figure 1- 2023 WVC High School+ graduates.

CELEBRATING SUCCESS

BAS in Teaching Approval

On Friday May 17, the BAS-Team of Dr. Marie Rose-McCully, Dean Yuritzi Lozano (on her last official day), Nayeli Cabrera, and Katie Peet presented a Focused Follow-Up to the PESB Board (the teacher educator licensing body).

Educator preparation programs (EPPs) are initially approved to serve and instruct candidates for 27 months. Before the 27-month period ends, the Professional Educator Standards Board (PESB) conducts a site visit to determine if the program complies with state requirements based on standards alignment, demonstration of annual indicators, and continuous improvement. Following an initial program review, Board members make an approval decision regarding the program.

The Focused Follow-Up from last year's initial program review addressed several areas WVC needed to improve upon before the program could be considered fully approved. Dr. Rose-McCully and her team worked on the areas over the last year and addressed progress that resolved each concern fully. At the conclusion of their presentation, the PESB Board unanimously approved full approval for WVC's BAS in Teaching!

I am very proud of the team's professionalism, thoughtfulness, and preparation in meeting this important milestone. Congratulations, Dr. Rose-McCully and all!

SPECIAL REPORTS

Lexi Fennell, ASWVC President



Associated Students
Wenatchee Valley College

May 2024 Board Report

CURRENT MEMBERS

President: Lexie Fennell
Vice President: Dania Cuevas-Sandoval
Treasurer: Delano Calimlim
Secretary: Alexi Granados
Director of Campus Activities: Karen Rivera
Director of Health and Wellness: Jackson Young
Director of Public Relations: Denise Laurel-Espinoza
Student Ambassador: Kaitlin Barrows
Student Ambassador: Trent Renslow
Student Ambassador: Allie Lioliadis
Student Ambassador: Diana Morales-Cruz

UPDATES

- We have hired two new Student Ambassadors, Allie Lioliadis and Diana Morales-Cruz.
- Our Hiring committee has selected next year's ASWVC Senate team. New members will begin shadowing in the next few weeks and will be official after our end-of-the-year celebration BBQ.
- Club of the Year nominations are currently happening in Inter-Club Council. Nominations also include the best event and community involvement.

EVENT UPDATES

- Our Senate attended the Apple Blossom Parade with students and staff and embraced the rain with a smile.
- SpringFest/Club Fair, May 15th

SENATE ACTIONS AND APPROVALS

- The senate approved \$4,500 for the MESA End Of Year Party
- The senate approved \$250 for Apple Blossom decorations
- The senate approved \$420 for shirts for the Rec Center



**Associated Students
Wenatchee Valley College**

Knights at the Apple Blossom

Right: Senate members Allie, Diana
Kaitlin, and Karen.

Middle: Senate member Delano as
Maximus

Bottom: ASWVC Senate, Club
Members, and Student Athletes



Kehlahni, ASWVCO President

Current cabinet: President: Keilahni Pelton, Vice President: Bobbi Nicholson, Secretary-Treasurer: Megan Heinlen, Director of Campus Activities: Kinden Hook, Director of Public Relations: Mercedes Weeks, Student Ambassadors: Franco Martinez Juan, Amber Watson, Paige Wirth, Advisor: Edith Gomez, Program Assistant: Dayla Culp.

Events:

- Our Pop in with the Senate days have gone well so far, we have received good feedback and have been able to promote events. These are days for students to meet with senate members to give input on what they want to see on campus. (This is an event that is put on regularly throughout each quarter).

Motions:

- We moved to approve \$105 out of the entertainment budget for gift cards for the participation event on April 8th.
- We moved to approve \$150 out of the student center for extension cords for the Mayfest event on April 8th.
- We moved to approve \$200 out of the student center budget for food for the lounge on April 8th.
- We moved to approve \$200 out of the student center budget for food for the lounge on April 15th.
- We moved to approve \$200 out of the graduation budget for our guest speaker for graduation on April 22nd.
- We moved to approve \$50 out of the entertainment budget for pizza for the S&A Budget Committee on April 22nd.
- We moved to approve \$20 out of the student center budget for a whiteboard for the lounge on April 22nd.
- We moved to approve \$400 out of the student center budget for food for the lounge on April 22nd.
- We moved to approve \$400 out of the graduation budget for snacks and food for graduation on April 29th.
- We moved to approve \$200 out of the graduation budget for our drummers' honorarium for graduation on April 29th.
- We moved to approve \$1500 out of the contingency budget for our end of the year trip on April 29th.
- We moved to approve \$400 out of the student center budget for food for the lounge on April 29th.
- We moved to approve \$1200 out of the graduation budget for graduation gifts on May 6th.
- We moved to approve \$100 out of the copier supplies budget for paper on May 6th.
- We moved to approve \$130 out of the student center budget for a pride flag and popcorn machine part on May 6th.
- We moved to approve \$200 out of the student center budget for food for the lounge on May 6th.
- We moved to approve \$200 out of the student center budget for food for the lounge on May 13th.

Other:

- Three students attended the Students of Color Conference Apr 18-20.
- We hired new senate members for the next school year.
- We are planning an end of the year trip on June 7th for ASWVCO to Leavenworth

Respectfully Submitted,
Keilahni Pelton
ASWVCO Student Body President

Sharon Weist, AHE President



As the quarter hits mid-terms, the faculty have also been busy with several AHE related items.

We are in the midst of elections for Vice-President from Omak and for Treasurer. As Peter Donaghue and Katie Lantau are running unopposed, we expect that they will step in the respective leadership roles in the 2024-2025 academic year.

The newly formed Grievance Committee has dealt with 2 issues. This approach to handling grievances and evaluating if the grievance should move to arbitration is working well. The Arbitration was dropped. The faculty member involved is pursuing legal action instead.

The following faculty completed their post-tenure review by the April 15th deadline for these to be considered completed in 2025: Karen Alman, Dave Bennatt, Francisco Sarmiento, Craig Vander Hart, Janna Goodyear, Derin Wysham, Joara Minhara, Sompheng Batch, Tom Doherty, Greg Jourdan, , Arius Elvikis and Sai Ramaswamy.

Dr. Bobbi Johnson completed her non-tenure track review process which under the previous contract was parallel to the pre-tenure process.

The faculty are busy assisting on hiring committees for administrative and faculty positions.

The faculty received a second -round grant from NCW Uniserv Council. The \$500 award will be split among the Omak and Wenatchee Knights Cupboard food banks.

WVC AHE voted last fall to raise our local from \$75 per year to \$100 per year for each Full-Time Faculty member.

Faculty have been sending the AHE President their preferred Shared Government Assignment for the 2024-2025 Academic Year.

I have met with Dr. Harrison, Dr. Treat, Meleah Butruille, Reagan Bellamy, and Jeff Bullock on a number of faculty related issues several times weekly this spring.

The Budget & Program Review Task Force has begun to meet several times a month with the faculty team meeting in between. Faculty members include Zack Jacobson (Industrial Electronics), Pat Tracy (Medical Lab Technology), Tria Skirko (Omak Librarian), Angela Russell, Math Faculty and myself.

Sincerely,
Sharon Wiest

STAFF REPORTS

Brett Riley

Vice President of Administrative Services

Administrative Services

- Administrative Services. Brett Riley has completed the biannual work with NWCCU having served on five PRFR and FRR review committees. This work should position WVC well as we begin our own PRFR preparation for next year.
- Brett Riley's year as BAC (Business Affairs Commission) Chair will be coming to an end at the May BAC meeting in Yakima on May 30/31st.

Budget & Internal Auditing

- As of the first of May, we have our operating revenue forecast in place and are working on finalizing our operating expenses. We hope to have documentation for the Board at the May meeting with a finalized budget for the June meeting.

Fiscal Services

- Fiscal Services. As stated prior, Fiscal Services staff have been working with the SBCTC to address two outstanding items that the audit team has been working through. One of these outstanding items has been addressed. The remaining issue is in progress and expected to be completed soon.
- The Fiscal Services team is also ramping up year-end closing efforts with purchasing deadlines fast approaching.

Facilities and Capital

- Omak Health Sciences Center- The OHSC project will be in design for another year as we continue to work with the City of Omak on land acquisition. WVC was not able to submit for Community Project Funding this year due to match requirements and alignment with Congress's priorities this year.
- CTEI – The CTEI project went out to bid on April 30th and unfortunately all bids came in significantly over budget. Facilities, Administrative Services, and other campus stakeholders are revising the bid documents to go out to bid closer to fall quarter.

Minor Works

- Facilities staff have taken on a number of local and minor works projects listed below:
 - Mish ee twee-3rd floor office space – Install the week of May 13th
 - Student Housing- Bathroom remediation - In progress.

Safety and Security

- Safety staff have been working with the Safety Committee to revise our “flip charts”. We will be adding a section on cyber events. Once complete, the team will be undertaking a comprehensive review of our Multi-Hazard plan.

Information Technology

- IT Department is starting the interview process for their remaining vacant positions and should be at full staffing for the first time in many months.
- IT staff continue to work with statewide stakeholders and campus representatives to drive ctLink enhancement requests. IT staff also serve on the Campus Collaboration ground to integrate their work into the official governance structure for the system.

Dr. Tod Treat

Vice President of Instruction

Educational Achievement

Celebrating Success! Nursing will celebrate several pinnings.

LPN to BSN in Omak 6/5/24 1pm Poster Presentation and convocation for thirteen graduates

RN to BSN in Wenatchee 6/7/24 1pm Poster Presentation and convocation for fifteen graduates

ADN Pinning in Wenatchee 6/13/24 for 58 graduates

Support for Learning

Advancement of WVC's Applied Baccalaureate in Behavioral Health (BAS-BH): State Board has approved the Statement of Need. WVC is proceeding with program development as the final step in the process. This program is in collaboration with BBCC which is unique and praised by the State Board. Gratitude for advancing this new degree goes to Bev Warman, J'Lene George, former Deans Holly Bringman and Yuritzi Lozano, and Acting Dean Meleah Butruille.

Allied Health and Nursing Professional Development, May 23: Guest Speakers: Joe Eubanks spoke on Social Determinants of Health, Mike Battis instructed on Narcan administration, and Sasha Dingle spoke on stress resilience.

Responsiveness to Local Needs

Criminal Justice Program: A full-time temporary faculty position is open. WVC hopes to fill by the end of spring quarter. Advisory group members are eager to restart the program. There are many job openings in this field in Chelan, Douglas, and Okanogan Counties

Critical Environments Collaboration: A new collaboration with Microsoft representatives is considering how our Critical Environments Programs can support the local datacenter workforce needs. Microsoft would like to donate some equipment that our faculty feel could be useful.

The first **CNA course in Grand Coulee** in partnership with Lake Roosevelt High School, Coulee Medical Center and Colville Tribes concluded with 6 students completing the course.

A **Home Care Aide to CNA course in Winthrop** with partnership of Regency in Omak led to certification of 6 students.

Washington State Board of Nursing (WABON) approval of **WVC ADN Spring Start** (2nd entry for ADN on the Wenatchee campus) beginning Spring 2025.

On May 16, the **Central Washington Area Health Education Center** hosted the **Coalition for Health Improvement (CHI) Symposium** focusing on addressing health disparities.





Art Gallery. A new exhibit by Ron Evans is now at the Gallery.



Diversity and Cultural Enrichment

Nurse Week Luncheon Guest Speaker event offered on both campuses with 100+ attendees, featured speaker was **Joe Eubanks**. "*Embracing Diversity in Nursing: Cultivating Equity, Inclusion, and a Sense of Belonging*"

Global Agriculture. Agribusinessmen and faculty from International Agriculture University of Uzbekistan visited campus on 5/17. The group connected with our agriculture and HOEP faculty, **Francisco Sarmiento**, **Francisco Sarmiento-Torres**, and **Jeff Bullock**, to learn more about future collaborations and possible cultural exchange. **Acting Dean Meleah Butruille** was also able to share how advisory councils support instructional programs.



Sustainability

AEM Energy Champions: New collaboration with Apple Stem Network, Career Connect, and PUD. The group is looking at how AEM Energy Champion program can be done in NCW. We are looking at educational pathways and opportunities for HS and WVC students in the field of sustainability and energy conservation.

Continuous Improvement

Wenatchee Valley College participated in an **Ongoing Articulation Review (OAR) from Intercollege Relations Commission (ICRC)**. The Ongoing Articulation Review (OAR) Committee is responsible for reviewing institutional catalogs and published transfer materials to ensure community and technical colleges and baccalaureate institutions are in alignment with transfer guidelines. The OAR Committee provided opportunities to better support efforts toward providing students clear and accurate transfer degree requirements in published materials and/or areas in which updates may be needed. Seven members from statewide two- and four-year public institutions reviewed. **Noah Fortner, Aimee Pope, Andrew Tudor, Maggie Segesser, and Tod Treat supported WVC's efforts.** Suggestions will be incorporated in the 2024-25 WVC Handbook.

Student Affairs Dr. Diana Garza

Note from Director:
The application for TRIO SSS Awards is open. Staff is working hard on putting together a strong proposal. This report is a summary of the work we have been doing and the outcomes we have achieved with our students. Thank you for your support,

Sandra Villarreal, MA

TRIO SSS Proposal for
2026-2030
will be available for
review in July!

FOR FURTHER INFORMATION CONTACT: For specific questions related to collection activities, please contact Justin Hampton, 202-245-6318.

SUPPLEMENTARY INFORMATION: The Department, in accordance with the Paperwork Reduction Act of 1995 (PRA) (44 U.S.C. 3506(c)(2)(A)), provides the general public and Federal agencies with an opportunity to comment on proposed, revised, and continuing collections of information. This helps the Department assess the impact of its information collection requirements and minimize the public's reporting burden. It also helps the public understand the Department's information collection requirements and provide the requested data in the desired format. The Department is soliciting comments on the proposed information collection request (ICR) that is described below. The Department is especially interested in public comment addressing the following issues: (1) is this collection necessary to the proper functions of the Department; (2) will this information be processed and used in a timely manner; (3) is the estimate of burden accurate; (4) how might the Department enhance the quality, utility, and clarity of the information to be collected; and (5) how might the Department minimize the burden of this collection on the respondents, including through the use of information technology. Please note that written comments received in response to this notice will be considered public records.
Title of Collection: Office of Special Education and Rehabilitative Services Peer Reviewer Data Form.
OMB Control Number: 1820-0583.
Type of Review: A revision of a currently approved ICR.
Respondents/Affected Public: Individuals and Households.
Total Estimated Number of Annual Responses: 350.
Total Estimated Number of Annual Burden Hours: 90.

DATE: April 20, 2024.

Juliana Pearson,
PRA Coordinator, Strategic Collections and Clearance, Governance and Strategy Division, Office of Chief Data Officer, Office of Planning, Evaluation and Policy Development
(FR Doc. 2024-0775 Filed 04-24; 8:45 am)
BILLING CODE 4000-01-P

DEPARTMENT OF EDUCATION

Applications for New Awards; Student Support Services Program

AGENCY: Office of Postsecondary Education, Department of Education.
ACTION: Notice.

SUMMARY: The Department of Education (Department) is issuing a notice inviting applications for new awards for fiscal year (FY) 2025 for the Student Support Services (SSS) Program, Assistance Listing Number 84.042A. This notice relates to the approved information collection under OMB control number 1840-0017.

DATES:
Applications Available: May 1, 2024.
Deadline for Transmittal of Applications: July 15, 2024.
Deadline for Intergovernmental Review: September 13, 2024.

ADDRESSES: For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the **Federal Register** on December 7, 2022 (87 FR 75045), and available at www.federalregister.gov/d/2022-26554.

FOR FURTHER INFORMATION CONTACT: Lavelle Wright, U.S. Department of Education, 400 Maryland Avenue SW, 5th Floor, Washington, DC 20202-4260. Telephone: (202) 987-1300. Email: Lavelle.Wright@ed.gov. If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunications relay

from two-year to four-year colleges and universities. The support services should also foster an institutional climate that supports the success of students who are limited English proficient, students from groups that are historically underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of the foster care system, and other disconnected students. Student support services should also improve the financial and economic literacy of students.

Priorities: This notice contains two competitive preference priorities. Competitive Preference Priorities 1 and 2 are from the Secretary's Notice of Final Supplemental Priorities and Definitions for Discretionary Grant Programs, published in the **Federal Register** on December 10, 2021 (86 FR 70812) (Supplemental Priorities).

Note: Applicants must include, in the one-page abstract submitted with the application, a statement indicating which, if any, of the competitive preference priorities are addressed. If the applicant has addressed the competitive preference priorities, this information must also be listed on the SSS Program Profile Form.

Competitive Preference Priorities: For FY 2025 and any subsequent year for which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award up to an additional eight points to an application, depending on how well the application meets these priorities.

These priorities are:
Competitive Preference Priority 1— Meeting Student Social, Emotional, and Academic Needs (up to 3 points).
Projects that are designed to improve students' social, emotional, academic, and career development needs with a



**MAY 2024
STUDENT AFFAIRS
WENATCHEE VALLEY COLLEGE**



MEET YATZARI, TRIO SSS PROGRAM ASSISTANT

Ms. Martinez joined TRIO in February 2024, having previously served as an AmeriCorps Volunteer at the college last year and at Northwest Immigrant Rights Project. She is a WVC and CWU TRIO Alum and earned her B.S. in Social Services from Central Washington University. Currently, she is pursuing her master's degree online in Mental Health and Wellness with an Emphasis in Family Dynamics through Grand Canyon University.

She is an amazing asset to the team and an advocate for students.

TRIO SSS PROGRAM OVERVIEW



TRIO SSS is a federally funded program that provides low-income, first-generation college students and students with disabilities the valuable support and services that will assist in student success and persistence toward graduation. TRIO serves to motivate and help students accomplish their goals by offering comprehensive individual support.

We are on year 4 of our grant, and will begin writing for the next grant cycle (2025-2030) in Fall 2024.

SNAPSHOT

3.06

Average cumulative GPA

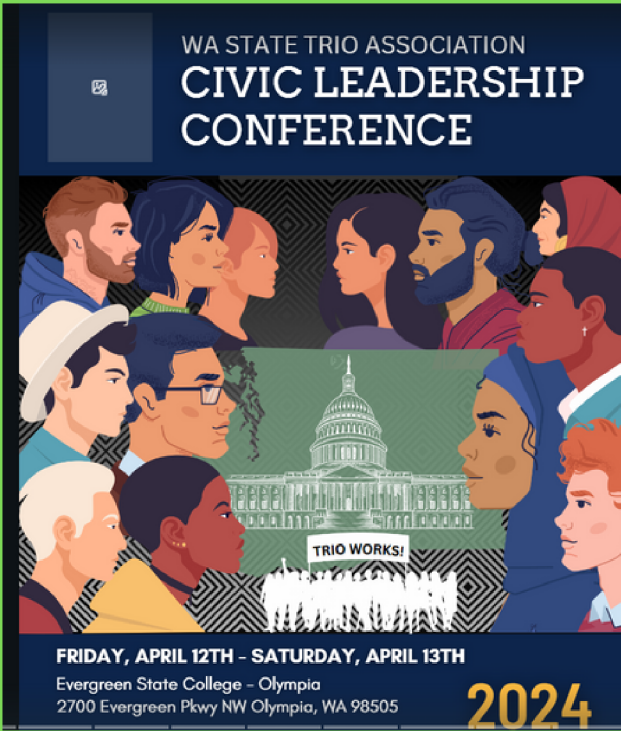
73%

Transfer rate

106

Current TRIO Scholars
20





To kick off the Spring quarter, TRIO SSS participated in a leadership conference.

Five students committed to attending in this two day, overnight conference. The conference was hosted at The Evergreen State College, and as soon as we arrived, we went on a campus tour. At the conference they engaged in leadership activities, participated in workshops, contributed to discussions, and participated in a mock election to understand the legislative process.

Students were able to meet with over 140 TRIO Scholars and staff from around the state and represented Wenatchee Valley College as ambassadors of the TRIO program.

The theme of this conference was "Unleash your Superpowers!" and our students left feeling fired up, empowered and inspired.

The event was coordinated by the Washington State TRIO association and hosted at The Evergreen State College in Olympia, WA this year. We were able to provide transportation, a hotel and meals for students and staff to attend this two-day event.



Rally in front of the Capitol Olympia, WA

PERSIST GRADUATE TRANSFER



Persistence rate: 86%

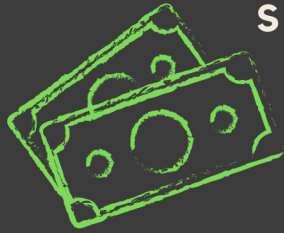
Persistence rate for a 2 year institution is the percentage of all participants served in the reporting year who enroll at the institution in the fall term of the next academic year or graduate with an AA/ Certificate

Good academic standing rate: 92%

Good Academic Standing (GAS) is defined as the percentage of participants served by the SSS who met the performance level required to stay in good academic standing at the grantee institution (above 2.0)

Transfer Rate: 73%

Transfer is defined as the percentage of new participants served in the Cohort Year who transfer from a 2-year to a 4-year institution with an associate's degree or certificate within four (4) years.



SCHOLARSHIPS FROM WVC FOUNDATION FALL 23-SPRING 24

\$ 68,932.00

TRIO students are required to apply for at least one scholarship a year, but many apply to more.

- 32 TRIO scholars were awarded funds from the WVC Foundation.
- Many students have earned scholarships ranging from \$1,500 to \$20,000 from the WAEF Foundation, Women’s PEO, CFNCW
- We are waiting to hear about Merit scholarships at transfer universities.



**OUTREACH
PLAN
TO REACH
140 BY
AUGUST 31**

TRIO SSS by the Numbers

The grant is funded to support
140 WVC students



CAMP collab
New students

25 Applications

Working with CAMP students to complete applications early and transition into TRIO for fall 2024

- Tabling in Wells Hall
- Tailored outreach presentations
- tailored advising session

After Graduation plans:

Central Washington University:	6
Eastern Washington University:	5
Washington State University:	6
University of Washington:	3
Applying for Program at WVC:	5
Continuing in Rad Tech/Nurs:	4
Headed into workforce:	6
Unsure/Undecided:	11



TRIO SSS has 46 scholars
graduating this year

Thank you for all your *support.*

Spring Quarter Events

TRIO students are required to attend two events every quarter. The events are a combination of scholar socials and academic workshops. Scholar meetings are on #TRIOTUESDAYS and workshops on Wednesdays.

The scholar meetings are intended to provide a space where students can meet with other scholars, engage in discussions, and check in with staff. TRIO workshops cover topics that are relevant and interesting to students, often at students' request. Please follow us on Instagram to see what we are up to!

LET'S VISIT
CWU
MAY 2, 2024

- > Campus Tour
- > Learn How to Navigate a Career Fair
- > Learn About CWU TRIO

SIGN UP NOW!

- > Check TRIO Canvas
- > Check Your Email
- > Scan QR Code

Priority selection for first year students!
Deadline: April 18th

#TRIOTUESDAYS

Join us for a special TRIO Scholar Meeting

Featuring WVC TRIO Alumni sharing their:

- College experience
- Career pathway
- Lessons learned
- Advice for scholars

Tuesday, May 7th
2:00PM-2:50PM
MET 1219

Join us for a TRIO WORKSHOP

Are you:

- Interested in healthcare
- Curious about healthcare career options?
- Not sure where to start?
- Featuring Eliza Zuniga
◦ WVC Alumni -----

Wednesday, May 15th
1:00PM-1:50 PM
MET 1219

Confluence HEALTH

WVC EDUCATION INNOVATION CENTER 509-682-6979

VIRTUAL OPTION **VIRTUAL OPTION**

Understanding Financial Aid

Complete this 5 part series online and learn:
Types of financial aid
Scholarships and Loans
How to pay for college

Check TRIO Canvas and complete by May 12th, 2024

End of Year Celebration Graduation!

All continuing and graduating students welcome!

Tuesday, May 21st
2:00-3:30 PM
Wells Theatre

RSVP by May 10th

QR Code

WVC EDUCATION INNOVATION CENTER 509-682-6979

TRIO

Contact us

- ✉ trio@wvc.edu
- 🌐 www.wvc.edu/student/support/trio
- 📍 Mish ee twie 1219
- ☎ 509-682-6979

Follow us on
Instagram

QR Code

Dr. Faimous Harrison
President

President Harrison will provide a verbal report.

ACTION

2024 – 2025 Tuition and Fees: Brett Riley, Vice President of Administrative Services

WENATCHEE VALLEY COLLEGE LOWER DIVISION TUITION 2024/2025 QUARTERLY FEE SCHEDULE~ EFFECTIVE FALL 2024 TO SUMMER 2025			
Number of Credits	Washington Resident	Non-State Resident	Non-US Resident
1	127.59	145.79	328.13
2	255.18	291.58	656.26
3	382.77	437.37	984.39
4	510.36	583.16	1312.52
5	637.95	728.95	1640.65
6	765.54	874.74	1968.78
7	893.13	1020.53	2296.91
8	1020.72	1166.32	2625.04
9	1148.31	1312.11	2953.17
10	1275.90	1457.90	3281.30
11	1338.86	1521.83	3352.46
12	1401.82	1585.76	3423.62
13	1464.78	1649.69	3494.78
14	1527.74	1713.62	3565.94
15	1590.70	1777.55	3637.10
16	1653.66	1841.48	3708.26
17	1716.62	1905.41	3779.42
18	1779.58	1969.34	3850.58
+ credits	114.47/credit	114.47/credit	315.01/credit
Vocational Programs			
19+ credits	17.17/credit	47.25/credit	47.25/credit

<u>REGISTRATION FEE</u>	\$30.00 per quarter, (Wenatchee Campus only). Does not apply to non-credit classes (continuing education).
<u>COMPREHENSIVE FEE</u>	\$1.50 per credit, \$15 maximum (Omak Campus only)
<u>INSTRUCTIONAL TECHNOLOGY FEE</u>	\$65.00 per quarter (Wenatchee Campus), \$65.00 per quarter (Omak Campus)
<u>STUDENT REC CENTER FEE</u>	\$70.00 per quarter. (Wenatchee Campus only)
<u>ADDITIONAL FEES</u>	Some classes assess additional fees. Other courses may require payment of non-refundable deposits. <i>Complete fee schedules are available.</i>
<u>BOOKS</u>	WVC uses an online bookstore: Wenatchee Valley College Online Bookstore
<u>PARKING PERMIT</u>	\$25.00 per quarter, NONREFUNDABLE \$70.00 per year (Wenatchee Campus only, optional)

WENATCHEE VALLEY COLLEGE UPPER DIVISION TUITION 2024/2025 QUARTERLY FEE SCHEDULE~ EFFECTIVE FALL 2024 TO SUMMER 2025			
Number of Credits	Washington Resident	Non-State Resident	Non-US Resident
1	247.61	265.81	695.59
2	495.22	531.62	1391.18
3	742.83	797.43	2086.77
4	990.44	1063.24	2782.36
5	1238.05	1329.05	3477.95
6	1485.66	1594.86	4173.54
7	1733.27	1860.67	4869.13
8	1980.88	2126.48	5564.72
9	2228.49	2392.29	6260.31
10	2476.10	2658.10	6955.90
11	2347.08	2671.88	6969.68
12	2359.89	2685.66	6983.46
13	2372.70	2699.44	6997.24
14	2385.51	2713.22	7011.02
15	2398.32	2727.00	7024.80
16	2411.13	2740.78	7038.58
17	2423.94	2754.56	7052.36
18	2436.75	2768.34	7066.14
19+ credits	234.49/credit	234.49/credit	682.47/credit

<u>REGISTRATION FEE</u>	\$30.00 per quarter, (Wenatchee Campus only). Does not apply to non-credit classes (continuing education).
<u>COMPREHENSIVE FEE</u>	\$1.50 per credit, \$15 maximum (Omak Campus only)
<u>INSTRUCTIONAL TECHNOLOGY FEE</u>	\$65.00 per quarter (Wenatchee Campus), \$65.00 per quarter (Omak Campus)
<u>STUDENT REC CENTER FEE</u>	\$70.00 per quarter. (Wenatchee Campus only)
<u>ADDITIONAL FEES</u>	Some classes assess additional fees. Other courses may require payment of non-refundable deposits. Complete fee schedules are available.
<u>BOOKS</u>	WVC uses an online bookstore: Wenatchee Valley College Online Bookstore
<u>PARKING PERMIT</u>	\$25.00 per quarter, NONREFUNDABLE \$70.00 per year (Wenatchee Campus only, optional)

RECOMMENDATION: Approve the 2024-2024 Tuition and Student Fee Schedule set forward by the state board.

2024 – 2025 Student Fee Schedule: Brett Riley, Vice President of Administrative Services

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

RECOMMENDATION: That the board of trustees approve the 2024-2024 Student Fee Schedule.

LOCAL FEES AND SALES FOR 2024-25

PROPOSED

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

I. CLASSIFICATION OF FEES AND SALES

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

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

	Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak
A. LAB, MATERIAL AND INSTRUCTIONAL FEES					
1. Art					
Ceramics	\$60.00		class	148.011.LG031	
Printmaking	\$60.00		class	148.011.LG031	
Painting & Drawing	\$60.00		class	148.011.LG031	
Figure Drawing	\$60.00		class	148.011.LG031	
Graphic Design	\$60.00		class	148.012.LK038	
2D Art	\$60.00		class	148.011.LG031	
3D Art & Sculpture	\$60.00		class	148.011.LG031	
Digital Design	\$58.00		class	148.012.LK022	
2. Automotive Technology	\$60.00		class	148.012.LK021	
3. Computer Technology & Systems	\$50.00		quarter	148.012.LK017	
4. Environmental Systems & Refrigeration Technology	\$160.00		class	148.012.LK028	
5. Industrial Technology	\$95.00		class	148.012.LK034	
6. Machining	\$16.00		credit	148.012.LK033	
7. Medical Laboratory Technology	\$100.00	\$50.00	class	148.012.LK062	
8. Welding	\$75.00		class	148.012.LK020	
9. Instructional Technology*	\$65.00		quarter	148.041.1A012	
*Dedicated to the cost of supplies and maintenance of services and general student technology infrastructure.	\$65.00		quarter		148.041.2A012
10. Emergency Medical Training	\$100.00	\$110.00	class	148.012.LK066	
11. Nursing Programs	\$100.00	\$110.00	class	148.012.LK047	
CNA	\$100.00		class	148.012.LK068	

		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
12.	RN to BSN	\$100.00		class	148.012.LK065					
	LPN to BSN	\$100.00		class	148.012.LK065					
13.	Physical Education									
	Fitness Center	\$12.00		quarter	148.011.LG020					
	Yoga, Weights, Pilates	\$12.00		class	148.011.LG020					
14.	Outdoor Recreation Equipment Fee	\$15.00		class	148.012.LK019					
15.	Radiologic Technology	\$100.00	\$110.00	class	148.012.LK063					
16.	Science and Other Labs									
	Biology Lab	\$37.00		class/2 hr lab	148.011.LG051					
	Chemistry Lab	\$37.00			148.001.LG052					
	Physics Lab	\$37.00			148.011.LG055					
	Earth Science Lab	\$37.00			148.011.LG053					
	Chemistry	\$63.00		class/4 hr lab	148.011.LG052					
	Chemistry	\$90.00		class/6 hr lab	148.011.LG052					
	Anthropology Lab	\$37.00		class	148.011.LG039					
17.	HOEEP	\$150.00		quarter	148.012.LK011					
18.	Technical Professional Software									
	BCT Software	\$14.00	\$18.00	class	148.012.LK016					
	Industrial Electronics Software Fee	\$75.00		class	148.012.LK034					
19.	Technical Professional Labs									
	Agriculture/Tree Fruit	\$29.00		class	148.012.LK025					
	Criminal Justice	\$29.00		class	148.012.LK014					
	Natural Resources	\$40.00		class	148.012.LK057					
20.	Engineering Software	\$75.00		quarter	148.012.LK034					
21.	BAS Engineering Equipment Fee	\$100.00	\$150.00	quarter-class	148.012.LK056					
22.	ABE/ESL Materials Fee	\$10.00		quarter	148.018.LH084					
23.	Private Music Instruction	\$350.00	\$500.00	credit	148.011.LG033					
24.	NEW: Music Technology	\$40.00			148.011.LG033					

		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
25.	Athletic Training Equipment/Supplies	\$25.00		class	148.011.LG020					
26.	Robotics	\$75.00		class	148.012.LK039					
27.	BAS-T Fee	\$100.00	\$75.00	class	148.012.LK055					
28.	Pharmacy Tech Lab Fee	\$100.00	\$110.00	class	148.012.LK069					
29.	Medical Assistant Lab Fee	\$100.00	\$110.00	class	148.012.LK015					
30.	Per Course Fee	\$2.00		credit						
	Course Fee Comp/ Tech Systems		\$3.00		148.012.LK017					
	Course Fee Economics				148.011.LG017					
	Course Fee PEH		\$3.00		148.011.LG020					
	Course Fee Humanities		\$3.00		148.011.LG032					
	Course Fee Music		\$4.00		148.011.LG033					
	Course Fee Theater Arts		\$3.00		148.011.LG034					
	Course Fee Geog				148.011.LG035					
	Course Fee English		\$3.00		148.011.LG036					
	Course Fee World Languages		\$3.00		148.011.LG037					
	Course Fee Communications		\$3.00		148.011.LG038					
	Course Fee Anthropology				148.011.LG039					
	Course Fee Education		\$3.00		148.011.LG040					
	Course Fee AIIS				148.011.LG041					
	Course Fee Political Science				148.011.LG042					
	Course Fee History				148.011.LG043					
	Course Fee Psychology				148.011.LG044					
	Course Fee Sociology				148.011.LG045					
	Course Fee Philosophy		\$3.00		148.011.LG046					
	Course Fee Chicano Studies				148.011.LG047					
	Course Fee Biology		\$3.00		148.011.LG051					
	Course Fee Chemistry		\$3.00		148.011.LG052					
	Course Fee Earth Sciences		\$3.00		148.011.LG053					
	Course Fee Math		\$3.00		148.011.LG054					
	Course Fee Physics		\$3.00		148.011.LG055					
	Course Fee Dev Education		\$3.00		148.016.LH086					
	Course Fee ACCT BUS		\$3.00		148.012.LK013					
	Course Fee Criminal Justice		\$3.00		148.012.LK014					
	Course Fee Medical Assistant		\$3.00		148.012.LK015					
	Course Fee BCT		\$3.00		148.012.LK016					
	Course Fee Outdoor Rec		\$3.00		148.012.LK019					
	Course Fee Automotive		\$3.00		148.012.LK021					
	Course Fee Agriculture		\$3.00		148.012.LK025					
	Course Fee Refrigeration		\$3.00		148.012.LK028					
	Course Fee Industrial Tech		\$3.00		148.012.LK034					
	Course Fee ADN Nursing		\$3.00		148.012.LK047					
	Course Fee BAS Teaching		\$3.00		148.012.LK055					

		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
	Course Fee BAS Engineering		\$3.00		148.012.LK056					
	Course Fee Natural Resources		\$3.00		148.012.LK057					
	Course Fee MLT		\$3.00		148.012.LK062					
	Course Fee RadTech		\$3.00		148.012.LK063					
	Course Fee BSN Nursing		\$3.00		148.012.LK065					
	Course Fee Chemical Dependency		\$3.00		148.012.LK067					
	Course Fee Pharm Tech		\$3.00		148.012.LK069					
	Course Fee Early Childhood Education		\$3.00		148.012.LK071					
	Course Fee Digital Design		\$3.00		148.012.LK022					
	Course Fee Graphic Design		\$3.00		148.012.LK038					
	31. Course Fee Art	\$17.00		class	148.011.LG031					
<u>B. MISCELLANEOUS SERVICE FEES</u>										
	1. ASWVC Identification Card Replacement Fee*	\$8.00		each	522.264.1P009					
	2. ABE/ESL Identification Card	\$10.00		each	522.264.1P009					
	3. International Student Application Fee	\$50.00		each	148.061.1D024					
	5. Service Fees									
	NSF Check Processing Fee	\$40.00		each	148.082.1B086					
	Lost Keys/Other WVC Items	up to \$10.00		each	148.092.1F006					
	Business Office Invoice Fee	\$12.00		quarter	145.182.1B086					
	Duplicate Copies (W2, 1099, 1098T)	\$8.00		each	145.182.1B086					
	6. Parking Fees (\$2-\$40 quarter; \$70-\$150 annual)*	variable								
	*Wenatchee campus only.									
	New Permit			quarter/ annual	528.252.1B092					
	Permit Renewal			quarter	528.252.1B092					
	Evening Permit			quarter	528.252.1B092					
	Reserved Permit			quarter	528.252.1B092					
	Parking Permit Staff			quarter	528.252.1B092					
	Parking Fine			each	528.252.1B092					
	7. Registration Fee*	\$30.00		quarter	148.066.1D001					
	*Used to support registration.									
	8. Transcript Fee	\$10.00		each	148.500.14040					
	Same day transcript processing fee	\$20.00		each	148.500.14040					
	9. Payment Plan Charge -Enrollment	\$25.00		quarter	148.082.1B081					
	10. Payment Plan Late Charge	\$40.00		each	148.082.1B081					

		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
11.	Acceptance Fee - Limited Enrollment Programs	\$50.00		each	148.043.1K045					
	Nursing	\$50.00		each	148.043.1K045					
	Rad Tech	\$50.00		each	148.043.1K045					
	Medical Assistant	\$50.00		each	148.043.1K045					
	Pharmacy Tech	\$50.00		each	148.043.1K045					
	Medical Lab	\$50.00		each	148.043.1K045					
	Chemical Dependency	\$50.00		each	148.043.1K045					
12.	Allied Health Key/ID/Certificate Replacement*	\$20.00		each	148.012.LK044					
	*Fee covers the cost of replacing lost keys, clinical ID cards and certificates.									
14.	Bachelor's Application Fee*									
	*Fee covers the initial application process to Bachelor's programs									
	Engineering	\$50.00		each	148.012.LK056					
	Teaching	\$50.00		each	148.012.LK065					
	Data Analytics	\$50.00		each	148.012.LJ054					
15.	BSN Application Fee*									
	*Fee covers the initial application process to BSN program									
	Nursing	\$50.00		each	148.012.LK065					
17.	Diploma Copy Fee	\$3.00		each		148.085.1D021				
18.	Additional Diploma Cover Fee	\$6.00		each		148.085.1D021				
C. TESTING FEES										
	Fees cover the cost of test materials, processing, proctors, transcribing, and activities pertaining to assessment.									
1.	Challenge Testing	\$50.00		each	148.061.1D060	148.061.1D060				
	Per credit fee	\$10.00		credit (15 max.)	146.111.1U020					
2.	Accuplacer-	\$24.00 — \$8.00/section		-3 sections	148.063.1D061 —					
						148.063.2D061				
3.	Radiologic Technology Test	\$52.00		each	148.012.LK063					
4.	Proctor Fee*	\$25.00		each	148.063.1D069					
	*Any test administered independently for individuals who are not students at Wenatchee Valley College.									
						148.063.2D069				
D. PASS THROUGH FEES - EXTERNAL PROGRAMS AND INSURANCE										
	Fees that are collected as an amount to be remitted to an outside agency, e.g., insurance, field trips, ski lift tickets, testing fees are established by the third party or to cover the cost of the service.									

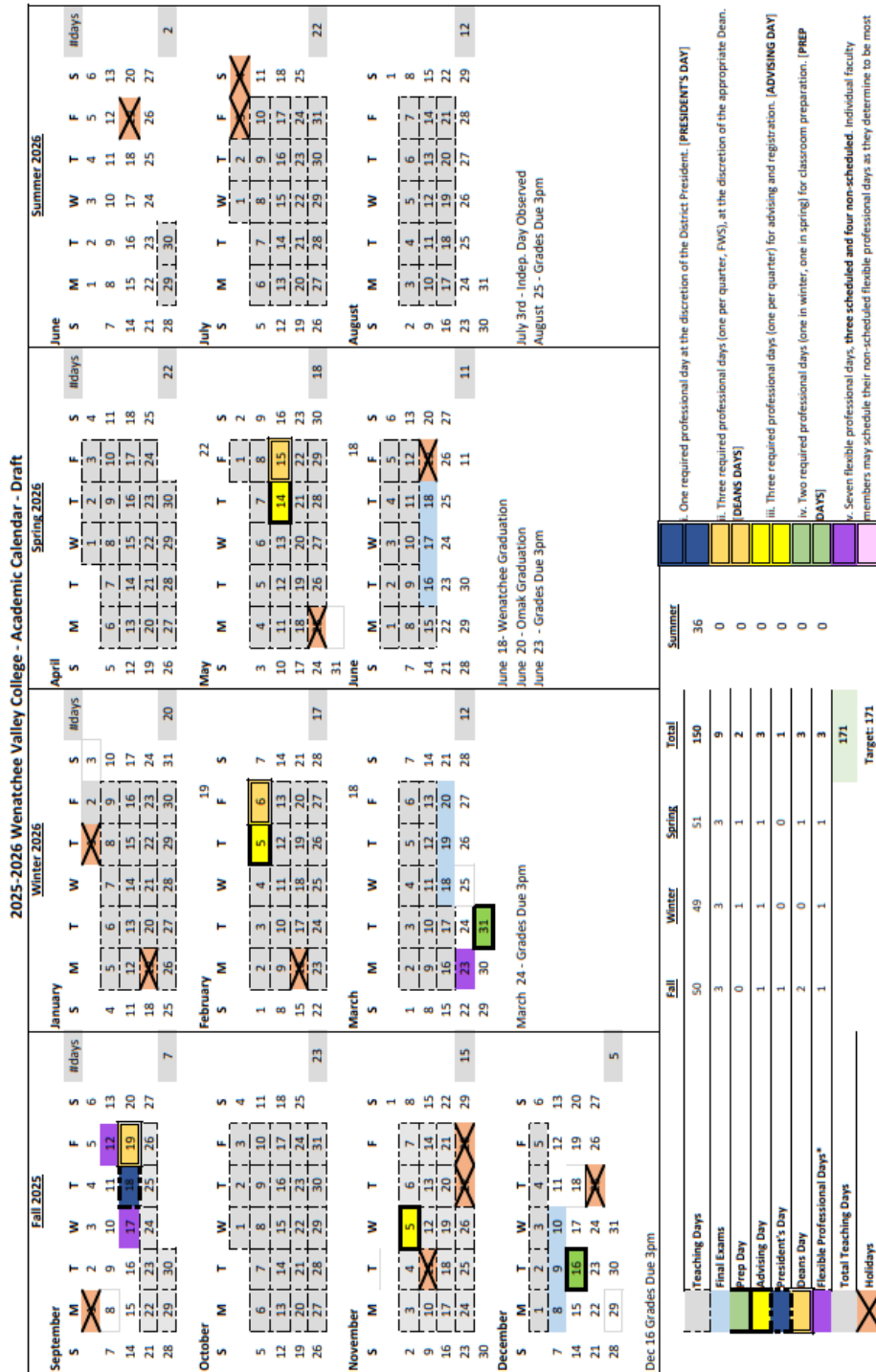
		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
	Rates are subject to change. Wenatchee Valley College collects these fee amounts only as a service to students.									
1.	Insurance - Allied Health Care Liability Malpractice	variable		variable	148.011.LK051					
	Rates subject to change from the insurance company. All health care students in clinicals are required to obtain this coverage.									
2.	Insurance - Student Intern Liability	\$12.00		quarter	148.011.LK051					
3.	Additional Diploma Cover	\$5.00		each	148.061.1D021					
4.	First Aid Card	\$6.00	\$20.00	class	148.012.LK044					
6.	Book Fee									
	Fee covers the actual cost of books or specialized supplies for a course.									
	SDS Book Fee - Career Tests	\$21.00		class	148.063.1D004					
7.	OSHA Safety Certification									
	Fee covers the actual cost of the test.									
	Industrial Tech	variable		each	148.012.LK034					
	Refrigeration	variable		each	148.012.LK028					
8.	Program Required Tests									
	Fee covers the actual cost of the test.									
	TEAS	variable		each	148.012.LK047					
9.	Automotive Toolkit	\$75.00		each	148.012.LK043					
	Optional if student supplies their own									
10.	Refrigeration Toolkit	\$50.00		each	148.012.LK043					
	Optional if student supplies their own									
12.	Public Records Request									
	Photocopy of paper records	.15 cents			148.083.1A006					
	Electronic copy of scanned records	.10 cents			148.083.1A006					
	Files loaded to digital media (CD or DVD)	.10 cents			148.083.1A006					
	Records on CD or DVD	Various			148.083.1A006					
	Postage/Delivery charges/Packaging	Various			148.083.1A006					
<u>E. FOOD SERVICE, STUDENT HOUSING AND STUDENT RECREATION CENTER</u>										
1.	Student Housing									
A.	Dorm Deposit	\$200.00		each	573.262.1B096					
B.	Administrative/Programming Fee	\$200.00 nonrefundable		each	573.262.1B095					
C.	Application Fee	\$50.00		year	573.262.1B091					
D.	Dorm Damage Charge	variable		each	573.262.1B091					
	Student housing damage charges vary depending on damage assessment.									
E.	Dorm Room	as needed to max.		quarter	573.262.1B091					33

		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
F.	Dorm Technology Fee	\$60.00		quarter	573.262.1B091					
G.	Quarterly Fee	\$1,650.00		quarter	573.262.1B091					
H.	Nightly Fee	\$18.13		night	573.262.1B091					
I.	Resident Life Payment Plan	\$25.00		quarter	148.082.1B081					
	Resident Life Payment Plan Late Fee	\$40.00		each	148.082.1B081					
J.	General Contract Violations	\$5 - \$50		each	573.262.1B095					
	These fees apply to residents who violate rules/policies outlined in the Housing Handbook									
	Improper Check Out Fee	\$35.00		each	573.262.1B0950					
	Conduct Violations									
	First Offense	\$35.00		each	573.262.1B095					
	Second Offense	\$50.00		each	573.262.1B095					
	Third Offense	\$75.00		each	573.262.1B095					
	Roof Access	\$100.00		each	573.262.1B095					
	Tampering/Disabling Fire Safety Devices	\$250.00		each	573.262.1B095					
	Early Contract Termination Fee	\$750.00		each	573.262.1B095					
	Overnight Guest Violation	\$40.00		each	573.262.1B095					
	Garbage	\$25.00		each	573.262.1B095					
	Lock Out	\$10.00		after 3	573.262.1B095					
K.	Lost Key	\$10.00		each	148.092.1F006					
L.	Residence Hall Parking Fee									
	Quarterly Residence Hall Parking Fee	\$10.00		each	528.252.1B092					
	Annual Residence Hall Parking Fee	\$25.00		each	528.252.1B092					
	2. Student Recreation Center (SRC)									
	WVC Guest	\$6.00		each	522.264.1P103					
	WVC Student Guest (with current student ID)	\$4.00		each	522.264.1P103					
	WVC Transitional Studies/Summer (Optional)	\$5.00		quarter	522.264.1P103					
	SRC Equipment Rental	variable		each	522.264.1P103					
	SRC Room Rental	variable		each	522.264.1P103					
	F. PROFESSIONAL DEVELOPMENT AND COMMUNITY EDUCATION COURSES									
	Fees vary to cover costs of the courses.									
	G. ADJUNCT PROGRAM SALES									
	Funds collected are subsequently used to support the program generating the sales. These sales of goods or services are created as an adjunct to the instructional programs.									
	1. Automotive Repair	variable		each	570.265.1B023					
	2. Tree Fruit/Horticultural Sales	variable		each	570.265.1B024					
	H. STUDENT SELF IMPOSED FEES									
	1. Comprehensive Fee	\$1.50/credit; \$15.00 max.		credit		528.252.2B093				
	This north campus fee is dedicated to various student areas rather than collecting individual fees. (i.e. graduation, parking lot maintenance)									

		Approved FY 2023-24	PROPOSED FY 2024-25	Per	Wenatchee	Omak				
2.	Student Recreation Center (SRC)	\$70.00		quarter	522.264.1P103					
II. APPROVAL PROCESS AND ACCOUNTING FOR FEES AND SALES										
<u>A. LAB, MATERIALS AND SERVICE FEES</u>										
	All new fees or changes in fees require approval by the Board of Trustees. Annually, information is distributed about current fee revenue and expenses and fees are reviewed by area directors, deans or others. Recommendations for changes are made by deans or directors and discussed by the president's cabinet before being presented to the Board for approval.									
<u>B. PASS THROUGH FEE CHARGES - TESTING, INSURANCE & EXTERNAL PROGRAM FEES</u>										
	Fees collected and remitted to an outside agency, (e.g., insurance, field trips, ski lift tickets, testing fees) are established by the third party. Wenatchee Valley College collects these fee amounts only as a service to students. These fees are not subject to legislative restrictions and are reported to the Board as an information item.									
<u>C. SALES</u>										
	Departments producing goods or a service as a by-product of the educational program may retain the revenues for use in the instructional program.									
<u>D. ANNUAL APPROVAL BY THE BOARD OF TRUSTEES</u>										
	All fees are approved by the Board on an annual basis.									
<u>E. STUDENT APPROVED FEES</u>										
	The Student Recreation Center (SRC) Fee (\$5.00 per credit, maximum of \$75.00 per quarter) and the Omak Comprehensive Fee (\$1.50 per credit, maximum of \$15.00 per quarter) are student initiated and approved fees.									
<u>F. ACCOUNTING AND BUDGETING</u>										
	The fiscal services office is responsible for maintaining current fee code and rate tables for ensuring correct assessment of fees.									
	All fees and program revenues are budgeted for the coming fiscal year, based upon historical revenue collections and projected program changes. Updates may be made to budgets in response to enrollment or other program changes. Any balance at the close of a fiscal year is carried forward to the next fiscal year. This process will allow for planned expenditures that exceed the annual revenue collected. All budget adjustments are processed through the district budget manager for reporting to the Board. Laboratory and material fees may not be used to cover salary expenses unless directly related to the lab environment.									

2025 – 2026 Student Calendar: Dr. Diana Garza, Vice President of Student Affairs

The Academic Calendar Committee began meeting in late 2023 to develop the 2025-2026 Academic Calendar, as outlined in Academic Calendar Procedure 1400.600. Drafts went out to all campus for review and comments were received from faculty and staff. The final draft was reviewed in April by the cabinet and presented to the board for review.



RECOMMENDATION: That the board of trustees approve the 2025-2026 Student Calendar.

ASWVC Financial Code Revision: Cody Rodgers, Director of Student Life



Associated Students
Wenatchee Valley College

TO: WVC Board of Trustees

FROM: Lexie Fennell, ASWVC Student Senate President *Lexie Fennell*

Cody Rodgers, Director of Student Life *Cody Rodgers*

Delano Calimlim, ASWVC Treasure *Delano Calimlim*

THROUGH: Dr. Garza, VP Student Affairs

DATE: May 7, 2024

RE: Revised ASWVC Financial Code

On behalf of Wenatchee Valley College, the Associated Students at Wenatchee and Omak respectfully request your approval of the District 15 Financial Code. The updated Financial Code presented for approval incorporates changes made and approved by the governing student bodies, ASWVC and ASWVC.

Changes:

1. Article II, Sect 1: a reduction in the number of credits required for students to be officers or members of a student organization from 6 to 5 credits.
2. Article III, Sect 2, 5; Budget Levels: a minimum of forty percent and not to exceed 50 percent of the balance remaining after the required allocations shall be allotted to Athletics. All students will be guaranteed free entry into any regular season home game.
3. Article IV, Sec 3; Meals: Student meal allocation will be set at \$10 and will not exceed \$19.
4. Article V, Sec 7; ASWVC Lifetime membership cards: Delete this section.
5. General updates of titles (VP Student Affairs, and Director of Student Life).

We will be available to answer any questions that arise.

RECOMMENDATION: That the board of trustees approve the ASWVC Financial Code revisions as presented.

ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DISTRICT NO. 15

FINANCIAL CODE

Approved by the Executive Commission on:

Approved by the ASWVC Senate on:

Approved by the ASWVCO Senate on:

Approved by the WVC Board of Trustees on

INTRODUCTION

This financial code supersedes all previous codes and procedures.

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

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

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

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

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

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

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

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

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

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

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

ARTICLE I

FUNDS

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

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

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

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

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

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

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

Section 4. General fiscal responsibilities.

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

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

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

1. All monies collected as a result of any student activity or program must be deposited immediately. If needed, night deposit bags and cash report forms are obtained from the business office.
 2. At the time of deposit, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of the monies.
 3. No disbursements from any accounts are made except by checks prepared by the business office according to district policies and procedures.
 4. Any fundraised dollars or contributions will be deposited into a special non 522 budget and held in trust for each club or organization who raised those dollars. This account will not be rolled up at the end of each fiscal year but funds instead will continue to be available to the depositing club or organization from year to year. If the club or organization is no longer active for 5 years the funds raised will revert to the ASWVC Senate on each respective campus.
- District 15 Financial Code

ARTICLE II

SPONSORED CAMPUS LIFE PROGRAMS

Section 1. Recognition. Any program, the basic aim of which is to promote the welfare and morale of the student body as a whole, may request recognition as an ASWVC or ASWVC, Omak sponsored student program as outlined in the ASWVC and ASWVC, Omak constitution and/or by-laws, except when its purpose is in violation of state or federal laws. The membership of the sponsored program must be composed of students registered for 5 or more credits at Community College District #15.

Section 2. Definition of a sponsored student programs.

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

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

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

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

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

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

ARTICLE III

BUDGET

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

Section 2. Budget Levels.

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

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

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

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

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

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

5. A minimum of forty percent of the balance (after the above allocations) and no more than 50% of ASWVC Wenatchee services and activities fee revenue will be used to fund athletic programs on the Wenatchee Campus. Students are guaranteed free entry into regular season home games.

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

Section 3. Budget process and calendar.

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

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

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

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

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

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

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

VP of Student Affairs or designee, the campus administrator of WVC, Omak, and the president of Community College District #15 (April 22-30).

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

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

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

Section 4. Year-end balances.

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

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

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

ARTICLE IV

EXPENDITURE PROCEDURES

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

Section 2. Purchase orders.

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

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

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

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

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

Section 3. Meals. Each year, during Fall Quarter the ASWVC and AWVCO Student Senates will review the student meal allocation amount. Currently it is set at \$10 maximum but will not exceed \$19 (2024-2025) per student per meal, but this will be increased or decreased as necessary each year. At no point shall the student meal amount be higher than the State Per Diem rates. After the ASWVC and ASWVCO Senates approve the meal amount for the current school year it will be communicated to the VP of Administrative Affairs, the business office staff, all club advisors and the Athletic department.

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

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

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

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

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

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

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

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

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

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

ARTICLE V

ADMISSION TO EVENTS

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

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

Section 3. Admission prices. Admission prices shall be set in line with policies established by the appropriate student senate and approved by the VP of Student Affairs or designee.

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

Section 5. Ticket sales. Tickets for ASWVC or ASWVC, Omak events may be placed on sale in appropriate campus areas and/or off campus areas designated by the VP of Student Affairs or designee or the adviser/coach.

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

- A. The number assigned and the recipients are approved in advance by the VP of Student Affairs or designee.
- B. The passes are pre-numbered.
- C. These passes may then be issued by the VP of Student Affairs or designee for distribution.

ARTICLE VI

CONTRACTS

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

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

ARTICLE VII

RECOGNITION AND AWARDS

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

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

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

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

ARTICLE VIII

CODE LIMITATIONS

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

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

ARTICLE IX

AMENDMENT PROCEDURES

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

ARTICLE X

REVISIONS

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

ARTICLE XI

DISPUTE RESOLUTION

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

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

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

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

2024 – 2025 Service & Activity Fee Budget: Cody Rodgers, Director of Student Life

The 2024-2025 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, 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 can grow from the program
- Current and past fiscal responsibility
- Organization’s alignment with ASWVC and WVC 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 in this budget.
- The ASWVC Budget Committee and the Director of Student Life, 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 the actual revenues and expenses may vary from the projections during the execution of the budget during the fiscal year.
- The ASWVC and the Director of Student Life to proceed with the execution of the planned programs.

This budget has been carefully reviewed by college staff and is recommended to the board of trustees as an effective and responsible use of state educational resources.

RECOMMENDATION: That the board approve the 2024-2024 ASWVC S&A Fee Budget.

WENATCHEE VALLEY COLLEGE



SERVICES AND ACTIVITIES FEE BUDGET PROPOSAL

2024-2025

ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE
SERVICE AND ACTIVITY FEE BUDGET PROPOSAL

2024-2025

BOARD OF TRUSTEES

Tamra Jackson, Board Chair
Steve Zimmerman
Wilma Cartagena
Paula Arno Martinez, Vice Chair
Phylcia Hancock Lewis
and
Dr. Faimous Harrison, President

ASWVC BUDGET COMMITTEE MEMBERS

Delano Calimlim, ASWVC Treasurer Student (Chair -voting member)
Alexi Granados, ASWVC Secretary (voting member)
Luis Salvarez, Club Member (voting member)
Katie Nungaray, Student at Large (voting member)
Laura Gonzalez, CAMP Advisor, (non-voting member)
Cody Rogers, Advisor (non-voting member)

ASWVC STUDENT SENATE

Lexie Fennell, President
Dania Cuevas- Sandoval Vice President
Delano Calimlim, Treasurer
Alexi Granados, Secretary
Karen Rivera, Dir. Of Campus Activities
Denise Laurel-Espinoza, Dir. Public Relations
Jackson Young, Dir. Of Health & Wellness
Trent Renslow, Student Ambassador
Kaitlin Barrows, Student Ambassador
Allie Lioliadis, Student Ambassador
Diana Morales-Cruz, Student Ambassador



TO: WVC Board of Trustees

FROM: Lexie Fennell, ASWVC Student Senate President
Delano Calimlim, ASWVC Treasure, S&A Committee Chair
Cody Rogers, ASWVC Advisor

Lexie Fennell
Delano Calimlim
Cody Rogers

DATE: May 5, 2024

RE: 2024-2025 Service and Activity Fee Budget Proposal

The 2024-2025 Service and Activities (S & A) fee budget has been developed by the S&A Fee committee and approved by ASWVC Senate. Request for applications extended from March 18, 2024- April 10, 2024, and was an online process. The application included:

- description of organization that includes mission, make up or membership, and operational plans
- narrative of the benefits the organization brings to students
- organizational goals for next academic year
- information on how past allocations have been used; and
- budget request, budget priorities, budget template with line-item narrative, and information on other funding sources

There were 20 applications: seven from registered student organizations, two academic departments, and 11 non-academic departments.

All requests were evaluated by the committee on April 15th and April 22nd. Each proposal was discussed individually and voted on by the committee. The committee did not request to have any additional information or presentations from the applicants.

The S&A Committee received an overview presentation about the student and activities fees process, and information about bias, ethics, and when to abstain from a vote. The District Code, and the Killian Report were also provided as guiding documents.

The committee has thoughtfully reviewed all funding requests. We present this budget which is reflective of the balancing and prioritizing of various activities which benefit students and create a vibrant campus life in many ways. This budget continues most of the programs funded during the previous academic year. Additional growth is designed to support increased student participation in co-curricular programs.

The final budgets were presented to the ASWVC Senate for approval on April 29th and approved by a vote of 7-0-0.

In approving this budget, the Board of Trustees authorizes:

- The ASWVC Budget Committee and the Director of Student Life, Leadership & Development, 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 of Student Life to proceed with the execution of the planned programs outlined herein.

The following are the fiscal year 2024-2025 S&A fee budgets and brief descriptions of each area. Please let us know if you have any further questions or comments.

S&A Budget Summary

Resources

The estimate of Services & Activities Fee revenue is based on projected 2024-2025 FTE levels (Full-Time Equivalent: 12 credit hours fulfilled by one student equals one FTE). The S&A revenue is an estimate is provided by the Vice President for Administrative Services.

Funds remaining from the prior year fiscal years revert to the Fund Balance Reserve or Contingency fund. Expenditures from this account are made through approval of the ASWVC Student Senate. All unused funds from last years allocations will be returned to ASWVC at the end of the fiscal year.

Expenditures

The ASWVC Budget Committee has thoughtfully reviewed all funding requests. We present this budget which is reflective of the balancing and prioritizing of various activities which benefit students and create a vibrant campus life in many ways. This budget continues most of the programs funded during the previous academic year. Additional growth is designed to support increased student participation in co-curricular programs.

S&A Budget Summary

ASWVC Activities:

Fund Balance Deficit: We no longer have a fund balance deficit and did not need to fund this line item.

DEI/Cultural Events: The ASWVC recognizes the importance of a diverse student body and has allocated funds in support of holding a variety of diversity events throughout the school year. This is including but not limited to; Disability Awareness, Dia de Los Muertos, Native Heritage Month, MLK event, Black History Month, Students of Color Conference, Stand Against Racism & LGBTQIA+ Pride Celebration.

Campus Activities/ Events: This budget provides funds to bring a variety of activities and events to campus. Funds are managed through the Senate and this allocation covers most all campus events for the year such as dances, movie nights, intramural sports, festivals, music events etc.

Graduation: ASWVC renewed the annual allocation to fund the graduation ceremonies.

Student Programs / In-Service Training: This budget item is allocated to fund the training of FY 2024-25 ASWVC Senate members throughout the year including the fall student leadership conference offered through CUSP, training activities, winter retreat and spring end of year celebration. This was increased to cover the costs of the leadership conference which has historically come out of a different budget.

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. Funds were also set aside for Club Council to put on events for all clubs to participate in such as the Fall Showcase, and SpringFest. Clubs that received funding are:

- MASK (Medical Assistance Student Knights)
- SNOW (Student Nurses of Wenatchee)
- Mechatronics
- Esports
- STEM Club
- Water Power Club at WVC
- QSA (Queer Straight Alliance)

Residence Life: ASWVC has provided funding for the residence life programs to enrich the experiences of the students who live on the WVC campus. These funds are used for new furniture, events and activities, and supplies for the Residence Hall.

Special Projects: This budget line provides funds for students to attend conferences and/or make presentations at conferences and includes a requirement for the student or organization 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. These funds are overseen by the student senate.

Student Center Supplies: This budget line funds the day-to-day needs of the student center throughout the academic year, including student ID cards, music licenses, sandwich board posters, Senate gear and other office supplies.

Student Senate: the ASWVC is comprised of fourteen Student Senate: the ASWVC is comprised of fourteen students: the Executive Board, which oversees the administrative functions of the Senate; the Campus Activities Board, which coordinates activities and events for campus; and Student Ambassadors, who coordinate direct outreach with the student body. These groups also provide campus tours and help with different outreach initiatives. Members of the Senate receive an hourly wage. This budget provides compensation for these students throughout the year. This increased by around \$18,000, allowing for an additional 18 hours a pay period, for a total of 68 hours.

Student Life PT Hourly (Budget/Clubs): The ASWVC recognizes the administrative support which is required to ensure success of events, programs, and activities held throughout the academic year. This budget line is to support the Student Life office and the multitude of administrative tasks required in support of the ASWVC. Unfortunately, for the 2024-25 budget year there was not sufficient funds to support this important position.

TRiO: ASWVC recognizes the direct support offered to students through this program and how that support ensures student success. These funds allow the TRiO program to do college visits, purchase textbooks and provide other supplies to student's in their program.

Tutor Center: No request was made this year.

Counseling Department: Funds were requested and granted to help support events for mental health awareness through the Counseling department at WVC.

Science Exploration Trips: Each year a trip is offered to the San Juans for students to have hands on learning opportunities with Rob Fitch in the Biology department.

Sustainability/Environment: The sustainability work group at the college collaborates with students to provide an environmentally responsible campus. They also sponsor events such as Earth Day and Arbor Day.

Math Center: Funding for the Math Center is provided to help support student employee wages only. This proposal was only partially funded, because the ASWVC Senate and S&A Committee believe that the Math Center does not fit within the guidance of the S&A Fee, and it should be funded through other avenues.

MESA: There was no funding proposal for this year.

VetCorps Navigator: There was no funding proposal for this year

Music Department: There was no funding proposal for this year.

MAC Gallery: ASWVC recognizes the benefit that outside artists can have on students' artistic development and have allocated funding in support of the MAC gallery. The WVC MAC Gallery was provided funding for five or more exhibitions, some of which will include student work. Students provide programming input and installation assistance for all exhibits.

Knights Kupboard: Understanding the struggles our students face with access to basic needs, ASWVC funded the Knights Kupboard this year to help with purchasing essentials for students in need. This increased by \$5000.

SRC MotorPool Position: No position was created in the past, so there was not a proposal or funding allocated for this position.

Foundation: The Foundation is planning Food Truck night in the fall and wishes to provide tickets for students to attend. These funds will be used to purchase the event tickets to be distributed to students.

Library: As a department, the Libraries & Learning Support Services team strive to foster a welcoming, inclusive environment and to continuously improve the level of "servingness" to WVC as a Hispanic Serving Institution, or HSI. These funds will help support the events they are planning that bring Latinx/e poets/scholars to campus.

Puente to Excellence Orientation: The requested funds would be used to offer multiple orientation programs to WVC students. The Puente to Excellence Orientation for first-year students will be a culturally relevant space for students to get the information and resources they need to be successful, including connections and a sense of belonging, a first quarter schedule and an academic plan. Welcome Week will take place during the first week of classes and will be for all students. The goal will be to generate excitement about the first week of classes.

Student Recreation Center: The ASWVC recognizes they need to help protect their investment in the SRC by helping maintain the facility's safety. Therefore, SRC was awarded funds to replace a section of flooring in the weight room.

ASWVC Athletics

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 fast pitch.

The Athletic subsidy is funded as a percentage of the total budget after mandatory amounts are allocated as per the Financial Code to Omak, Contingency, Vehicle replacement and Campus Projects. This year ASWVC funded Athletics at 49% of the available funds thereby reserving 51% percent of the available budget for all other activities and programs including clubs, senate, campus events and many other campus priorities which serve all students including athletes. It is within the discretion of the Director of Athletics to allocate they 49% percent of the budget as they see fit to support the seven WVC teams and athletics needs with direction from the Vice President of Student Affairs.

**ASSOCIATED STUDENTS
2023-2024 S&A FEE OPERATING BUDGET**

	<u>2022-2023</u>	<u>2023 - 2024</u>	<u>2024-2025</u>
ASWVC Omak (15%)	\$ 117,900.00	\$ 114,000.00	\$ 117,750.00
Campus Projects Fund (264-1P055)	\$ -	\$ -	\$ -
Vehicle Replacement Fund (264-1P003)	\$ 20,043.00	\$ 19,380.00	\$ 20,017.50
ASWVC Contingency (264-1P054)	\$ -	\$ -	\$ -
ASWVC Activities	\$ 343,470.00	\$ 344,641.00	\$ 330,012.00
ASWVC Athletics	\$ 304,587.00	281979 (45%)	\$ 317,143.93
TOTAL	\$ 786,000.00	\$ 760,000.00	\$ 785,000.00

ASWVC WENTATCHEE BUDGET 2024-2025

<u>ACCT NO.</u>	<u>ACCOUNT NAME</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
264-1P001	Fund Balance Deficit Payment	\$ -	\$ -	\$ -
264-1P003	Bus Payment	\$ -	\$ -	\$ -
264-1P015	DEI Cultural Events	\$ 33,580.00	\$ 30,000.00	\$ 34,000.00
264-1P006	Events/Campus Activities	\$ 42,050.00	\$ 42,050.00	\$ 36,000.00
264-1P017	Graduation	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
264-1P004	Student Programs / In-Service Training	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00
264-1P101	Interclub Council (all club accounts)	\$ 58,840.00	\$ 52,500.00	\$ 35,752.00
264-1P	Knights Kupboard	\$ 2,000.00	\$ 10,000.00	\$ 15,000.00
264-1P086	Link Transit	\$ 18,000.00	\$ -	\$ -
264-1P008	Residence Life	\$ 12,000.00	\$ 15,000.00	\$ 28,460.00
264-1P012	Special Projects	\$ 40,000.00	\$ 35,000.00	\$ 40,000.00
264-1P009	Student Center Supplies/ID Cards	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00
264-1P005	Student Senate Wages	\$ 58,000.00	\$ 58,000.00	\$ 76,000.00
264-1P088	Student Programs PT Hourly	\$ -	\$ -	\$ -
264-1P102	TRIO	\$ 7,000.00	\$ 6,000.00	\$ 8,400.00
264-1PTC	Tutor Center	\$ -	\$ -	\$ -
264-1P042	MAC Gallery	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00
264-1P022	Sustainability/Environment	\$ 8,000.00	\$ 2,500.00	\$ 5,800.00
061-1S046	MESA Program	\$ -	\$ 12,000.00	\$ -
264-1P021	Math Center	\$ 35,000.00	\$ 25,000.00	\$ 15,000.00
264-1P044	Science Explorations Trips	\$ 3,000.00	\$ 3,200.00	\$ 3,400.00
264-1P023	VetCorps Navigator	\$ 4,000.00	\$ -	\$ -
264-1P024	Music Department	\$ -	\$ 11,391.00	\$ -
264-1P	Counseling Department	\$ -	\$ 1,000.00	\$ 3,200.00
264-1P	International Programs	\$ -	\$ 8,000.00	\$ -
264-1P011	MotorPool Position	\$ -	\$ 10,000.00	\$ -
NEW	Foundation			\$ 1,000.00
NEW	Library			\$ 4,700.00
NEW	New Student Orientation			\$ 22,800.00
NEW	SRC			\$ 10,320.00
	SUBTOTAL:	\$ 343,470.00	\$ 344,641.00	\$ 330,012.00

INTERCLUB COUNCIL SUBSIDIES

<u>ACCT NO.</u>	<u>ACCOUNT NAME</u>	<u>2024-2025</u>
264-1P101	Interclub Council	3,000
	QSA	5,000
	STEM Club	5,500
	SNOW	6,000
	MASK	3,500
	Mechatronics	5,250
	Esports	4700
	Water Power Club	2,802
	SUBTOTAL:	\$37,752.00

ATHLETIC SUBSIDIES

<u>ACCT NO.</u>	<u>ACCOUNT NAME</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>**2024-2025</u>
264-1P061	Athletic Director	3,500	3,500	
264-1P090	*Game Management	25,000	0	
264-1P063	Fastpitch Softball	29,000	30,000	
264-1P064	Baseball	29,000	30,000	
264-1P065	Men's Basketball	29,000	30,000	
264-1P066	Women's Basketball	29,000	30,000	
264-1P098	Uniform Replacement Cycle	9,000	7,479	
264-1P068	*Scholarships	62,500	60,000	
264-1P070	Men's Soccer	27,000	27,000	
264-1P071	Women's Soccer	27,000	27,000	
264-1P072	Volleyball	27,000	27,000	
264-1P062	Post Season Travel	2,587	5,000	
264-1P080	Sports Medicine	5,000	5,000	
	*Meal Money	0	0	
	*Operations	0	0	
	*Transportation	0	0	
	*Lodging	0	0	
	*Equipment	0	0	
	SUBTOTAL:	304,587	281,979	\$317,144

*Represents sub-object expenses for what all sports spend in these areas each year. Allocations are made to specific sports budgets to cover these expenditures. This does not reflect exact allocations to budgets for athletics, those are made by the Athletic Director at the start of the new fiscal year.

**Previous allocation models will be provided to the new athletic director for their knowledge in building their budget as needed.

Omak S&A Budget

Wenatchee Valley College Board of Trustees:

The following is an explanation of our S&A accounts that we have designated as carryover accounts for the ASWVC-Omak, 2024-2025 budget.

The Omak campus currently has three (3) special accounts. The only one of the three accounts that will be allocated funds is the Vehicle Reserve (2P036). Vehicle Reserve will be allocated 3% of the budget amount. The other two (2) accounts, which are Campus Projects (2P031) and Contingency (2P040), both have sufficient funds in them.

The S&A Budget has been voted on and unanimously approved by the Student Senate of Wenatchee Valley College at Omak on April 22nd, 2024.

Thank You for your time in reviewing our 24-25 S&A Budget. We look forward to your final approval.

Sincerely,



Keilahni Pelton

ASWVC-Omak Student Body President

ASWVC OMAK BUDGET 2023 - 2024

SPECIAL ACCOUNTS		<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
264-2P040	Contingency	0	0	0
264-2P031	Campus project fund	0	00	0
264-2P036	Vehicle Replacement Reserve	<u>4000</u>	<u>3420</u>	\$3532
SUBTOTAL:				

ACTIVITIES SUBSIDIES		<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
<u>ACCT NO.</u>	<u>ACCOUNT NAME</u>			
264-2P042	Awards	0	0	0
264-2P037	Cabinet	400	0	0
264-2P035	Entertainment	16300	10000	12,000
264-2P	Special Projects Fund	0	0	
264-2P032	Student Center	2,500	8000	10,000
264-2P011	Transportation	0	0	500
264-2P016	Senate Wages	44,000	35,000	38,000
264-2P034	Graduation	5,000	3,000	0
264-2P043	Leadership	0	0	4000
264-2P052	Computer Supplies	1,000		0
264-2P054	Legislative Travel	0	1000	0
264-2P002	Tutor Center	5,000		0
264-2P044	Copier Supplies	0	1580	0
264-2P087	Omak Student Books	4000	,000	0
264-2P045	Science Club	2,000	3,000	0
264-2P033	Nursing Club	5,000	4,000	3,000
264-2P039	PTK	0	0	0
264-2P041	Red Road	5,000	3000	700
264-2P071	Student Pantry	25000		0
264-2P053	MEChA	0	3000	5,000
264-2P038	Psi Beta	0	3000	3,000
264-2P089	TRiO	600		0
264-2P014	PT Hourly Assistant	17,000	3500	35,000
264-2P	Counseling Omak	0	1000	0
264-2P010	Diversity & Inclusion			6019
SUBTOTAL:		\$112,400	\$110580	\$114,218.00

OMAK EXPENDITURES

SPECIAL ACCOUNTS

2P031 Campus Projects: for projects, activities, equipment, furnishings, supplies and other unforeseen needs regarding the campus during the academic year, such as the Native Garden upkeep.

2P036 Vehicle Reserve: for the funding of new vehicle purchases. This is 3% of budget allocation.

2P040 Contingency: for large campus projects and budgetary needs and provides potential start-up funds for clubs.

ACTIVITIES

2P002 Tutor Center: help provide part-time hourly wages for student tutors.

2P011 Transportation: for the funding of vehicle fuel and vehicle upkeep expenses.

2P014 Part-Time Hourly Assistant: to provide support to student government, do purchase orders, credit card purchases, and paperwork for upcoming events.

2P016 Student Government Compensation: as incentive to members of Student Government for their hard work and dedication in improving the quality of student life at WVC Omak.

2P032 Student Center: for the purchasing of equipment-Student ID Card System-blank cards, ribbons, year stickers and cleaning kits. The purchase of coffee supplies and snacks for the students.

2P033 Snow@O: the Omak campus Nursing club attends Nurse Legislative Day and sponsors the graduation Pinning Ceremony held in June.

2P034 Graduation: this account is used to help support graduation by funding the event at the Performing Arts Center, purchasing gowns and tassels, providing the honor song, purchasing announcements, decorations, flowers, anything that is needed for graduation practice and light refreshments.

2P035 Entertainment: for events and activities on and off campus-Roller skating, tickets for events at the Performing Arts Center, Standing Against Racism, bowling, club expo, love week, spirit week, game nights and other events.

2P037 Cabinet: provides funds for the ASWVCO cabinet gear-team t-shirts, polo shirts and jackets for conferences and college representation

2P039 Phi Theta Kappa: Honor society club working to build back up to state and national interaction, provides trips, learning experiences, swag, and materials to advertise the honor society

2P041 Red Road Association: provides events in November during Native American Heritage Month, sponsors the annual United Pow Wow in May. Purchase swag items to promote the club, attends a local basket weaving event. Provides cultural events for all students and others within the community.

2P042 Awards: funding for the annual Appreciation Day, for recognizing outstanding students and staff members held by the Director of Public Relations.

New Policy 000.370 Campus Security Authority: Reagan Bellamy, Executive Director of Human Resources

000.370 CAMPUS SECURITY AUTHORITY POLICY

Wenatchee Valley College is committed to reporting a Clery Act crime or hate crime which is reported to have occurred on campus, on public property or on non-campus property by persons designated as Campus Security Authorities (CSAs) as required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, as a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at [34 CFR 668.46](#). As of June 2014, additional revisions to this act have been implemented to include the Violence Against Women Reauthorization Act (VAWA) of 2013. These were intended to update and improve current regulations. The college has established an accompanying procedure, 1000.370, which CSA's must follow to report a Clery Act crime or hate crime. The procedure includes purpose, scope, identification of CSA's, definitions, reporting details and training requirements.

RECOMMENDATION: That the board of trustees approve new policy 000.370 Campus Security Authority.

Resolution No. 2024-02 Cell Tower Expansion: Brett Riley, Vice President of
Administrative Services

RESOLUTION

No.2024-02 Cell Tower Expansion

WHEREAS, **Wenatchee Valley College** has been approached by our contracted cell tower operator requesting to install additional infrastructure at the current location.

NOW, THEREFORE, BE IT RESOLVED, that **Wenatchee Valley College** is seeking Board approval to enter contractual negotiations with the operator through the Department of Enterprise Services to expand our existing contract to include this additional infrastructure.

BE IT FURTHER RESOLVED, that **Wenatchee Valley College** has legal authority, and that **Brett T Riley, Vice President of Administrative Services**, is/are hereby authorized, for and on behalf of **Wenatchee Valley College** to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to the Cell Tower Expansion project.

RECOMMENDATION: That the board of trustees approve Resolution No. 2024-02 Cell Tower Expansion.

**SECOND AMENDMENT TO
OPTION AND LEASE AGREEMENT**

THIS SECOND AMENDMENT TO OPTION AND LEASE AGREEMENT (the “Second Amendment”) is made effective this ____ day of _____, 2024 (“Effective Date”), by and between STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, a political subdivision of the State of Washington (hereinafter referred to as “Landlord”) and NCWPCS MPL 31 - YEAR SITES TOWER HOLDINGS LLC, a Delaware limited liability company, by and through its Attorney In Fact, CCATT LLC, a Delaware limited liability company (hereinafter referred to as “Tenant”).

RECITALS

WHEREAS, Landlord and AT&T Wireless PCS, LLC, a Delaware limited liability company (“Original Tenant”) entered into an Option and Lease Agreement dated May 23, 2003, a memorandum of which was recorded in the official records of Chelan County, Washington (“Official Records”) on June 26, 2003 at Instrument No. 2147652 (the “Original Agreement”) whereby Original Tenant leased certain real property, together with access and utility easements, located in Chelan County, Washington from Landlord (the “Premises”), all located within certain real property owned by Landlord (“Landlord’s Property”); and

WHEREAS, the Original Agreement was amended by that certain First Amendment to Option and Lease Agreement dated March 4, 2009 (“First Amendment”) (hereinafter the Original Agreement and First Amendment are collectively referred to as the “Agreement”); and

WHEREAS, NCWPCS MPL 31 - Year Sites Tower Holdings LLC is currently the Tenant under the Agreement as successor in interest to the Original Tenant; and

WHEREAS, the Premises may be used for the purpose of constructing, maintaining and operating a communications facility, including tower structures, equipment shelters, cabinets, meter boards, utilities, antennas, equipment, any related improvements and structures and uses incidental thereto; and

WHEREAS, the Agreement commenced on October 23, 2003. The First Amendment provided for a new initial term that commenced on February 1, 2009 and expired on January 31, 2014 (the “New Initial Term”). The First Amendment further provides for five (5) extensions of five (5) years each beyond the New Initial Term, two (2) of which were exercised by Tenant. According to the Agreement, the final extension expires on January 31, 2039; and

WHEREAS, Landlord and Tenant desire to amend the Agreement on the terms and conditions contained herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, Landlord and Tenant agree as follows:

1. Recitals; Defined Terms. The parties acknowledge the accuracy of the foregoing recitals. Any capitalized terms not defined herein shall have the meanings ascribed to them in the Agreement.

2. First Additional Lease Area. The existing Premises is hereby expanded in size to include additional space, which consists of a one hundred sixty (160) square foot parcel of real property adjacent to the existing Premises at a location more particularly described on Exhibit A-1 attached hereto and shown on the Site Plan attached hereto as Exhibit B (the “First Additional Lease Area”). The Premises, as expanded, is described on Exhibit A-2 attached hereto. Notwithstanding anything to the contrary in this Second Amendment, Tenant is not relinquishing any rights to any lease area, access easements, and/or utility easements that it possesses prior to the date of this Second Amendment. In the event the location of any of Tenant’s or its sublessees’ existing improvements, utilities, and/or access routes are not depicted or described on the Site Plan and/or legal descriptions, Tenant’s leasehold rights and access and utility easement rights over such areas shall remain in full force and effect and the Premises shall be deemed to include such areas.

3. Right to Return the First Additional Lease Area. Tenant shall have the option, upon thirty (30) days prior written notice to Landlord, in its sole and absolute discretion, to return the First Additional Lease Area to the Landlord and to terminate the lease of the same by removing all improvements from the First Additional Lease Area and returning same to its condition as of the Effective Date, ordinary wear and tear excepted (the “Return of the First Additional Lease Area”). Effective upon removal of all improvements from the First Additional Lease Area, any rent attributable to the First Additional Lease Area shall cease and will no longer be due or payable.

4. Conditional Signing Bonus. Tenant will pay to Landlord a one-time amount of Five Hundred and 00/100 Dollars (\$500.00) for the full execution of this Second Amendment, payable within sixty (60) days of the full execution of this Second Amendment (“Conditional Signing Bonus”). In the event that this Second Amendment (and any applicable memorandum of Agreement and/or amendment) is not fully executed by both Landlord and Tenant for any reason, Tenant shall have no obligation to pay the Conditional Signing Bonus to Landlord.

5. Representations, Warranties and Covenants of Landlord. Landlord represents, warrants and covenants to Tenant as follows:

a) Landlord is duly authorized to and has the full power and authority to enter into this Second Amendment and to perform all of Landlord’s obligations under the Agreement as amended hereby.

b) Tenant is not currently in default under the Agreement, and to Landlord’s knowledge, no event or condition has occurred or presently exists which, with notice or the passage of time or both, would constitute a default by Tenant under the Agreement.

c) Landlord agrees to provide such further assurances as may be requested to carry out and evidence the full intent of the parties under the Agreement as amended hereby, and ensure Tenant’s continuous and uninterrupted use, possession and quiet enjoyment of the Premises under the Agreement as amended hereby.

d) Landlord acknowledges that the Premises, as defined, shall include any portion of Landlord’s Property on which communications facilities or other Tenant improvements exist on the date of this Second Amendment.

6. Notices. Tenant's notice address as stated in Section 8 of the First Amendment is amended as follows:

If to Tenant:

NCWPCS MPL 31 - Year Sites Tower Holdings LLC
Legal Department
Attn: Network Legal
208 S. Akard Street
Dallas, TX 75202-4206

With a copy to:

CCATT LLC
Attn: Legal – Real Estate Department
2000 Corporate Drive
Canonsburg, PA 15317

7. IRS Form W-9. Landlord agrees to provide Tenant with a completed IRS Form W-9, or its equivalent, upon execution of this Second Amendment and at such other times as may be reasonably requested by Tenant. In the event the Landlord's Property is transferred, the succeeding Landlord shall have a duty at the time of such transfer to provide Tenant with a completed IRS Form W-9, or its equivalent, and other related paper work to effect a transfer in the rent to the new Landlord. Landlord's failure to provide the IRS Form W-9 within thirty (30) days after Tenant's request shall be considered a default and Tenant may take any reasonable action necessary to comply with IRS regulations including, but not limited to, withholding applicable taxes from rent payments.

8. Counterparts. This Second Amendment may be executed in separate and multiple counterparts, each of which shall be deemed an original but all of which taken together shall be deemed to constitute one and the same instrument.

9. Remainder of Agreement Unaffected. In all other respects, the remainder of the Agreement shall remain in full force and effect. Any portion of the Agreement that is inconsistent with this Second Amendment is hereby amended to be consistent.

10. Recordation. Tenant, at its cost and expense, shall have the right to record a memorandum of this Second Amendment in the Official Records at any time following the execution of this Second Amendment by all parties hereto. In addition, Tenant shall have the right in its discretion, to record a notice of lease, affidavit or other form to be determined by Tenant without Landlord's signature in form and content substantially similar to the memorandum, to provide record notice of the terms of this Second Amendment.

[Signature pages follow]

This Second Amendment is executed by Tenant as of the date first written above.

TENANT:
NCWPCS MPL 31 - YEAR SITES TOWER
HOLDINGS LLC, a Delaware limited
liability company

By: CCATT LLC, a Delaware limited
liability company
Its: Attorney In Fact

By: _____
Print Name: _____
Title: _____

STATE OF _____)
) §§
COUNTY OF _____)

This record was acknowledged before me on the _____ day of _____, 2024 by

(name(s) of individuals) as
(type of authority, such as officer or trustee) of
CCATT LLC.

(Stamp)

(Signature of notary public)

(Title of office)
My commission expires: _____

Exhibit A-1
(The First Additional Lease Area)

A PORTION OF THAT CERTAIN PROPERTY CONVEYED TO THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON FROM WENATCHEE SCHOOL DISTRICT NO. 246, A MUNICIPAL CORPORATION, IN A QUIT CLAIM DEED DATED JUNE 1969 AND RECORDED AUGUST 21, 1969 IN BOOK 694, PAGE 1208, AND AS INSTRUMENT NO. 693388, IN CHELAN COUNTY, WASHINGTON, BEING A PORTION OF BLOCKS 27 AND 28, HALEY'S THIRD ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, RECORDED DECEMBER 22, 1891 IN PLAT BOOK 1, PAGE 11, INCLUDING PORTIONS OF VACATED YORK, LIBERTY AND GOODENOW STREETS; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE STREET, FROM WHICH THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE COURT BEARS SOUTH 89° 30' 06" EAST, 121.36 FEET;

THENCE FROM SAID POINT OF COMMENCEMENT NORTH 89° 30' 06" WEST ALONG THE CENTERLINE OF NINTH STREET, 552.80 FEET;

THENCE DEPARTING SAID CENTERLINE SOUTH 00° 26' 34" WEST, 30.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF NINTH STREET;

THENCE DEPARTING SAID RIGHT OF WAY SOUTH 00° 30' 59" WEST, 111.51 FEET;

THENCE SOUTH 87° 00' 48" WEST, 5.43 FEET;

THENCE SOUTH 02° 59' 12" EAST, 14.00 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 02° 59' 12" EAST, 16.00 FEET;

THENCE SOUTH 87° 00' 48" WEST, 10.00 FEET;

THENCE NORTH 02° 59' 12" WEST, 16.00 FEET

THENCE NORTH 87° 00' 48" EAST, 10.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 160 SQ. FT. OR 0.004 ACRES, MORE OR LESS.

Exhibit A-2
(The Premises, as expanded)

EXISTING PREMISES (referred to as “Existing Lease Area” in Exhibit B)

A PORTION OF THAT CERTAIN PROPERTY CONVEYED TO THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON FROM WENATCHEE SCHOOL DISTRICT NO. 246, A MUNICIPAL CORPORATION, IN A QUIT CLAIM DEED DATED JUNE 1969 AND RECORDED AUGUST 21, 1969 IN BOOK 694, PAGE 1208, AND AS INSTRUMENT NO. 693388, IN CHELAN COUNTY, WASHINGTON, BEING A PORTION OF BLOCKS 27 AND 28, HALEY'S THIRD ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, RECORDED DECEMBER 22, 1891 IN PLAT BOOK 1, PAGE 11, INCLUDING PORTIONS OF VACATED YORK, LIBERTY AND GOODENOW STREETS; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE STREET, FROM WHICH THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE COURT BEARS SOUTH 89° 30' 06" EAST, 121.36 FEET;

THENCE FROM SAID POINT OF COMMENCEMENT NORTH 89° 30' 06" WEST ALONG THE CENTERLINE OF NINTH STREET, 552.80 FEET;

THENCE DEPARTING SAID CENTERLINE SOUTH 00° 26' 34" WEST, 30.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF NINTH STREET;

THENCE DEPARTING SAID RIGHT OF WAY SOUTH 00° 30' 59" WEST, 111.51 FEET;

THENCE SOUTH 87° 00' 48" WEST, 45.43 FEET;

THENCE SOUTH 02° 59' 12" EAST, 10.00 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 87° 00' 48" EAST, 30.00 FEET;

THENCE SOUTH 02° 59' 12" EAST, 20.00 FEET;

THENCE SOUTH 87° 00' 48" WEST, 30.00 FEET;

THENCE NORTH 02° 59' 12" WEST, 20.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 600 SQ. FT. OR 0.014 ACRES, MORE OR LESS.

FIRST ADDITIONAL LEASE AREA

A PORTION OF THAT CERTAIN PROPERTY CONVEYED TO THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON FROM WENATCHEE SCHOOL DISTRICT NO. 246, A MUNICIPAL CORPORATION, IN A QUIT CLAIM DEED DATED JUNE 1969 AND RECORDED AUGUST 21, 1969 IN BOOK 694, PAGE 1208, AND AS INSTRUMENT NO. 693388, IN CHELAN COUNTY, WASHINGTON, BEING A PORTION OF BLOCKS 27 AND 28, HALEY'S THIRD ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, RECORDED DECEMBER 22, 1891 IN PLAT BOOK 1, PAGE 11, INCLUDING PORTIONS OF VACATED YORK, LIBERTY AND GOODENOW STREETS; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE STREET, FROM WHICH THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE COURT BEARS SOUTH 89° 30' 06" EAST, 121.36 FEET;

THENCE FROM SAID POINT OF COMMENCEMENT NORTH 89° 30' 06" WEST ALONG THE CENTERLINE OF NINTH STREET, 552.80 FEET;

THENCE DEPARTING SAID CENTERLINE SOUTH 00° 26' 34" WEST, 30.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF NINTH STREET;

THENCE DEPARTING SAID RIGHT OF WAY SOUTH 00° 30' 59" WEST, 111.51 FEET;

THENCE SOUTH 87° 00' 48" WEST, 5.43 FEET;

THENCE SOUTH 02° 59' 12" EAST, 14.00 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 02° 59' 12" EAST, 16.00 FEET;

THENCE SOUTH 87° 00' 48" WEST, 10.00 FEET;

THENCE NORTH 02° 59' 12" WEST, 16.00 FEET

THENCE NORTH 87° 00' 48" EAST, 10.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 160 SQ. FT. OR 0.004 ACRES, MORE OR LESS.

ACCESS & UTILITY EASEMENT NO. 1: NON-EXCLUSIVE

A PORTION OF THAT CERTAIN PROPERTY CONVEYED TO THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON FROM WENATCHEE SCHOOL DISTRICT NO. 246, A MUNICIPAL CORPORATION, IN A QUIT CLAIM DEED DATED JUNE 1969 AND RECORDED AUGUST 21, 1969 IN BOOK 694, PAGE 1208, AND AS INSTRUMENT NO. 693388, IN CHELAN COUNTY, WASHINGTON, BEING A PORTION OF BLOCKS 27 AND 28, HALEY'S THIRD ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, RECORDED DECEMBER 22, 1891 IN PLAT BOOK 1, PAGE 11, INCLUDING PORTIONS OF VACATED YORK, LIBERTY AND GOODENOW STREETS; BEING A STRIP OF LAND 20.00 FEET WIDE, 10.00 FEET ON BOTH SIDES OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE STREET, FROM WHICH THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE COURT BEARS SOUTH 89° 30' 06" EAST, 121.36 FEET;

THENCE FROM SAID POINT OF COMMENCEMENT NORTH 89° 30' 06" WEST ALONG THE CENTERLINE OF NINTH STREET, 552.80 FEET;

THENCE DEPARTING SAID CENTERLINE SOUTH 00° 26' 34" WEST, 30.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF NINTH STREET AND THE POINT OF BEGINNING;

THENCE DEPARTING SAID RIGHT OF WAY SOUTH 00° 30' 59" WEST, 50.68 FEET TO A POINT HEREINAFTER KNOWN AS POINT "A";

THENCE SOUTH 00° 30' 59" WEST, 60.83 FEET;
THENCE SOUTH 87° 00' 48" WEST, 5.43 FEET TO A POINT HEREINAFTER KNOWN AS
POINT "B";
THENCE SOUTH 02° 59' 12" EAST, 14.00 FEET TO A POINT OF TERMINUS;

TOGETHER WITH:

COMMENCING AT THE AFORMENTIONED POINT OF BEGINNING;
THENCE ALONG THE SOUTHERLY RIGHT OF WAY OF SAID NINTH STREET, SOUTH
89°30'06" EAST, 10.00 FEET TO THE POINT OF BEGINNING;

THENCE, ALONG SAID RIGHT OF WAY, SOUTH 89°30'06" EAST, 26.40 FEET;
THENCE DEPARTING SAID RIGHT OF WAY, SOUTH 24°10'09" WEST, 65.79 FEET;
THENCE NORTH 00°30'59" EAST, 60.26 FEET RETURNING TO THE POINT OF
BEGINNING.

TOGETHER WITH:

COMMENCING AT SAID POINT "A", THENCE NORTH 89°29'01" WEST, 10.00 FEET TO
THE POINT OF BEGINNING;

THENCE SOUTH 00°30'59" WEST, 51.43 FEET;
THENCE SOUTH 87°00'48" WEST, 18.41 FEET;
THENCE NORTH 19°47'18" EAST, 55.67 FEET RETURNING TO THE POINT OF
BEGINNING;

TOGETHER WITH:

BEGINNING AT AFOREMENTIONED POINT "B", THENCE SOUTH 87° 00' 48" WEST,
40.00 FEET TO A POINT OF TERMINUS.

THE SIDELINES OF SAID STRIP OF LAND ARE TO INTERSECT AT ALL ANGLE
POINTS TO PROVIDE THE SPECIFIED WIDTH THROUGHOUT SO AS TO NOT CAUSE
ANY GAPS OR OVERLAPS AND ARE TO BE LENGTHENED OR SHORTENED TO
TERMINATE ON SAID SOUTH LINE OF NINTH STREET.

CONTAINING 4,487 SQ. FT. OR 0.103 ACRES, MORE OR LESS.

ACCESS & UTILITY EASEMENT NO. 2: NON-EXCLUSIVE

A PORTION OF THAT CERTAIN PROPERTY CONVEYED TO THE STATE BOARD FOR
COMMUNITY COLLEGE EDUCATION, A POLITICAL SUBDIVISION OF THE STATE
OF WASHINGTON FROM WENATCHEE SCHOOL DISTRICT NO. 246, A MUNICIPAL
CORPORATION, IN A QUIT CLAIM DEED DATED JUNE 1969 AND RECORDED
AUGUST 21, 1969 IN BOOK 694, PAGE 1208, AND AS INSTRUMENT NO. 693388, IN
CHELAN COUNTY, WASHINGTON, BEING A PORTION OF BLOCKS 27 AND 28,

HALEY'S THIRD ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, RECORDED DECEMBER 22, 1891 IN PLAT BOOK 1, PAGE 11, INCLUDING PORTIONS OF VACATED YORK, LIBERTY AND GOODENOW STREETS; BEING A STRIP OF LAND 5.00 FEET WIDE, LYING 5.00 FEET NORTH AND WEST OF THE FOLLOWING DESCRIBED SIDELINE:

COMMENCING AT THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE STREET, FROM WHICH THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE COURT BEARS SOUTH 89° 30' 06" EAST, 121.36 FEET;

THENCE FROM SAID POINT OF COMMENCEMENT NORTH 89° 30' 06" WEST ALONG THE CENTERLINE OF NINTH STREET, 552.80 FEET;
THENCE DEPARTING SAID CENTERLINE SOUTH 00° 26' 34" WEST, 30.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF NINTH STREET AND THE POINT OF BEGINNING;

THENCE DEPARTING SAID RIGHT OF WAY SOUTH 00° 30' 59" WEST, 111.51 FEET;
THENCE SOUTH 87°00'48" WEST, 45.43 FEET;
THENCE SOUTH 02°59'12" EAST, 10.00 FEET TO THE POINT OF BEGINNING.

THENCE SOUTH 02°59'12" EAST, 14.53 TO A POINT HEREINAFTER KNOWN AS POINT "C";
THENCE CONTINUING SOUTH 02°59'12" EAST, 5.47;
THENCE SOUTH 87°00'48" WEST, 112.75 FEET;
THENCE NORTH 49°14'45" WEST, 18.66 FEET TO THE POINT OF TERMINUS.

THE SIDES OF WHICH ARE TO BE LENGTHENED OR SHORTENED SO AS TO ALLOW FOR NO GAPS OR OVERLAPS;

TOGETHER WITH A STRIP OF LAND, 5.00 FEET WIDE, LYING SOUTHWESTERLY OF THE FOLLOWING DESCRIBED SIDELINE:

BEGINNING AT SAID POINT "C", THENCE NORTH 55°30'18" WEST, 126.98 FEET;
THENCE NORTH 49°44'03" WEST, 105.93 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF SAID NINTH STREET AND BEING THE POINT OF TERMINUS;.

THE SIDES OF WHICH ARE TO BE LENGTHENED OR SHORTENED SO AS TO ALLOW FOR NO GAPS OR OVERLAPS AND TO ABUT SAID RIGHT OF WAY.

CONTAINING 1,878 SQ. FT. OR 0.043 ACRES, MORE OR LESS.

ACCESS & UTILITY EASEMENT NO. 3: NON-EXCLUSIVE

A PORTION OF THAT CERTAIN PROPERTY CONVEYED TO THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON FROM WENATCHEE SCHOOL DISTRICT NO. 246, A MUNICIPAL CORPORATION, IN A QUIT CLAIM DEED DATED JUNE 1969 AND RECORDED

AUGUST 21, 1969 IN BOOK 694, PAGE 1208, AND AS INSTRUMENT NO. 693388, IN CHELAN COUNTY, WASHINGTON, BEING A PORTION OF BLOCKS 27 AND 28, HALEY'S THIRD ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, RECORDED DECEMBER 22, 1891 IN PLAT BOOK 1, PAGE 11, INCLUDING PORTIONS OF VACATED YORK, LIBERTY AND GOODENOW STREETS; BEING A STRIP OF LAND 5.00 FEET WIDE, LYING 5.00 FEET NORTH AND NORTHEAST OF THE FOLLOWING DESCRIBED SIDELINE:

COMMENCING AT THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE STREET, FROM WHICH THE CENTERLINE INTERSECTION OF NINTH STREET AND COLLEGE COURT BEARS SOUTH 89° 30' 06" EAST, 121.36 FEET;

THENCE FROM SAID POINT OF COMMENCEMENT NORTH 89° 30' 06" WEST ALONG THE CENTERLINE OF NINTH STREET, 552.80 FEET;
THENCE DEPARTING SAID CENTERLINE SOUTH 00° 26' 34" WEST, 30.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF NINTH STREET AND THE POINT OF BEGINNING;

THENCE DEPARTING SAID RIGHT OF WAY SOUTH 00° 30' 59" WEST, 111.51 FEET;
THENCE SOUTH 87°00'48" WEST, 5.43 FEET;
THENCE SOUTH 02°59'12" EAST, 30.00 FEET TO THE POINT OF BEGINNING.

THENCE NORTH 87°00'48" EAST, 33.42 FEET;
THENCE SOUTH 59°02'13" EAST, 10.31 FEET TO THE POINT OF TERMINUS.

THE SIDES OF WHICH ARE TO BE LENGTHENED OR SHORTENED SO AS TO ALLOW FOR NO GAPS OR OVERLAPS AND TO ABUT SAID RIGHT OF WAY.

CONTAINING 1,878 SQ. FT. OR 0.043 ACRES, MORE OR LESS.

**Exhibit B
(Site Plan)**

[see attached]