



**BOARD WORK SESSION
June 26, 2024**

10:00 A.M. – Work Session.....	3210 Wenatchi Hall
Webinar Link: https://wvc.zoom.us/j/81653813461	
3:00 P.M. – Board of Trustees Meeting.....	3210 Wenatchi Hall
Webinar Link: https://wvc.zoom.us/j/85485160089	

AGENDA

WORK SESSION

10:00 am	COMMUNICATIONS	
	<ul style="list-style-type: none"> • ACCT Leadership Congress • August Board Retreat • Board & CEO Evaluation Timeline 	
10:10 am	REPORT FROM TRUSTEES	
	<ul style="list-style-type: none"> • Trustee Tuesday 	
10:15 am	ENROLLMENT	1
10:25 am	POST-TENURE REPORT	
	<ul style="list-style-type: none"> • Sompheng Batch 	3
10:40 am	LEADERSHIP REPORTS	
	<ul style="list-style-type: none"> • Wenatchee Foundation (Rachel Evey) <ul style="list-style-type: none"> ○ Annual Report • Climate, Culture, Inclusion & Belonging (Joe Eubanks) • Human Resources (Reagan Bellamy) • Public Information (Dr. Jennifer Korfiatis) • Administrative Services (Brett Riley) <ul style="list-style-type: none"> ○ Budget ○ Capital Project Update • Instruction (Dr. Tod Treat) • Student Affairs (Dr. Diana Garza) 	 32 36 38 39 63 65 69
11:40 am	PRESIDENT’S REPORT	
12:10 pm	LUNCH	
12:40 pm	MOBILE HEALTH CLINIC BUS TOUR	
12:55 pm	ASPIRE	
	<ul style="list-style-type: none"> • Department Update • Level One Institutional Scorecard 	41
1:40 pm	RESIDENCE HALL ANNUAL REPORT	53
2:00 pm	BOARD AGENDA ACTION ITEMS	
	<ul style="list-style-type: none"> • 2023-2024 Revised Operating Budget: Brett Riley, VP of Administrative Services • Continued Spending Resolution: Brett Riley, VP of Administrative Services • Temporary Local Spending Authority Resolution: Brett Riley, VP of Administrative Services • 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 • ASWVC Financial Code Revision: Cody Rogers, Director of Student Life • 2024 – 2025 S&A Fee Budget Proposal: Cody Rogers, Director of Student Life 	 72 74 75 76 78 87 101
2:10 pm	BOARD MEETING AGENDA REVIEW	
2:15 pm	EXECUTIVE SESSION	

BOARD OF TRUSTEES MEETING
June 26, 2024
3:00 P.M. – Zoom
Zoom Link: <https://wvc.zoom.us/j/81473573270>

AGENDA

	Page
CALL TO ORDER	
APPROVAL OF MINUTES	
1. May 24, 2024, Regular Board Meeting	57
CELEBRATING SUCCESS	
2. 2024 Distinguished Alumni Award	60
INTRODUCTION OF NEW EMPLOYEES	
SPECIAL REPORTS	
3. AHE President, Sharon Wiest	62
4. WPEA Chief Shop Steward, Wendy Glenn	
STAFF REPORTS	
5. Brett Riley, Vice President of Administrative Services	63
6. Dr. Tod Treat, Vice President of Instruction.....	65
7. Dr. Diana Garza, Vice President of Student Affairs	69
8. Dr. Faimous Harrison, President	71
PUBLIC COMMENT	
ACTION	
9. 2023-2024 Revised Operating Budget: Brett Riley, VP of Administrative Services.....	72
10. Continue Spending Authority: Brett Riley, VP of Administrative Services	74
11. Temporary Local Spending Authority Resolution No. 2024-03: Brett Riley, VP of Admini Services	75
12. 2024-2025 Tuition and Fees Waivers: Brett Riley, Vice President of Administrative Services	76
13. 2024 – 2025 Student Fee Schedule: Brett Riley, Vice President of Administrative Services	78
14. ASWVC Financial Code Revision: Cody Rodgers, Director of Student Life	87
15. 2024 – 2025 Service & Activity Fee Budget: Cody Rodgers, Director of Student Life	101
ADJOURNMENT	

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

Enrollment

In May (Nespelem), we reported on how student choice in impacting modality, how academic year enrollments are trending post COVID, and how COVID and inflation have impacted the percentage of Economically Disadvantaged students we serve. These data are shown at the bottom of the report for reference.

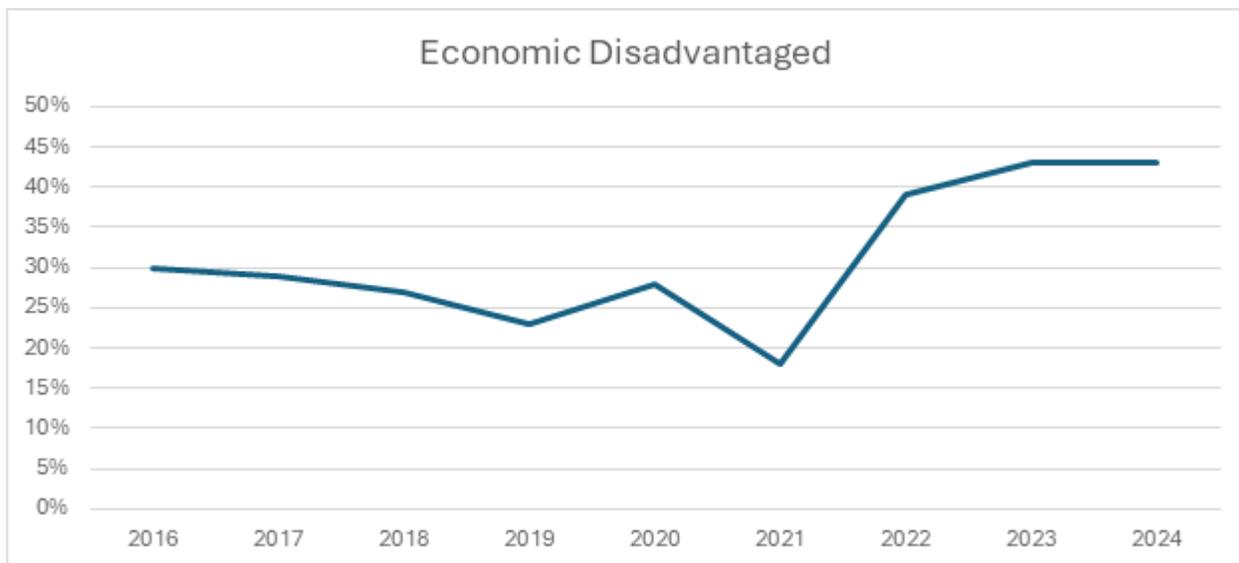
This month, we'd like to report on the impact of "Walking Start" on summer enrollments, using the FTE Enrollment Trends table as well as a discussion of who our students have been in AY24 YTD (excluding spring). Walking Start has added 74 FTE year over year.

Student Choice (Enrollments) by Modality

AY	Only Online	Only In Person	Only Hybrid	Mixed
22	67%	9%	2%	20%
23	59%	22%	4%	30%
24	28%	27%	5%	36%*
				*n=1722

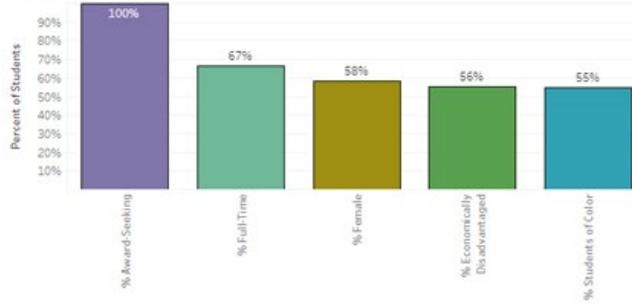
FTE Enrollment Trends

Calendar Yr	W	Sp	Su	F
21	2576	2389	457	2512
22	2230	2117	503	2449
23	2256	2148	500	2706
24	2422	2297	584 (+74 RS)	1363 (T-96)

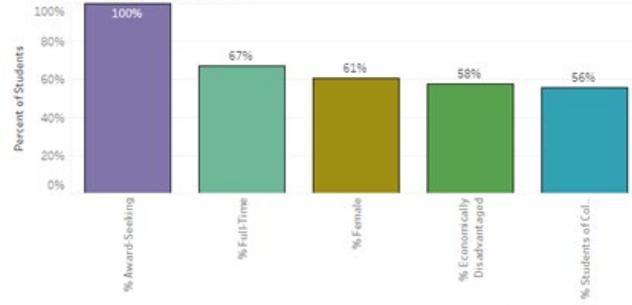


Student Demographics: College and Program Overview

College



Selected Academic Programs



Race and Ethnicity <ul style="list-style-type: none"> American Indian or Alaska Native Asian Black or African American Hispanic/Latino Native Hawaiian or Other Pacific Islander Two or more races White Not Reported 	Modality <ul style="list-style-type: none"> Mixed Modalities Only Hybrid Only In-Person Only Online Other 	Funding Source <ul style="list-style-type: none"> Contract Funded State-Supported Student Funded 	Kind Of Student <ul style="list-style-type: none"> Basic Skills Other Transfer Workforce Training
---	--	---	---

POST-TENURE REPORT

Sompheng Batch



SOMPHENG BATCH

BUSINESS COMPUTER TECHNOLOGY

Post-Tenure Report

April 10, 2024

1. NARRATIVE

I decided to focus on developing and completing at least one program map for the Business Computer Technology program (BCT) for this post-tenure review cycle rather than a summary of my role as the BCT program coordinator and instructor. The reason for this project stems from being on the Guided Pathways Steering Committee this past year and based on a future program goal from my last tenure report which is to focus on a plan that will advocate the Business Computer Technology program as a quality professional and technical program at WVC. This map can be used as a template guide for the Guided Pathways mapping project for other WVC programs and information can be adapted to Clean Catalog for our website.

Currently there is a list of courses mapped by quarter-to-quarter completion in our catalog; however, the map does not include critical milestones and support services for student completion. My plan was to work off the existing Guided Pathways program templates for History and Early Childhood Education and incorporate information for the following BCT certificates and degrees:

- BCT Associate of Technical Science degree (non-transfer, ATS) – 90 credits
- BCT Associate in Applied Science Transfer degree (AAS-T) – 90 credits
- BCT Certificate of Completion for Administrative Assistant – 45 credits
- BCT Certificate of Accomplishment – 30 credits

I was able to gather career and transfer information for the administrative assistant career track for this program and drafted the BCT ATS program map. The map shows not only the list of courses but also the supporting services for students at WVC. It also shows how they can enter and progress through and transition out of the BCT program for work or for additional education.

Critical courses for program completion are identified by quarter. Dual-credit courses that articulate with high schools are identified along with courses that are mapped to industry certifications, which can be cross-walked for credits. Key progress milestones are clearly identified as well as stackable courses that count toward the BCT certificate of Completion and Accomplishment. Additional information about tuition and employment and further education opportunities are also provided in the maps. All this information can be accessible in print format and easily be adapted for publication on our college website. See final product of the ATS program map in the Appendix.

In addition, I've completed a pre- and post-course survey for all the BCT courses that I currently teach that other instructors can edit for their courses. I have made these surveys accessible via a Canvas course along with other BCT course materials (i.e., master syllabi) for our instructors. See course listings and examples of my current pre-post surveys for the Spring 2024 quarter in the Appendix section.

2. IMPACT ON STUDENT LEARNING AND SUCCESS

A lot of students are confused about their educational goals and needed advice and a great deal of assistance to complete a course, a quarter, a certificate, or a degree. On a quarterly basis, I not only advised current students in the BCT program, but also potential students to the program and other programs including transfer students going to a four-year institution.

I feel strongly that that every student can succeed at Wenatchee Valley College but some may need more help than others. Being an advisor to someone who isn't sure college is for them is a good start at instilling the concept that we at WVC care about them and we will work with them to ensure their success. I very much enjoy my advising role and find the most satisfaction in helping students achieve their academic goals whether they are in the BCT program or not.

By having the program maps as a reference, I can help students clarify their path when they enrolled in the BCT program to complete their certificate or degree. Since the map also includes career information, the student can consider opportunities in the workplace or transfer to a 4-year institution for their Bachelor's degree. Providing students with a program map can also give them a clearer context for when and why they are taking their courses for the program, and they can track their progress toward completion which will help them to understand the value of staying focused and completing their goal.

If students continue on to Central Washington's [BAS ITAM](#) program, they will have more exploratory options for careers in management and information technology. I visited with the ITAM program manager last year to discuss course articulations to ensure that students who complete our transfer degree option are prepared academically for the ITAM program. As a result of t this meeting, our program courses were reviewed and several courses were designated as direct transfer courses into the program. Students can successfully enter the ITAM program with specific skills to be successful in their coursework at Central. Specifically, the BCT 284 Project Management course counts toward the Major (ADMG 374 Project Management). See Appendix for the AAST-T and ATS credits identified for the ITAM program as direct credit transfers. Also, this meeting is one of the reasons that I am proposing a couple of new short certificates for the BCT program (Project Management Fundamentals and Data Management which aligns with CWU's BAS ITAM degrees in [Project Management](#) and [Data Driven Innovation](#)).

3. CONTRIBUTION TO DISCIPLINE

I have researched industry market data and there is validation that the BCT course student learning outcomes and the program outcomes are in alignment with knowledge and skills that are in demand in the current job market. Some of the information for salary and job posting is provided for student's in the ATS program map. This will need to be continually updated each year for current data.

Links to Career Data Research for Administrative Assistant

- [Living Wage Calculator - Living Wage Calculation for Washington \(mit.edu\)](#)
- [Secretaries and Administrative Assistants : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)
- [Office and Administrative Support Occupations \(bls.gov\)](#)

The U.S. Department of Labor has occupational profiles for several careers in Business Technology including information about projected employment, typical wages, and career growth at CareerOneStop. Some careers include:

- [Administrative Assistant](#)
- [Supervisor of Administrative Support Workers](#)
- [Receptionist and Information Clerk](#)

My Next Move career info link

- [Office Clerk](#)
- [Receptionist and Information Clerk](#)
- [Secretaries & Administrative Assistant](#)

Current Job Openings in Washington for administrative assistants on popular job search websites.

- [Indeed](#) – WA state
- [Indeed](#) - Within 50 miles of Chelan County
- [Indeed](#) – Within 50 miles of Okanogan County
- [Monster](#) – Chelan County
- [Glassdoor](#) - Wenatchee, WA
- [Glassdoor](#) – Omak, WA

[February 2024 Employer Demand Report](#) – Microsoft Office skills, Communications and other professional and customer services skill sets are in demand in various counties and industries.

4. SUPPORT OF THE DISTRICT'S MISSION, GOALS AND STRATEGIC PLANS

The map addresses the main core theme of support for student learning. With this comprehensive program map students know which courses they should take and in what sequence for the completion of their BCT program goals.

I also have created a [quick slide show](#) for high school CTE course advisers to use in conjunction with the map so that they can articulate some BCT courses for dual-credit. Last year, I initiated a project funded by a Guided Pathways proposal to build a tool to help keep track of the status of our dual-credit course articulations at the high school. It is currently being used on our website under our Career and Technical Education Dual-Credit site at <https://www.wvc.edu/dcl/>.

Both these tools should be useful for advising for high school students into the BCT courses and eventually in continuing on to finish our certificates and programs at Wenatchee Valley College.

5. SUMMARY OF STUDENT FEEDBACK

- **Aaron Montez:** I want to thank you for the patience and empathy you have shown me. I feel as though I am undeserving of this, but I will be forever grateful of the kindness you have shown me since I took your Business Math class.
- **Morgyne Trottier Hjaltason:** You were a really excellent instructor. I was never stressed about the assignments because of you, so I was able to focus on really learning the content. Thank you!
- **Elida Blanco:** Instructor was great and always available and very knowledgeable.
- **Elizabeth Rivera:** Thank you again Mrs. Batch for making this amazing information (databases) be easy to understand.
- **Naomi Baker:** I learned how to create a parameter query in order to find data on exactly what you are looking for. I also learned how to layout labels and textboxes in a form in a stacked or tabular format for a cleaner, more organized appearance. I learned so much and was able to apply my skills to (passing) the Certiport (Microsoft Access) exam. Thank you, Mrs. Batch! Enjoy your spring break :)
- **Hayley Pobst:** I really enjoyed this class and learned a lot. I unfortunately let my grade slip at the end due to being eight months pregnant and tired! But that was my own doing. I really enjoyed your teaching style, Professor Batch. Thank you for a great quarter.
- **Kristoffer Anderson:** Instructor Batch truly taught this course with absolute expertise. She engaged the students and provided great examples of how the features in Excel are applied to real world data sets. Additionally, it was a pleasure to interact with Instructor Batch who made this class enjoyable and a great experience at WVC!
- **Benjamin Carta:** Thank you for a great quarter, Mrs. Batch. You taught the class in a way that made Excel seem not so scary to someone like me anymore. Thank you for also being so lenient with me and my insane work schedule. Hopefully, you won't have to see me again as this is hopefully the last tech class, I'll be taking at WVC. You are one of the nicest professors I've ever met and I just wanted to say thank you for being so kind to me.
- **Jose Reyes-Garcia:** Hey Professor Batch, I just want to say thank you for everything! You are an amazing professor and I really appreciate you helping me and believing in me. The BCT program has taught me a lot of important information and I acquired many skills along the way that I can use in a work environment in the future. I did choose to participate in the ceremony, I believe I was almost towards the end of all the graduates. I will definitely let you know when I get my diploma. Thank you!
- **Tiffany Tweed:** The BCT classes at WVC have been a HUGE asset to help me prepare for work, especially the classes for the Microsoft Office programs. The company I work for uses Excel spreadsheets frequently, and we all use Outlook for email. We examine a lot of data that has to do with the pome fruit industry here in the PNW, California and the East Coast. Having the knowledge and proficiency with these programs has been a huge benefit to my employer. We use this data to share PowerPoints with finance, research and development, human resources and even our employment agency. If it weren't for my MOS certifications, and software integrations experience that I gained while in the BCT program, I would not have landed this job, or have been so successful in it.
- **Ava Sawin:** I enjoyed the class! I have learned a lot from it and I have gained more basic computer knowledge that makes me feel more secure in using technology!

- **Meagan Williams** (currently serving on our BCT advisory board): Mrs. Batch, I wanted to tell you thank you for everything the last two years! College has been a really great experience for me. I was really scared to go but so glad I did. When I took the word certification test, I did not pass. I scored a 488 and needed a 700. There were some things I just could not remember how to do. At least now I know what to expect and I found out today that Skill Source offers the testing for free because I am already enrolled with them. So I will keep trying. :-). I will give you my email address so we can keep in touch.
- **Evelyn Camacho**: I really enjoyed the class and that I could always reach out to you for help.
- **Andres Tapia** (one of the first graduates that started the BCT program all online during Covid period, who related his BCT experience to our BCT Advisory board after receiving his diploma): I remember this one time early in my education journey I wanted to quit. I felt at that time, the walls were closing in on me. All sorts of things were going through my head and the only thing I could think of was to quit school as I felt I had done the wrong thing by going back to college at such a late time in my life. I talked to my wife about what I wanted to do. She could not get me to change my mind but told me not to and that I should reach out to my advisor and tell her about how I was feeling. I was feeling that way because this was the first time I had to learn something new and I didn't know how to handle it. It was just the first week of school and I was already behind on all my work. As much as I wanted to quit then and there I listened to my wife and contacted Mrs. Batch. When I got a hold of her I was in tears and felt not only ashamed but felt I was doing the wrong thing by coming back to school. After several minutes, which felt like hours, she convinced me to not quit. She also gave me an option to take, which I did to lighten my workload. She also mentioned that a fellow classmate with her guidance started a cohort that I should join. At first, I didn't want to, but I did. If memory serves me right, I told her I didn't like people and didn't want to meet anybody. As I said, I was in a rough spot. I am glad she made me do that because I got to meet some awesome people who have become my friends since then. If you were to ask me what Mrs. Batch means to me, I'd have to say it's the way she truly cares for her students. She could have told me, "OK. I'll get the paperwork started so you can quit." But she didn't. Instead, she heard me out and gave me a little compassion, which was something I desperately needed at that moment. She laid out my options and told me it will get better and to trust in myself. Making me not quit, an option to lighten my workload, and a place to make new friends was just the beginning of the things Mrs. Batch has done for me and still continues to do for her students, past and present.
- **Carrie Ripper** (current student): My name is Carrie. I started the BCT program with Mrs. Batch fall 2023. Coming in to this program not knowing much, Mrs. Batch has helped me figure out what classes to start with and most of them are with her and that makes it even better. She is the most amazing, understanding instructor. She goes above and beyond for each student and builds a relationship with each of us and knows us by name after the first time meeting. Mrs. Batch has set up each class for us to succeed with every resource needed and is always there to help answer any question. I am blessed to be her student!

Carrie left the following item in my office which I found after spring break; I have a good start to spring quarter with this to look at every day now. 😊



6. SUMMARY OF COMMITTEE/PEER FEEDBACK

Michael Choman, Accounting Professor

Wow, you have done some serious work here! Not only are you benefitting the BCT program and its students, but you are also helping to provide a template and model for other programs! I know that you did your work on this project by keeping others in mind and I greatly appreciate knowing that I will have access to your templates and expertise to help create mapping and pathway guides for students pursuing the Business DTA, the Accounting ATS, and the General Business ATS. Thank you for your dedication to the college, our faculty, and our students! I know that the Board of Trustees will be excited to see the work you've done here and to talk to you about your results and possibilities for the future! I look forward to hearing more from you in this regard as well.

Arius Elvikis, Art and Graphic Design Professor

Sompheng,... This is thorough and comprehensive. I was intimidated a bit when I first popped it open but once I started moving through it, it was organized and substantive.

Your future focus about conveying the less-than-true picture of a cost-benefit analysis was the most compelling part to me. There was an interview on 1A just recently where the author interviewed said the following, I spent a little too long trying to dig it out but here it is, I found it! The skills they'll get with you may not end up in an immediate cash payback, but...

"You're not going to be earning the most money you've ever made in your twenties. I think as I mentioned earlier, I definitely wasn't earning more than \$20,000 a year when I was in my twenties. But I was learning a lot. So do not lose heart that because you don't have a great job with a great income yet, you can't get there or you can't save enough for retirement, that it really comes down to what are the skills that you're building, the confidence and competence you can take with you across jobs. Most people wind up in positions or jobs that they've never heard of or that didn't even exist when they were in their early twenties. So it's really about gaining the skills, investing in yourself, and if you can investing in your future in terms of putting some money away for retirement. But I know for many 20 somethings, that feels very difficult."

<https://the1a.org/segments/meg-jay-helps-us-navigate-understand-and-review-our-twenties/>

[This interview was super helpful for me to see and I will use the main points from it for future advising sessions. It confirms my belief that the BCT program at WVC offers value for students to invest in themselves and the skills they acquire will be applicable for future gains. *Thank you, Arius for the acknowledgement and time in finding it for me.*]

Jan Kaiser, Medical Assistant Professor

Wow, these are wonderful. I am very impressed with them. Thank you so very much, these are great 😊
Please tell your student, way to go, great work and very helpful. Thank you Sompheng for telling me last year about emailing you. This would take me forever to do. 😊😊😊

(In response to a project request in earlier exchange)

Hi Sompheng, Hope you are doing well. I have a favor, would you have someone (student) who could make me a answer sheet like the one attached but up with 200 spots. I have tried and just don't know how to format things correctly. It doesn't have to be anything fancy and I plan to use it for numerous classes, so if I can make changes etc. that would be helpful. If you don't have anyone, no problem.

Thank you. Jan

Monique Hirschhorn, American Sign Language (ASL) Professor

Thanks for the chat today. I hate to say it but that was the first time I have felt supported in a long time. Thank you. I emailed Brett to have the shell created and I requested you be added to it as well. Attached is a copy of the ASL poster however I emailed Jordan to see if she had any extra printed copies. If she does, I will have her send them over to you! As for reoccurring meetings this Spring, I will sit down and look at my schedule to see when we could set up a time that would be convenient for both of us. Thanks for partnering with me for student success!

Randy Mitchell, Psychology & CWE Adjunct Professor (former Assessment Coordinator)

Thank you so much for all your hard work on this PowerPoint, the linked documents, Canvas and email. You did a great job today. I so appreciate you!

Karen Alman, Communications Professor

Thank you for sharing the data dashboard. Very helpful. I see that CMST 130 had 9 students enrolled out of a bin count of 24, so a 37.5% enrollment rate. Definitely need to do some promo for Spring 2024.

Kelly Anderson, Transitional Studies Professor (deceased)

Snippets from a series of email exchanges for nominating a BCT graduate for the President's Medal award at the 2020 virtual graduation ceremony (Incidentally, the student, Victoria Duran, ended up receiving the award.)

I had thought about reaching out to you earlier about perhaps co-writing a letter or each writing a letter nominating Victoria Duran for the President's medal, but her name wasn't on the list they sent out. However, she texted me this morning with a question about the graduation application, so that got me wanting to reach out to you. She was an outstanding student in my program and actually started at our lowest ESL level in the beginning. I can speak to her progress there, but not her current progress. As a student in your program, is Victoria someone who you want to nominate?

Oh you are wonderful! I am so glad you did that! For this award it sounds like you just write a letter. We could write it together if that makes sense, or perhaps I should just nominate her for outstanding graduate as well.

I wrote up my paragraph for the Outstanding Graduate nomination, but I haven't sent it in yet. I'll attach it here if you want to take a peek at it. I'm happy for your input. It's difficult to get everything they want into a single paragraph.

I love what you wrote! I'm so glad you were her advisor and professor!

7. FUTURE PROGRAM FOCUS

Completing the BCT program map will be helpful in getting students through the BCT program but in doing the maps, I ended up contemplating the issue of enrollment. When I developed the tuition cost for students to enroll and complete the BCT certificates and degrees, I was astounded by the cost. Students who complete the degree might not see a return-on-investment if they only focus on how much it cost based on their income return. Although the program maps towards an administrative assistant position, which has a median salary of \$44,080 per year (lower than the state average but typical for Chelan and Okanogan county), the foundational skills acquired can be applied to toward self-employment and higher-level management and business analysts positions if the students continue to pursue their education at a four-year institution.

In the next few years, I will be focusing on intentional advising with students to help them see that even though currently the cost-savings of completing a degree/certificate in the BCT program might not be a big gain but the skills they acquire will help get them into more advance positions that will have a better impact on their finances. I will be focusing on completing the following activities to help with the intentional advising.

Activities for Program Focus

- **Complete AAS-T program map.** Adapt the BCT ATS map for the AAS-T degree.
- **Develop a BCT Advising Handbook:** Although the maps are a quick reference guide for students and other advisers, a more detailed handbook/guidebook needs to be created for more details on each of the program options.
- **Continue to add to BCT Resources Canvas Course:** Resources for adjuncts for course materials and program guides.
- **Review and complete BCT course syllabi on Clean Catalog:** Although the master syllabi shell is currently in Clean Catalog from our current catalog, more edits need to be made to ensure up-to-date information for each course.
- **Finalize Project Management and Data Management certificates.** These two new certificates need to be finalized and submitted for Curriculum Committee review in order to be added to our BCT program offerings. Hopefully they will get approval and be added to the catalog within the next couple of years so I will be able to advise students about these credentials as another option in their educational pursuits at WVC.

8. APPENDIX

- **Charts.** Administrative Assistant Job outlook, top paying states for office and administrative support occupations, and average wage for Washington state.
- **BCT Program Maps.** The maps for BCT certificates and degrees.
- **BCT program Cost.** Estimate of what a student can expect to pay for completing a certificate or degree from the BCT program at WVC.
- **Pre-Post Survey Samples.** List of pre-course survey and post-course surveys completed and examples from the spring 2024 quarter courses: BCT 130, Spreadsheets, BCT 251 Web Publishing, and BCT 275 Software Integrations. These examples can be adapted by other instructors for their courses.
- **Winter 2023 pre-post course survey.** Comparison summary of student responses from pre-course and post-course surveys from Winter 2024 depicting gains in course and program learning outcomes.
- [BCT Dual Credit Presentation Promo for High School CTE advisers/instructors](#)
- BCT-ITAM credits transfer tables for the BCT ATS and AAS-T degrees.

BUSINESS COMPUTER TECHNOLOGY

Sompheng Batch 2023 Post-Tenure Report



Figure 1: <https://www.mynextmove.org/profile/summary/43-6014.00> updated February 20, 2024

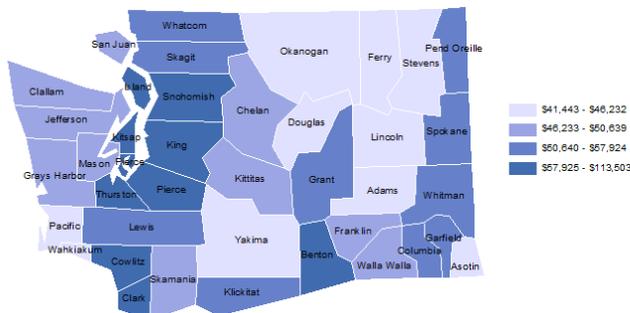
Top paying states for Office and Administrative Support Occupations:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
District of Columbia	57,420	81.82	0.67	\$ 30.00	\$ 62,400
Massachusetts	398,150	109.28	0.90	\$ 26.80	\$ 55,740
Washington	389,360	111.39	0.91	\$ 26.66	\$ 55,450
New York	1,160,100	123.51	1.01	\$ 26.60	\$ 55,320
California	1,986,980	110.72	0.91	\$ 26.42	\$ 54,960

Table 1: <https://www.bls.gov/oes/current/oes430000.htm> updated May 2023

Average Wages, 2021

Inflation-Adjusted to 2021 Dollars



- In 2021 the average wage for Washington state was \$81,245.
- Okanogan and Wahkiakum counties had the lowest average wages at \$41,443 and \$42,697 respectively.
- King County had the highest average wage at \$113,503. No other county had an average wage at or above the state average.

Figure 2: <https://ofm.wa.gov/> - updated August 2023

BCT PROGRAM COST

Projected Student Tuition The table below shows an estimated cost for the two BCT certificates and degrees that a student pursuing them would expect to pay for their education at Wenatchee Valley College. The information for the expense comes from the current 2023-2024 tuition rate, program and college fees.

- Tuition: \$110.87 per credit
- BCT Class Fee: \$14 per class
- Estimated Average Cost for Books/Resources \$250 per quarter
- Registration Fee -\$30 per quarter
- Comp Fee - \$1.50 per credit
- Tech Fee - \$65 per quarter
- Wen campus Student Rec Fee - \$70 per quarter

BCT Program Certs/Degrees	Credits	Tuition Cost \$110.87 per credit	BCT Class Fee \$14 per class	Estimated Average Cost for Books/Resources \$250 per quarter	Registration Fee -\$30 per quarter Comp Fee - \$1.50 per credit Tech Fee - \$65 per quarter Wen campus Student Rec Fee - \$70 per quarter	Total Program Costs
BCT Certificate of Accomplishment 2-quarters-15 credits each, 7 BCT courses, 1 elective	30	\$3,326.10	\$98	\$500	Registration - \$60.00 Comp Fee - \$45.00, Omak \$15 Tech Fee - \$130.00 Wen campus only - \$140.00	Omak = \$4,129.10 Wenatchee = \$4,299.10
Certificate of Completion - Administrative Assistant 3 quarters-15 credits each, 11 BCT courses, 1 CMST course	45	\$4,989.15	\$154	\$750	Registration - \$90.00 Comp Fee - \$67.50, Omak \$15 Tech Fee - \$195.00 Wen campus only - \$210.00	Omak = \$6,163.15 Wenatchee = \$6,425.65
Associate in Applied Science-Transfer Degree 6 quarters, 12 BCT courses, 5 gen ed courses, 1 elective	90	\$9,978.30	\$168	\$1,500.00	Registration - \$180.00 Comp Fee - \$135.00, Omak \$15 Tech Fee - \$390.00 Wen campus only - \$420.00	Omak = \$12,111.30 Wenatchee = \$12,651.30
Associate of Technical Science Degree Non-Transfer Program 6 quarters-15 credits each, 19 BCT courses, 1 elective	90	\$9,978.30	\$266	\$1,500.00	Registration - \$60.00 Comp Fee - \$135.00, Omak \$15 Tech Fee - \$390.00 Wen campus only - \$420.00	Omak = \$12,209.30 Wenatchee = \$12,749.30

BCT ATS PROGRAM MAP

Example of ATS Degree Map in the next 3 pages.



Completion Award: ATS Degree	Program Length: 90 credits	After Phase I: Full-time completion in 6 Quarters Part-time completion in 9 Quarters	When can I begin? Any Quarter <i>Preferred Fall Start</i>	2024-2025
--	--------------------------------------	--	--	------------------

If you are highly organized and love structure and routine in your daily tasks as well as keeping track and maintaining and managing workplace documentations and files, then this is the degree program for you. The ATS degree will prepare you to use technology and communication and workplace skills to do routine clerical and organizational tasks. After program completion, you can find work in nearly every industry or transfer for a four-year degree in business and administrative management.

Courses must be taken in the order prescribed.
If you need to take classes in Phase I or plan on starting in Winter or Spring Quarter, meet with an advisor to create a personalized schedule.
 If there are options for when a course can be taken, it is noted: Fall (F), Winter (W), Spring (Sp), and Summer (Su).
*Pathway maps are suggested academic plans and should **not** be used in the place of regular academic advising.*

Phase I: Preparing Your Pathway	Resources
<input type="checkbox"/> Apply for Admission to WVC. www.wvc.edu/apply/ <input type="checkbox"/> Apply for Financial Aid for loans and contact the Financial Aid Office to learn about other funding available. <input type="checkbox"/> Complete New Student Orientation and Advising. <input type="checkbox"/> Complete Math Placement Evaluation. Take MATH 93 or qualifying placement scores <input type="checkbox"/> Complete English Placement Evaluation. Take ENGL 97 <input type="checkbox"/> Meet with your Advisor to create an individualized academic plan. <input type="checkbox"/> Take SDS 101 or 102 Study Skills or BCT 100 Keyboarding ^A or BCT 104 Computer Fundamentals ^A	WVC Website: www.wvc.edu Financial Aid: financialaid@wvc.edu Admissions: admissions@wvc.edu Educational Planning: edplanning@wvc.edu

Phase II: Starting Your Pathway			Apply for Financial Aid!
Schedule	Courses	Credits	Program Notes
Year 1 Fall Quarter	<input type="checkbox"/> BCT 105 Computer Applications ^{ACT}	5	You've made it through the first two quarters! Congratulations!
	<input type="checkbox"/> BCT 111 Business English ^{AC} or ENGL & 101	5	
	<input type="checkbox"/> BCT 116 Professional Work Relations ^{ACT}	3	
	<input type="checkbox"/> BCT 125 Internet Use ^{ACT}	2	
Year 1 Winter Quarter	<input type="checkbox"/> BCT 115 Resume and Interview ^C	2	
	<input type="checkbox"/> BCT 120 Word Processing I ^{CT}	5	
	<input type="checkbox"/> BCT 160 Presentation Graphics ^{CT}	3	
	<input type="checkbox"/> BCT 205 Business Communications ^C	5	

Meet with your advisor to review or make changes to your academic plan.

Phase III: Advancing Your Pathway			Make your summer plans early!
Schedule	Courses	Credits	Program Notes
Year 1 Spring Quarter	<input type="checkbox"/> BCT 118 Customer Relations Management ^C	3	Year 1 Accomplished! Halfway there! Have a great summer Break and please see adviser before starting up again for year 2 and also sign up for certification testing if you haven't taken any yet.
	<input type="checkbox"/> BCT 130 Spreadsheets ^{CT}	5	
	<input type="checkbox"/> BCT 170 Microsoft Outlook ^{CT}	2	
	<input type="checkbox"/> CMST 130 Survey of Digital Communications ^C	5	

Start researching transfer institutions, application deadlines, and specific admission and Pathway requirements (prerequisites). Apply early!
 Meet with your advisor again to review your academic plan and make sure all graduation requirements will be completed.

Phase IV: Completing Your Pathway			Plan for your next step!
Schedule	Courses	Credits	Program Notes
Year 2 Fall Quarter	<input type="checkbox"/> BCT 128 Business Math	5	Dual Credit Courses * Industry Certification Associated Course + Certificate of Accomplishment (30 credits) – A Certificate of Completion (45 credits) - C BCT AAST Degree - T <i>All BCT courses can count as electives for program certificates and degrees and as restricted electives for other technical and transfer degrees.</i>
	<input type="checkbox"/> BCT 210 Word Processing II ⁺	5	
	<input type="checkbox"/> BCT 220 Spreadsheets II ⁺	5	
Year 2 Winter Quarter	<input type="checkbox"/> BCT 150 Database ^T	5	
	<input type="checkbox"/> BCT 250 Desktop Publishing ^T or ART 130	5	
	<input type="checkbox"/> Elective ^{AT}	5	
Year 2 Spring Quarter	<input type="checkbox"/> BCT 251 Web Publishing ⁺	5	
	<input type="checkbox"/> BCT 275 Software Integrations ^T	5	
	<input type="checkbox"/> BCT 284 Project Management ^T	5	

Meet with your advisor again to review your academic plan and make sure all graduation requirements will be completed.
 Work on career/transfer planning: update resume, practice interviewing, ask faculty for references.
 Confirm with Transfer Institutions that your applications are complete if transferring.
 Apply for Graduation (check Academic Calendar for deadline).
 Schedule industry certifications testing for any industry credentials you want to attain before you finish with us.
 Check that you've received your diploma.
 You did it! Now go on and do the next great accomplishment in your life.

Career and Transfer Outlook

[Career exploration and planning](#) is an essential step to establishing your academic journey.



[Start exploring today!](#)

Students who complete the **BCT Associates of Technical Science** degree could be employed as:

- [Administrative Assistant](#)
- [Supervisor of Administrative Support Workers](#)
- [Receptionist and Information Clerk](#)

Top paying states for Office and Administrative Support Occupations:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
District of Columbia	57,420	81.82	0.67	\$ 30.00	\$ 62,400
Massachusetts	398,150	109.28	0.90	\$ 26.80	\$ 55,740
Washington	389,360	111.39	0.91	\$ 26.66	\$ 55,450
New York	1,160,100	123.51	1.01	\$ 26.60	\$ 55,320
California	1,986,980	110.72	0.91	\$ 26.42	\$ 54,960

Explore current, local job postings for work in Business Technology on these popular job search websites:

- [Indeed](#) – WA state
- [Indeed](#) – Within 50 miles of Chelan County
- [Indeed](#) – Within 50 miles of Okanogan County
- [Monster](#) – Chelan County
- [Glassdoor](#) – Wenatchee, WA
- [Glassdoor](#) – Omak, WA Interested in Transferring with this degree? Central Washington University's [ITAM program](#) is a great choice to continue on your education into a career in administrative management as some of your BCT credits are transferable. See adviser for more details on how to pursue this next step in your education.

How to Enroll

[Get Started Now](#) or email regsitration@wvc.edu or call 509-682-6800 or stop by Student Services in Wenatchi Hall or the Administration Building at WVC Omak.

Non-discrimination Statement

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state 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: Director of Student Access, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

Paying for College

Be sure to fill out the FAFSA/WASFA every year starting in October!

There are many resources available to help students cover the costs of attending college—tuition, books, fees, tools, transportation, childcare, etc.—so you can focus on completing your degree or certificate.

- [Grants](#) Based on need. You do not need to pay back grants.
- [Scholarships](#) Similar to grants, and there are different criteria; WVC awards many students each year. We encourage everyone to apply.
- [Loans](#) If you do need to borrow additional funds to pay for college-related expenses, you can consider loans. It is money you borrow and will pay back with interest.
- [Student Employment & Work Study](#) Money you earn through working part-time; this helps to reduce your reliance on loans and builds your skills and resume.
- [Specific Assistance](#) For [veterans](#), [worker retraining](#), [DREAMers](#), students receiving DSHS benefits, tribal members, and more.

For more information, visit www.wvc.edu/financialaid, call (509) 682-6810, email financialaid@wvc.edu, or visit the Financial Aid Office in Wenatchi Hall or in the Administration Building at WVC Omak.

Student Support Services

While taking classes, here are more ways WVC can support you!

Dealing with Life Issues?

- Contact [Counseling Services](#) if anything is *Keeping You from Staying in School* and to learn more about the student **Food Pantry**.

Want guidance figuring out college & connection with other students?

- [CAMP](#) supports students from a **Migrant Worker** background.
- [MESA](#) supports students interested in **STEM** degrees.
- [TRiO](#) support students who are **Disabled, Low Income, or First-generation** college student.
- Email (jeubanks@wvc.edu) for **Diversity & Equity Center** supports.
- Email (veterans@wvc.edu) for **Veteran Services** if you served or serve in the armed forces.
- [ASWVC](#) is our **Student Government**. Get involved!

Need Help in your Classes?

- The [Write Lab](#) can help you with a paper that is a challenge.
- [Contact your math professor](#) to get help at the **Math Center** for math tutoring, math test preparation, or topic workshops.
- [eTutoring](#) provides access to **Online Tutoring** in many subjects.
- The **Student Access Center** (sas@wvc.edu) provides accommodations to students with disabilities.
- The [Library](#) can help you with research, and has books, articles, and videos to check out.

Need Support Planning for College and Beyond?

- Email edplanning@wvc.edu for **Educational Planning** support. Along with your faculty advisor, they can help you plan your college future.
- [Career Coach](#) is here to help you decide what career would be best for you. Learn more on the [WVC Career Services](#) website.

Technology making you crazy?

- Contact the **IT Help Desk** at helpdesk@wvc.edu or at (509) 682-6550 to help you with any computer problem.
- Come to a [Wenatchee](#) or [Okanogan County WiFi Hotspot](#) if you need internet access.
- Contact the Library at library@wvc.edu to check out a **Calculator** or **Chromebook** for FREE!

BCT Projected Program Cost

The table below shows an estimated cost for the two BCT certificates and degrees that a student would expect to pay for their education. The information for the expense comes from the current 2023-2024 tuition rate, program and colleges fees.

- Tuition: \$110.87 per credit
- BCT Class Fee: \$14 per class
- Estimated Average Cost for Books/Resources \$250 per quarter
- Registration Fee -\$30 per quarter
- Comp Fee - \$1.50 per credit
- Tech Fee - \$65 per quarter
- Wen campus Student Rec Fee - \$70 per quarter

BCT Program Certs/Degrees	Credits	Tuition Cost \$110.87 per credit	BCT Class Fee \$14 per class	Estimated Average Cost for Books/Resources \$250 per quarter	Registration Fee -\$30 per quarter Comp Fee - \$1.50 per credit Tech Fee - \$65 per quarter Wen campus Student Rec Fee - \$70 per quarter	Total Program Costs
BCT Certificate of Accomplishment 2-quarters-15 credits each, 7 BCT courses, 1 elective	30	\$3,326.10	\$98	\$500	Registration - \$60.00 Comp Fee - \$45.00, Omak \$15 Tech Fee - \$130.00 Wen campus only - \$140.00	Omak = \$4,129.10 Wenatchee = \$4,299.10
Certificate of Completion - Administrative Assistant 3 quarters-15 credits each, 11 BCT courses, 1 CMST course	45	\$4,989.15	\$154	\$750	Registration - \$90.00 Comp Fee - \$67.50, Omak \$15 Tech Fee - \$195.00 Wen campus only - \$210.00	Omak = \$6,163.15 Wenatchee = \$6,425.65
Associate in Applied Science- Transfer Degree 6 quarters, 12 BCT courses, 5 gen ed courses, 1 elective	90	\$9,978.30	\$168	\$1,500.00	Registration - \$180.00 Comp Fee - \$135.00, Omak \$15 Tech Fee - \$390.00 Wen campus only - \$420.00	Omak = \$12,111.30 Wenatchee = \$12,651.30
Associate of Technical Science Degree Non-Transfer Program 6 quarters-15 credits each, 19 BCT courses, 1 elective	90	\$9,978.30	\$266	\$1,500.00	Registration - \$60.00 Comp Fee - \$135.00, Omak \$15 Tech Fee - \$390.00 Wen campus only - \$420.00	Omak = \$12,209.30 Wenatchee = \$12,749.30

PRE-COURSE AND POST-COURSE SURVEYS/EXAMPLE

I have completed a pre-course and post-course survey for the following courses:

BCT 104 Computer Fundamentals

BCT 105 Computer Applications

BCT 120 Word Processing I

BCT 125 Internet Use

BCT 128 Business Math

BCT 150 Database

BCT 160 Presentation Graphics

BCT 170 Microsoft Outlook

BCT 210 Word Processing II

BCT 220 Spreadsheets II

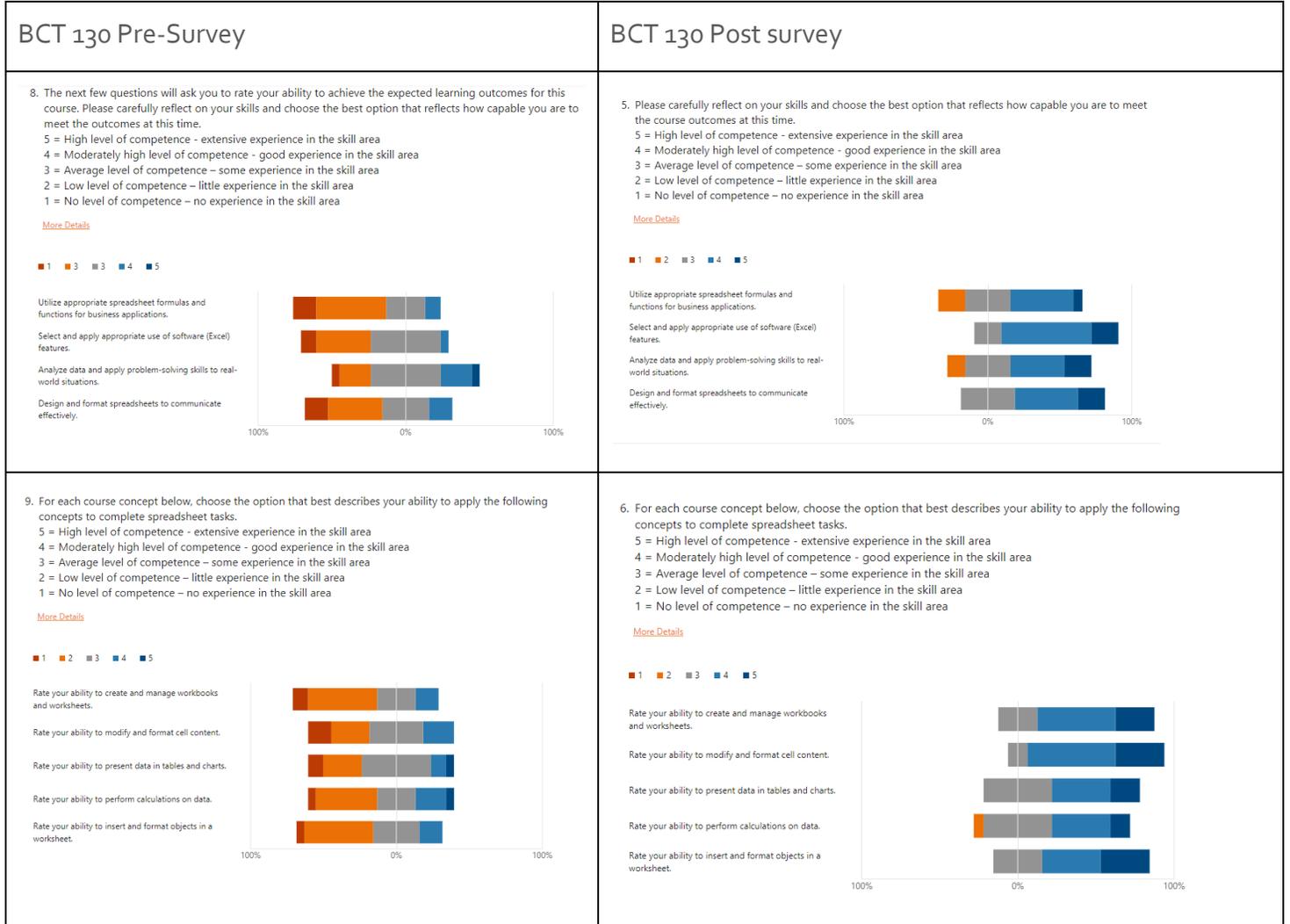
BCT 250 Desktop Publishing

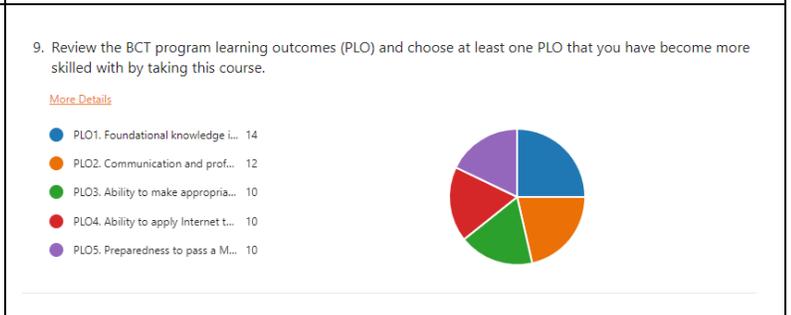
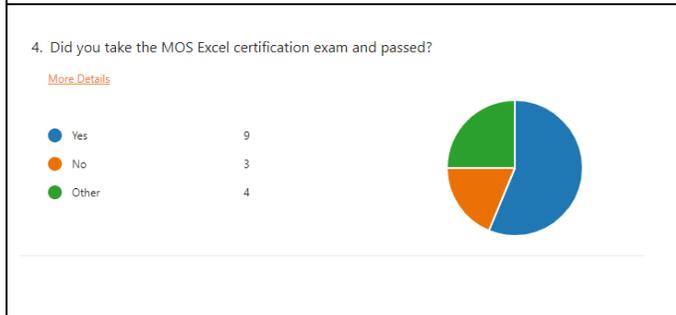
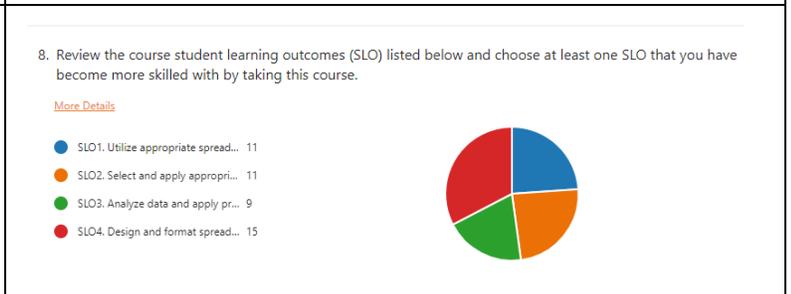
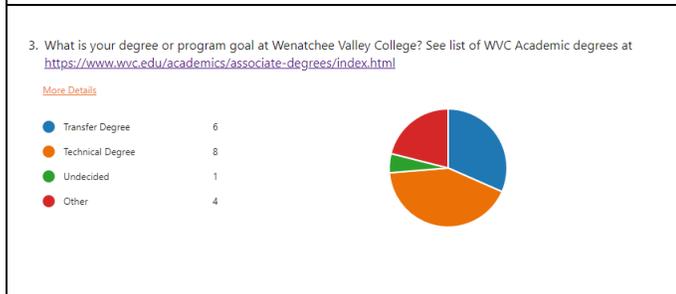
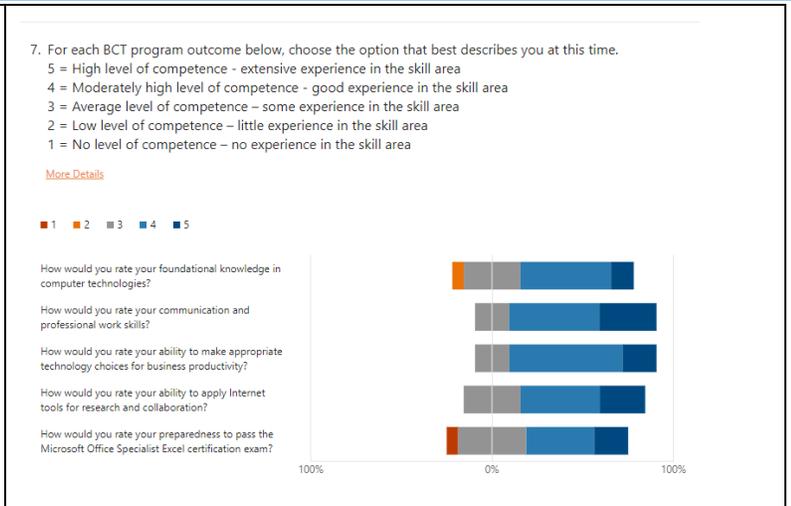
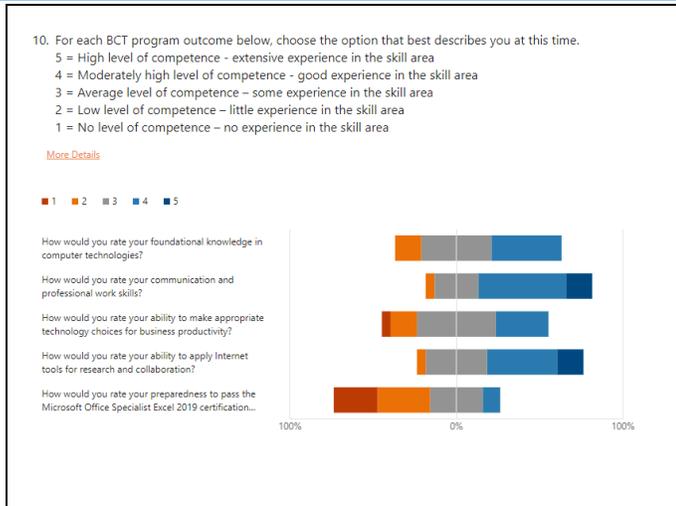
SAMPLE PRE/POST-COURSE SURVEYS FROM SPRING 2024 QUARTER

Course	Name	Pre-course Survey Links	Post-course Survey Links
BCT 130	Spreadsheets	https://forms.office.com/r/P2JbKk3HBh	https://forms.office.com/r/kzE08ukrWw
BCT 251	Web Publishing	https://forms.office.com/r/VNnBchsKYh	https://forms.office.com/r/7kkHXXDEmC
BCT 275	Software Integrations	https://forms.office.com/r/dVzz0eY3jx	https://forms.office.com/r/LiKbsfmS2H

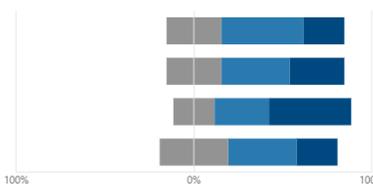
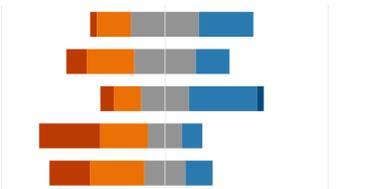
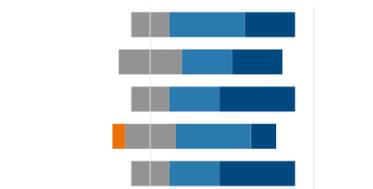
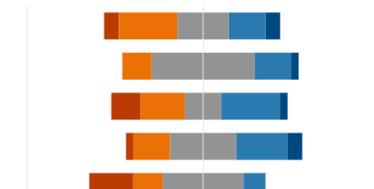
WINTER 2024 COURSE SURVEY SUMMARY

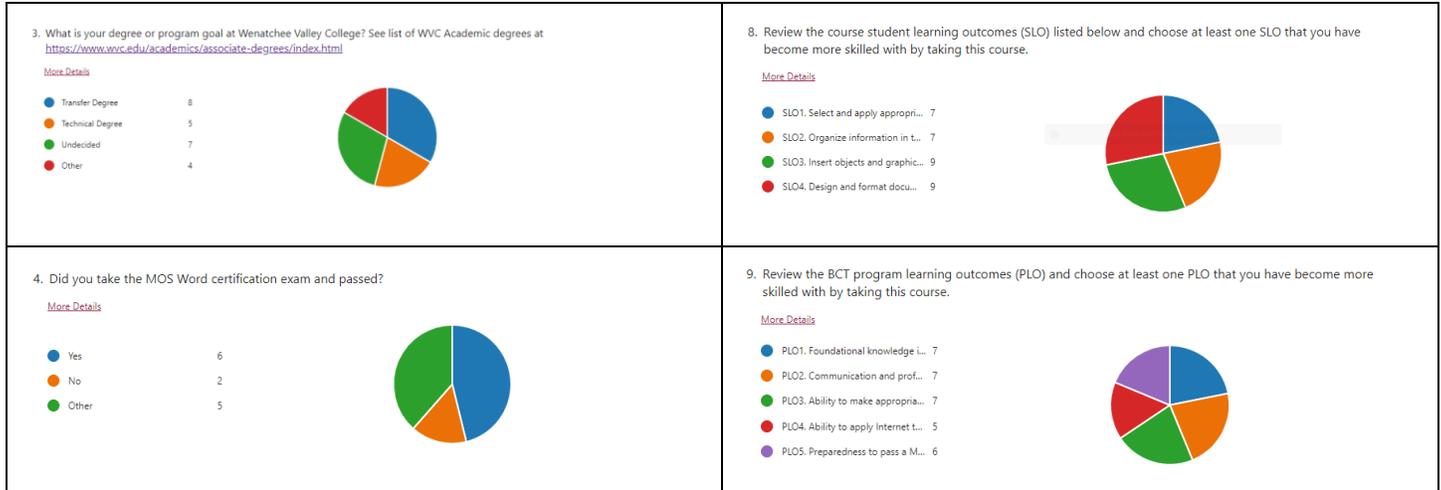
BCT 130



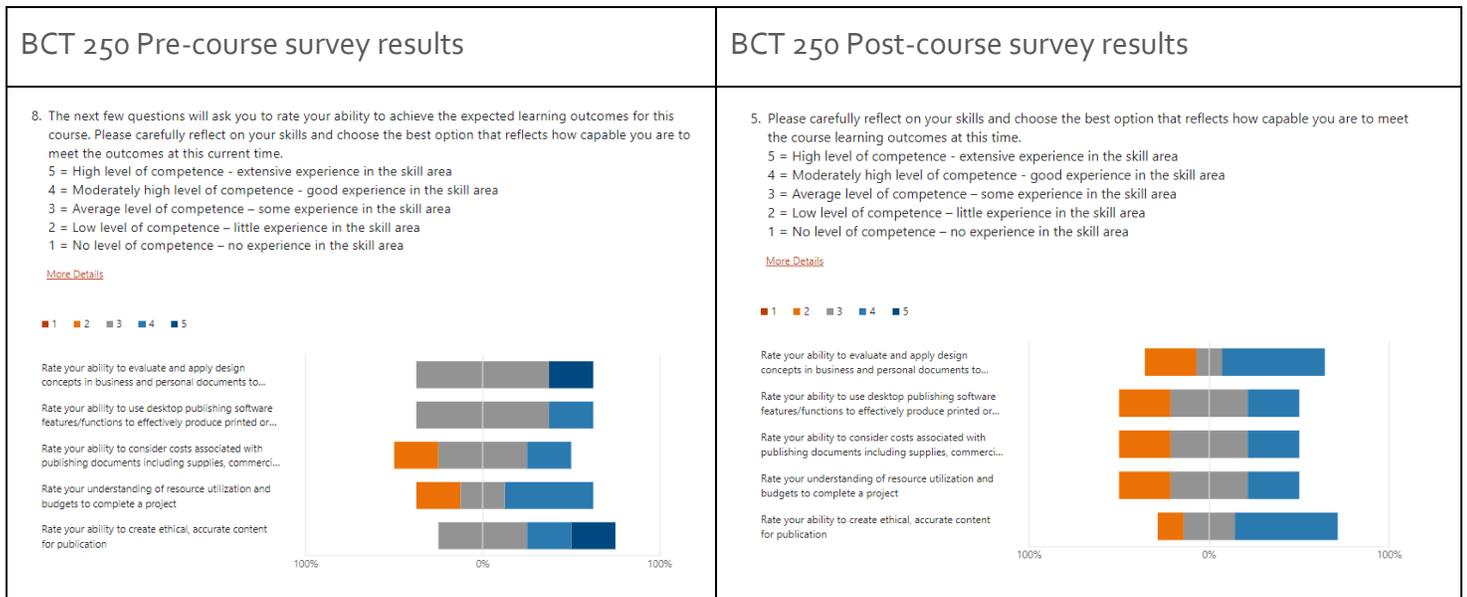


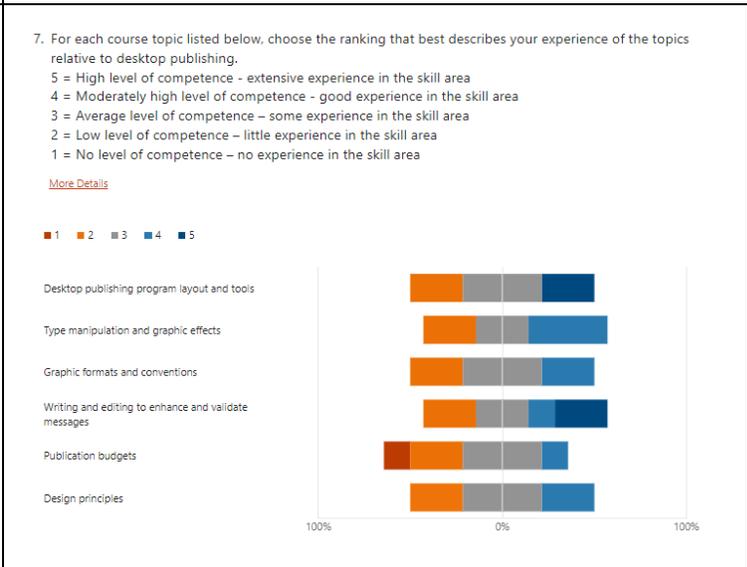
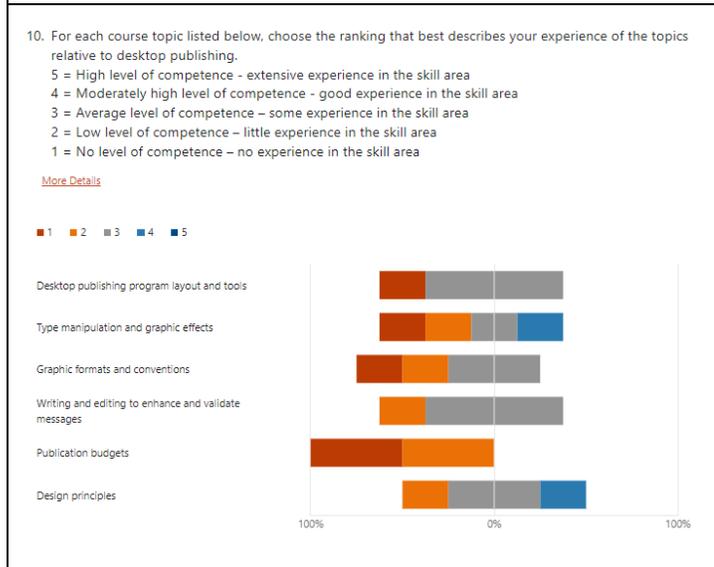
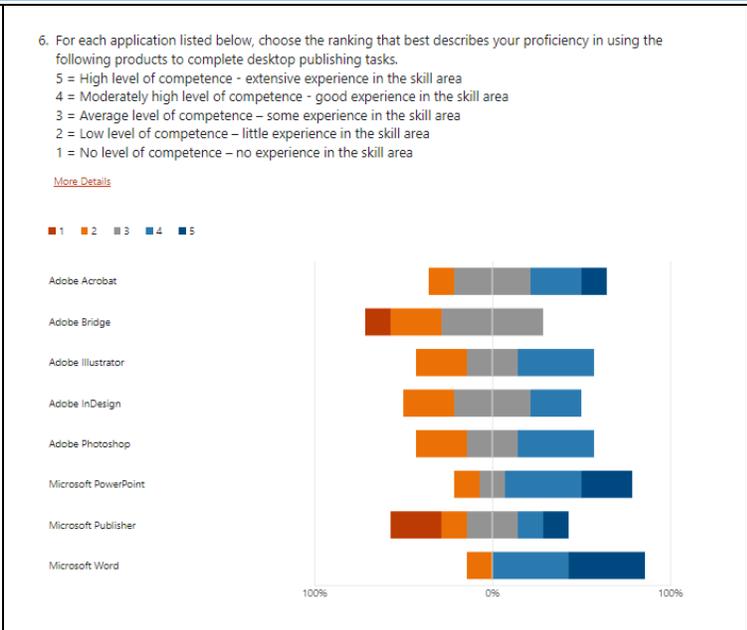
BCT 120

BCT 120 pre-course survey results	BCT 120 post-course survey results
<p>8. The next few questions will ask you to rate your ability to achieve the expected learning outcomes for this course. Please carefully reflect on your skills and choose the best option that reflects how capable you are to meet the outcomes at this current time using Microsoft Word.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>Select and apply appropriate use of software features. (Microsoft Word)</p> <p>Organize information in tables and lists to increase readability.</p> <p>Insert objects and graphics to improve document appearance.</p> <p>Design and format documents to communicate effectively.</p> 	<p>5. Now that you are done with the course, please rate your ability that best reflects how capable you are to meet the following course learning outcomes at this time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>Select and apply appropriate use of software features.</p> <p>Organize information in tables and lists to increase readability.</p> <p>Insert objects and graphics to improve document appearance.</p> <p>Design and format documents to communicate effectively.</p> 
<p>9. For each course concept below, choose the option that best describes your ability to apply the following concepts to complete word processing tasks.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>Rate your ability to create and manage documents.</p> <p>Rate your ability to present information in tables and lists.</p> <p>Rate your ability to insert and format pictures.</p> <p>Rate your ability to create business diagrams.</p> <p>Rate your ability to reference sources (using Microsoft Word).</p> 	<p>6. For each course concept below, choose the option that best describes your ability to apply the following word processing tasks.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>Rate your ability to create and manage documents.</p> <p>Rate your ability to present information in tables and lists to modify and format cell content.</p> <p>Rate your ability to insert and format pictures.</p> <p>Rate your ability to create business diagrams.</p> <p>Rate your ability to reference sources (using Microsoft Word).</p> 
<p>10. For each BCT program outcome below, choose the option that best describes you at this time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>How would you rate your foundational knowledge in computer technologies?</p> <p>How would you rate your communication and professional work skills?</p> <p>How would you rate your ability to make appropriate technology choices for business productivity?</p> <p>How would you rate your ability to apply Internet tools for research and collaboration?</p> <p>How would you rate your preparedness to pass the Microsoft Office Specialist Word certification exam?</p> 	<p>7. For each BCT program outcome below, choose the option that best describes you at this time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>How would you rate your foundational knowledge in computer technologies?</p> <p>How would you rate your communication and professional work skills?</p> <p>How would you rate your ability to make appropriate technology choices for business productivity?</p> <p>How would you rate your ability to apply Internet tools for research and collaboration?</p> <p>How would you rate your preparedness to pass the Microsoft Office Specialist Word certification exam?</p> 



BCT 250



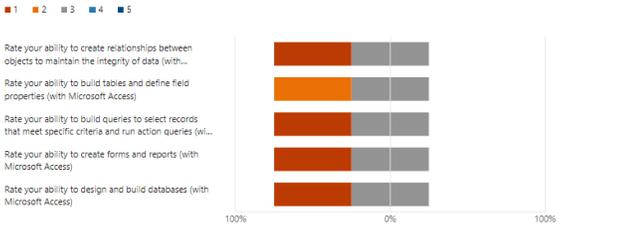
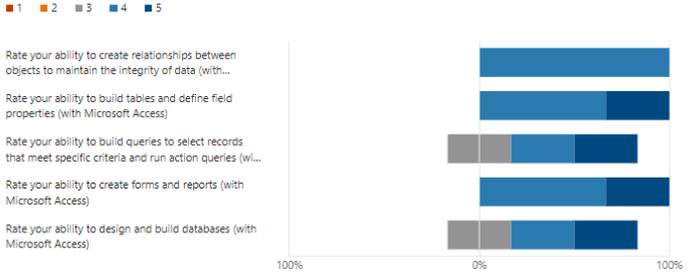
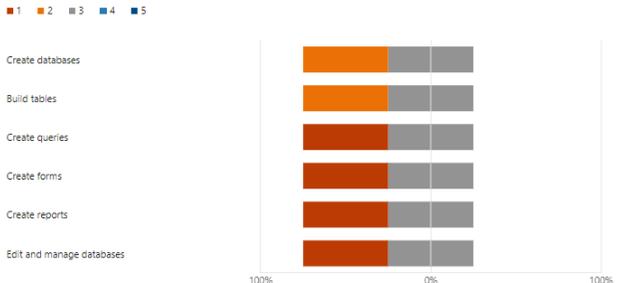
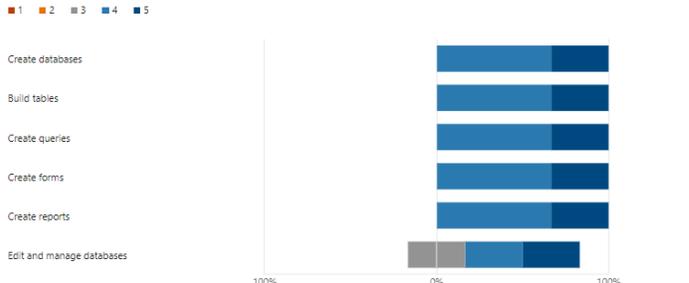


BUSINESS COMPUTER TECHNOLOGY

Sompheng Batch 2023 Post-tenure Report

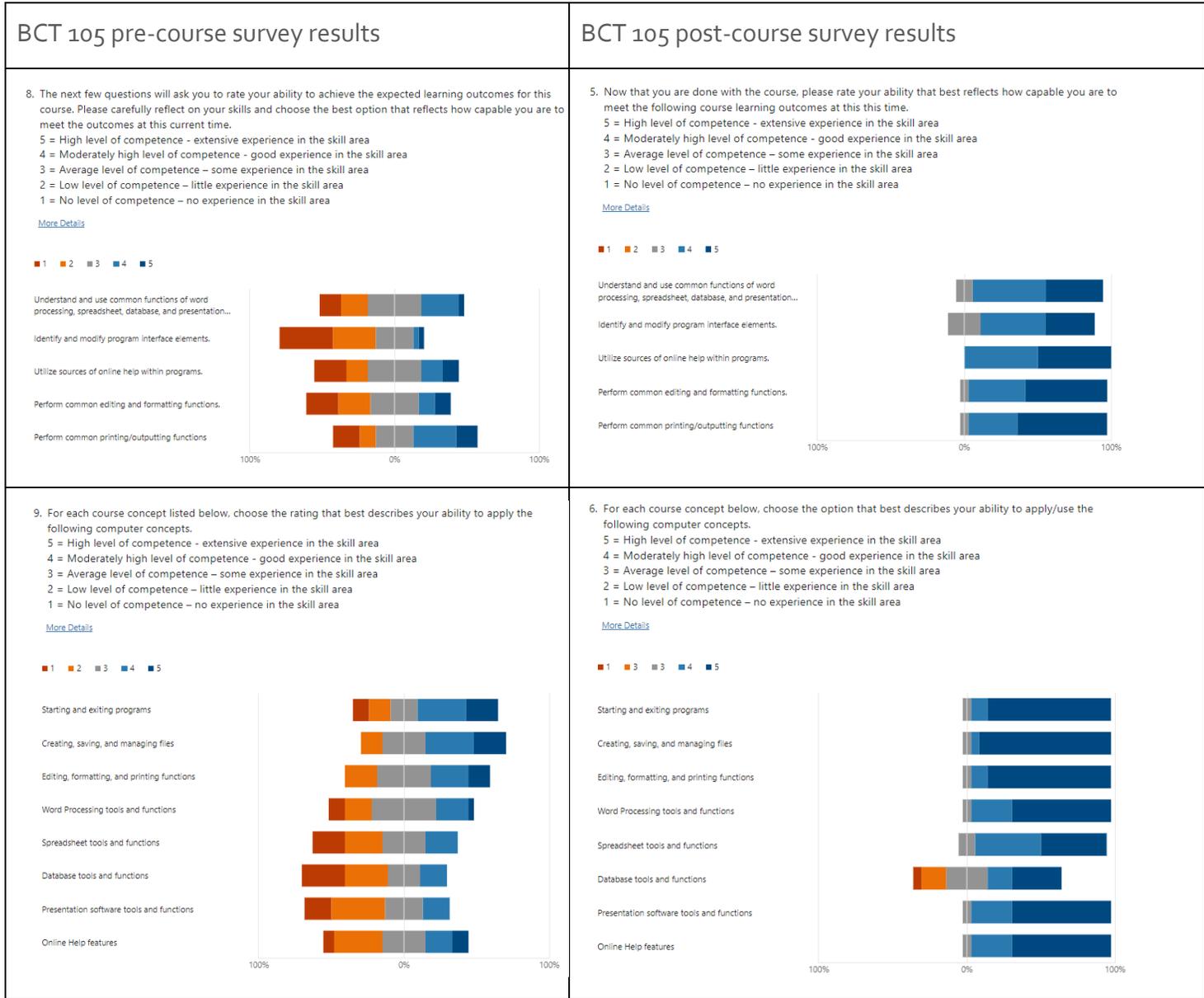


BCT 150

BCT 150 Pre-course survey results	BCT 150 Post-course survey results
<p>8. The next few questions will ask you to rate your ability to achieve the expected learning outcomes for this course. Please carefully reflect on your skills and choose the best option that reflects how capable you are to meet the outcomes at this current time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> 	<p>5. Please carefully reflect on your skills and choose the best option that reflects how capable you are to meet the course learning outcomes at this time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> 
<p>9. For each course concept below, choose the option that best describes your ability to apply the following concepts to complete database tasks.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> 	<p>6. For each course concept below, choose the option that best describes your ability to apply the following database concepts.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> 

<p>10. For each BCT program outcome below, choose the option that best describes you at this time. 5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ Low/Poor ■ Moderate/Fair ■ Good ■ Very Good ■ Excellent</p> <p>How would you rate your foundational knowledge in computer technologies? How would you rate your communication and professional work skills? How would you rate your ability to make appropriate technology choices for business productivity? How would you rate your ability to apply Internet tools for research and collaboration? How would you rate your preparedness to pass the Microsoft Office Specialist Access certification exam?</p>	<p>7. For each program outcome below, choose the option that best describes you at this time. 5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>How would you rate your foundational knowledge in computer technologies? How would you rate your communication and professional work skills? How would you rate your ability to make appropriate technology choices for business productivity? How would you rate your ability to apply Internet tools for research and collaboration? How would you rate your preparedness to pass the Microsoft Office Specialist Access certification exam?</p>
<p>3. What is your degree or program goal at Wenatchee Valley College? See list of WVC Academic degrees at https://www.wvc.edu/academics/associate-degrees/index.html</p> <p>More Details</p> <p>● Transfer Degree 1 ● Technical Degree 0 ● Undecided 1 ● Other 0</p>	<p>8. Review the course student learning outcomes (SLO) listed below and choose at least one SLO that you have become more skilled with by taking this course.</p> <p>More Details</p> <p>● SLO1. Create relationships betw... 0 ● SLO2. Build tables and define fie... 3 ● SLO3. Build queries to select rec... 3 ● SLO4. Create forms and reports. 3 ● SLO5. Design and build databas... 2</p>
<p>4. Did you take the MOS Access certification exam and passed?</p> <p>More Details</p> <p>● Yes 0 ● No 1 ● Other 2</p>	<p>9. Review the BCT program learning outcomes (PLO) listed below and choose at least one PLO that you have become more skilled with by taking this course.</p> <p>More Details</p> <p>● PLO1. Foundational knowledge i... 3 ● PLO2. Communication and prof... 2 ● PLO3. Ability to make appropria... 2 ● PLO4. Ability to apply Internet t... 3 ● PLO5. Preparedness to pass a M... 2</p>

BCT 105



BUSINESS COMPUTER TECHNOLOGY

Sompheng Batch 2023 Post-tenure Report

<p>10. For each BCT program outcome below, choose the option that best describes you at this time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ Low/Poor ■ Moderate/Fair ■ Good ■ Very Good ■ Excellent</p> <p>How would you rate your foundational knowledge in computer technologies?</p> <p>How would you rate your communication and professional work skills?</p> <p>How would you rate your ability to make appropriate technology choices for business productivity?</p> <p>How would you rate your ability to apply Internet tools for research and collaboration?</p> <p>How would you rate your preparedness to pass an industry certification exam? (IC3 Digital Literacy-Key...</p>	<p>7. For each BCT program outcome below, choose the option that best describes you at this time.</p> <p>5 = High level of competence - extensive experience in the skill area 4 = Moderately high level of competence - good experience in the skill area 3 = Average level of competence – some experience in the skill area 2 = Low level of competence – little experience in the skill area 1 = No level of competence – no experience in the skill area</p> <p>More Details</p> <p>■ 1 ■ 2 ■ 3 ■ 4 ■ 5</p> <p>How would you rate your foundational knowledge in computer technologies?</p> <p>How would you rate your communication and professional work skills?</p> <p>How would you rate your ability to make appropriate technology choices for business productivity?</p> <p>How would you rate your ability to apply Internet tools for research and collaboration?</p> <p>How would you rate your preparedness to pass an industry certification exam? (IC3 Digital Literacy-Key...</p>
<p>3. What is your degree or program goal at Wenatchee Valley College? See list of WVC Academic degrees at https://www.wvc.edu/academics/associate-degrees/index.html</p> <p>More Details</p> <p>● Transfer Degree 4 ● Technical Degree 13 ● Undecided 4 ● Other 6</p>	<p>8. Review the course student learning outcomes (SLO) listed below and choose at least one SLO that you have become more skilled with by taking this course.</p> <p>More Details</p> <p>● SLO1. Understand and use com... 15 ● SLO2. Identify and modify progr... 9 ● SLO3. Utilize sources of online h... 11 ● SLO4. Perform common editing ... 13 ● SLO5. Perform common printing... 13</p>
<p>4. Did you take a proctored IC3 Digital Literacy certification and passed?</p> <p>More Details</p> <p>● Yes 4 ● No 7 ● Other 7</p>	<p>9. Review the BCT program learning outcomes (PLO) listed below and choose at least one PLO that you have become more skilled with by taking this course.</p> <p>More Details</p> <p>● PLO1. Foundational knowledge l... 15 ● PLO2. Communication and prof... 11 ● PLO3. Ability to make appropria... 11 ● PLO4. Ability to apply Internet t... 11 ● PLO5. Preparedness to pass an l... 6</p>

BCT-ITAM CREDITS TRANSFER AAS-T PROGRAM

	Curriculum	Credits	Transfers in as	Credits	Notes
BCT 105	Computer Applications	5	IT 101 COMPUTER APPLICATIONS	3	
BCT 120	Word Processing I	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 130 & BCT 150	4	in the major
BCT 130	Spreadsheets	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 120 & BCT 150	4	
BCT 150	Database	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 120 & BCT 130	4	
BCT 284	Project Management	5	ADMG 374 Project MGMT	4	in the major
BUS 101	Intro. to Business	5	ADMG 201 INTRODUCTION TO BUSINESS	3	in the major

BCT-ITAM CREDITS TRANSFER ATS PROGRAM

	Curriculum	Credits	Transfers in as	Credits	Notes
BCT 105	Computer Applications	5	IT 101 COMPUTER APPLICATIONS	3	
BCT 128	Business Math	5	ADMG 271 BUSINESS MATH APPLICATIONS	4	
BCT 130	Spreadsheets I	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 120 & BCT 150	4	in the major
BCT 150	Database	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 120 & BCT 130	4	
BCT 210	Word Processing II	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 220 & BCT 230		
BCT 220	Spreadsheets II	5	IT 260 INTEGRATED INFORMATION TECHNOLOGY APPLICATION PROJECTS when taken with BCT 210 & BCT 230		
BCT 251	Web Publishing	5	IT 248		
BCT 284	Project Management	5	ADMG 374 Project MGMT	3	In the major

Wenatchee Foundation

Rachel Evey, Executive Director

Annual Celebration

The foundation held its annual celebration on May 9, 2024, in the Maguire Conference Center. The program included a welcome by President Harrison, foundation update by Rachel Evey, presentation of the Distinguished Alumni Award to Ricardo Escobedo, Knights Care Fund testimonials from Ayla Medina Ulloa (counseling department), scholarship update from Ellora La Shier (foundation scholarship program manager), and panel of scholarship recipients moderated by Lupe Brito (foundation development director). Guests included donors, scholarship recipients, volunteers, and college leadership. Overall there was positive feedback from those who attended.



Figure 1 - Collage of photos from the Annual Foundation Celebration on May 9, 2024.

Distinguished Alumni Award

The Wenatchee Valley College Foundation Board of Directors has selected Ricardo Escobedo as the 2024 Distinguished Alumni Award recipient. The foundation received nominations for 10 alumni from across North Central Washington.

Escobedo, a 1999 graduate with an Associate in Technical Science, began his WVC journey after a season of crab fishing in the Bering Sea. Seeking a more balanced life, he found WVC's flexible schedules and supportive environment to be the ideal setting for his academic and personal growth.

Currently, Escobedo serves as a Strategy Consultant and Licensed Clinical Social Worker (LCSW) at KIERI Consulting. His work involves teaching community resilience, providing psychological first aid, and supporting first responders in conflict zones. He also mentors students at UC Berkeley and co-founded the KIERI Healing Sanctuary, which focuses on ecotherapy and trauma healing.

Escobedo's commitment to inclusive education, culturally responsive healthcare, and environmental justice is evident through his involvement with various local and state committees, including the CWU CAMP Advisory and the Wenatchee River Institute Board.



Figure 2 - Ricardo Escobedo, 2024 WVC Distinguished Alumni.

Scholarship Program

In total, \$714,821 was awarded in 2024-25. This is the most the foundation has ever awarded. A press release was distributed last week sharing the news.

There were 266 recipients, 42% were renewals (received a scholarship the previous year). The average award amount was \$1,600.

This year was the first time the foundation offered a roll-over application, in an effort to make the process easier for students. 99 students updated their app and 50 were awarded in a later funding cycle. Students that receive a scholarship have funding for the remainder of the academic year (they don't have to reapply each quarter to keep their funding).

Award Dates

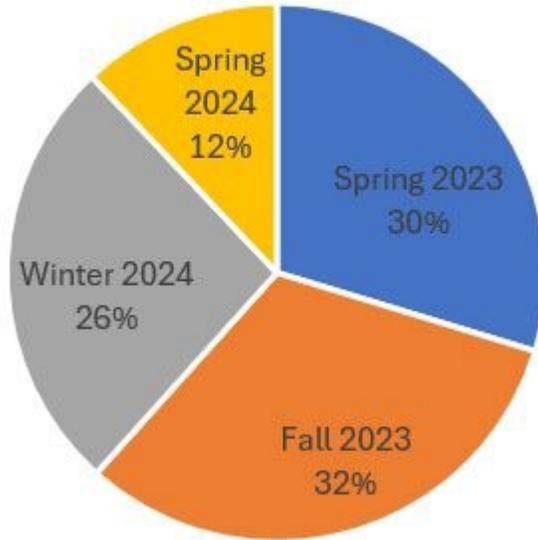


Figure 3 - Ratio of what academic quarter scholarships were awarded by the WVC Foundation.

Athletics Golf Fundraiser

Athletics had their golf fundraiser on Friday May 17. The event has not been held since 2017. Positive feedback from those in attendance and support for it to be an annual event again.

Business sponsors covered the holes available and more. Signage recognition was along route.

Major donors and scholarship fund holders were in attendance. Student athletes had a strong presence and were a highlight of the event. Thank you to Cabinet member Reagan Bellamy for putting together a team and Brett Riley for attending the evening social.

Click the [linked](#) video below for a slideshow by athletics showcasing the event.



Figure 4 - Video slideshow of the WVC Athletics Golf Fundraiser.

Knight at the AppleSox

The Wenatchee Valley College Foundation is hosting “Knight at the AppleSox” on June 11 at the Paul Thomas Sr. Field. Gates will open at 5:30 p.m. with the game scheduled to begin at 6:30 p.m.

WVC employees, students and alumni can register for free tickets at bit.ly/2024KATAS for the Wenatchee AppleSox vs. Bellingham Bells game. Tickets are first come, first served. Reserved tickets can be picked up at will call before the game starts.

For every burger or beer purchased during the game, WVC Foundation will receive \$1 as a donation. All proceeds go towards the Knights Care Fund, a financial assistance fund for WVC students facing emergency situations. WVC alumni Ron Lodge, Jeanne Lodge, and Candace Hansen will sing the national anthem. Ricardo Escobedo, the 2024 WVC Distinguished Alumni award recipient, will throw the first pitch.



Figure 5 - Coyote and President Harrison at the 2023 Knight at the AppleSox.

Climate, Culture, Inclusion & Belonging

Joe Eubanks, Executive Director

It is with great pleasure that I extend my warmest greetings to each of you and express my profound appreciation for your unwavering dedication to the mission and vision of Wenatchee Valley College (WVC). As we gather here today, amidst a landscape of unprecedented challenges and opportunities, I am honored to provide you with a comprehensive update on the latest developments and initiatives surrounding Diversity, Equity, Inclusion, and Belonging (DEIB) within our esteemed institution.

At Wenatchee Valley College, we understand that our commitment to DEIB goes beyond mere rhetoric; it is the cornerstone upon which our educational endeavors are built. In an era marked by rapid social change and global interconnectedness, the pursuit of DEIB excellence is not only a moral imperative but also a strategic necessity for educational institutions like ours. It is a commitment that transcends the confines of our campus walls, reaching into the very heart of our community, and shaping the lives of those we serve.

In today's report, I am eager to share with you the significant progress we have made and the transformative initiatives we have underway to advance DEIB at WVC. Through collaboration, innovation, and unwavering dedication, we are laying the foundation for a more inclusive and equitable future for all members of our college community.

Transition to Collaborative Oversight Forum:

I am thrilled to announce a significant shift in our governance structure that embodies our commitment to inclusivity and transparency. The Collaborative Oversight Forum will formally replace the current Presidents Shared Governance Meeting. This transition marks a pivotal moment in our journey, emphasizing inclusivity, transparency, and equity in our decision-making processes. By reframing the meeting as a Collaborative Oversight Council, we underscore the importance of collaboration, fostering a culture where diverse perspectives are valued, and shared responsibility is embraced. Effective governance thrives on input from stakeholders at all levels, and this move ensures that our decision-making is informed by a rich tapestry of voices and experiences.

Creating Safe Spaces Training by Triple Point NCW:

In line with our commitment to creating an inclusive and welcoming environment, I am delighted to announce that Triple Point NCW will be conducting Creating Safe Spaces training on June 3 at 12 noon in Van Tassell. This training is a crucial step in equipping our faculty, staff, and students with the tools and knowledge to foster safe and supportive environments for all members of our community. By investing in such initiatives, we demonstrate our dedication to ensuring that Wenatchee Valley College is a place where every individual feels valued, respected, and empowered to thrive.

Support for CAFE's Pachanga & Mercadito:

Additionally, I am pleased to inform you that Wenatchee Valley College will be actively supporting CAFE's upcoming Pachanga & Mercadito, a vibrant community resource fair scheduled for June 15th. Our institution will have a table at the event, further demonstrating our commitment to engaging with and supporting our local community in initiatives that promote diversity, equity, inclusion, and belonging.

These initiatives exemplify our steadfast commitment to advancing diversity, equity, inclusion, and belonging at Wenatchee Valley College. Through collaborative governance and targeted training, we are actively creating a campus environment where all voices are heard, and everyone has the opportunity to succeed.

Thank you for your continued support and dedication to our shared mission of promoting DEIB excellence at Wenatchee Valley College.

All the Best

Joe Eubanks

Human Resources

Reagan Bellamy, Executive Director

Open Recruitments –

BAS – Behavioral Health One Year Temp Faculty

Criminal Justice - One Year Temp Faculty (interviews set)

Dean of Allied Health and Professional Technical Programs (interviews set)

Dean of Strategic Enrollment and Student Success (interviews set)

Executive Director of Communications, Marketing, and Media Relations (interviews set)

Research & Analytics Associate

Senior Internal Auditor

Transitional Studies Tenure Track Faculty (interviews set)

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. 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 May, WVC.edu reports the following analytics (for comparison purposes, April 2024 analytics are included):

	April 2024	May 2024
Total users	127,672	131,741
Number of views	220,710	159,223
Top geo	Seattle, Wenatchee, not set, East Wenatchee, Omak	Seattle, Wenatchee, not set, East Wenatchee, Omak
Top pages	Wvc.edu, Search, Academics, Academic calendar, apply	WVC.edu, Academic Calendar, Student Checklist, Future students/ Running start, Human Resources/jobs
Live chat sessions	188	176

We continue to work on adding a translation function to the website, but given the temporary shift in focus to graduation, this has not been a priority in the past few weeks. However, we do believe that we are establishing a system to accomplish this. 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, though the most recent focus has been 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 116,241 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: 167,583, up 61.2% from April, which was unusually low
- Total audience: 7,963
- Engagement: 2,344, up 14.7% from April
- Click thrus: 50

Instagram:

- Impressions: 29,932, up 48.3% from April
- Followers: 2,174, 38 new followers
- Engagement: 757, up 50.5% from April

TikTok:

- Impressions: 1,550
- Followers: 55
- Engagement: 12

*Note that PIO has a TikTok campaign planned for commencement to boost followers X (formerly Twitter):
Impressions: 123, up 251.4%% from April
Followers: 274
Engagement: N/A

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. To date, Motimatic reports tracking 27 “stopout” students.

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 an elevated grad programs for both ceremonies that includes embossing, heavier paper stock, and photos inside the programs. We have also 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.

Media coverage:

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

- CAMP \$2.4M grant award
- Results from athletic teams and the signing of new athletes
- Strategic plan listening sessions
- Graduation ceremonies

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

ASPIRE

Dr. Tod Treat, Vice President of Instruction

Institutional Scorecard 2023-2024

The 2023-2024 Institutional Scorecard is the first scorecard shared with the institution to replace a previous Mission Fulfillment and Core Theme Indicator Report. As a level one scorecard, institutional measures are provided from established dashboards available to the college and public at [Institutional Research | Wenatchee Valley College \(wvc.edu\)](https://www.wvc.edu/institutional-research). Dashboards provide accessible, verifiable, consistent, and timely data that can be easily viewed, analyzed, and utilized to enhance equitable student success and college improvement. The Level One Institutional Scorecard is intended to demonstrate mission fulfillment and strategic directions and is not intended to make programmatic decisions.

The Institutional Scorecard is specifically tailored to provide the Board of Trustees and campus community with demonstrable and actionable attainment of WVC's Strategic Plan and [NWCCU Standards](#). WVC must demonstrate fulfillment of Standard One that it *articulates its commitment to student success, primarily measured through student learning and achievement, for all students, with a focus on equity and closure of achievement gaps, and establishes a mission statement, acceptable thresholds, and benchmarks for effectiveness with meaningful indicators.*

The Institutional Scorecard also has been created with review and consultation of WVC's Core Theme Councils (Educational Achievement, Support for Learning, Diversity and Cultural Enrichment, Responsiveness to Local Needs) as well as review by Instruction Council and Cabinet before formal acceptance by the Board of Trustees. These processes ensure that WVC is *articulating its commitment to ... governance that is inclusive in its planning and decision-making* and in which both the Board (2.A.1), administrators (2.A.2), and campus community (2.A.4) all have defined authority, roles, responsibilities, and input. (Standard Two)

Mission

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

Core Themes

Educational Achievement

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

Support for Learning

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

Responsiveness to Local Needs

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

Diversity and Cultural Enrichment

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

General Themes

Establishing Goals and Thresholds around mitigating Equity Gaps. The four core theme councils have all considered how to (a) increase accessibility, (b) enhance overall student success, and (c) how to bridge equity gaps. These goals are foundational and will be iterated each year by reviewing data, updated plans, and performance results.

Accessibility.

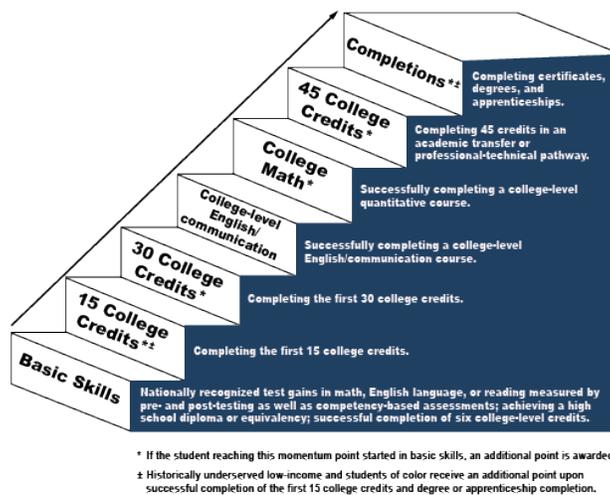
Goal A. To ensure that students from across the region (each zip code in our service areas) are able to take classes that meet their education and cultural needs, including concurrent enrollment, transitional studies, transfer, professional/technical, and continuing education. [Reviewed by Responsiveness to Local Needs]

Goal B. To ensure that employees of WVC are representing the college in their local communities. [Reviewed by Responsiveness to Local Needs]

Responsiveness to Local Needs will review and advance updated goals and thresholds annually and advance recommendations.

Overall Student Success

Goal A. To improve overall student retention, persistence, and success as characterized by the SBCTC Student Achievement Initiative (SAI) conceptual framework and metrics.



Wenatchee Valley College seeks to experience year over year increases in key student performance benchmarks.

- fall to winter retention,
- successful course completion of gateway courses,
- attainment of English/math in Year One,
- persistence of 15, 30, and 45 credits
- graduation and success rates (100%/150% time)

Educational Achievement will review and advance updated goals and thresholds annually and advance recommendations.

High Impact Practices (HIPS)

Disaggregation of SAI measures by special populations provides an opportunity to observe the positive impact of HIPS including two-year educational plans, coaching, tutoring services, career services, dedicated advising, spaces and events to enhance belonging, and enrichment events, such as four-year campus visits (CAMP, Concurrent Enrollment).

Disaggregation also serves as an opportunity to observe the impact of barriers, such as financial strain; housing, transportation, or food insecurity; childcare or other responsibilities; technology limitations; etc. While the metrics are indirect, performative impacts can be seen in the data (i.e. economically disadvantaged). Special populations of interest, such as Omak and male students, can lead to identification of specific issues that may arise.

Support for Learning will review and advance updated goals and thresholds annually and advance recommendations.

Bridging Equity Gaps

Equity can be conceptualized in various ways, including inputs (opportunity), processes (learning), or outcomes (participation, achievement). Equity gaps can be identified by observing how particular groups or identities are performing relative to other groups or overall mean. The presumption of bridging equity gaps is everyone can experience success but that groups enter the education space in an uneven world, based upon perceptions, biases, systemic disadvantages, transgenerational trauma, and other challenges. Given *equitable* support, groups should perform comparably.

In this initial year, councils reviewed the performance of students who have benefited from privilege (i.e. white students) whose performance to date is higher than the overall student population and agreed to set disaggregated goals based upon the 2021-22 performance of white first-time full-time students at WVC. By setting goals at this level, WVC can look to specific groups and identify priority interventions. As examples,

Filter	Priority
Economically Disadvantaged	College level math, 45 credit persistence
Latinx	College level math, 45 credit persistence

Representation of Faculty, Staff, and Administration

In addition, WVC has committed to seeking representation among its faculty and staff proportional with student demographics (53% White, 34% Latinx, 5% More than 1 race, 4% African American, 4% Asian, 2% Native by headcount in 2023-24). WVC faculty, staff, and administration are not reflective of our student demographics. Diversification of all employee groups is a critical need to support students.

Diversity and Cultural Enrichment will review and advance updated goals and thresholds annually and advance recommendations.



Mission Fulfillment and Core Themes: Institutional Scorecard

2023-2024
Published June 2024

Fulfillment Rating	Criteria	Color
Exceeds Expectations	90% of target or higher	
Meets Expectations	75-89% of target	
Below Expectations	74% of target or lower	

Educational Achievement (EA)

Measure		Fulfillment Multiplier			Academic Year		
Mission Fulfillment Indicator	Target	90%	75%	2021-22	2022-23	2023-24	2024-25
Program Assessment							
EA	Retention, fall-to-winter	73%	65%	54%	73%	68%	
EA	Retention, fall-to-fall	49%	44%	36%	49%		
Discipline Assessment							
EA	Successful Course Completion	Replace with gateway classes			86%	85%	
EA	2nd Qtr Discipline (took)	Replace with Fall-Spring Retention (all degree seeking)			46%	42%	

Measure		Fulfillment Multiplier			Academic Year		
Mission Fulfillment Indicator	Target	90%	75%	2021-22	2022-23	2023-24	2024-25
Filter by: All College		Unduplicated Headcount			669	717	
EA	College-level English 101, Year 1	65%	58%	48%	60%	65%	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>
EA	College-level English 101, Year 2	70%	62%	52%	64%		
EA	College-level Math, Year 1	40%	36%	30%	33%	39%	
EA	College-level Math, Year 2	60%	53%	44%	52%		
EA	Persistence 15 college-level credits	78%	69%	58%	73%	77%	
EA	Persistence 30 college-level credits	60%	53%	44%	56%	58%	
EA	Persistence 45 college-level credits	31%	28%	23%	28%	31%	
EA	Graduation Rate, Year 2	40%	36%	30%	32%		
EA	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	65%		
EA	Graduation Rate, Year 3 (150%)						

Reviewed Educational Achievement March 19 2024

Support for Learning (S4L)									
Measure		Fulfillment Multiplier			Academic Year				
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25		
S4L	Filter by: CAMP	Unduplicated Headcount			41	54			
S4L	College-level English 101, Year 1	65%	58%	48%	61%	69%		<i>Includes first-time, Fall start, associate-degree seeking students only.</i>	
S4L	College-level English 101, Year 2	67%	60%	50%	71%				
S4L	College-level Math, Year 1	38%	34%	28%	41%	52%			
S4L	College-level Math, Year 2	56%	50%	41%	68%				
S4L	Persistence 15 college-level credits	78%	69%	58%	83%	89%			
S4L	Persistence 30 college-level credits	60%	53%	44%	73%	70%			
S4L	Persistence 45 college-level credits	31%	28%	23%	41%	31%			
S4L	Graduation Rate, Year 2	37%	33%	27%	34%				
S4L	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	63%				
S4L	Graduation Rate, Year 3 (150%)								
Measure		Fulfillment Multiplier			Academic Year				
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25		
S4L	Filter by: Economically Disadvantaged	Unduplicated Headcount			355	408			
S4L	College-level English 101, Year 1	65%	58%	48%	59%	62%		<i>Economic Disadvantage is defined by the state of Washington and includes students who recieved Pell grants or certain fee waivers.</i>	
S4L	College-level English 101, Year 2	67%	60%	50%	64%				
S4L	College-level Math, Year 1	38%	34%	28%	27%	34%			
S4L	College-level Math, Year 2	56%	50%	41%	49%				
S4L	Persistence 15 college-level credits	78%	69%	58%	72%	74%			
S4L	Persistence 30 college-level credits	60%	53%	44%	52%	54%			
S4L	Persistence 45 college-level credits	31%	28%	23%	23%	23%			
S4L	Graduation Rate, Year 2	37%	33%	27%	29%				
S4L	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	62%				
S4L	Graduation Rate, Year 3 (150%)								

Measure		Fulfillment Multiplier			Academic Year			
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25	
S4L	Filter by: Running Start	Unduplicated Headcount			357	356		
S4L	College-level English 101, Year 1	65%	58%	48%	76%	80%	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>	
S4L	College-level English 101, Year 2	67%	60%	50%	78%			
S4L	College-level Math, Year 1	38%	34%	28%	37%	37%		
S4L	College-level Math, Year 2	56%	50%	41%	62%			
S4L	Persistence 15 college-level credits	78%	69%	58%	80%	85%		
S4L	Persistence 30 college-level credits	60%	53%	44%	66%	69%		
S4L	Persistence 45 college-level credits	31%	28%	23%	36%	39%		
S4L	Graduation Rate, Year 2	37%	33%	27%	45%			
S4L	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	75%			
S4L	Graduation Rate, Year 3 (150%)							
Measure		Fulfillment Multiplier			Academic Year			
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25	
S4L	Filter by: Omak	Unduplicated Headcount			17	39		
S4L	College-level English 101, Year 1	65%	58%	48%	53%	59%	<i>Includes first-time, Fall start, associate-degree seeking students only. Omak students only include students who took classes at Omak campus in their first term.</i>	
S4L	College-level English 101, Year 2	67%	60%	50%	59%			
S4L	College-level Math, Year 1	38%	34%	28%	76%	44%		
S4L	College-level Math, Year 2	56%	50%	41%	94%			
S4L	Persistence 15 college-level credits	78%	69%	58%	65%	69%		
S4L	Persistence 30 college-level credits	60%	53%	44%	47%	49%		
S4L	Persistence 45 college-level credits	31%	28%	23%	24%	21%		
S4L	Graduation Rate, Year 2	37%	33%	27%	29%			
S4L	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	47%			
S4L	Graduation Rate, Year 3 (150%)							

Measure		Fulfillment Multiplier				Academic Year		
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25	
S4L	Filter by: Male	Unduplicated Headcount						
S4L	College-level English 101, Year 1	65%	58%	48%	54%	60%	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>	
S4L	College-level English 101, Year 2	67%	60%	50%	59%			
S4L	College-level Math, Year 1	38%	34%	28%	56%	61%		
S4L	College-level Math, Year 2	56%	50%	41%	72%			
S4L	Persistence 15 college-level credits	78%	69%	58%	70%	75%		
S4L	Persistence 30 college-level credits	60%	53%	44%	56%	57%		
S4L	Persistence 45 college-level credits	31%	28%	23%	28%	32%		
S4L	Graduation Rate, Year 2	37%	33%	27%	31%			
S4L	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	65%			
S4L	Graduation Rate, Year 3 (150%)							
Measure		Fulfillment Multiplier				Academic Year		
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25	
S4L	Filter by: Female							
S4L	College-level English 101, Year 1	65%	58%	48%	63%	67%	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>	
S4L	College-level English 101, Year 2	67%	60%	50%	66%			
S4L	College-level Math, Year 1	38%	34%	28%	50%	54%		
S4L	College-level Math, Year 2	56%	50%	41%	73%			
S4L	Persistence 15 college-level credits	78%	69%	58%	76%	78%		
S4L	Persistence 30 college-level credits	60%	53%	44%	55%	60%		
S4L	Persistence 45 college-level credits	31%	28%	23%	28%	31%		
S4L	Graduation Rate, Year 2	37%	33%	27%	32%			
S4L	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	64%			
S4L	Graduation Rate, Year 3 (150%)							

Reviewed by Support for Learning May 10, 2024

Diversity & Cultural Enrichment (DCE)									
Measure		Fulfillment Multiplier			Academic Year				
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25		
DCE	Monitoring Report: Educational Outcomes *First-Time-In-College (FTIC) Associate Degree Seeking Students								
DCE	Filter by: Hispanic/Latino	Unduplicated Headcount			295	331	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>		
DCE	College-level English 101, Year 1	65%	58%	48%	56%	62%			
DCE	College-level English 101, Year 2	67%	60%	50%	60%				
DCE	College-level Math, Year 1	38%	34%	28%	29%	38%			
DCE	College-level Math, Year 2	56%	50%	41%	48%				
DCE	Persistence 15 college-level credits	78%	69%	58%	68%	76%			
DCE	Persistence 30 college-level credits	60%	53%	44%	50%	56%			
DCE	Persistence 45 college-level credits	31%	28%	23%	25%	24%			
DCE	Graduation Rate, Year 2	37%	33%	27%	26%				
DCE	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	58%				
DCE	Graduation Rate, Year 3 (150%)								
Measure		Fulfillment Multiplier			Academic Year				
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25		
DCE	Monitoring Report: Educational Outcomes *First-Time-In-College (FTIC) Associate Degree Seeking Students								
DCE	Filter by: Other Race/Ethnicity	Unduplicated Headcount			78	88	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>		
DCE	College-level English 101, Year 1	65%	58%	48%	62%	61%			
DCE	College-level English 101, Year 2	67%	60%	50%	63%				
DCE	College-level Math, Year 1	38%	34%	28%	29%	26%			
DCE	College-level Math, Year 2	56%	50%	41%	50%				
DCE	Persistence 15 college-level credits	78%	69%	58%	76%	70%			
DCE	Persistence 30 college-level credits	60%	53%	44%	58%	52%			
DCE	Persistence 45 college-level credits	31%	28%	23%	29%	28%			
DCE	Graduation Rate, Year 2	37%	33%	27%	33%				
DCE	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	68%				
DCE	Graduation Rate, Year 3 (150%)								

Measure		Fulfillment Multiplier			Academic Year			
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25	
DCE	Monitoring Report: Educational Outcomes *First-Time-In-College (FTIC) Associate Degree Seeking Students							
DCE	Filter by: White			296	298			
DCE	College-level English 101, Year 1	65%	58%	48%	65%	68%	<i>Includes first-time, Fall start, associate-degree seeking students only.</i>	
DCE	College-level English 101, Year 2	67%	60%	50%	67%			
DCE	College-level Math, Year 1	38%	34%	28%	38%	44%		
DCE	College-level Math, Year 2	56%	50%	41%	56%			
DCE	Persistence 15 college-level credits	78%	69%	58%	78%	81%		
DCE	Persistence 30 college-level credits	60%	53%	44%	60%	63%		
DCE	Persistence 45 college-level credits	31%	28%	23%	31%	38%		
DCE	Graduation Rate, Year 2	37%	33%	27%	37%			
DCE	Success Year 2 (enrl, transfer, or grad)	72%	64%	53%	72%			
DCE	Graduation Rate, Year 3 (150%)							

Reviewed by Diversity and Cultural Enrichment March 15, 2024

Measure		Fulfillment Multiplier			Academic Year			
Mission Fulfillment Indicator	Target	75%	90%	2021-22	2022-23	2023-24	2024-25	
DCE	Goal: Personnel Representation- Faculty and Staff will reflect the composition of our community and college.							
DCE	Gender	Race			Faculty			
DCE					2020-21	2021-22	2022-23	
DCE	Female	All (F)	50%	45%	37%	58%	61%	61%
DCE	Female	Asian (F)	2%	2%	1%	3%	2%	3%
DCE	Female	Bl/AfAm (F)	2%	2%	1%	1%	1%	1%
DCE	Female	Latine (F)	28%	25%	21%	3%	4%	5%
DCE	Female	<2 Races (F)	2%	2%	1%	0%	0%	0%
DCE	Male	All (M)	50%	45%	37%	42%	39%	39%
DCE	Male	Asian (M)	2%	2%	1%	0%	0%	0%
DCE	Male	Bl/AfAm(M)	2%	2%	1%	1%	0%	1%
DCE	Male	Latine (M)	28%	25%	21%	5%	5%	4%
DCE	Gender	Race			Exempt			
DCE					2020-21	2021-22	2022-23	
DCE	Female	All (F)	50%	45%	37%	67%	69%	69%
DCE	Female	Asian (F)	2%	2%	1%	0%	2%	2%
DCE	Female	Bl/AfAm (F)	2%	2%	1%	0%	0%	0%

DCE	Female	Latine (F)	28%	25%	21%	23%	23%	28%
DCE	Female	API (F)	NA			0%	1%	1%
DCE	Female	NR	NA			0%	6%	0%
DCE	Female	<2 Races (F)	2%	2%	1%	0%	0%	0%
DCE	Female	All (M)	50%	45%	37%	33%	31%	31%
DCE	Male	Asian (M)	2%	2%	1%	0%	0%	0%
DCE	Male	Bl/AfAm(M)	2%	2%	1%	0%	0%	1%
DCE	Male	Latine (M)	28%	25%	21%	7%	8%	9%
DCE	Gender	Race	Classified					
DCE						2020-21	2021-22	2022-23
DCE	Female	All (F)	50%	45%	37%	55%	50%	49%
DCE	Female	Asian (F)	2%	2%	1%	4%	1%	1%
DCE	Female	Bl/AfAm (F)	2%	2%	1%	1%	0%	0%
DCE	Female	Latine (F)	28%	25%	21%	9%	13%	20%
DCE	Female	API (F)	NA			1%	0%	0%
DCE	Female	NR	NA			0%	5%	2%
DCE	Female	<2 Races (F)	2%	2%	1%	1%	1%	1%
DCE	Male	All (M)	50%	45%	37%	45%	47%	50%
DCE	Male	Asian (M)	2%	2%	1%	0%	0%	0%
DCE	Male	Bl/AfAm(M)	2%	2%	1%	0%	1%	1%
DCE	Male	Latine (M)	28%	25%	21%	12%	9%	13%
DCE	Male	API (M)				0%	0%	0%

Responsiveness to Local Needs (RLN)									
Measure		Fulfillment Multiplier				Academic Year			
RLN	Filter by: College in the High School								
RLN	Distribution of Offerings (Geographical)					Percent of Zip Codes: 1 or more student			
RLN	Student Type	AY	Headcount	Enrollments	Credits	Chelan	Douglas	Okanogan	County Graph
RLN	College in the High School	2021-22	125	263	1290	56%	83%	31%	
RLN	College in the High School	2022-23	230	427	1901	56%	67%	46%	
RLN	Continuing Ed	2021-22	508	714	0	100%	83%	38%	
RLN	Continuing Ed	2022-23	896	1414	0	100%	83%	54%	
RLN	Transitional Studies	2021-22	586	1437	28	89%	83%	85%	
RLN	Transitional Studies	2022-23	853	2202	5	100%	83%	69%	
Measure		Fulfillment Multiplier				Academic Year			
RLN	Distribution of Offerings (Geographical)					Percent of Zip Codes: 3 or more students			
RLN	Academic Group	AY	Headcount	Enrollments	Credits	Chelan	Douglas	Okanogan	County Graph
RLN	AHLTH	2021-22	454	1600	8504	78%	50%	54%	
RLN	AHLTH	2022-23	313	1098	4934	67%	67%	38%	
RLN	ENGAH	2021-22	2065	5040	24332	100%	83%	92%	
RLN	ENGAH	2022-23	1971	4912	23640	100%	83%	85%	
RLN	NURS	2021-22	179	1839	5593	67%	33%	31%	
RLN	NURS	2022-23	194	2043	6278	67%	33%	38%	
RLN	SCIMA	2021-22	2445	8199	39313	100%	83%	92%	
RLN	SCIMA	2022-23	2363	7921	38078	100%	83%	92%	
RLN	WED	2021-22	1449	3742	17957	100%	83%	92%	
RLN	WED	2022-23	1485	3897	18691	100%	83%	85%	
RLN	<i>Five part color scheme based upon percentage of counties quintile scores.</i>								
RLN	Employee Engagement Survey								

RLN	Total Survey Respondents	Any Boards	Any Representation	K-12 (Any)	K-12 (Athletic)	More than 10 hours Volunteering	
RLN		98	52%	44%	37%	21%	18%

Many employees represent the college in their communities. RLN will set goals and further refine this metric for future years.

Reviewed by Responsiveness to Local Needs June 4, 2024

RESIDENCE HALL ANNUAL REPORT

Cody Rogers, Director of Student Life & Michelle Cannaday, Residence Life Manager

RESIDENCE LIFE ANNUAL REPORT

2023-2024

BUILDING COMMUNITY

Residence Life is committed to developing a safe, inclusive community that fosters academic, social, cultural, and personal growth. We build community through our events and programs that help students feel a sense of belonging at Wenatchee Valley College.

Our goals are to:

- provide a safe and secure residence hall environment for all students.
- Offer a climate that celebrates diversity by bringing students together in a community where differences are respected and the common goal is learning.
- Create an atmosphere of civility where self-responsibility and mutual respect are encouraged and expected.
- Offer educational and social programming that furthers community building and enriches the student experience.

OUR EVENTS

With the Services & Activities funding, the Residence staff held events throughout the year. We also help promote campus-wide events and participate in Student Life's events, such as SpringFest and Orientation.

We required study skills workshops for students who were academically struggling and assisted in establishing roommate agreements. Our events this year included:

Scary Movie Night

Wii Game Nights

Thanksgiving Gathering & Dinner

Pancake Brunch

DIY Kites

Easter Egg Hunt

End of the Year Picnic

End of the Quarter Celebration

Pod Competition

Study Skills Workshops

Dinner & Movie (off campus)

MEET OUR STAFF

As part of the Student Life department, Residence Life consists of one full-time manager, two student Resident Assistants (RA), two Community Assistants (CA), and two student custodial staff.



Michelle Canannday
Res Hall Manager



Alexandre Cecon
Resident Assistant



Juliana Alvarad
Resident Assistant



Poliana Lazarini
Resident Assistant



Matheus Moraes
Resident Assistant



Morgan Rollman
Custodial Assistant



Bryam
Custodial Assistant

OCCUPANCY

The hall's occupancy started strong but experienced a slow decline throughout the year. At full capacity, it can house 72. Each "pod" has three double-occupancy rooms, and each floor has four pods.

About half of the students who leave throughout the year are WVC student-athletes, who often return home after their season is over. We did receive a few new residents at various times during the year.

SUMMER 2023

- 17 Residents; 13 remaining from previous quarter
- 2 non-WVC students for internships
- 18 additional student athletes moved in late July

FALL QUARTER 2023

- 95% occupancy
- 60% student athletes
- 6 residents left early*

WINTER QUARTER 2024

- 89% occupancy
- 55% student athletes
- 16 residents left early*

SPRING QUARTER 2024

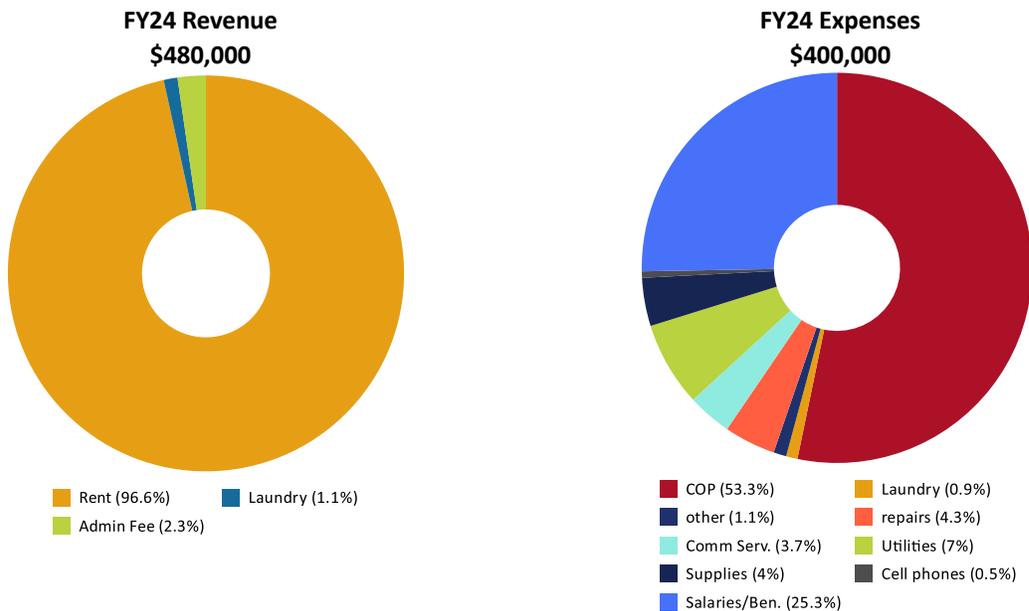
- 72% occupancy
- 58% student athletes
- 3 residents left early*

*Reasons for leaving included mental/emotional difficulties, family emergency, eligibility requirements, dissatisfied with the hall, academic program difficulties, and end of athletic season.

BUDGET

The 2023-2024 operational budget includes expenditures for staff, building payments (COP), maintenance, cleaning services, and utilities (trash, water, gas, sewer, internet). Revenue is generated through housing fees (rent), laundry revenue, and administrative fees.

Our expenses continue to grow; therefore, we are looking for ways to cut expenditures by identifying redundancies, finding ways to collaborate, and increasing revenue through a fully occupied hall. Our annual payment of about \$205,000 for the facility will end in December 2028.



The above are projections for fiscal year 2024. While \$80,000 in profit is estimated, the account started the fiscal year in a deficit.



CHALLENGES

- Student engagement in the Residence Hall Council (RHA)
- Cleaning and maintenance of the halls
- Closure of several rooms/pods due to shower issues, which required shuffling students around.
- Lack of on-call for evenings/weekends for the RL Manager.
- Kitchens are too small for this level of usage; there is only one small kitchen for every 24 residents. Kitchens include one regular-size refrigerator, one small sink, one regular stove/oven, very limited counter space/storage, and inadequate stove ventilation.

ACCOMPLISHMENTS

- The first-floor bedrooms were painted in the summer of 2023.
- The first-floor RA room has been converted back into an RA room.
- Converted the application to an online platform.
- RAs were incredibly creative and engaged in building community!
- New events and continued partnerships across campus

HIGH PRIORITY NEEDS

- Repair/replacement of shower rooms on the south-east corner, floors 1, 2, & 3
- Removal of carpet, replacement with vinyl flooring
- Window blinds replaced.
- Kitchen updates: each kitchen is used by 24 residents; these are not industrial kitchens and are not equipped for that volume.
- The overall look and feel of the hall continue to be a challenge when trying to use it as a recruitment tool and to provide the students with a good, safe, and clean experience.
- Extended meal options on campus.

UP COMING PROJECTS

- New furniture for the lounges will be purchased using S&A Fees in FY25
- Painting of the interior spaces will start in the summer of 2024
- Shower rooms will be repaired and replaced before Fall 2024
- New flooring will be installed over the summer.
- Meal plan proposals will be developed to reduce the use of the kitchen space in the hall.
- Develop and distribute a housing survey about their experience in the hall to past students.
- Update or create building policies and departmental procedures using student-centered best practices.
- Fall hiring and training of RAs.



reslife@wvc.edu



509.682.6706



www.wvc.edu

PHOTO RIGHT: Residents participated in a campus-wide easter egg scavenger hunt. Riddles led students from one egg to another for the Grand Prize!

PHOTO TOP: Students pose at the annual Thanksgiving Dinner held in Van Tassell.

APPROVAL OF MINUTES

District No. 15
Wenatchee, Washington

WENATCHEE VALLEY COLLEGE BOARD OF TRUSTEES

Board Meeting

May 28, 2024

Maguire Event Center - Zoom

MINUTES

ATTENDANCE

Trustees Present:

Tamra Jackson, Chair
Paula Arno Martinez, Vice Chair
Wilma Cartagena

Not in Attendance

Steve Zimmerman (excused)
Phylcia Hancock Lewis (excused)

Also Present:

Cabinet Members
Faculty
Staff

BOARD WORK SESSION – 10:10 am

Welcome: Kacey Palmer, College Administrator for the Colville Tribe welcomed the board of trustees. Also, in attendance, representing the tribes, were Samantha Turner and Mel Tonasket, a Business Council member. Mr. Tonasket thanked WVC for extending services to Nespelem.

Program Data: Samantha Turner presented tribal student data for the following programs: American Indian Indigenous Studies, Early Childhood Education, High School+, and Language/College in the High School.

Hilary Martinez, WVC Early Childhood Education Director shared that in-person instruction for the program is highly successful and they have made curriculum adjustments to serve the population. High School+ has an age requirement of 18 years or older however, exceptions can be made down to 16 years of age.

Updates: President Harrison provided updates on the strategic plan. Sage Consulting hosts listening sessions as well as community surveys. There is a lot of intentionality to ensure that more voices are included throughout the region WVC serves. Also, looking at the opportunity to have a tribal liaison and faculty combined position, some tribal members are qualified to serve in the role.

Next Steps: Need to renew the MOA, currently working with an expired one. Commitment is important to both the college and the tribes.

REGULAR BOARD MEETING

CALL TO ORDER: 3:00 P.M.

LAND ACKNOWLEDGMENT

REQUEST TO AMEND AGENDA

Paula Arno Martinez moved to amend the meeting agenda to table the following action items for the June board meeting: 2024-2025 Tuition and Fees Waivers, 2024 – 2025 Student Fee Schedule, ASWVC Financial Code Revision, 2024 – 2025 Service & Activity Fee Budget. The motion was seconded by Wilma Cartagena and carried unanimously.

MOTION NO. 2358

APPROVAL OF MINUTES

April 17, 2024, Regular Board Meeting Minutes

Wilma Cartagena moved that the minutes of the April 17, 2024, Regular Board Meeting be approved. The motion was seconded by Paula Arno Martinez and carried unanimously.

MOTION NO. 2359

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.

BAS in Teaching

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

Keilahni Pelton, ASWVCO President

Keilahni added that May Fest was a success; students look forward to the end-of-year trip and graduation.

Lexie Fennell, ASWVC President

Lexie Fennell was not present to provide a report.

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 was not present to add to her written report.

Dr. Faimous Harrison, President

Dr. Harrison added that he wants to move forward with a vision aligning with the college mission.

PUBLIC COMMENTS

No comments

ACTION

2025-2026 Student Calendar

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.

Trustee Paula Arno Martinez moved to approve 2025-2026 Student Calendar. The motion was seconded by Trustee Wilma Cartagena and carried unanimously.

MOTION NO. 2360

New Policy 000.370 Campus Security Authority

The proposed new policy 000.370 Campus Security Authority was discussed during the board work session.

Wilma Cartagena moved to approve new policy 000.370 Campus Security Authority. The motion was seconded by Trustee Paula Arno Martinez and carried unanimously.

MOTION NO. 2361

Resolution No. 2024-02 Cell Tower Expansion

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

Trustee Paula Arno Martinez moved to approve Resolution N. 2024-02 Cell Tower Expansion. The motion was seconded by Trustee Wilma Cartagena and carried unanimously.

MOTION NO. 2362

ADJOURNMENT – 3:11 P.M.

CELEBRATING SUCCESS

Distinguish Alumni



Figure 6 - Ricardo Escobedo receives the 2024 Distinguished Alumni Award from President Harrison.

The Wenatchee Valley College Foundation Board of Directors has selected Ricardo Escobedo as the 2024 Distinguished Alumni Award recipient. The foundation received nominations for 10 alumni from across North Central Washington.

Escobedo, a 1999 graduate with an Associate in Technical Science, began his WVC journey after a season of crab fishing in the Bering Sea. Seeking a more balanced life, he found WVC's flexible schedules and supportive environment to be the ideal setting for his academic and personal growth.

Currently, Escobedo serves as a Strategy Consultant and Licensed Clinical Social Worker (LCSW) at KIERI Consulting. His work involves teaching community resilience, providing psychological first aid, and supporting first responders in conflict zones. He also mentors students at UC Berkeley and co-founded the KIERI Healing Sanctuary, which focuses on ecotherapy and trauma healing.

Escobedo's commitment to inclusive education, culturally responsive healthcare, and environmental justice is evident through his involvement with various local and state committees, including the CWU CAMP Advisory and the Wenatchee River Institute Board.

The WVC Distinguished Alumni Award began in 1975 to recognize alumni who have distinguished themselves in their chosen professional field; made significant contributions to their community on a local, state, national or international level; and have demonstrated integrity in their personal life and gained the respect of their peers.

Sharon Weist, AHE President



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

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

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

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

Sincerely,
Sharon Wiest

STAFF REPORTS

Brett Riley

Vice President of Administrative Services

Administrative Services

- Administrative Services is working closely with the Facilities and Operations team and our architectural firm, RGU to prepare for a new bid date closer to fall for the CTEI project.
- Administrative Services has also become more involved with the financial statement audit process in an effort to move the various projects forward.

Budget & Internal Auditing

- We currently have revenue projections for the 2024-25 fiscal year and continue to finalize the 24-25 operation budget. We hope to present our base projections at the June board meeting.

Fiscal Services

- Fiscal Services has continued to work with our accounting consultants, SBCTC and audit team to finalize the 2020-21 audit. SBCTC staff have worked closely with our team to create reports that did not exist in 2021 to finalize the audit work.
- The Fiscal Services team is now entering the year-end closing process and fiscal year cut over for the new year.

Facilities and Capital

- Omak Health Sciences Center- Status is unchanged from previous meeting.
- CTEI – The facilities team along with representatives from DES, SBCTC and the architectural firm have been meeting regularly to right size the project. We will be reviewing the options with faculty and instructional staff prior to finalizing the revised plan.

Minor Works

- Facilities staff have taken on a number of local and minor works projects listed below:
 - Mish ee twee-3rd floor office space – Completed
 - Student Housing- Bathroom remediation - Demolition has been completed on the impacted areas and we are awaiting estimates from our contractor.

- Our stormwater project with the city is underway off campus, but we expect some disruption later this summer.
- Multiple HVAC projects are underway across campus.

Safety and Security

- Safety staff, along with IT and Facilities have been evaluating vendors to transition from our parking kiosks to a digital option. Our kiosks are at the end of life and the cost to repair and maintain the machine is becoming problematic and cost prohibitive.

Information Technology

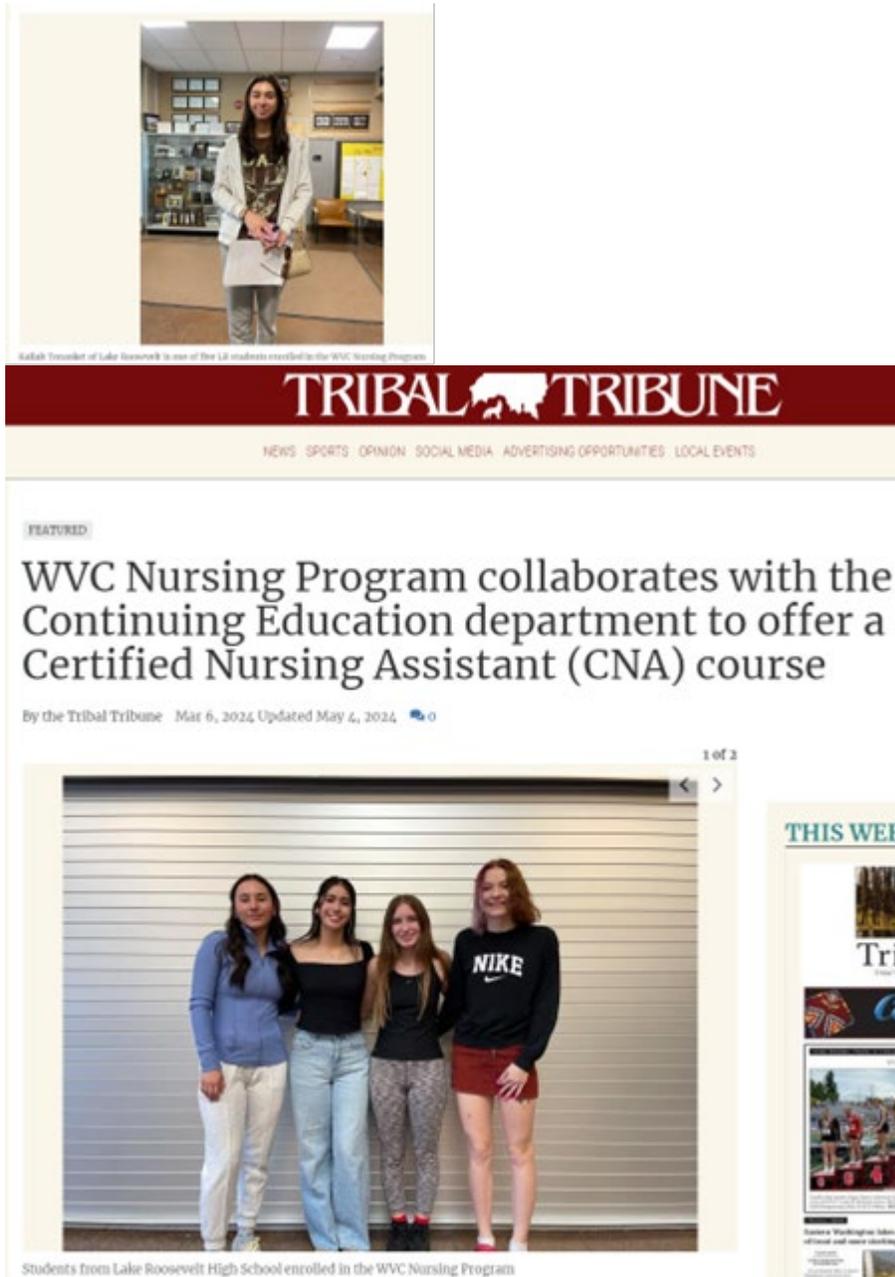
- IT staff have been working with CISA, and federal agency to improve cybersecurity response and preparation for cyber threats.
- IT representatives have been working with SBCTC and campus stakeholders to prepare for the launch of single sign on for ctclink. This will improve the student experience on ctclink.
- IT staff have been working with representatives from NCW Tech Alliance to expand wireless coverage on both Wenatchee and Omak campus.
- Jason Hetterle, IT Director has joined the planning committee for NCW Tech Alliance Cybersecurity Summit.

Dr. Tod Treat

Vice President of Instruction

Educational Achievement

WVC offered a CNA class to high school students at Lake Roosevelt High School that was featured in the Tribal Tribune with five graduates.



Katiah Tronzo is one of the 18 students enrolled in the WVC Nursing Program.

TRIBAL TRIBUNE

NEWS SPORTS OPINION SOCIAL MEDIA ADVERTISING OPPORTUNITIES LOCAL EVENTS

FEATURED

WVC Nursing Program collaborates with the Continuing Education department to offer a Certified Nursing Assistant (CNA) course

By the Tribal Tribune Mar 6, 2024 Updated May 4, 2024

1 of 3

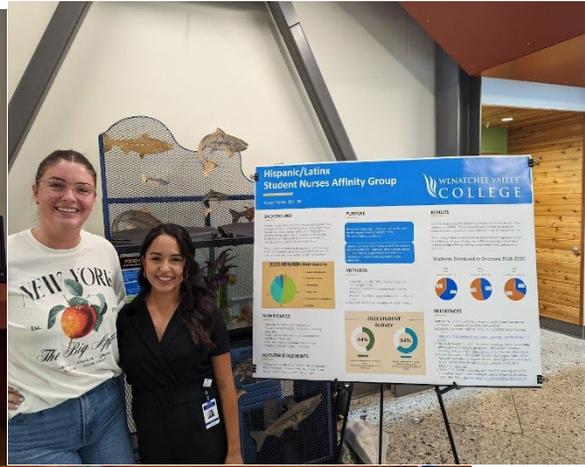
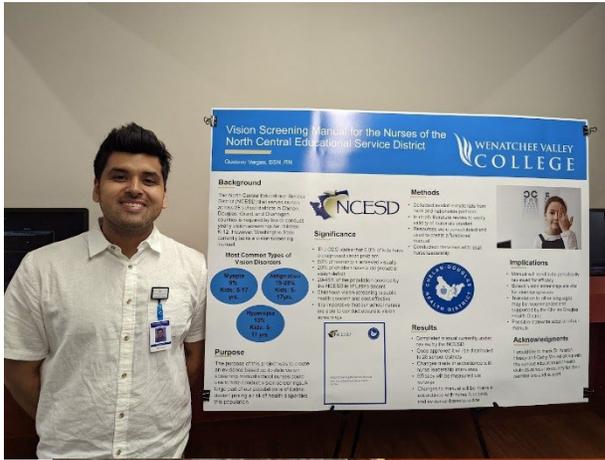


Students from Lake Roosevelt High School enrolled in the WVC Nursing Program

THIS WEEK

Tri

Nursing Graduations! LPN to BSN and RN to BSN Poster Presentations included 13 LPN to BSN graduates and 15 RN to BSN graduates. The LPN to BSN students also represented our first Area Health Education Center (AHEC) Scholar graduates!



Support for Learning

Zack Jacobson's Twisted Metal Mayhem once again brought out the campus communities as students in Industrial Technology demonstrated their skills through a challenge contest.



Responsiveness to Local Needs

The Medical Assisting program will be offered in the Fall of 2024 out of Omak! Students from Okanogan, Grand Coulee Dam, Tonasket, and Omak School district will offer the MA program to their Running Start students. Currently there are 10-12 students who are interested. In addition, this program will be offered to people in those communities. We will hold simulation labs on the Omak Campus, didactic courses will be offered via Zoom.

Sustainability

Arrival of new printer for BSN students to print their capstone posters free on campus (purchased with grant funds). Posters will be attached to foam back with clips rather than gluing them to the foam, eliminating the waste of the foam backing, making them more sustainable.

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

The Mobile Health Lab unit has arrived! The lab will provide outreach, recruitment, simulation instruction, and overall lab potential for WVC and other agencies.



Student Affairs

Dr. Diana Garza

HIGH IMPACT EDUCATIONAL PRACTICES HIP's

Educational practices that research has shown to increase rates of

- student retention
- student engagement
- persistence to graduation

for all students across diverse backgrounds.



HIGH IMPACT PRACTICES

- First-Year Seminars and Experiences
- Common Intellectual Experiences
- Learning Communities
- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning
- Service Learning, Community-Based Learning
- Internships
- Capstone Courses and Projects
- Portfolio
- [Link hips-and-8keyelements-2.pdf \(alamo.edu\)](#)



WVC Senate Members

HIGH IMPACT PRACTICES & OUR ROLES

	Advising	Jenna
	Student Involvement (Student Government, Clubs, Athletics)	Michelle
	Student Employment	Cody
	First Year Experience (Orientation, Welcome Week)	Sandra
	One Stop	Luis
	Diversity/Global Learning	Jennifer, Kristina

“

DREAM BIG,
START SMALL,
BUT MOST OF ALL,
START

SIMON SINEK



Student Affairs Leadership Team members visiting One Stop at neighbor

TRiO End of Year and Stole Graduation Celebration



Staff Training with the Omak Team



Dr. Faimous Harrison
President

President Harrison will provide a verbal report.

ACTION

2023 – 2024 Revised Operating Budget: Brett Riley, Vice President of Administrative Services

The WVC 2023-24 revised operating budget is presented here for Board of Trustees approval. Included is a summary of the sources of funds and the rationale of budgetary decisions based on enrollment forecast and legislative action.

Revenue Forecast:

101 Funds-

- *Our state allocation is projected to be \$22,451,075 including provisos and program funding.*
- Revised to **\$22,868,159**, an increase of **\$417,084**. This increase is related to grant awards and other special allocations granted through allocation disbursement.

149 Funds-

- *Tuition forecast is \$6,679,408 for the academic year 2023-24. This reflects a 2.5% increase in tuition rate and flat enrollment.*
- Revised to **\$7,233,348**, an increase of **\$537,521**. This increase along with Running Start reflects a approximate **8% increase in FTE**.

148 Funds-

- *Fee revenue is projected to come in at \$1,790,766. Fee revenue reflects the proposed changes to the fee schedule and enrollment decline.*
- Revised to **\$2,147,031**, an increase of **\$340,560**. This increase is directly aligned with the enrollment increase detailed prior.

146 Funds-

- *Revenue from Running Start decreased significantly from the previous year. We are expecting FY23 Running Start revenue to come in at \$5,389,392 reflecting an average 4% in K-12 reimbursements.*
- Revised to **\$6,221,052**, an increase of **\$813,756**. This increase along with State funded enrollment reflects an approximate **8% increase in FTE**.

Total Increase in Operating Revenue

\$2,108,921

Other-

- **\$120,000** in WVC Foundation sourced funds dedicated to specific endowed agriculture instruction and equipment.

Base Operating Revenue- \$36,430,641

Revised Operating Revenue \$38,539,562

WVC has anticipated 2023-24 base operating expenses of **\$36,231,377**.

Revised \$38,031,377

Total Operating Expenses

Net

\$508,185

RECOMMENDATION: Approve the 2023-2024 Revised Operating Budget as presented.

Continued Spending Resolution: Brett Riley, Vice President of Administrative Services

As of the publication of the Board agenda, WVC staff are still finalizing the 2024-25 operating budget. This, in part due to significant reorganization and restructuring within the college. While we are forecasting a meaningful improvement in enrollment, we are committed to sustained growth and economic stability in our budget process.

With our 2023-24 approved budget expiring June 30, we are asking the Board for temporary spending authority to allow essential college services to continue until the next regularly scheduled Board meeting in September.

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

This spending authorization will expire when the Board approves our 2024-25 budget.

RECOMMENDATION: Grant the college administration authority to spend funds necessary for operations until the September 2024 Board meeting.

Temporary Local Spending Authority: Brett Riley, Vice President of Administrative Services

RESOLUTION No, 2024-03

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 for temporary local capital expenditure authority not to exceed \$700,000 related to the construction of the Center for Technical Education and Innovation.

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 Construction and Design of the CTEI building.

RECOMMENDATION: Approval of Resolution No. 2024-03 Temporary Local Spending Authority

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.

Rationale for Student Fees

Note: numbering convention used below is in reference to Local Fees and Sales for 19-20 document shared with the Board at the April Board Meeting.

GENERAL ADJUSTMENTS

Instructional staff have spent an exhaustive effort in identifying and evaluating instructional cost centers this year. Due to increased utilization and inflationary pressures, the following base class fees of \$3.00 per credit will be implemented in the 2024-25 academic year:

- A. LAB, MATERIAL, AND INSTRUCTIONAL FEE: 1) Accounting, 2) Agriculture, 3) American Indian and Indigenous Studies (AIIS), 4) American Sign language, 5) Analytics, 8) Astronomy, 9) Biology, 11) Business, 12) Chemical Dependency Studies, 13) Chemistry, 15) Communications, 16) Computer Science, 18) Criminal Justice, 19) Drama, 20) Early Childhood Education, 22) Education, 23) EAP, 24) English, 25) Environmental Science, 27) Fire Science, 29) Geology, 31) Humanities, 33) Japanese, 35) Mathematics, 37) Meteorology, 38) Music, 39) Native Language, 40) Nutrition, 41) Occupational Education, 42) Oceanography, 43) Physics, 44) Philosophy, 48) Spanish, 49) Student Development Skills, 50) Teaching, 51) Theater, 52) Tribal Gaming Management.

NEW OR CHANGED FEES FOR 2024-25

- LAB, MATERIAL, AND INSTRUCTIONAL FEE:
- MLT Fee- This fee is being reduced due to programming changes that reduce the need for lab materials. Fee is moving from \$100.00 to \$50.00
- 55) Emergency Medical Training- To cover actual costs to run the program, fee is increased to \$110.00.
- 56) Nursing Program and CNA- increased to \$110 from 100.00 to cover cost of the program, increased use of simulation costs.
- 60) Radiologic Technology- To cover actual costs to run the program, fee is increased to \$110.00.
- Technical Professional Software: BCT Software- Fee is being increased to \$18.00 and applied to more courses to reflect a more equitable distribution of fee to the appropriate students.
- BAS Engineering Equipment Fee- To cover actual costs to run the program, fee is increased to \$150.00 from \$100.00
- Music- Establishing a fee for music technology maintenance and upgrades for the program. \$40.00
- BAS Teaching- This fee is being reduced due to programming changes that reduce the need for lab materials. Fee is moving from \$100.00 to \$50.00
- Pharmacy Tech Lab- increased to \$110.00 from 100.00 to cover cost of the program.
- Medical Assistant Lab Fee- increased to \$110.00 from 100.00 to cover cost of the program.
- Certified Nursing Assistant Department of Health Exam Fee 100.00 (state certification is now an imbedded component of the CNA course).

FEES BEING ELIMINATED

- C. TESTING FEES-
- Accuplacer- WVC no longer has a relationship with Accuplacer for placement services and evaluation. \$24.00 or \$8.00 a section.
- D. PASSTHROUGH FEES-
- First Aid Card- increased to \$20.00 from \$6.00 to cover cost of the program.

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	148.063.2D069				
	*Any test administered independently for individuals who are not students at Wenatchee Valley College.									
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					84

		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.									



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.