



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Wednesday, August 16, 2017
11:00 a.m. – Study Session
1:00 p.m. – Board Meeting

All Times Are Estimates

Study Session

- 11:00 a.m. Call to Order**
- Approval of Agenda** **Action**
Mrs. Darcey Fugman-Small, Vice Chair
- 11:05 a.m. Recess to Executive Session to Review the Performance of a Public Employee and to Discuss with Legal Counsel Potential Litigation to Which the College May be a Party** **Discuss**
- 12:15 p.m. Lunch Break**

All Times Are Estimates

Board Meeting

- 1:00 p.m. Introductions** **Discuss** **Tab 1**
Melissa Andrewjeski
 - **Mark Jurgens, Welding Instructor, CRCC**Alecia Angell
 - **Jennifer Goodwin, Retail Specialist**Jerry Anhorn
 - **Cynthia Walker, Assistant Dean, Applied Bachelor Programs, Business, Accounting, and Computer Science**Brent Caulk
 - **Ernie Anglin, Welding Instructor, WSP**
 - **Kristopher Margert, Welding Instructor, WSP**Kevin Combs
 - **Luke Fidge, Interim Assistant Director of Technology Services**Richard Middleton-Kaplan
 - **Dr. Muaz Hijazin, Biology Instructor**Brian Thorne
 - **Echo Giesen, Custodian 2**
 - **Darrell Wilbur, Custodian 2**

1:10 p.m. Consent Agenda **Action**
Mrs. Fugman-Small
 - 1. June 29, 2017 Board Meeting Minutes** **Tab 2**
 - 2. Personnel Update** **Tab 3**
 - 3. Interim Summer Quarter Enrollment Report** **Tab 4**
 - 4. Preliminary Fall Quarter Enrollment Report** **Tab 5**

1:15 p.m.	Employee Recognition – Kelby Killgore <i>Mrs. Fugman-Small</i>		
1:20 p.m.	President's Report <i>Dr. Brandes</i> <ul style="list-style-type: none"> • Legislative Update 	Discuss	
1:30 p.m.	Approve 2017-18 Tuition Schedule	Action	Tab 6
1:40 p.m.	Leadership Priorities: <ul style="list-style-type: none"> • Review and Discuss • Updates: <ol style="list-style-type: none"> 1. Mission-Driven <ol style="list-style-type: none"> a. Student Success b. Strong Communities c. Resource Stewardship 2. Strengthen Student Diversity and Access 3. Strengthen Student Enrollment – Retention and Outcomes 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources <ol style="list-style-type: none"> a. Student Housing <i>Ms. Jessica Cook, Mr. Doug Bayne</i> b. International Program <i>Mr. Jerry Anhorn</i> 5. Support Clarkston Facilities Expansion as Education Activity Hub <ol style="list-style-type: none"> a. Program Update <i>Dr. Chad Miltenberger, Mr. Anhorn</i> 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities <ol style="list-style-type: none"> a. Latino Student Success – Parent Initiative <i>Ms. Kristi Wellington-Baker, Ms. Rosa Rivera, Mr. Luis Rosales</i> 7. Improve Risk Management <ol style="list-style-type: none"> a. Campus Safety and Security – Review Clery Report <i>Mr. Sean Taggart</i> 	Discuss	Tab 7
2:40 p.m.	Old Business <ul style="list-style-type: none"> • Willow Charter School 	Discuss	
2:55 p.m.	Calendars <ul style="list-style-type: none"> • Clarkston Workforce and Business Development Center Dedication Ceremony – October 2, 2017 • Study Sessions • ACT Conference 	Discuss	

3:05 p.m.	Board Reports/Remarks	Discuss
3:15 p.m.	New and Unscheduled Business	Discuss
3:20 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	
3:35 p.m.	Adjourn	



**Walla Walla Community College
Board of Trustees Meeting
August 16, 2017**

Tab 1

Introductions

Melissa Andrewjeski

- **Mark Jurgens, Welding Instructor, CRCC**

Mark Jurgens has an AAAS Welding degree from Big Bend Community College. He has been working in his field since 2000 and is currently a certified welding inspector. He has a vast array of knowledge about welding. He began his career as an Operator 3 working for Inflation Systems, manufacturing propellant tablets to be used in air bag inflators, and then transitioned to Genie Industries where he trained new welders on processes and improving current processes for the company.

Alecia Angell

- **Jennifer Goodwin, Retail Specialist**

As a recent graduate of Eastern Washington University, Jennifer developed a love for working in higher education while serving as an International Peer Advisor. She has several years of customer service and cash handling experience in a retail setting, often serving as a peer trainer. Most recently, she has been serving Walla Walla Community College at the Information Center, assisting with Faculty course packs, special projects and as the friendly voice on our main switchboard. Jennifer has a Bachelor of Arts Degree in Marketing.

Jerry Anhorn

- **Cynthia Walker, Assistant Dean, Applied Bachelor Programs, Business, Accounting, and Computer Science**

Cindy has a B.A. degree in Business Administration from Washington State University. She is currently working on her M.A. in Business and Professional communication with completion date slated for fall 2018. These credentials and her experience teaching full-time in the Business department gives her the unique background needed to lead the Business, Accounting, and Computer Science programs. Cindy is currently the Chair of the statewide BAS Leadership Council and has an extensive background in preparing applications, reports, and overseeing Applied Bachelor Degrees at both Bellevue College and Columbia Basin College.

Brent Caulk

- **Ernie Anglin, Welding Instructor, WSP**

Ernie has over 28 years of experience in the welding industry working on a variety of welding projects around the United States, from entry level to General Superintendent to Certification Proctor. Ernie earned his welding credentials through Columbia Basin Job Corps in 1986.

- **Kristopher Margert, Welding Instructor, WSP**

Kris has taught the night welding program as an adjunct faculty member for the past 6 years at WSP North Campus for WWCC. Kris has certifications through the American Welding Society, CWE and WABO. In addition, Kris is also a CWI Certified inspector. Kris earned his AAAS in Welding from WWCC in 2006 and his BA in social work from WWU in 2011 and completed his

Master's degree in 2012 from WWU in Clinical Social Work. This past year he implemented and very effectively delivered our AAAS Welding degree at the North Campus. This started as a pilot program and is now fully funded through the passage of State Bill 5069 and House Bill 1129. Kris has worked in the welding industry from 2007 to the present; concurrent with his past 6 years of instruction.

Kevin Combs

- **Luke Fidge, Interim Assistant Director of Technology Services**

Luke became a full-time Tech Services employee in May of 2011 and had worked part-time for the college since 2004. He received his Bachelors of Applied Science in Information Technology and Administrative Management from Central Washington University. He also completed a minor in Cyber Security and graduated from CWU with honors, Summa Cum Laude.

Richard Middleton-Kaplan

- **Dr. Muaz Hijazin, Biology Instructor**

Dr. Hijazin holds a Ph.D. in Veterinary medicine with specialization in molecular microbiology. He has taught as a faculty in veterinary medicine, food microbiology, meat, and dairy hygiene. He has also engaged in international research in species identification of bacteria of veterinary importance, as well as drug residues in foods of animal origin such as milk and eggs. He has had extensive lab experience serving as the senior microbiologist and lab supervisor of Jordan Food and Drug Administration in Jordan.

Brian Thorne

- **Echo Giesen, Custodian 2**

Echo previously worked for WWCC in a temporary custodian position. She brings with her several years of janitorial and custodial experience. She has cleaned residential homes, commercial buildings, and hotel/motel housekeeping.

- **Darrell Wilbur, Custodian 2**

Darrel previously worked for WWCC in a temporary custodian position. He brings with him eight years of custodial experience at the Walla Walla YMCA and experience in a school setting when he worked as a custodian/maintenance worker at Liberty Christian in Milton Freewater, Oregon.

**Board of Trustees Meeting Minutes
Community College District No. 20
Walla Walla Community College**

June 29, 2017

The Board of Trustees of Community College District No. 20 met in regular session on June 29, 2017, in the Board Room of Walla Walla Community College. Dr. Roland Schirman called the meeting to order at 11:00 a.m.

Trustees present: Dr. Roland Schirman
Mr. Tim Burt
Mr. Don McQuary

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Marleen Ramsey, Vice President, Instruction
Ms. Kathy Adamski, Dean, Health Science Education
Mr. Jerry Anhorn, Dean, Workforce Education
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Lisa Chamberlin, Director, eLearning
Mr. Kevin Combs, Executive Director, Technology Services
Ms. Jessica Cook, Executive Director, WWCC Foundation
Mr. Shane Loper, Executive Director, Facilities and Capital Projects
Ms. Stacy Prest, Director, Library Services
Ms. Darlene Snider, Dean, Transitional Studies
Mr. Sean Taggart, Director, Campus Safety and Security
Mrs. Melissa Thiessen, Executive Director, Communications & Marketing
Dr. Nick Velluzzi, Executive Director, Institutional Effectiveness
Ms. Kristi Wellington-Baker, Executive Director, Strategic Initiatives

Also present: Ms. Caitlin Fleming, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary

Approval of Agenda. Dr. Schirman requested the agenda be amended by moving the President's Report - Legislative Update to immediately prior to the lunch break.

Mr. McQuary moved and Mr. Burt seconded to approve the agenda, as amended, for the June 29, 2017 Board of Trustees meeting. *Motion carried.*

Introductions. The following new employees and employees in new positions were introduced to the Board:

- Dondre Hess, Program Assistant, Admissions
- Lisa Stegall, Credentials Evaluator 3, Admissions
- Howard Holland, Welding/Machine Technology Instructor, Clarkston
- Donna Young, Secretary Senior, Workforce Education
- Juli Boyington, Secretary Senior, Human Resources
- Rosa Tobin, Program Assistant, Admissions

Consent Agenda.

Mr. Burt moved and Mr. McQuary seconded that the consent agenda items be approved or accepted, as appropriate:

1) May 17, 2017 Board Meeting Minutes; 2) Personnel Update; 3) Final Spring Quarter Enrollment Report; 4) Interim Summer Quarter Enrollment Report; 6) Financial Report; and 7) WWCC Facility Master Plan – Walla Walla Campus. *Motion carried.*

Oral Reports.

- **WWCC Foundation Activities Report.** Ms. Cook reported: The Foundation had secured in excess of \$627,000 in gifts, grants, and other income – 40% of the Foundation's annual revenue goal; had committed to providing at least \$700,000 in direct student support; had awarded over 350 student scholarships for the 2017-18 academic year to-date; and will commission the feasibility and preliminary work on a proposed Student Housing project. Ms. Cook also presented the 2017 budget breakdown by program and a review of the trend of the Foundation's support from 2012-2016.

Dr. Schirman announced that, due to a health issue, he was resigning from the WWCC Board of Trustees effective July 31, 2017, and that his resignation had been accepted by Governor Inslee. The Trustees thanked Dr. Schirman for his years of service and commitment to WWCC and, on behalf of the Board, administrators, staff, and faculty of the College, Dr. Brandes presented Dr. Schirman with an award of appreciation and recognition.

2017-18 Annual Plan Study Session: Part 1

- **President**

- **Instruction**
- **Student Affairs**
- **Institutional Support**
- **Facilities and Security**

Each administrator/planning group leader augmented the information already provided to the Board on their area's outcomes for the year and objectives for the coming year.

Legislative Update. Dr. Brandes reported the Legislature had reached an agreement in principle on the 2017-19 biennial operating budget; however, there was no agreement on a capital budget to-date. Dr. Brandes also announced he had been asked to chair the Capital Budget Committee for the WACTC Presidents and one goal is to have operating and capital budgets out to the Governor and legislators much earlier than in the past so the information is before them as they begin their budget preparations.

2017-18 Operating Budget Study Session – Part 2

Overview

- **Budgeting Facts and Assumptions**
- **Budget Gap**
- **Enrollment Projections**
- **Comparison, Estimated Revenue**
- **Comparison, Budget by Object**
- **Summary, Grants and Contracts**
- **Budget Packages**

Mrs. Fogg reviewed the Budgeting Facts and Assumptions, the Budget Gap, the "Big Picture in Dollars," Estimated Revenue Comparison, Budget by Object Comparison, and the Grants and Contracts Summary. Dr. Ramsey highlighted the Enrollment Projections, noting it called for 133 new FTEs compared to the previous year.

Approval of 2017-18 Student Activities Budget. Dr. da Silva reviewed the 2017-18 Student Activities Budget.

Mr. McQuary moved and Mr. Burt seconded that the Board approve the 2017-18 Student Activities Budget as presented.
Motion carried.

Approval of 2017-18 Fee Schedule. Mrs. Fogg explained the three proposed fee increases and the two proposed new fees: 1) Increase the testing fee for non-WWCC students from \$11 to \$25; 2) increase the transcript fee from \$5 to \$10; 3) increase the Nursing "Skills Practice" Supplies fee from \$150 to \$160; 4) add a \$5/credit fee for Hybrid courses, to a maximum of \$50; and 5) add a \$2.50/credit fee for Web-enhanced courses, to a maximum of \$25.

Mr. Burt moved and Mr. McQuary seconded that the Board approve the 2017-18 Fee Schedule as presented. *Motion carried.*

Approval of Resolution 06-17-01 – Continue Operations until a State Operating Budget is Enacted. Dr. Schirman explained that, because the legislature had not approved a budget as of 1:00 p.m. that day (Thursday, June 29, 2017), and should the legislature not approve a budget by July 1, 2017, it was necessary for the Board to adopt a resolution, as approved by the Assistant Attorney General, to allow WWCC to continue operating.

Mr. McQuary moved and Mr. Burt seconded that the Board approve Resolution 06-07-01 – Continue Operations Until a State Operating Budget is Enacted – as presented and as attached to these minutes. *Motion carried.*

Approval of the 2017-18 Annual Plan and Operating Budget. Dr. Brandes noted the 2017-18 Annual Plan and Operating Budget included the use of reserves and, over time, the reserve fund balance might dip below twenty percent of the general operating revenues, and as required by Board policy, Dr. Brandes was formally notifying the Board of that possibility.

Mr. McQuary moved and Mr. Burt seconded that the Board approve the 2017-18 Annual Plan and Operating Budget as presented. *Motion carried.*

Board Reports/Remarks. None.

New and Unscheduled Business. None

Public Comment. None

Adjourn. The meeting adjourned at 1:50 p.m.

Derek R. Brandes, President

ATTEST:

Dr. Roland Schirman, Chair
Board of Trustees



Walla Walla Community College

Resolution No. 06-17-01

Whereas, the Washington State Legislature is in the process of completing the 2017-2018 operating budget; and

Whereas, the State Board for Community and Technical Colleges has not allocated operating funds to Walla Walla Community College for 2017-2018; and

Whereas, the College's allocations and action on new college initiatives will result in the need to adjust the operating budget subsequent to the start of the 2017-2018 fiscal year; and

Whereas, the College's 2017-2018 budget development process is not yet complete;

Now, Therefore, be it resolved that the Board of Trustees hereby authorizes the President to continue to expend local operating funds on and after July 1, 2017 at a level not to exceed the same level as approved by the Board of Trustees in 2016-2017; and

Resolved that this continuing resolution authorizes the President to continue to expend state capital funds as allocated by the State Board; and

Resolved that this continuing resolution directs the President to exercise constraint on non-essential expenditures in order to maximize flexibility for the final budget consideration; and

Resolved that this continuing resolution authorizing the expenditure of funds is to be in effect until a Governor of the State of Washington-approved budget is passed.

Done in Open Meeting by the Board of Trustees of Walla Walla Community College, District No. 20, this 29th day of June, 2017.

Board of Trustees
Walla Walla Community College

A handwritten signature in dark ink, appearing to read 'Robert Schim', is written over a horizontal line.

Chair of the Board

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: August 10, 2017
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, June 2017

Anderson, James - Campus Café & Catering Manager
Angus, Claudia - Coordinator of Disability Support Services
Barila, Teri - Community Network Coordinator
Barnett, Jonathan - Program Coordinator
Beegle, Jacquelyn - Clinical Nursing Educator
Bradshaw, James - Director, Energy Systems Program
Chase, Christopher - WSP-Instruction & Classroom Support Tech 1
Erikson, Miko - Early Achievers Coach
Figueroa, Roberto - CRCC ABE GED
Gardea, Victor - WSP Welding
Gibbard, Daylan - WSP-Instruction & Classroom Support Tech 1
Gleason, Jamie - HR Consultant Assistant 2
Hagerman, Michael - Precision Agriculture
Kay-Shoemake, Jeanine - Biological Sciences
Mason, Brad - Allied Health Safety Coordinator
Mattmiller, Jennifer - Fiscal Analyst 1
Meyer, Michelle - Counselor
Peters, Deborah - Program Manager, Early Learning Coalition
Rammelsberg, Sue - Nursing Program Coordinator
Rossi, Debora - Program Assistant
Schueller, Laura - Instructional Support Coordinator
Vorhauer, Stephen - CRCC Welding
Withers, Amanda – Early Childhood Program Specialist Assistant

Retirements/Resignations/Separations, July 2017

Evensen, Brian – Electrical/Energy Systems Technology
Harwell, Darel – Assistant Director of Grant Development
Martin, Stephen – Director, Snake River Salmon Recovery Board
Seney, Deb – Snake River Salmon Recovery Board, Office Manager/Outreach Coordinator
Walk, Carl – Custodian 2

Current Recruitments

1. Disability Support Services Coordinator, Exempt, WW
2. Director of Allied Health & Safety Education, Exempt, WW
3. IT Technician 2, Classified, Technology Services, WW
4. Donor Relations Officer, Exempt, Foundation, WW
5. Development Specialist - Stewardship, Exempt, Foundation, WW
6. Office Assistant 3, Classified, Safety & Security, WW
7. Fiscal Technician 3, Classified, Business Services, WW
8. Counselor, Tenure Track Faculty, Student Affairs, WW
9. Office Assistant 3, Classified, High School Programs, WW
10. Director of Campus Life, Exempt, Student Affairs, WW
11. Nursing Skills Lab Coordinator, Classified, Clarkston
12. Secretary Senior (2), Workforce Education, WW

Tab 4



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4800

DATE: August 10, 2017

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Summer Quarter 2017

Attached is the Interim Enrollment Report for Summer Quarter, 2017. The report presents enrollment by funding source: state, contract, and self-support. Enrollment is reported by FTE and unduplicated headcount. There is no Running Start or Alternative Education Program enrollment to report.

- State funded enrollment is reporting 779.1 FTEs, an increase of 11.4% (80 FTEs) from the **close** of Summer Quarter 2016. Unduplicated headcount is 1,228, up 16 from last summer.
- Contract enrollment is reporting 1,051 FTEs, which is essentially flat from the **close** of last Summer Quarter. DOC enrollment is 1,029.3 FTEs, down -2% (-21.6 FTEs) from last summer.
- Self-support enrollment is currently reporting 27.6 FTEs, down -36.8% (-16.1 FTEs) from the **close** of Summer Quarter 2016.

Interim Summer Enrollment Board Report

August 10, 2017

State Supported FTE Enrollment 2016-17

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
C Prof. Tech	46.5	57.6	11.1	24.0%	242.5	156.73	-85.7	-35.4%	223.3				230.96				247.7			
D Transitional	64.5	118.9	54.4	84.3%	317.1	59.4	-257.7	-81.3%	364.6				299.72				348.6			
H Extended Learning	197.2	214.9	17.7	9.0%	293.0	166.59	-126.4	-43.1%	318.2				295.32				367.9			
J Clarkston	52.6	66.5	13.8	26.3%	246.3	130.3	-116.0	-47.1%	228.4				214.8				247.4			
K Academic Transfer	95.4	82.2	-13.2	-13.8%	776.9	561.9	-215.0	-27.7%	739.3				661.0				757.5			
M Nursing/Allied Health	85.1	98.5	13.5	15.8%	265.7	224.3	-41.4	-15.6%	250.1				281.6				294.2			
P Business/Entre	89.2	84.8	-4.3	-4.8%	330.7	206.2	-124.5	-37.6%	300.9				305.6				342.1			
R Ag/Water/Energy	68.8	55.7	-13.1	-19.0%	218.8	162.9	-55.9	-25.5%	212.4				181.2				227.0			
Total	699.1	779.1	80.0	11.4%	2690.9	1668.3	-1022.6	-38.0%	2637.2				2472.87				2833.4			

Contract FTE Enrollment 2016-17

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total DOC	1050.85	1029.3	-21.6	-2%	1482.7	0.1	-1482.5	-100.0%	1483.39				1408.43				1808.4			
Other Contract	0.5	21.72	21.2	4244%	13.3	16.9	3.6	26.8%	84.0				25.3				41.0			
Total Contract	1050.9	1051.0	0.1	0%	1241.0	17.0	-1224.0	-98.6%	1218.3				1223.2				1577.8			

Self-Support/Community Service FTE Enrollment 2016-17

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total Self-Support	43.7	27.6	-16.1	-36.8%	29.07	0.0	-29.1	-100.0%	19.29				17.2				36.4267			

Unduplicated Headcount 2017-18

State Support	1212	1228	16	1.3%	3789	2018	-1771	-46.7%	4086				3990				4359			
Contract	1495	1397	-98	-6.6%	1661	1	-1660	-99.9%	1722				1650				2176			
Undup Headcount	3280	3011	-269	-8.2%	5450	2019	-3431	-63.0%	5808				5664				6734			

Running Start and AEP FTE Enrollment 2016-17

	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					136.2				133.8				127.2				134.9			
AEP "billable" FTEs					97.5				88.8				85.5				90.6			



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4800

DATE: August 10, 2017

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Enrollment Report, Fall Quarter 2017

Attached is the Interim Enrollment Report for Fall Quarter, 2017. The report typically presents enrollment by funding source: state, contract, and self-support. Enrollment is reported by FTE and unduplicated headcount. There is no Contract, Self-Support, Running Start, or Alternative Education Program enrollment to report at this time. Those areas will show more robust enrollment in September and October.

- State funded enrollment is reporting 1668.3 FTEs, which is -1,022.6 FTEs (-38%) down from the **close** of Fall Quarter 2016. Unduplicated headcount is currently 2,019, down -3,431 (-63%) from the close of last fall.

Preliminary Fall Enrollment Board Report

August 10, 2017

State Supported FTE Enrollment 2016-17

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
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Self-Support/Community Service FTE Enrollment 2016-17

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Total Self-Support	43.7	27.6	-16.1	-36.8%	29.07	0.0	-29.1	-100.0%	19.29				17.2				36.4267			

Unduplicated Headcount 2017-18

State Support	1212	1228	16	1.3%	3789	2018	-1771	-46.7%	4086				3990				4359			
Contract	1495	1397	-98	-6.6%	1661	1	-1660	-99.9%	1722				1650				2176			
Undup Headcount	3280	3011	-269	-8.2%	5450	2019	-3431	-63.0%	5808				5664				6734			

Running Start and AEP FTE Enrollment 2016-17

	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					136.2				133.8				127.2				134.9			
AEP "billable" FTEs					97.5				88.8				85.5				90.6			



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4480

Tab 6

DATE: August 10, 2017

TO: Board of Trustees

FROM: Davina Fogg
Vice President of Administrative Services

RE: 2017-2018 Tuition Schedule – for approval

Included with this memo is the proposed 2017-18 Tuition Schedule that serves to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2017. Also attached is the summary of rates for all Washington State Community Colleges, as approved by the State Board for Community and Technical Colleges (SBCTC).

At our last Board meeting on June 29, 2017, the Legislature had not yet passed the 2017-19 biennial budget. When the Legislature finally did pass the operating budget, a tuition increase of 2.2% was included and SBCTC has now adopted new rates, with the 2.2% increase, for all of Washington State's Community Colleges.

Normally we would provide the Board with a tuition schedule to review before asking for approval but tuition for Fall Quarter is due September 15, 2017, which comes before the next Board meeting. The 2017-18 Tuition Schedule includes tuition and fees that apply to almost every student and that are generally calculated on a standard per credit basis. The various colors on the attached schedule indicate who established and or approved the rates with SBCTC's approved rates in green, student-voted fees in yellow and the fees and tuition waivers the WWCC Board of Trustees controls in pink.

Tuition and fees for a full-time resident student will increase by an average of 2.2% to \$1,481.10 per quarter. No other changes are recommended to the Board for consideration at this time although a comprehensive study of WWCC's fees and waivers will be part of the planning and budget process this year.

We recommend approval of the 2017-2018 Tuition Schedule.

2017-2018 Tuition Schedule

	2016-2017	2017-2018	Diff.	% Diff
1-10 Credits				
Operating Fee	81.40	83.19	1.79	2.20%
Building Fee	10.93	11.17	0.24	2.20%
S & A Fee	10.58	10.81	0.23	2.17%
	102.91	105.17	2.26	2.20%
11-18 Credits				
Operating Fee	40.95	41.85	0.90	2.20%
Building Fee	3.86	3.94	0.08	2.07%
S & A Fee	6.15	6.29	0.14	2.28%
	50.96	52.08	1.12	2.20%
Basic Skills (ABE, GED, ESL), per student/quarter				\$25.00

Local Board Established:

Non-Resident Special Fee	\$300.00
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Ungraded Courses (EMT, First Aid, Quest, Journeyperson)	\$41.00
Space Available for Senior Citizens, per class, limit 2 classes	\$2.50
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
H. S. Completion for non-res.- Nonresident differential waived	
Parent Ed Courses	\$16.00
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25.00%
Maximum \$328/quarter	

Credit Level Examples

					A	B	C	D	E	F
Credit Level	"Tuition"	Fees			WA RES Total	US Citizen Not WA Resident	INTER- NATIONAL	Resident Stu. HSC	PARENT ED	EMT, FA, Quest w/ FUF & Comp.
		Fac. Use	Tech	Comprehensive						
1	\$105.17	\$9.00	\$3.00	\$4.90	\$122.07	\$140.16	\$299.07	\$32.90	\$16.00	\$54.90
2	\$210.34	\$18.00	\$6.00	\$9.80	\$244.14	\$280.32	\$598.14	\$65.80	\$32.00	\$109.80
3	\$315.51	\$27.00	\$9.00	\$14.70	\$366.21	\$420.48	\$897.21	\$98.70	\$48.00	\$164.70
4	\$420.68	\$36.00	\$12.00	\$19.60	\$488.28	\$560.64	\$1,196.28	\$131.60	\$64.00	\$219.60
5	\$525.85	\$45.00	\$15.00	\$24.50	\$610.35	\$700.80	\$1,495.35	\$164.50	\$80.00	\$274.50
6	\$631.02	\$54.00	\$18.00	\$29.40	\$732.42	\$840.96	\$1,794.42	\$197.40	\$96.00	\$329.40
7	\$736.19	\$63.00	\$21.00	\$34.30	\$854.49	\$981.12	\$2,093.49	\$230.30	\$112.00	\$384.30
8	\$841.36	\$72.00	\$24.00	\$39.20	\$976.56	\$1,121.28	\$2,392.56	\$263.20	\$128.00	\$439.20
9	\$946.53	\$81.00	\$27.00	\$44.10	\$1,098.63	\$1,261.44	\$2,691.63	\$296.10	\$144.00	\$494.10
10	\$1,051.70	\$90.00	\$30.00	\$49.00	\$1,220.70	\$1,401.60	\$2,990.70	\$329.00	\$160.00	\$549.00
11	\$1,103.78	\$90.00	\$30.00	\$49.00	\$1,272.78	\$1,756.61	\$3,049.98	\$345.00	\$176.00	\$590.00
12	\$1,155.86	\$90.00	\$30.00	\$49.00	\$1,324.86	\$1,811.62	\$3,109.26	\$361.00	\$192.00	\$631.00
13	\$1,207.94	\$90.00	\$30.00	\$49.00	\$1,376.94	\$1,866.63	\$3,168.54	\$377.00	\$208.00	\$672.00
14	\$1,260.02	\$90.00	\$30.00	\$49.00	\$1,429.02	\$1,921.64	\$3,227.82	\$393.00	\$224.00	\$713.00
15	\$1,312.10	\$90.00	\$30.00	\$49.00	\$1,481.10	\$1,976.65	\$3,287.10	\$409.00	\$240.00	\$754.00
16	\$1,364.18	\$90.00	\$30.00	\$49.00	\$1,533.18	\$2,031.66	\$3,346.38	\$425.00	\$256.00	\$795.00
17	\$1,416.26	\$90.00	\$30.00	\$49.00	\$1,585.26	\$2,086.67	\$3,405.66	\$441.00	\$272.00	\$836.00
18	\$1,468.34	\$90.00	\$30.00	\$49.00	\$1,637.34	\$2,141.68	\$3,464.94	\$457.00	\$288.00	\$877.00
19+ (per cr.)	\$94.36	\$0.00	\$0.00	\$0.00	\$94.36	\$98.44	\$271.36	\$25.00	\$16.00	\$41.00

SBCTC Established Student Voted

Note: Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

Walla Walla Community College Board of Trustees

WASHINGTON STATE COMMUNITY COLLEGE TUITION AND FEE RATES 2017-18

Lower Division

Upper Division

		<u>RESIDENTS</u>	<u>NONRESIDENTS</u>	<u>RESIDENTS</u>	<u>NONRESIDENTS</u>
		<i>Assumes 15 Credits per Quarter</i>		<i>Assumes 15 Credits per Quarter</i>	
ANNUAL	Operating Fee	\$3,123.45	\$8,119.05	\$5,501.40	\$17,046.30
	Building Fee	\$394.20	\$816.60	\$394.20	\$816.60
	Maximum S & A Fee	<u>\$418.65</u>	<u>\$418.65</u>	<u>\$418.65</u>	<u>\$418.65</u>
	Tuition and Fees	\$3,936.30	\$9,354.30	\$6,314.25	\$18,281.55
QUARTERLY	Operating Fee	\$1,041.15	\$2,706.35	\$1,833.80	\$5,682.10
	Building Fee	\$131.40	\$272.20	\$131.40	\$272.20
	Maximum S & A Fee	<u>\$139.55</u>	<u>\$139.55</u>	<u>\$139.55</u>	<u>\$139.55</u>
	Tuition and Fees	\$1,312.10	\$3,118.10	\$2,104.75	\$6,093.85
PER CREDIT	<i>1-10 Credits</i>			<i>1-10 Credits</i>	
	Operating Fee	\$83.19	\$246.47	\$183.38	\$568.21
	Building Fee	\$11.17	\$24.89	\$11.17	\$24.89
	Maximum S & A Fee	<u>\$10.81</u>	<u>\$10.81</u>	<u>\$10.81</u>	<u>\$10.81</u>
	Tuition and Fees	\$105.17	\$282.17	\$205.36	\$603.91
PER CREDIT	<i>Average Incremental Increase for Each Credit between 11 and 18</i>			<i>Average Incremental Increase for Each Credit between 11 and 18</i>	
	Operating Fee	\$41.85	\$48.33	\$0.00	\$0.00
	Building Fee	\$3.94	\$4.66	\$3.94	\$4.66
	Maximum S & A Fee	<u>\$6.29</u>	<u>\$6.29</u>	<u>\$6.29</u>	<u>\$6.29</u>
	Tuition and Fees	\$52.08	\$59.28	\$10.23	\$10.95
EXCESS CREDIT SURCHARGE		<i>19+ Credits</i>		<i>19+ Credits</i>	
Operating Fee Only		\$94.36	\$271.36	\$194.55	\$593.10

UNGRADED COURSES - per credit fees - Operating Fees deposited to Fund 149

2017-18

	Comments	Per Credit Fee
Apprenticeship	50% waiver	\$53.00
(Clock hour equivalent)		\$3.53
ABE, ESL, GED	Colleges may waive the \$25 charge for students who are unable to pay	\$25 (per student per quarter)
Competency Based Programs	Method for establishing tuition governed by WAC 131-28-025, subsection (2), amended by State Board Resolution 14-09-60 (Sept. 10, 2014)	Program length (in months) divided by three and multiplied by quarterly tuition and fees at 15 credit hours (shown above)
Athletic Waiver	Maximum allowed to waive is 25% of the 15 credit rate for tuition and fees and must be taken from OPERATING FEE ONLY.	\$328.00

Colleges are authorized to charge tuition to Running Start students when the student's choice of credit load exceeds the level that will be reimbursed by the school district.

**Walla Walla
Community College
Campus Safety and Security
Department**

**Annual Security and Fire Report
Calendar year 2016**

DRAFT @ 8-9-11

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DRAFT @ 8.9.17



Office of the President
Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
Phone: 509/527.4274
Fax: 509/527.4249

July 19, 2017

Dear College Community and Prospective Students:

Thank you for your interest in Walla Walla Community College safety. Your safety is the most important part of my job as WWCC President. The WWCC Office of Campus Safety and Security partners with both the Clarkston and Walla Walla Police Departments to promote a safe environment.

This publication contains valuable information about campus safety and descriptions of programs and services we provide. It also complies with important provisions under the Jeanne Clery Act.

You play an important role in campus safety. Safety and security is a shared responsibility. I ask that you report any suspicious happenings.

Throughout the next year, we will continue to develop new strategies to enhance the safety and security of our campuses.

If you have any questions, please contact the WWCC Campus Safety and Security Office at 509/527-4563.

Sincerely,

Derek R. Brandes
President

DRAFT @ 8.9.17

Letter from Director of Campus Safety and Security

As the Director of Campus Safety and Security for Walla Walla Community College, it is my pleasure to provide all current and future students, faculty and staff with the 2016 Annual Security and Fire Report for both the Walla Walla, WA and Clarkston, WA campuses for Walla Walla Community College. The Annual Security and Fire Report is prepared by the Campus Safety and Security Department in coordination with Student Affairs, Human Resources, Facilities and numerous local law enforcement agencies that have jurisdiction over Walla Walla Community College campuses and facilities. In this report, you will find detailed information regarding the resources and prevention programs available at Walla Walla Community College. You will also find reporting policies and procedures which Walla Walla Community College utilizes to increase the safety and security of our campuses and encourage the reporting of all criminal activity. Also included in this report, you will find information regarding criminal activity that was reported to Campus Safety and Security and that occurred on Walla Walla Community College campuses or facilities.

The Campus Safety and Security Department in conjunction with the Campus Facilities Department strives to provide a learning environment in which every member of our college community can enjoy the full range of educational opportunities that are available at all of our campuses and facilities. In April of 2017, Walla Walla Community College created the Campus Safety and Security Department in order to increase education, prevention and training with regards to campus safety and security. Both 2017 and 2018 will be exciting years as the Campus Safety and Security Department rolls out a variety of training and educational programs for our students, faculty and staff.

Members of the Walla Walla Community College Campus Safety Department are employed by the college, are unarmed, non-commissioned officers and do not have arrest authority. However, Campus Safety and Security maintains a close working relationship with both the Walla Walla Police Department and the Clarkston Police Department who have primary law enforcement jurisdiction of their respective campuses.

Sean Taggart, CPP
Director of Campus Safety and Security
Walla Walla Community College

Background on Walla Walla Community College

Community College District #20, Walla Walla Community College, was established in 1967 to serve residents of Asotin, Columbia, Garfield and Walla Walla counties. The district, which is one-hundred fifty miles in width and extends from the Snake River to the Oregon border, contains a population of approximately 86,748 persons. Though the College was founded in an area of relatively small population base, and is served by two established private baccalaureate colleges, initial enrollment quickly exceeded projections. The first year, 1967-68, had a headcount of 852; and the 1995-96 headcount was over 11,500. In the past fifteen years enrollment has been relatively stable with a steady increase in headcount. Walla Walla Community College is accredited by the Northwest Commission on Colleges and Universities and certified by the Washington State Board for Community and Technical Colleges to offer courses in Academic Transfer Education, Workforce Education, Transitional Studies, and Extended Learning. In general, academic courses (100 level or higher) taken at this institution are transferable to most baccalaureate institutions.

Walla Walla Community College is approved for veterans' benefits for students eligible under the United States Code. Anyone may review the documents that describe the College's accreditation. The documents are found in the office of the Vice President of Instruction and on the College's website at wwcc.edu. In addition to the on-campus day and evening programs at the main Walla Walla campus, the College operates a campus in Clarkston, Washington; at Coyote Ridge Corrections Center (CRCC) in Connell, Washington; and, at the Washington State Penitentiary (WSP) in Walla Walla. Almost 1500 students are served by the Clarkston campus; over 700 offenders at the Washington State Penitentiary; and, nearly 1,500 at CRCC.

Walla Walla Community College had a full-time equivalent enrollment of 4,920, consisting of an average headcount of 2,491 per quarter for the 2015-2016 academic year. Daytime on-campus enrollment averaged 1,206 students per quarter. Walla Walla Community College employs 24 administrators, 132 full-time and 306 part-time instructors, and 203 full- and part-time support personnel.

Walla Walla Community College Campus Locations

Walla Walla Community College operates four campuses in the State of Washington. The main campus is located in Walla Walla, WA with a satellite campus in Clarkston, WA. Walla Walla Community College also operates campuses at the Washington State Penitentiary in Walla Walla, WA and at the Coyote Ridge Corrections Center in Connell, WA. The campuses located at the Washington State Penitentiary and the Coyote Ridge Corrections Center are not included in the Annual Security and Fire Report per Clery Act reporting requirements. The following is a list of all facilities owned or operated by Walla Walla Community College that constitute on campus property.

Walla Walla Washington Campus

- Dietrich Activity Center located at 510 Campus Loop Walla Walla, WA 99362
- Parent Child Center located at 514 Campus Loop Walla Walla, WA 99362
- Women's Center located at 518 Campus Loop Walla Walla, WA 99362
- Main building located at 520 Campus Loop Walla Walla, WA 99362
- Health Science and Performing Arts located at 535 Campus Loop Walla Walla, WA 99362
- Technology Center located at 537 Campus Loop Walla Walla, WA 99362
- China Pavilion located at 540 Campus Loop Walla Walla, WA 99362
- Professional Technical Building located at 550 Campus Loop Walla Walla, WA 99362
- Facilities/Wind Energy Tech located at 618 Water Center Dr Walla Walla, WA 99362
- First Flight Day Care located at 611 Water Center Dr Walla Walla, WA 99362
- Diesel Mechanics located at 621 Water Center Dr Walla Walla, WA 99362
- Diesel Mechanics located at 623 Water Center Dr Walla Walla, WA 99362
- Farrier /Grounds Maintenance located at 625 Water Center Dr Walla Walla, WA 99362
- John Deere Training Center located at 629 Water Center Dr Walla Walla, WA 99362
- Greenhouse located at 630 Water Center Dr Walla Walla, WA 99362
- Water and Environmental Center located at 640 Water Center Dr Walla Walla, WA 99362
- Pottery Building located at 2933 E Isaacs Ave Walla Walla, WA 99362
- Center for Enology and Viticulture located at 3020 E. Isaacs Ave Walla Walla, WA 99362
- Automotive Technology Building located at 3060 E. Isaacs Ave Walla Walla, WA 99362
- Craik Building located at 37 Interchange Rd Walla Walla, WA 99362

Clarkston Washington Campus

- Main Building and Health Science Building located at 1470 Bridge St Clarkston, WA 99403
- Fitness Center located at 1477 Fair St Clarkston, WA 99403
- Tender Care 1 Building located at 1499 Fair St Clarkston, WA 99403
- Tender Care 2 Building located at 1431 Fair St Clarkston, WA 99403
- Horse Stable Building located at 1433 Fair St Clarkston, WA 99403

Annual Security and Fire Report

In 1990, the Federal Government enacted the Student Right to Know and Campus Security Act. The Act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act in 1998. The Clery Act requires that colleges and universities receiving federal funding disclose reported instances of criminal activities on campus. In addition to the disclosure of campus crime statistics, the act requires timely warnings of criminal activity to the campus community as well as the disclosure of various campus policies. For more information on this legislation, please visit the Clery website at www.clerycenter.org. This report is prepared by the Campus Safety and Security Department, in coordination with Student Affairs, Human Resources, Facilities and numerous local law enforcement agencies that have jurisdiction over Walla Walla Community College campuses and facilities. An email notification is sent out on October 1st to all enrolled students and employees providing a link to the report. The report can also be viewed on the Campus Safety and Security webpage at <http://www.wbcc.edu/campus-life/campus-safety-security/clery-compliance/>. If you have questions regarding the statistics published in this report, please contact the Director of Campus Safety and Security at Walla Walla Community College.

Additional Acts and Statutes Impacting Campus Safety and Security

Violence Against Women Reauthorization Act - Was signed into law on March 7th, 2013 by President Obama. VAWA amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act - Enacted as a part of the Omnibus Crime Bill of 1994, the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act established guidelines for states to track sex offenders. It required states to track sex offenders by confirming their place of residence annually for ten years after their release into the community or quarterly for the rest of their lives if the sex offender was convicted of a violent sex crime.

Campus Sexual Violence Elimination Act - Campus Sexual Violence Elimination Act or Campus SaVE Act - Amends Title IV (Student Assistance) of the Higher Education Act of 1965 to require each institution of higher education (IHE) participating in a Title IV program to include in its annual security report on campus security policy and crime statistics a statement of current policies for reporting crimes or other emergencies in or on noncampus buildings or property (currently, only reporting of crimes on campus is required). Requires such report to include statistics concerning the occurrence of domestic violence, dating violence, and stalking

incidents reported to campus security authorities or local police. Requires schools to protect victim confidentiality when reporting criminal threats to the campus community. Directs IHEs to include in their annual security report a statement of policy regarding their programs to prevent domestic violence, dating violence, sexual assault, and stalking and the procedures they follow when such an offense is reported. Requires such procedures to include: (1) the provision, in writing, to students or employees that report that they have been the victim of such an offense certain information regarding their rights, disciplinary processes, victim services, and safety planning; (2) a description of how the IHE will help enforce any protective order; and (3) information about how the IHE will protect victim confidentiality. Requires an IHE's policy regarding such offenses to include: (1) education that promotes awareness of the offenses; (2) possible sanctions or protective measures imposed following disciplinary action; (3) procedures victims should follow after such an offense occurs; (4) information about to whom the alleged offense should be reported; (5) institutional disciplinary procedures; and (6) the notification of victims regarding their options for, and assistance in, changing academic, living, transportation, and working situations.

Campus Sex Crimes Prevention Act - The CSCPA supplemented the Wetterling Act's general standards for sex offender registration and community notification programs by enacting provisions which are more specifically designed to ensure that the members of campus communities have information available concerning the presence of registered sex offenders. In part, this included an amendment to the Wetterling Act, which requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education, and to make this information available promptly to a campus police department or other appropriate law enforcement agency having jurisdiction where the institution is located.

Campus Fire Safety Right to Know Act - Amends the Higher Education Act of 1965 to require each institution participating in any program under the Act to provide to all current students and employees, and to any applicant for enrollment or employment upon request, an annual fire safety report containing specific information about the campus fire safety practices and standards of that institution. Requires such institutions to: (1) record all on-campus fires, including the nature, date, time, and general location of each fire and all unwanted and false fire alarms; and (2) open such information to public inspection. Requires the institutions to report on such information annually to the campus community in a manner that will aid the prevention of similar occurrences. Directs each institution to require the national organizing bodies of the fraternities, sororities, and other student groups they recognize to collect specific fire safety information for each student housing facility they own, control, or occupy and report such information to the Secretary of Education, all current members, and to any interested party upon request.

Clery Reportable Geography

There are three categories of Clery reportable geography that are utilized by Walla Walla Community College, including:

On Campus - Any building or property owned or controlled by Walla Walla Community College within the same reasonably contiguous geographic area of Walla Walla Community College and used by Walla Walla Community College in direct support of, or in a manner related to, the Walla Walla Community College educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by Walla Walla Community College but controlled by another person, is used by students, and supports institution purposes.

Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

Non Campus - Buildings or property is any building or property owned or controlled by a student organization that is officially recognized by Walla Walla Community College; or any building or property owned or controlled by Walla Walla Community College that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of Walla Walla Community College.

Appendix E of this report contains geographical maps that provide a detailed image of all Walla Walla Community College property and facilities and how each is categorized under Clery Geography.

Clery Reportable Offenses

The Clery Act requires Walla Walla Community College to include the following four general categories of crime statistics in its Annual Security Report.

Criminal offenses

Murder and Non-negligent manslaughter	Statutory Rape	Incest
Manslaughter by negligence	Aggravated Assault	Arson
Sexual Assault	Robbery	Fondling
Rape	Motor Vehicle Theft	Burglary

Hate crimes

Larceny-Theft	Intimidation
Simple Assault	Destruction/Damage/Vandalism of Property

VAWA offenses

Domestic Violence	Stalking	Dating Violence
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Arrests and referrals for disciplinary action

Weapon Law violations

Liquor Law violations

Drug Abuse violations

Criminal offenses as defined by the Clery Act

Murder and Non-Negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence is defined as the killing of another person through gross negligence.

Sexual Assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Consent is defined in the State of Washington by RCW 9A.44.010 which states that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. Consent cannot be assumed or result under certain conditions including:

- Mental incapacity is that condition existing at the time of the offense which prevents a person from understanding the nature or consequences of the act of sexual intercourse whether that condition is produced by illness, defect, the influence of a substance or from some other cause.
- Physical helplessness means a person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- Forcible compulsions means physical force which overcomes resistance, or a threat, express or implied, that places a person in fear of death or physical injury to herself or himself or another person, or in fear that she or he or another person will be kidnapped.

- One of the participants in the act is under the legal age of consent in the State of Washington.

Robbery is defined as the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary is defined as the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is defined as the theft or attempted theft of a motor vehicle.

Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes as defined by the Clery Act

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the above-mentioned offenses, and any incidents listed below that were motivated by one or more of the biases list below.

Race. *A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.*

Religion. *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.*

Sexual Orientation. *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.*

Gender. *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.*

Gender Identity. *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.* Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

Ethnicity. *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.* The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

National Origin. *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.* This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability. *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.*

Larceny-Theft *is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.*

Simple Assault *is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.*

Intimidation *is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.*

Destruction/Damage/Vandalism of Property *is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

Violence Against Women’s Act (VAWA)

The Violence Against Women's Act (VAWA) is a federal law enacted to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault,

and stalking and has imposed new reporting requirements. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The VAWA provision added **domestic violence**, **dating violence**, and **stalking** to the categories. If the incident was reported to a campus authority or local police agency, it must be reported under Clery.

The following describes each of the reportable offenses:

Domestic Violence - asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence - violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction between the persons involved in the relationship.

Stalking - Intentional and repeated harassment or following of another person which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

WWCC's Student Code of Conduct Policy prohibits dating violence, domestic violence, sexual assault, and stalking as they are defined for purposes of the Clery Act, and also prohibits the following: assault, physical abuse, verbal abuse, threat, intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.

Arrests and Referrals for Disciplinary Action

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, etc., Law Violations, Drug Abuse Violations and Liquor Law Violations.

Weapons: Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations are defined as the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic

substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Unfounded Crimes

For Clery Act purposes, the standard for unfounding a reported crime is very high. You may classify a crime as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Daily Crime Log

The purpose of the daily crime log is to record all **criminal incidents** and **alleged criminal incidents** that are reported to the Campus Safety and Security Department. The daily crime log will reflect the date and time an incident was reported, the location where the incident occurred, and the disposition of the incident. An explanation of those dispositions is provided below. An online version of the daily crime log is available on the Campus Safety and Security Department's webpage at <http://www.wvcc.edu/campus-life/campus-safety-security/clery-compliance/> and will reflect all activity for the last 60 days. A hard copy of the daily crime log for the last seven years is maintained by the Campus Safety and Security Department and maybe viewed during normal business hours by visiting the Campus Safety and Security Department office located on the Walla Walla campus in Building D, room 133-B. Walla Walla Community College may temporarily withhold information from the Daily Crime Log if it is determined that that information could: jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection or result in the destruction of evidence.

Explanation of Dispositions

Exceptionally Cleared occurs when the identity of individuals involved in the incident is known but no further action is taken.

Administratively Closed occurs when an incident is closed and no further action is taken due to lack of information.

Pending occurs when an incident has occurred but additional action has not occurred, is normally used to describe an incident that is still under investigation by Walla Walla Community College.

Referred to Clarkston Police Department occurs when an incident results in the notification of the Clarkston Police Department.

Referred to Walla Walla Police Department occurs when an incident results in the notification of Walla Walla Police Department.

Referred to Emergency Services occurs when an incident involves the notification of fire or medical services and does not result in an additional action taken by Walla Walla Community College.

Referred to Human Resources occurs when the individual or individuals involved in an incident are identified and determined to be faculty or staff members of Walla Walla Community College.

Fire Log

Walla Walla Community College does not offer student housing and is exempt from compliance with this requirement

Timely Warnings

A Timely Warning is a Clery Act reporting requirement that states that Walla Walla Community College must notify the campus community in a timely manner when a Clery Act crime has been committed in a Clery Act geographical designated area and is determined, by Walla Walla Community College, to represent a serious or continuing threat to students and employees. The decision to issue a Timely Warning will be made by the President, Vice President of Financial and Administrative Services or the Director of Campus Safety and Security in conjunction with the Public Information Officer. The notification will be sent out through the college's email system, the colleges emergency notification system and will also be posted on the Campus Safety and Security Departments webpage.

The Walla Walla Community College Campus Safety and Security Department maintains close communication with the Walla Walla, WA and Clarkston, WA Police Departments to aid in the notification and communication of an event or situation that may necessitate the issuing of a timely warning.

Offense	Year	On Campus Property Walla Walla Campus	Public Property Walla Walla Campus	Non- Campus Property Walla Walla Campus	Unfounded Crimes		On Campus Property Clarkston Campus	Public Property Clarkston Campus	Non- Campus Property Clarkston Campus	Unfounded Crimes
Murder and Non Negligent Manslaughter	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Rape	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Fondling	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Incest	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Statutory Rape	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0

Robbery	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Burglary	2016	2	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	1	0	0	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0	0	0	0
	2015	1	0	0	0	0	0	0	0
	2014	2	0	0	0	0	0	0	0
Arson	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

Offense	Year	On Campus Property Walla Walla Campus	Public Property Walla Walla Campus	Non- Campus Property Walla Walla Campus	Unfounded Crimes	On Campus Property Clarkston Campus	Public Property Clarkston Campus	Non- Campus Property Clarkston Campus	Unfounded Crimes
Stalking	2016	1	0	0	0	0	0	0	0
	2015	3	0	0	0	0	0	0	0
	2014	1	0	0	0	0	0	0	0
Arrest Weapons Violations	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arrest for Drug Abuse Violations	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
Arrest for Liquor Law Violations	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

Disciplinary Action for Weapons Violations	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Disciplinary Action for Drug Abuse Violations	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0
Disciplinary Action for Liquor Law Violations	2016	0	0	0	0		0	0	0	0
	2015	0	0	0	0		0	0	0	0
	2014	0	0	0	0		0	0	0	0

*** Walla Walla Community College does not offer student housing on either of its campuses.**

**** There were no hate crimes to reported in 2014, 2015 or 2016.**

Crime Reporting Options

The Walla Walla Community College Campus Safety and Security Department is the primary contact for reporting of all crimes or incidents that occur on college owned or operated facilities or property. The WWCC Campus Safety and Security Department maintains a working relationship with both the Walla Walla, WA Police Department and the Clarkston, WA Police Department, to aid in the investigation of all crimes and incidents that occur within the jurisdiction of the college. The WWCC Campus Safety and Security Department will make an attempt to preserve confidentiality in reporting if requested by the reporting party, but confidentiality is only guaranteed if required by law.

Incident reporting can be completed:

- Via email, by emailing the details of the incident to the WWCC Director of Campus Safety and Security, sean.taggart@wwcc.edu.
- In person, by visiting the Campus Safety and Security Department located on the Walla Walla Campus in Building D room 133-B, Monday – Friday from 8am – 5pm.
- Via telephone, by calling 509-527-4563 Monday – Friday from 8am – 5pm.

You may also contact law enforcement directly:

City of Walla Walla Police Department
52 E Moore St
Walla Walla, WA 99362
Emergency 911
Non-Emergency 509-527-1962

City of Clarkston, WA Police Department
830 5th St
Clarkston, WA 99403
Emergency 911
Non-Emergency 509-758-2331

You may also speak with a Campus Security Authority:

Who are faculty or staff members of Walla Walla Community College that because of their specific job descriptions, are classified as Campus Security Authorities by the Jeanne Clery Act. These individuals are required by law to forward reports regarding violations of the Clery Act to the Campus Safety and Security Department. Under most circumstance, as permitted by law, they may be able to maintain certain levels of confidentiality when forwarding the information to the Campus Safety and Security Department.

Description of Campus Security Authorities

A campus police department or a campus security department of an institution. If your institution has a campus police or security department, all individuals who work for that department are campus security authorities. A security department can be as small as one person.

Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).

Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. As mentioned in Chapter 1, your institution must publish a number of safety- and security-related policy statements. If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a campus security authority.

*An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

A list of positions that have Campus Security Authority responsibility at Walla Walla Community College can be found online at <http://www.wwcc.edu/campus-life/campus-safety-security/clery-compliance/>. This list is reviewed and updated quarterly by the Director of Campus Safety and Security and the Vice President of Human Resources.

You may also speak with a Walla Walla Community College Counselor:

You are encouraged to speak to the counselors located in the Student Development Center at WWCC to report any incidents involving misconduct, sexual or non-sexual. Student/Client confidentiality is protected under Washington law (RCW 18.225.100) and information cannot be released except (RCW 18.225.105):

1. With the written authorization of that person or, in the case of death or disability, the person's personal representative;
2. If the person waives the privilege by bringing charges against the person licensed under this chapter;
3. In response to a subpoena from the secretary. The secretary may subpoena only records related to a complaint or report under RCW 18.130.050;
4. As required under chapter 26.44 or 74.34 RCW or RCW 71.05.360 (8) and (9); or 5. To any individual if the person licensed under this chapter reasonably believes that disclosure will avoid or minimize an imminent danger to the health or safety of the individual or any other individual; however, there is no obligation on the part of the provider to so disclose.

Walla Walla Community College will always encourage members of the campus counseling staff to provide information regarding confidential crime reporting to the individuals receiving counseling services.

Violations of the Student Code of Conduct maybe reported directly to the Vice President of Student Affairs:

VP of Student Affairs
Jose da Silva
509-527-4300
Main Bldg. Office 64

You may also speak with the Title IX Coordinator:

Regarding complaints of discrimination, sexual harassment, rape, sexual assault, sexual battery or sexual coercion. Walla Walla Community College will seek to protect the privacy of the complainant to the full extent possible consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action and comply with federal and state law, as well as Walla Walla Community College policies and procedures. Although Walla Walla Community College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX/EEO Coordinator.

WWCC Title IX Coordinator
VP of Human Resources
Sherry Hartford
509-527-4382
Main Bldg. Office 65

WWCC Title IX Deputy Coordinator
VP of Student Affairs
Jose da Silva
509-527-4300
Main Bldg. Office 64

WWCC Title IX Deputy Coordinator
Clarkston Center Director
Chad Miltenberger
509-758-1711
Clarkston Campus

The College is obligated to address acts of sex-based misconduct (including sexual harassment and/or retaliation) of which a responsible employee knew or should have known occurred. A "responsible employee" is any employee who: Has the authority to take action to redress sex-based misconduct; has been given the duty of reporting incidents of sex-based misconduct or any other misconduct by students; or

A student could reasonably believe has this authority or duty. A responsible employee must report to the Title IX/EEO Coordinator all relevant details about alleged sex-based misconduct (including sexual harassment and/or retaliation) that the student, employee or other person has shared and that the College will need to determine what occurred and resolve the situation. This includes the names of the alleged respondent (if known), the student complainant or other person who experienced the alleged sex-based misconduct, others involved in the alleged sex-based misconduct, as well as relevant facts, including the date, time and location.

A responsible employee should provide the following information to a complainant: (1) the reporting obligations (discussed above) of the responsible employee; (2) complainant's option to request confidentiality and available confidential resources; (3) complainant's right to file a Title IX complaint with the College; and (4) complainant's right to report a crime to local law enforcement. For convenience of student complaint reporting, there are College-designated responsible employees and contact information noted on the College's Webpage, with all reports referred by the designated responsible employees to the Title IX/EEO Coordinator. For a staff complaint of sex-based misconduct (including sexual harassment and/or retaliation) by a student or another staff member, the staff complaint may be reported to the immediate supervisor who is a responsible employee for reporting purposes. The supervisor must report the complaint to the Title IX/EEO Coordinator. A direct report to the Title IX/EEO Coordinator will be more expeditious in terms of processing the complaint. If the complaint is against the Title IX/EEO Coordinator or his or her relative attending or working for the College, the complainant should report the matter directly to the President's Office for referral to an alternate designee.

Dating Violence, Domestic Violence, Sexual Assault and Stalking

Walla Walla Community College is committed to the welfare and safety of all student, faculty, staff and visitors. The Walla Walla Community College Student Code of Conduct provides a detailed explanation of WWCC conduct jurisdiction, the rights given to respondents and victims and the judicial process from the initial complaint, the investigation process including the burden of proof standard that will be used during the proceedings and the final resolution of the conduct violation to include the notification and appeals process. The Conduct Process also provides a description of the sanctions that maybe utilized by Walla Walla Community College. A copy of the Student Conduct Process can be found in Appendix D of this report.

Walla Walla Community College recognizes specific additional responsibilities that are required under the Clery Act and the Violence Against Women Act with regards to assisting victims of sexual assault, dating and domestic violence and stalking. While the WWCC Student Code of Conduct and Student Conduct Process are utilized in all student conduct violations, the

information and processes listed below are provided in addition to the normal Student Conduct Process.

Victims of sexual assault, domestic or dating violence, and stalking are encouraged to report the incident as soon as possible and to seek medical treatment for injuries, potential pregnancy or sexual transmitted diseases. Whether or not the victim decides to pursue criminal action is entirely up to the victim, however, physical evidence from the incident will disappear or become unusable to law enforcement usually after 72 hours. Physical evidence can include the clothing or other personal items that you were wearing at the time of the incident, any bed linens, or blankets. Evidence may also include electronic communication such as emails, text messages, voice mails and pictures that are associated with the incident.

Victims of sexual assault, domestic or dating violence and stalking are encouraged to report the incident to one of the individuals or departments listed below:

- Walla Walla Community College Campus Safety and Security
- Walla Walla, WA Police Department
- Clarkston, WA Police Department
- The Title IX Coordinator or Deputy Coordinator
- A Campus Security Authority

Once an incident of sexual assault, domestic or dating violence or stalking has been reported to Walla Walla Community College, the college will take the following steps to assist the victim:

1. If the incident has not been reported to law enforcement, the college will provide assistance with reporting if the victim chooses. The victim may also elect not to notify law enforcement.
2. Walla Walla Community College will also provide the victim information regarding no contact orders provided by the college and additional information regarding restraining orders or orders of protection that may be available in the community.
3. Walla Walla Community College will also provide the victim information regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both within the institutions and in the community.
4. Walla Walla Community College will also provide the victim if requested and regardless of whether the crime is reported to law enforcement, information regarding options, assistance with and the process for requesting changes to academic, living, transportations and working situations or other protective measures.
5. Individuals who investigate or adjudicate violations of the student code of conduct with regards to dating violence, domestic violence, sexual assault and stalking receive annual training on investigations and judicial steps and processes that protect the safety of the victim and promote accountability.
6. Both the victim and the respondent will be notified simultaneous in writing of the following:

- a. The result of any institutional disciplinary proceeding that arise from an allegation of dating violence, domestic violence, sexual assault or stalking.
 - b. The institutions procedures for the accused and the victim to appeal the results of the institutional disciplinary proceedings.
 - c. Any changes to the results
 - d. When such results become final.
- 7. Walla Walla Community Colleges will make every effort to maintain the confidentiality of a victim and will take the following steps to help insure confidentiality.
 - a. Identifying victim information will never be included in the Campus Safety and Security Daily Crime Log or in a Timely Warning issued to the campus community.
 - b. At the victim's request, personal information maybe removed from publicly available directories by contacting the registrar's office.
 - c. Victim information will only be provided to individuals who have a specific need to know as part of the investigation or judicial adjudication process or who are providing support services to the victim.
 - d. Victim information maybe redacted or removed from documentation provided to a respondent at the discretion of the Student Conduct Officer.
 - e. The victim will be allowed to testify in limited privacy, as long as the process does not compromise the accused students right to cross-examination.
Determination on this matter will be made by the Student Conduct Officer.
- 8. Walla Walla Community College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.
- 9. Walla Walla Community College will provide a written explanation of a student or employees' rights when that student or employees reports to Walla Walla Community College that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offenses occurred on or off campus.

Collection of Crime Statistics from Law Enforcement Agencies

In compliance with the Clery Act, the Director of Campus Safety and Security for Walla Walla Community College will gather crime statistics for locations that meet the threshold for Clery geography. The Director of Campus Safety and Security will send a registered letter to the local law enforcement agency requesting data on all Clery reportable offenses that occurred at locations covered under the Clery Act. The information received from each of those law enforcement agencies will be reviewed by the Director of Campus Safety and Security and any crime data that is determined to be reportable under the Clery Act will be added to the Annual Security Report. A list of the law enforcement agencies that were contacted for this report is provided in Appendix C of this report.

Collection of Crime Statistics from Campus Security Authority's

In Compliance with the Clery Act, the Director of Campus Safety and Security for Walla Walla Community College will gather crime date and crime statistics that meet the threshold for Clery geography from all Campus Security Authorities. Campus Security Authorities are required to report all Clery Act violations to the Campus Safety and Security department which can be done online at <http://www.wvcc.edu/campus-life/campus-safety-security/campus-security-authority>. In addition, the Director of Campus Safety and Security will send out a quarterly reminder during the first two weeks of each quarter requesting all Campus Security Authority reports from the previous quarter.

Walla Walla Community College Policies and Statements

Missing Students and the 24-hour rule

Walla Walla Community College does not offer student housing and is exempt from compliance with this requirement.

Disclosure of crime report to victims of violent or non-forced sex offense

Walla Walla Community College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Off Campus Student Organizations

Walla Walla Community College does not recognize off campus student organizations and is exempt from this reporting requirement.

Drug and Alcohol Policies

Drug and alcohol dependency is a very serious problem for abusers and their families. Confidential help is available from counselors located in the Advising and Counseling Center, in addition to various resources within the Walla Walla community. Information on referral, assessment, support groups, and treatment services may be found on the WWCC Counseling Resources website. The College maintains a drug and alcohol free environment in accordance with Federal and State policies, in addition to a Tobacco Free Campus.

https://www.wvcc.edu/CMS/fileadmin/PDF/Human_Resources/6-PoliciesandProcedures/Policies/Tobacco_Free_Campus_Policy.pdf. In accordance with the Student Code of Conduct Policy, student discipline may be imposed for violation of the following alcohol and drug related offenses:

- The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, in classrooms,

buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, parking lots, or any other college property or premises;

- The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, at any college sponsored activity, on or off campus;
- Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication;
- Violation of other College policy while under the influence of alcohol;
- Other violations of any College alcohol policies;
- Intent to or the actual possession, use, sale, manufacture and/or consumption of alcohol may only be allowed as part of the requirements of an academic program or with prior approval from the college President or designee.
- The use, possession, manufacture, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in [RCW 69.41](#), or any other controlled substance under [RCW 69.50](#), except as prescribed for a student's use by a licensed practitioner;
- The use or possession of prescription drugs or medications belonging to another person;
- The misuse or abuse of prescription drugs or medications;
- The manufacture, transmission, or sale of an illegal drug, controlled substance, prescription drug or medication, or other prohibited substances described in [RCW 69.41](#);
- The use, possession, control, manufacture, transmission, or sale of drug paraphernalia; the use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form.

See additionally WWCC's https://www.wwcc.edu/CMS/fileadmin/PDF/Human_Resources/6-PoliciesandProcedures/Policies/Drug_Free_Workplace_Policy_01-2014.pdf and [Alcohol and Controlled Substance Testing Program Policy](#) applicable to employees and campus visitors.

Employees who need assistance are encouraged to use resources available through the various state health insurance plans and to seek advice from the Employee Assistance program, www.FirstChoiceEAP.com , 800.777.4114 This document contains information taken from official source documents compiled for information purposes only. Official rules, regulations, and policies are subject to change, therefore the current version of these rules, regulations, and policies should be obtained from the primary source documents.

Community Resources and Contacts

Walla Walla, WA Campus

City of Walla Walla Police Department
52 E Moore St Walla Walla, WA 99362
Emergency 911
Non-Emergency 509-527-1962
Crime Prevention Office 509-525-3342
Domestic Violence Services 509-527-4434

City of Walla Walla Fire/Ambulance
Station 1
200 S 12th Ave
Walla Walla, WA 99362
Emergency 911
Non-Emergency 509-527-1960
Station 509-527-4429

City of Walla Walla Fire/Ambulance
170 North Wilbur Ave
Walla Walla, WA 99362
Emergency 911
Non-Emergency 509-527-1960
Station 509-529-4083

Providence St Mary Medical Center
401 W Poplar St
Walla Walla, WA 99362
Emergency 911
Main Number 509-897-3320

YWCA
213 S First Ave
Walla Walla, WA 99362
Main Number 509-525-2570
Crisis Line 509-529-9922
TTY Crisis Line 1-800-833-6384

Walla Walla County Crisis Response Unit
Emergency 911
Main Number 509-524-2999
TTY 509-527-2994

Clarkston, WA Campus

City of Clarkston Police Department
830 5th St Clarkston, WA 99403
Emergency 911
Non-Emergency 509-758-2331

City of Clarkston Fire Department
820 5th St Clarkston WA 99403
Emergency 911
Station 509-758-8681

Tri-State Memorial Hospital
1221 Highland Ave Clarkston, WA
99403
Emergency 911
Main Number 509-758-5511

Facility Security and Access

Walla Walla Community College properties and facilities are open to the public during business hours that may vary building to building based on the individual and academic needs of each building. Outside of normal business hours, access to properties and facilities is by key only. Breaches of campus properties and facilities are reported to the Walla Walla Community College Director of Campus Safety and Security and to the Walla Walla Community College Director of Facilities and Capital Projects.

Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974, WWCC provides contact information for the Walla Walla County Sheriff's Department, the Asotin County Sheriff's Departments, and the Washington Association of Sheriffs and Police Chiefs. This information is also listed on the Campus Safety and Security webpage. Links are also provided below.

Walla Walla County Sheriff's Department (509) 524-5400

<http://www.co.walla-walla.wa.us/Departments/SHE/SexOffenders.shtml>

Asotin County Sheriff's Department (509) 243-4717

<http://www.co.asotin.wa.us/sheriff/>

Washington Association of Sheriffs and Police Chiefs

<http://www.waspc.org/index.php?c=Sex%20Offender%20Information>

In the state of Washington, sex offenders who are enrolled in a public or private institution of higher education are required to notify the local county sheriff's office immediately. The Vice President of Student Affairs at WWCC provides information to departments on campus of any Level 3 sex offenders who are registered students. Use of this public information to threaten, intimidate, or harass sex offenders will not be tolerated by the College or law enforcement agencies. In addition, any student violating this provision could be subject to disciplinary action pursuant to the Student Code of Conduct Policy.

Sexual Harassment

Walla Walla Community College is committed to ensuring faculty, staff and students work and learn in an environment where mutual respect and considerations are demonstrated by all community members. It is important that all community members understand that sexual

harassment is unacceptable and know that it will be dealt with promptly and effectively. A copy of Walla Walla Community Colleges Administrative Procedure for Sexual Harassment can be found at <http://www.wwcc.edu/wp-content/uploads/2015/10/sexual-harassment.pdf>.

Non Discrimination and Harassment Grievance Procedure

Walla Walla Community College is committed to ensuring faculty, staff, students and campus visitors work and learn in an environment where mutual respect and consideration are demonstrated by all community members. It is important that all community members understand that discrimination and harassment are unacceptable and know that it will be dealt with promptly and effectively. A copy of Walla Walla Community Colleges Non Discrimination and Harassment Grievance Procedure can be found at <http://www.wwcc.edu/wp-content/uploads/2016/04/grievance-procedure.pdf>.

WWCC Resources and Reporting Options for Persons Impacted by Illegal Discrimination or Harassment, Sexual Harassment, Sexual Assault, or other forms of Sexual Violence

In compliance with Title IX of the Education Amendments of 1972, WWCC does not discriminate on the basis of sex in employment or in its educational programs and activities. It is WWCC's goal to maintain an environment that is free from all forms of illegal harassment and discrimination, including bullying, hazing, sexual harassment, sexual violence, sexual coercion, rape and sexual assault.

Federal and State laws, as well as College policies, protect faculty, staff, and students against discrimination based on the following legally protected characteristics: Race, Color, Creed, Religion, National Origin, Sex (including pregnancy and parenting status), Age, Disability, Marital Status, Sexual Orientation, Gender Identity and Expression, Genetic Information and Veteran Status.

WWCC's Complaint Procedure provides an administrative process (not legal or criminal) for prompt and equitable investigation and resolution of complaints alleging violations of civil rights laws, to include Title IX, unfair treatment based on any of the protected categories, bullying, hazing, sexual harassment, sexual violence, sexual coercion, rape or sexual assault

If you have experienced illegal discrimination or harassment, sexual harassment, sexual assault or sexual violence, you have resources and reporting options. If an incident occurs to you or you know of an incident, please immediately contact at least one of the following people. If you are in immediate danger, call 911.

WWCC Title IX Coordinator

Sherry Hartford 509-527-4382
Main Building (D) Office 65

WWCC Confidential Counselors

Emma Carpenter (Clarkston)
Caley Moyer 509-527-4320

WWCC Title IX Deputy Coordinator

Jose da Silva 509-527-4300

Main Building (D) Office 64

WWCC Title IX Deputy Coordinator

Clarkston Campus

Chad Miltenberger 509-758-1711

Office 170 CLK

Crisis/Hotlines

Walla Walla 509-529-9922

Lewiston/Clarkston YWCA Crisis Service 800-669-3176

WW Police Dept. Domestic

Moscow/Pullman Alternatives to Violence of the Palouse

Violence Advocate

877-334-2887

Chalese Rabidue

509-524-4400

National Sexual Assault Hotline: 1-800-656-HOPE (4673)

Dayton 509-382-9922

List of Campus Facility Safety and Security Programs

Campus Lighting is inspected, repaired and updated through a process of continuous review and collaboration between the Campus Safety and Security Department and the Campus Facilities Department.

Campus Security Cameras are installed in numerous locations around campus and allow for the review of security camera images in the case of an on campus incident. In addition, the locations of current and the possible locations of future cameras are reviewed on a regular basis between the Director of Campus Safety and Security, the Director of Technology and the Director of Campus Facilities.

Campus Key Control is managed by the Facilities Department which regulates the issuing of all campus facilities keys to faculty and staff once they have received the proper approval authority. Keys to campus facilities are never issued to students.

Student and Employee ID cards are provided free of charge in the Student Activity Center.

Campus Landscaping is maintained by the Facilities Department in such as manner as to increase the visibility of campus facilities, buildings and parking lots and to aid and complement the campus wide security camera system.

Education and Prevention Programs

Walla Walla Community College is committed to the safety, security and well-being of all students, faculty and staff. As part of that continued commitment, Walla Walla Community

College provides training in a variety of areas during new student and new employee orientation, on a quarterly and annual basis and training programs that are online and available 24 hours a day.

Faculty and Staff Training

- All new faculty and staff review Walla Walla Community Colleges Employee and Faculty Handbook
- All new faculty and staff review Walla Walla Community College Emergency Procedures Handbook
- All new faculty and staff review Walla Walla Community College Policies and Procedures

Student Training

- Information on personal safety, crime prevention, reporting, and campus regulations are shared with students through New Student Orientation and via a yearly email notification. The online training provided to students is available 24-7 via web access.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware and responsible for their own security and the security of others. Students and employees must also be aware of their responsibility to protect their personal property and property belonging to the college. Information is disseminated to students and employees through crime prevention awareness pamphlets, e-mails, security alert posters, displays, articles in the student newspaper, and specific student awareness programs. When time is of the essence, information is released to the college community through emergency notifications, timely warnings, and security alerts posted prominently throughout campus.

Behavioral Intervention Team

Walla Walla Community College encourages and promotes student welfare, safety and communication and to help facilitate the reporting of information has developed a Behavioral Intervention Team. The purpose of the Behavioral Intervention team is to monitor, assist and track student behavior concerns in an attempt to intervene and provide assistance and help in the earliest stages of crises.

Emergency Planning, Response, and Notification

Walla Walla Community College has developed and implemented Emergency Action Plans for both the Walla Walla and Clarkston Campuses. The Emergency Action Plan provides for realistic guidelines and procedures that should be followed in the event of an emergency. The plan remains flexible enough to allow for the unexpected situations or events that may also occur and cannot be anticipated. Employees are expected to be familiar with the plan and follow the plan as directed by the specifics of their location. The goal is to enhance the protection of lives and property through effective use of college and community resources. Whenever an emergency affecting the college reaches proportions that cannot be handled by routine measures, the college appointed Incident Commander or designee may declare a state of

emergency, and these emergency procedures may be implemented. The college will serve as the initial incident command until local law enforcement or emergency services arrive on site and a “transfer of command” has taken place to them.

At that point, the decision will also be made by the incident commander whether or not to issue an emergency notification to the campus community. If the decision is made to issue a notification, the Walla Walla Community College President, VP of Business and Administrative Service, Director of Campus Safety and Security, Director of Facilities and Capital Projects and the Public Information Officer will determine without unnecessary delay, the content of the message and the segment of the campus community that requires notification. Depending on the exact circumstance surrounding the notification, a determination will be made whether both the Walla Walla and the Clarkston Campuses receive the emergency notification. If it is determined by the College or local law enforcement personnel that the sending of an emergency notification could compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, Walla Walla Community College reserves the right under the Clery Act not to initiate the emergency notification system.

Walla Walla Community College will test the Emergency Action Plan annually by conducting tabletop exercises, and announced and unannounced drills. In addition, the Campus Safety and Security Department will notify the campus community during the first week of each quarter about the Emergency Action Plan, to include where a copy of the plan may be obtained.

The Walla Walla Community College Campus Safety and Security Department maintains close communication with both the Walla Walla, WA and the Clarkston, WA Police Departments in order to facilitate emergency communication and notifications.

The college continues to partner with local law enforcement and emergency medical services to ensure procedures remain up-to-date. The Emergency Action Plan for the Walla Walla campus can be found online at <http://www.wwcc.edu/wp-content/uploads/2015/04/EAP-WWCC-16.pdf> . The Emergency Action Plan for the Clarkston Campus can be found online at <http://www.wwcc.edu/wp-content/uploads/2015/04/EAP-WWCC-Clarkston-16.pdf> .

List of all emergency exercises and drills conducted during the year

The Parent Child Center at the Walla Walla Campus conducted the following Emergency Drills in 2016:

January 21 st , 2016	Fire Drill
February 23 rd , 2016	Fire Drill and Earthquake Drill
March 17 th , 2016	Fire Drill
April 26 th , 2016	Fire Drill
May 12 th , 2016	Fire Drill
June 2 nd , 2016	Fire Drill
September 29 th and 30 th , 2016	Fire Drill
October 27 th and 28 th , 2016	Fire Drill and Earthquake Drill
November 29 th and 30 th , 2016	Fire Drill
December 15 th and 16 th , 2016	Fire Drill

The Tender Care Child Centers at the Clarkston Campus conducted the following Emergency Drills in 2016:

January 18 th , 2016	Tender Care 1 Fire Drill
January 19 th , 2016	Tender Care 2 Fire Drill
February 15 th , 2016	Tender Care 2 Fire Drill
February 16 th , 2016	Tender Care 1 Fire Drill
March 10 th , 2016	Tender Care 2 Fire Drill
March 23 rd , 2016	Tender Care 1 Fire Drill
April 12 th , 2016	Tender Care 2 Fire Drill
April 14 th , 2016	Tender Care 1 Lockdown Drill
April 22 nd , 2016	Tender Care 1 Fire Drill
May 2 nd , 2016	Tender Care 1 Fire Drill
May 13 th , 2016	Tender Care 2 Fire Drill
June 17 th , 2016	Tender Care 1 Fire Drill
June 17 th , 2016	Tender Care 2 Fire Drill
July 20 th , 2016	Tender Care 1 Earthquake Drill
July 26 th , 2016	Tender Care 2 Fire Drill
July 27 th , 2016	Tender Care 1 Fire Drill
August 5 th , 2016	Tender Care 2 Intruder Drill
August 16 th , 2016	Tender Care 2 Fire Drill
August 18 th , 2016	Tender Care 1 Fire Drill
September 26 th , 2016	Tender Care 2 Fire Drill
September 29 th , 2016	Tender Care 1 Fire Drill
October 14 th , 2016	Tender Care 1 Fire Drill
October 19 th , 2016	Tender Care 2 Fire drill

November 16 th , 2016	Tender Care 1 Lockdown Drill
November 22 nd , 2016	Tender Care 1 Fire Drill
November 22 nd , 2016	Tender Care 2 Fire Drill
December 15 th , 2016	Tender Care 1 Fire Drill
December 21 st , 2016	Tender Care 2 Fire Drill

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Appendix A – Washington State Definitions of Clery Act Crimes

Clery Offenses as defined by the State of Washington

Murder in the first degree. RCW 9A.32.030

(1) A person is guilty of murder in the first degree when:

(a) With a premeditated intent to cause the death of another person, he or she causes the death of such person or of a third person; or

(b) Under circumstances manifesting an extreme indifference to human life, he or she engages in conduct which creates a grave risk of death to any person, and thereby causes the death of a person; or

(c) He or she commits or attempts to commit the crime of either (1) robbery in the first or second degree, (2) rape in the first or second degree, (3) burglary in the first degree, (4) arson in the first or second degree, or (5) kidnapping in the first or second degree, and in the course of or in furtherance of such crime or in immediate flight therefrom, he or she, or another participant, causes the death of a person other than one of the participants: Except that in any prosecution under this subdivision (1)(c) in which the defendant was not the only participant in the underlying crime, if established by the defendant by a preponderance of the evidence, it is a defense that the defendant:

(i) Did not commit the homicidal act or in any way solicit, request, command, importune, cause, or aid the commission thereof; and

(ii) Was not armed with a deadly weapon, or any instrument, article, or substance readily capable of causing death or serious physical injury; and

(iii) Had no reasonable grounds to believe that any other participant was armed with such a weapon, instrument, article, or substance; and

(iv) Had no reasonable grounds to believe that any other participant intended to engage in conduct likely to result in death or serious physical injury.

(2) Murder in the first degree is a class A felony.

Murder in the second degree. RCW 9A.32.050

(1) A person is guilty of murder in the second degree when:

(a) With intent to cause the death of another person but without premeditation, he or she causes the death of such person or of a third person; or

(b) He or she commits or attempts to commit any felony, including assault, other than those enumerated in RCW [9A.32.030](#)(1)(c), and, in the course of and in furtherance of such crime or in immediate flight therefrom, he or she, or another participant, causes the death of a person other than one of the participants; except that in any prosecution under this subdivision (1)(b) in which the defendant was not the only participant in the underlying crime, if established by the defendant by a preponderance of the evidence, it is a defense that the defendant:

(i) Did not commit the homicidal act or in any way solicit, request, command, importune, cause, or aid the commission thereof; and

(ii) Was not armed with a deadly weapon, or any instrument, article, or substance readily capable of causing death or serious physical injury; and

(iii) Had no reasonable grounds to believe that any other participant was armed with such a weapon, instrument, article, or substance; and

(iv) Had no reasonable grounds to believe that any other participant intended to engage in conduct likely to result in death or serious physical injury.

(2) Murder in the second degree is a class A felony.

Homicide by abuse. RCW 9A.32.055

(1) A person is guilty of homicide by abuse if, under circumstances manifesting an extreme indifference to human life, the person causes the death of a child or person under sixteen years of age, a developmentally disabled person, or a dependent adult, and the person has previously engaged in a pattern or practice of assault or torture of said child, person under sixteen years of age, developmentally disabled person, or dependent person.

(2) As used in this section, "dependent adult" means a person who, because of physical or mental disability, or because of extreme advanced age, is dependent upon another person to provide the basic necessities of life.

(3) Homicide by abuse is a class A felony.

Manslaughter in the first degree. RCW 9A.32.060

(1) A person is guilty of manslaughter in the first degree when:

(a) He or she recklessly causes the death of another person; or

(b) He or she intentionally and unlawfully kills an unborn quick child by inflicting any injury upon the mother of such child.

(2) Manslaughter in the first degree is a class A felony.

Manslaughter in the second degree. RCW 9A.32.070

(1) A person is guilty of manslaughter in the second degree when, with criminal negligence, he or she causes the death of another person.

(2) Manslaughter in the second degree is a class B felony

Rape in the first degree. RCW 9A.44.040

(1) A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory:

(a) Uses or threatens to use a deadly weapon or what appears to be a deadly weapon; or

(b) Kidnaps the victim; or

(c) Inflicts serious physical injury, including but not limited to physical injury which renders the victim unconscious; or

(d) Feloniously enters into the building or vehicle where the victim is situated.

(2) Rape in the first degree is a class A felony.

Rape in the second degree. RCW 9A.44.050

(1) A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person:

- (a) By forcible compulsion;
 - (b) When the victim is incapable of consent by reason of being physically helpless or mentally incapacitated;
 - (c) When the victim is a person with a developmental disability and the perpetrator is a person who is not married to the victim and who:
 - (i) Has supervisory authority over the victim; or
 - (ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense;
 - (d) When the perpetrator is a health care provider, the victim is a client or patient, and the sexual intercourse occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual intercourse with the knowledge that the sexual intercourse was not for the purpose of treatment;
 - (e) When the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who is not married to the victim and has supervisory authority over the victim; or
 - (f) When the victim is a frail elder or vulnerable adult and the perpetrator is a person who is not married to the victim and who:
 - (i) Has a significant relationship with the victim; or
 - (ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense.
- (2) Rape in the second degree is a class A felony.

State of Washington defines Incest as A person is guilty of incest in the first degree if he or she engages in sexual intercourse with a person whom he or she knows to be related to him or her, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either the whole or the half blood. RCW 9A.64.020

Robbery RCW 9A.56.190

A person commits robbery when he or she unlawfully takes personal property from the person of another or in his or her presence against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property or the person or property of anyone. Such force or fear must be used to obtain or retain possession of the property, or to prevent or overcome resistance to the taking; in either of which cases the degree of force is immaterial. Such taking constitutes robbery whenever it appears that, although the taking was fully completed without the knowledge of the person from whom taken, such knowledge was prevented by the use of force or fear.

Assault in the first degree. RCW 9A.36.011

- (1) A person is guilty of assault in the first degree if he or she, with intent to inflict great bodily harm:
 - (a) Assaults another with a firearm or any deadly weapon or by any force or means likely to produce great bodily harm or death; or

(b) Administers, exposes, or transmits to or causes to be taken by another, poison, the human immunodeficiency virus as defined in chapter [70.24](#) RCW, or any other destructive or noxious substance; or

(c) Assaults another and inflicts great bodily harm.

(2) Assault in the first degree is a class A felony.

Burglary in the first degree. RCW 9A.52.020

(1) A person is guilty of burglary in the first degree if, with intent to commit a crime against a person or property therein, he or she enters or remains unlawfully in a building and if, in entering or while in the building or in immediate flight therefrom, the actor or another participant in the crime (a) is armed with a deadly weapon, or (b) assaults any person.

(2) Burglary in the first degree is a class A felony.

Residential burglary. RCW 9A.52.025

(1) A person is guilty of residential burglary if, with intent to commit a crime against a person or property therein, the person enters or remains unlawfully in a dwelling other than a vehicle.

(2) Residential burglary is a class B felony. In establishing sentencing guidelines and disposition standards, residential burglary is to be considered a more serious offense than second degree burglary.

Burglary in the second degree. RCW 9A.52.030

(1) A person is guilty of burglary in the second degree if, with intent to commit a crime against a person or property therein, he or she enters or remains unlawfully in a building other than a vehicle or a dwelling.

(2) Burglary in the second degree is a class B felony.

Arson in the first degree. RCW 9A.48.020

(1) A person is guilty of arson in the first degree if he or she knowingly and maliciously:

(a) Causes a fire or explosion which is manifestly dangerous to any human life, including firefighters; or

(b) Causes a fire or explosion which damages a dwelling; or

(c) Causes a fire or explosion in any building in which there shall be at the time a human being who is not a participant in the crime; or

(d) Causes a fire or explosion on property valued at ten thousand dollars or more with intent to collect insurance proceeds.

(2) Arson in the first degree is a class A felony.

Arson in the second degree. RCW 9A.48.030

(1) A person is guilty of arson in the second degree if he or she knowingly and maliciously causes a fire or explosion which damages a building, or any structure or erection appurtenant

to or joining any building, or any wharf, dock, machine, engine, automobile, or other motor vehicle, watercraft, aircraft, bridge, or trestle, or hay, grain, crop, or timber, whether cut or standing or any range land, or pasture land, or any fence, or any lumber, shingle, or other timber products, or any property.

(2) Arson in the second degree is a class B felony.

Drug Offenses RCW 66.44.270

Any person selling, giving, or otherwise supplying liquor to any person under 21 yrs. of age or permitting any person under 21 yrs. of age to consume liquor on his/her premises or on any premises under his/ her control. Prison Term: max 1 year, Fine: max \$5,000 (can be both).

Drug Offenses RCW 66.44.290

It is also unlawful for any person under the age of 21 yrs. to possess, consume or otherwise acquire any liquor—(no prior conviction) Penalty: minimum 25 hours' community service work, Fine: min \$250.

Stalking. RCW 9a.46.110

(1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

(a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and

(b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and

(c) The stalker either:

(i) Intends to frighten, intimidate, or harass the person; or

(ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(2)(a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and

(b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

(3) It shall be a defense to the crime of stalking that the defendant is a licensed private investigator acting within the capacity of his or her license as provided by chapter [18.165](#) RCW.

(4) Attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

(5)(a) Except as provided in (b) of this subsection, a person who stalks another person is guilty of a gross misdemeanor.

(b) A person who stalks another is guilty of a class B felony if any of the following applies: (i) The stalker has previously been convicted in this state or any other state of any crime of

harassment, as defined in RCW [9A.46.060](#), of the same victim or members of the victim's family or household or any person specifically named in a protective order; (ii) the stalking violates any protective order protecting the person being stalked; (iii) the stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person; (iv) the stalker was armed with a deadly weapon, as defined in RCW [9.94A.825](#), while stalking the person; (v)(A) the stalker's victim is or was a law enforcement officer; judge; juror; attorney; victim advocate; legislator; community corrections' officer; an employee, contract staff person, or volunteer of a correctional agency; court employee, court clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and (B) the stalker stalked the victim to retaliate against the victim for an act the victim performed during the course of official duties or to influence the victim's performance of official duties; or (vi) the stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony.

(6) As used in this section:

(a) "Correctional agency" means a person working for the department of natural resources in a correctional setting or any state, county, or municipally operated agency with the authority to direct the release of a person serving a sentence or term of confinement and includes but is not limited to the department of corrections, the indeterminate sentence review board, and the department of social and health services.

(b) "Follows" means deliberately maintaining visual or physical proximity to a specific person over a period of time. A finding that the alleged stalker repeatedly and deliberately appears at the person's home, school, place of employment, business, or any other location to maintain visual or physical proximity to the person is sufficient to find that the alleged stalker follows the person. It is not necessary to establish that the alleged stalker follows the person while in transit from one location to another.

(c) "Harasses" means unlawful harassment as defined in RCW [10.14.020](#).

(d) "Protective order" means any temporary or permanent court order prohibiting or limiting violence against, harassment of, contact or communication with, or physical proximity to another person.

(e) "Repeatedly" means on two or more separate occasions.

In the State of Washington Domestic violence includes but is not limited to any of the following crimes when committed by one family or household member against another:

- (a) Assault in the first degree (RCW [9A.36.011](#));
- (b) Assault in the second degree (RCW [9A.36.021](#));
- (c) Assault in the third degree (RCW [9A.36.031](#));
- (d) Assault in the fourth degree (RCW [9A.36.041](#));
- (e) Drive-by shooting (RCW [9A.36.045](#));
- (f) Reckless endangerment (RCW [9A.36.050](#));
- (g) Coercion (RCW [9A.36.070](#));
- (h) Burglary in the first degree (RCW [9A.52.020](#));

- (i) Burglary in the second degree (RCW [9A.52.030](#));
- (j) Criminal trespass in the first degree (RCW [9A.52.070](#));
- (k) Criminal trespass in the second degree (RCW [9A.52.080](#));
- (l) Malicious mischief in the first degree (RCW [9A.48.070](#));
- (m) Malicious mischief in the second degree (RCW [9A.48.080](#));
- (n) Malicious mischief in the third degree (RCW [9A.48.090](#));
- (o) Kidnapping in the first degree (RCW [9A.40.020](#));
- (p) Kidnapping in the second degree (RCW [9A.40.030](#));
- (q) Unlawful imprisonment (RCW [9A.40.040](#));
- (r) Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location (RCW [10.99.040](#), [10.99.050](#), [26.09.300](#), [26.10.220](#), [26.26.138](#), [26.44.063](#), [26.44.150](#), [26.50.060](#), [26.50.070](#), [26.50.130](#), [26.52.070](#), or [74.34.145](#));
- (s) Rape in the first degree (RCW [9A.44.040](#));
- (t) Rape in the second degree (RCW [9A.44.050](#));
- (u) Residential burglary (RCW [9A.52.025](#));
- (v) Stalking (RCW [9A.46.110](#)); and
- (w) Interference with the reporting of domestic violence (RCW [9A.36.150](#)).

Washington laws provide protection to people who are subjected to abuse. Washington law defines domestic violence as: physical harm, bodily injury, assault, including sexual assault, stalking, or the infliction of fear of imminent physical harm, bodily injury or assault. This includes a wide variety of abusive behavior. Pushing, shoving, hitting, slapping, biting, choking or other conduct which causes harm or puts you in fear of being hurt can be domestic violence. These actions must occur between family or household members. Under the domestic violence law, this includes:

- Spouses
- Former spouses
- Persons who have a child in common - whether or not they have been married or have lived together at any time
- Adult persons related by blood or marriage
- Adult persons residing together now or who have resided together in the past who reside together now or have in the past
- Persons 16 years of age or older who are residing together now or have resided together in the past and who have or had a dating relationship
- Persons 16 years of age or older who have or had a dating relationship
- Persons who have a biological or legal parent-child relationship, including step-parents and step-children and grandparents and grandchildren.

Appendix B List of non-campus locations

Broetje Orchard	1111 Fishhook Park Rd	Prescott, WA 99348
Clarion Inn	1249 Tapadera Ave	Ontario, OR 97914
Garrison Middle school	906 Chase Ave	Walla Walla, WA 99362
Howard Johnson Hotel	9 N 9 th St	Yakima, WA 98901
Pioneer Methodists Church	209 E Birch St	Walla Walla, WA 99362
Pomeroy Elementary School	121 S 10 th St	Pomeroy WA 99347
Red Lion Hotel	11211 Main St	Bellevue, WA 98004
Red Lion Hotel	909 N Hayden Island Dr	Portland, OR 97217
Red Lion Hotel	8402 S Hosmer St	Tacoma, WA 98444
Red Lion Hotel	510 S Kelso Dr	Kelso, WA 98626
Senior Center	720 Sprague Ave	Walla Walla, WA 99362
Sleep Inn	1221 SE 1 st Ave	Ontario, OR 97914
Tyson	13983 Rairend RD	Wallula, WA 9936
University Church	212 SW 4 th St	College Place, WA 99324
Valle Lindo Homes	165 Labor Camp Rd	Walla Walla, WA 99362
Waitsburg Elementary School	184 Academy	Waitsburg, WA 99361
Walla Walla County Fairgrounds	363 Orchard St	Walla Walla, WA 99362
Wine Vineyard 1	G Street between G Street and Hwy 12	Walla Walla, WA 99362
Wine Vineyard 2	The block between E Douglas Ave, E St, E Curtis Ave and F St	Walla Walla, WA 99362

Wine Vineyard 3	Northside of the block of E St, F St, E Curtis Ave and 4th St	Walla Walla, WA 99362
Worksource	1530 S Stevens St	Walla Walla, WA 99362
YWCA	213 S First Ave	Walla Walla, WA 99362

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Appendix C List of Law Enforcement Agencies contacted from Crime Statistics

Asotin County Sheriff's Department	127 2 nd St	Asotin, WA 99402
Bellevue Police Department	450 110th Ave. NE P.O. Box 90012	Bellevue, WA 98009
Clarkston Police Department	830 5 th St	Clarkston, WA 99403
College Place Police Department	625 S College Ave	College Place, WA 99324
Garfield County Sheriff's Department	789 W Main St PO Box 338	Pomeroy, WA 99347
Kelso Police Department	203 S. Pacific P.O. Box 819	Kelso, WA 98626
Ontario Police Department	444 SW 4th Street	Ontario, OR 97914
Portland Police Bureau	1111 S.W. 2nd Avenue	Portland, Oregon 97204
South Sound 911	955 Tacoma Ave. S., Ste. 202	Tacoma, WA 98402
Walla Walla County Sheriff's Department	240 West Alder St	Walla Walla, WA 99362
Walla Walla Police Department	54 E Moore St	Walla Walla, WA 99362
Yakima Police Department	200 South Third Street	Yakima, WA 98901

Appendix D

Appendix D Student Conduct Process

Section 1. Policy Jurisdiction

The student conduct code shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, and to off-campus conduct that adversely affects the college community or the pursuit of its objectives.

Jurisdiction includes, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

Section 2. Definitions

Definitions of terms used in this policy shall be as follows:

- Student Conduct Officer - A college administrator designated by the president or vice president of student services to be responsible for implementing and enforcing the student conduct code. The president or vice president of student services is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this policy as may be reasonably necessary.
- The President - The president of the college. The president is authorized to delegate any of his or her responsibilities as set forth in this Section as may be reasonably necessary.
- Disciplinary Action - The process by which the student conduct officer imposes discipline against a student for an alleged violation of the student conduct code.
- Respondent - The student against whom disciplinary action is initiated.
- Service - The process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - Hand-delivery of the document to the party; or
 - By sending the document by email and by certified mail or first class mail to the party's last known address.
- Filing - The process by which a document is officially delivered to a responsible college employee. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official. Unless otherwise provided, filing shall be accomplished by:
 - Hand delivery of the document to the specified college official or college official's assistant; or

- By sending the document by email, and first class mail to the specified college official's office and college email address.
- Disciplinary Appeal - The process by which an aggrieved student can appeal the discipline imposed by the student conduct officer.
- College Premises - Shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
- Student - Includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, non-credit courses, on-line courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."
- Business Day - A week-day, excluding weekends and college holidays.
- College Sponsored Activity - Any activity, event, function, program, or service on or off College properties that is organized, sponsored, supervised, or directly initiated by the College, including its employees on behalf of the College or registered student organizations.
- Responsible Employee – Any college employee that has the authority to take action to redress sex-based misconduct; has been given the duty of reporting incidents of sex-based misconduct or any other misconduct by students; or that a student could reasonably believe has this authority or duty. Considering alleged student complaints, responsible employees include but are not limited to administrators (president, vice presidents, deans, directors, assistant directors, etc.), athletic director/assistant athletic director, coaches, student activities director/assistant director, Student Development Center staff, completion coaches, advisors, and executive assistants and secretarial staff reporting to positions designated above.
- Student Organization - A student club, society, group, or sports team approved, registered, recognized or going through the process to be recognized through student activities, an academic unit, or other administrative department. The term "student" shall also include student organizations.

Section 3. Respondent Rights

A student charged with a violation of the Student Code of Conduct has the right to:

- A. A notice of the alleged violation(s) and a brief description of the factual allegations upon which the charge is based, the provision(s) of the conduct code the respondent is charged with violating, and the range of possible sanctions for the offense.
- B. A designated opportunity to review all information in her/his judicial file prior to a hearing. The Student Conduct Officer reserves the right to modify any report or documentation if it is deemed necessary to protect identifiable information of any person filing the report, witness, or alleged victim.
- C. A prompt, fair, and impartial proceeding.

- D. Five (5) business days from the date of the information session, before a hearing is held, to prepare for the hearing, except in cases where the student waives his/her right and chooses an immediate resolution of the case through an informal Summary Resolution.
- E. An opportunity to present evidence and information on his/her behalf, including presenting witnesses and/or signed written statements, except in cases where the student waives his/her right, or chooses a summary resolution.
- F. Examine witnesses providing testimony in the proceeding, except where the student has waived his/her right or opted for a summary resolution. If called witnesses do not appear, their written and signed statements, if submitted, will be considered by the judicial body.
- G. Accompaniment by an adviser of the student's choice, except where the student has waived his/her right or opted for a summary resolution. The student is responsible for obtaining his/her own adviser. The adviser may not serve as a witness, represent the student before the judicial body, or speak on the student's behalf.
- H. Notification of the decision of the hearing in writing after the final decision has been determined by the judicial body.
- I. Request an appeals review of the decision, in writing, within five (5) business days of the receipt of the hearing decision (See appeal section of this process).

Section 4. Victim Rights

Victim rights apply to any case alleging any of the following: sexual misconduct; endangerment/acts of violence; harassment; stalking; hazing; property theft (restitution portion of outcome); and property theft (restitution portion of outcome only). Victim rights include:

- A. To have an adviser of the alleged victim's choice accompany him/her when presenting information to the judicial body and to any other relevant meetings held throughout the disciplinary process.
- B. To submit a victim impact statement to the judicial body. This information will be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the charge(s).
- C. To have unrelated past behavior excluded from the hearing. The Student Conduct Officer or chair of the judicial body will decide if such information is unrelated.
- D. To submit questions to the judicial body. The judicial body will then consider posing those questions to the accused student.
- E. To testify in limited privacy, as long as the process does not compromise the accused student's right to cross-examination. Determination on this matter will be made by Student Conduct Officer or chair of the judicial body.
- F. To be present throughout the entire hearing, or portions thereof. Determination on this matter will be made by the Student Conduct Officer or chair of the judicial body.
- G. To be notified of the disciplinary outcome and appeals outcome.
- H. To appeal the hearing decision (See appeals section of this document).

Section 5. Judicial Bodies and Forums

There are two types of hearings provided by this policy, informal and formal. Under certain circumstances, where the alleged behavior and/or incident could be solved through mediation rather than formal disciplinary proceedings, the Student Conduct Officer, in consultation with all parties involved, may redirect the matter through mediation.

A. Informal Hearings (Summary Resolutions)

Informal hearings or summary resolutions are for students choosing to accept responsibility for the alleged charge as presented. Informal hearings are not tape recorded. Written decisions will serve as the official records of informal hearings. Brief adjudicative proceedings (Summary Resolutions) shall be conducted by a Student Conduct Officer. The Student Conduct Officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Before taking action, the Student Conduct Officer shall conduct an informal hearing and provide (a) each party an opportunity to be informed of the College's view of the matter and (b) an opportunity for the respondent to explain his or her view of the matter. Students who choose a summary resolution automatically waives their right to have an adviser, cross-examine witnesses, and to have five (5) business days before a hearing is held.

B. Formal Hearings (Administrative Hearings and Board Hearings)

Generally, students and student organizations may choose which judicial forum and judicial body they would like to conduct their disciplinary case. However, the Student Conduct Officer reserves the right to choose the appropriate hearing forum and body, or may determine that mediation, a behavioral intervention program or other approved College processes is best rather than formal disciplinary action. Formal hearings may require the judicial body to call appropriate witnesses to provide information in support of the charges and to allow the presence of an adviser. Formal hearings will be tape recorded and the recording will serve as the official record of the proceedings. A formal disciplinary outcome letter will be sent to the student and any other appropriate individuals (i.e. instructors, deans, supervisors, etc.).

- i. Administrative Hearing. This hearing is formal and conducted by the Student Conduct Officer or other authorized hearing officer.
- ii. Board Hearing. This hearing is formal. This judicial body is comprised of a chair (nonvoting capacity), two faculty members, two enrolled students appointed by the Associated Student Body or Student Conduct Officer, and two staff members appointed by the vice president of student services or designee.

Section 6. Burden of Proof (Formal Hearings)

The standard used in all disciplinary cases is “preponderance of evidence.” The term “preponderance of evidence” means that evidence, considered as a whole, indicates the fact sought to be proved is more probable, or that it is more likely than not the alleged behavior did violate the Student Code of Conduct. The burden of proof will be such that the charged student will not be presumed responsible, and his/her responsibility must be established to the satisfaction of the judicial body by a preponderance of the evidence. The burden of proof for disciplinary hearings always rests with the College.

Section 7. Disciplinary Process

- A. Initiating Charges Any person may request a review of the alleged actions of a student which may violate the WWCC Student Code of Conduct, federal, or state law. Determination of whether formal charges will be filed is at the discretion of the vice president of student services or designee with oversight for the disciplinary process. A review for possible charges may be initiated in the following ways:
- i. A Police Department report or report from another law enforcement agency.
 - ii. Any faculty, staff, student or other individual providing a written statement (not anonymous) to the Student Conduct Officer.
 - iii. The Student Conduct Officer shall be responsible for determining whether the documentation is sufficient to warrant formal disciplinary charges. The Student Conduct Officer reserves the right to request additional documentation, if it is deemed necessary in determining whether formal charges are warranted on behalf of the College.
 - iv. If the Student Conduct Officer determines that documentation is insufficient or there are no grounds to file charges on behalf of WWCC, no charges will be filed and the individual initiating the report will be notified, in writing, as to the reason why the documentation is insufficient to file charges.
 - v. In some cases, the Student Conduct Officer may determine that it is in the interest of the student's academic and social development for student learning, that the case is referred to mediation, a behavioral intervention program or withdrawal due to psychological/medical reasons, rather than the formal disciplinary process.
- B. Timely Reporting Reports must be filed with the Student Conduct Officer within ninety (90) calendar days of the incident, or knowledge about the incident. However, WWCC reserves the right to exercise professional discretion to extend this timely reporting in cases of harassment, endangerment, stalking, or other behaviors which pose a threat to the safety, welfare or well-being of another person or the WWCC community or when the delay is related to victimization issues. Complaint forms and appeal notices may be filed by hand-delivery, electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the appropriate administrator or designee by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
- C. Notice of Charges. The notice given to any student/student organization charged with a violation of the Student Code of Conduct will include the following:

- i. Notice of charge, including specific code charge(s) and a brief description of alleged offense(s) within ten (10) business days from receipt of an incident report or written statement. Extended time may be required if further investigation or additional documentation is required to substantiate initiating disciplinary charges.
 - ii. The charged student will be provided an opportunity to attend an information session, except in cases involving interim suspension as outlined in Section 10(C), during which the student may review all materials to be used in his/her case, receive information regarding his/her due process rights and procedures used in a disciplinary hearing, and have an opportunity to select the forum in which the case will be heard. In addition, the student will receive information regarding the resources available to the student in preparation for his or her disciplinary case.
 - iii. If a student fails to respond to a request to schedule an information session and/or attend a scheduled information session and/or ten (10) business days have expired since the date of the charge letter, the student waives his/her right to an information session, and the Student Conduct Officer will select a hearing forum for the student and schedule a hearing date in the student's absence. The Student Conduct Officer may extend the time for scheduling an information session or reschedule a hearing where a student can prove that an extenuating circumstance prevented him or her from responding to the charge letter by the deadline date.
- D. Information Session. During the information session, the student/student organization will be provided the following:
 - i. Clear and complete description of the Student Code of Conduct charges and description of the allegations upon which the charge is based.
 - ii. Information related to the student's rights and responsibilities and preparation for the disciplinary hearing.
 - iii. An opportunity to review relevant information in his/her disciplinary file which will be used during the disciplinary hearing.
 - iv. The Student Conduct Officer reserves the right to modify any report or documentation if it is deemed necessary to protect identifiable information of any person filing the report, witness or alleged victim.
 - v. The right to accept responsibility for all charges and enter into a summary resolution or the right to dispute the allegation and request a formal hearing. If the student or student organization accepts the charges as presented, takes responsibility for the violation, and agrees to a summary resolution by the Student Conduct Officer, the Student Conduct Officer will provide the appropriate sanction(s), in writing, to the student at that time or within ten (10) business days from the summary resolution. The grounds for an appeal for cases resolved through summary resolution is limited solely on the basis that the severity of the sanction is disproportionate with the nature of the offense.
 - vi. If the student or student organization does not accept responsibility or disagrees with the allegation, a formal hearing shall be conducted on the matter.

- E. Hearing Notification. Charged students requesting a formal hearing shall be notified, at least five (5) business days prior to a formal hearing, unless the student waives his/her right and requests a hearing before five business days. Notice shall include:
- i. The date, time, and location for the hearing.
 - ii. If the charged student fails to appear at the scheduled hearing and fails to provide adequate written notice prior to the scheduled hearing, the hearing will be held in the student's absence. No student may be found responsible for a violation of the Student Conduct Code solely because the student failed to appear before a judicial body. The decision of the judicial body will be determined based on all the documentation and testimony presented at the time of the hearing.
- F. Scope of Inquiry. A student's academic and previous disciplinary record (if applicable) cannot be considered when determining whether the charged student has violated the Student Code of Conduct. However, after a student is found responsible for a violation of the code, any academic and previous disciplinary record may be taken into account when determining the appropriate educational sanction(s).
- G. Disciplinary Consolidations. Whenever possible, in cases where more than one student is charged with an alleged violation of the Student Code of Conduct and the students' conduct arose out of the same incident(s), each case should be heard by the same judicial body. Additionally, a single hearing may be held for all the students charged. Such students may request their case be consolidated with the others or separated from others. The Student Conduct Officer shall make determinations regarding consolidation with the charged students, and if necessary, with the party filing the formal complaint. The Student Conduct Officer shall make the final decision on all consolidations.
- H. Role of the Student Conduct Officer. The role of the Student Conduct Officer when presiding over a formal hearing will be to:
- i. Ensure a fair and impartial hearing and that all of the student's and/or victim's rights are protected pursuant to the Student Code of Conduct.
 - ii. If an adviser is present, review the adviser's role and limitations during the hearing as outlined in Sections 3 and 4, under victim's rights and respondent's rights.
 - iii. Make all administrative decisions on matters relating to the conduct of the hearing, including matters regarding admission of relevant evidence, testimony and questions.
 - iv. Ensure the student charged with a violation of the student code of conduct has the right to present questions to all witnesses in an orderly and respectful fashion. The Student Conduct Officer reserves the right to determine the method for delivery of questions to the witness by the student.
 - v. Maintain an orderly hearing and permit no person to be subjected to abusive treatment, intimidation or harassment. The Student Conduct Officer, at his/her discretion, may remove anyone who refuses to be orderly and conduct him/herself in a manner conducive to a learning environment.
 - vi. Administer an appropriate oath of truthful testimony to the charged student and all witnesses.

- I. Hearing Procedures. All hearings are private and closed to the public. Formal hearings are taped via audio recording, and the audio tape will act as the official record of the hearing. The following procedures are applicable to formal hearings before all judicial bodies:
- i. Presentation of formal charges by the Student Conduct Officer (or chair of the Conduct Review Board).
 - ii. Administer an appropriate oath of honesty and truthful testimony to the charged student prior to testimony before the judicial body.
 - iii. Opening statement by the charged student.
 - iv. Questions directed to the charged student by the judicial body.
 - v. Administer an appropriate oath of honesty and truthful testimony to each witness prior to testimony before the judicial body.
 - vi. Presentation of witnesses by the judicial body, followed by questioning of those witnesses by the judicial body and the charged student. The Student Conduct Officer reserves the right to determine the relevance of the question. Witnesses are then dismissed. Witnesses, other than the respondent, may, at the discretion of the Student Conduct Officer, be excluded from the hearing during the testimony of other witnesses. Written statements may not be admitted into evidence unless signed by the witness and witnessed by a WWCC official. An advance copy of written statements must be furnished to the respondent and judicial body.
 - vii. Follow-up questions to the charged student.
 - viii. Closing statement by the charged student.
- J. Adjournment of the Hearing. The Student Conduct Officer will exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. The Student Conduct Officer has the right to make the appropriate revisions to the hearing procedure so long as the student's rights are upheld and maintained. Any person, including the adviser, who disrupts a hearing or who fails to adhere to the rulings of a Student Conduct Officer, may be excluded from the proceedings.
- K. Deliberations. Deliberations are closed, except for members of the judicial body, and are not audio taped. Responsibility is determined by the Student Conduct Officer, or in cases resolved by the Student Conduct Board, by a majority vote of the judicial body members, except in cases involving expulsion. The vote and final decision of the judicial body, including the determination of responsibility and sanctions, if appropriate, are taped and become the official record of the hearing. Cases involving expulsion must be unanimous. The vote and the final decision of the judicial body, including the determination of responsibility and the sanctions, if appropriate, are taped and become the official record of the hearing. The accused student and victim (as outlined in Sections 3 and 4), shall be informed of the outcome of the disciplinary proceeding. Witnesses will not be notified of the outcome of the hearing. In cases of suspension or dismissal, the appropriate College officials will be notified in accordance with federal and state law.

- L. Findings Within ten (10) business days after the conclusion of deliberations, the judicial body shall provide a written outcome to the student, which will include:
 - i. A summary of the evidence/finding of fact used to support its determination;
 - ii. Its determination of the appropriate sanction(s); and
 - iii. The procedure for appeal. The student's enrollment status shall remain unchanged pending the College's final decision in the matter except in cases where the Student Conduct Officer or designee determines that the safety, health, or general welfare of the student, any individual, or any part of the College may be jeopardized.

Section 8. Educational Interventions/Sanctions

One or more of the following interventions and educational sanctions may apply when a student or student organization is found responsible for violations of the Student Code of Conduct:

- A. Warning. Verbal or written reprimand to the student or student organization that the student/student organization has violated the Student Code of Conduct, and that further violation of the code will result in more serious disciplinary action.
- B. Educational Assignment. An educational assignment is a developmental task for the purpose of making a positive contribution to the student's well-being and/or the College community. Assignments may include, but are not limited to: attendance at educational workshops/seminars; tutoring or support from learning centers (i.e., testing, writing, reading or math labs); research projects; reflection papers and essays; apology letters; meetings/interviews with WWCC or other officials; or planning and implementing educational programs. Any costs associated with participation in or completion of educational assignment(s) is the responsibility of the student.
- C. Community Service. Completion of a specified number of hours of service to the College or local community.
- D. Fine. Previously established and published fines may be imposed. Failure to pay all fines, in full, will result in denial of a final grade report, diploma and/or transcripts. All fines, except those established by Business Services, Student Services, or an academic or workforce department, are to be used solely to support and provide educational programs to the WWCC community regarding ethics, moral development, academic integrity or other programs related to improving student learning.
- E. Restitution. Restitution for loss or damages may be a part of any sanction, and may include monetary compensation, property replacement or services up to the amount of the damage, loss or injury incurred. Restitution may also be in the form of work service to the person, group or organization where the damage, loss or injury occurred.
- F. Campus Access Restriction. Termination of a student's or student organization's privilege to enter into and be in the near vicinity of one or more campus areas, facilities or buildings, or restriction from entering onto WWCC campus grounds in its entirety. A student will lose their privilege to enter onto campus grounds entirely if under suspension or expulsion from WWCC.

- G. Academic Grade/Testing Sanctions. For academic dishonesty violations, the student, in addition to other approved sanctions, may be given a reduced grade, zero or failing grade for the assignment or course, denial of academic credit, or invalidation of college credit or of the degree based upon such credit. Academic grade/testing sanctions shall be given in consultation with the appropriate faculty member, when appropriate.
- H. Admission/Enrollment Revocation. A student may be denied admission or further registration at the College, and the College invalidate academic credit work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the College.
- I. Removal from Class. Behavior which has been disruptive to a class to the extent that the continued presence of the student in that class will impair, interrupt or interfere with the instructor's ability to deliver instruction or other students' ability to obtain instruction will result in a withdrawal from that class without a refund or grade penalty.
- J. No Contact Order. A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, any form of electronic communication, or third parties.
- K. Counseling Assessment. Referral for personal, mental or academic assessment through the Student Development Center, Disability Support Services, other WWCC counseling, other academic support services, or a certified/licensed health agency may be required for some cases where it is deemed the intervention may positively affect the student's learning, behavioral modification, and/or academic success. In cases of probation, deferred sanctions, suspension, counseling assessment conditions that permit the student's satisfactory completion of the probationary status or readmission to WWCC will be specifically outlined in writing. Any costs associated with assessment/evaluation or visit to a licensed health agency is the responsibility of the student.
- L. Loss of College Privileges or Associations. Certain privileges or associations within the College are withdrawn for a specified period of time, not to exceed two (2) academic years. This includes, but is not limited to: removal from athletic events; denial of the privilege of participating in recreational/sports activities, student organizations or hold office in an organization; or revocation of social function privileges for student organizations.
- M. Disciplinary Probation. A specified period of time during which a student/student organization has an opportunity to demonstrate their ability to be a responsible member of the WWCC community. Any further violation of the Student Code of Conduct places the student's or student organization's status with the College in jeopardy.
- N. Deferred Suspension. A sanction of suspension may be deferred pending successful completion of all educational assignments or other outlined sanctions specified as a condition of the deferred sanction. All sanctions must be completed by the specified deadline date to satisfy the conditions of the deferred sanction. If a student/student organization fails to complete all the sanctions as set forth for a deferred sanction, suspension from the College will automatically be enacted without further review. For

students found responsible for misconduct that results in a deferred sanction, the conferring of an academic degree will be deferred for the duration of the sanction.

- O. Suspension (Individual Student). Separation of the student from WWCC to include removal from academic enrollment and revocation of other privileges or activities, and the privilege to enter all WWCC campuses for a period of time not to exceed two (2) years. Conditions that will permit the student's readmission, if appropriate, will be specifically outlined in writing. Any communications with the College and student during the period of suspension will be directed to the Student Conduct Officer or designee.
- P. Suspension (Student Organization). Separation of the student organization from WWCC to include removal from and revocation of all privileges or activities for a period of time not to exceed two (2) years. Conditions that will permit the student organization's reinstatement, if appropriate, will be specifically outlined in writing. Any communications with the College during the period of suspension shall be directed to Student Conduct Officer or designee.
- Q. Dismissal (Individual Student). Separation of the student from WWCC to include removal from academic enrollment and revocation of other privileges or activities, and the privilege to enter all WWCC campuses for a period of time not less than two (2) years and no more than five (5) years. Conditions that will permit the student's readmission, if appropriate, will be specifically outlined in writing. Any communications with the College during the period of dismissal will be directed to the Student Conduct Officer or designee.
- R. Dismissal (Student Organization). Separation of the student organization from WWCC to include suspension from and revocation of all privileges or activities for a period of time of not less than two (2) years and no more than five (5) years. Conditions that will permit the student organization's reinstatement, if appropriate, will be specifically outlined in writing. Any communications with the College during the period of dismissal shall be directed to the Student Conduct Officer or designee.
- S. Expulsion (Individual Student). Complete termination of a student's status and academic enrollment at WWCC. Any communications with the College and student during the period of expulsion will be directed to the Student Conduct Officer or designee. Expelled students will have the following notation made on their college transcript: "Disciplinary Expulsion."
- T. For academic dishonesty cases, the following shall apply:
 - i. If the instructor determines that an act of academic dishonesty has occurred, the instructor may: issue a verbal or written warning; require the student to resubmit the work/ assignment; require the student re-take a quiz or examination; assess a lower grade on the assignment or examination; issue a grade of zero (0) on the assignment, lab work, internship or examination; and/or issue a failing grade for the course, lab or internship.
 - ii. Faculty members are encouraged to report all academic misconduct incidents to the Student Conduct Officer. The Student Conduct Officer shall record and maintain these reports in a confidential file. The Student Conduct Officer shall also send a letter to the student confirming this action and outlining the consequences of subsequent offenses.

Section 9. Appeal Process

Any student found responsible for a violation of the Student Code of Conduct may request a review of the disciplinary outcome and/or of the sanction(s).

A. Appeals

- i. All appeals shall be requested through the office of the vice president of student services.
- ii. If a student files an appeal request, the sanctions are not enacted until a final decision is made by the appellate body, except in cases of an interim suspension or if it is determined by the vice president of student services or designee that the student poses a threat to the safety or welfare of the College community.

B. Burden of Proof. The burden of proof at the appellate level rests with the student to clearly show that an error has occurred during the disciplinary process. An appeal review is not a re-hearing of the disciplinary case, but rather a review of the specified error as outlined in Section 9 (D), Grounds for Appeal.

C. Appellate Forums

- i. Decisions of an instructor related to academic misconduct offenses may be appealed to the appropriate Academic Dean through the grade appeal process established by the College.
- ii. Decisions of the Student Conduct Officer or any judicial body shall be appealed to the vice president of instruction or designee. The vice president of instruction or designee has the authority to refer the request for an appeal to an Appeals Review Board or other judicial appellate body established by the College president or designee.
 - i. Decisions resulting in suspension, dismissal, or expulsion from the college are automatically granted an appeal due to the level of severity of the decision made. A respondent may choose to deny their right to an appeal at this stage.

D. Grounds for Appeals. Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal. Appeal considerations are limited to:

- i. A violation of the victim's rights and/or the respondent's rights (see Sections 3 and 4, student's rights) occurred which substantially affected the outcome of the hearing. Appeals based on this consideration will be limited solely to a review of the record and tape recording of the disciplinary hearing.
- ii. The evidence presented during the hearing was not substantial enough to justify a decision by the judicial body. Appeals based on this consideration will be limited solely to a review of the record and tape recording of the disciplinary hearing.
- iii. New evidence, which was not available at the time of the original hearing and could have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter and support documentation provided with the letter of appeal.
- iv. The intervention(s) or sanction(s) imposed were disproportionate to the nature of the offense.

- v. The grounds for an appeal for students whose case was determined through a summary resolution is limited solely on the basis that the sanction is disproportionate to the nature of the offense.
- E. Appellate Review Process. A written appeal must be submitted within five (5) business days of the receipt of the written decision of the judicial body to the appropriate appellate body listed in Section 9(A)(i). If the judicial body's decision is not appealed within that time frame, the decision of the judicial body becomes final.
- F. Record of Appeal The record of appeal will consist of and be limited to the written appeal, audio recording (if applicable), written decision of the disciplinary body and all other documentation relevant to the grounds for appeal.
- G. Appellate Review
 - i. The appellate body shall review the appeal within ten (10) business days after receipt of the written appeal. Additional time may be granted at the discretion of the vice president of instruction or designee.
 - ii. The appeal review must be solely limited to the issues put forth in the appeal and the grounds for appeal as outlined in Section 9(D), grounds for appeal. The appellate body will review the written appeal, tape recording (if applicable) and all documentation from the hearing, and determine if there is a basis for appeal.
 - iii. If there is a basis for an appeal, the appellate body may grant an appellate conference. A written decision will be sent to the student, within five (5) business days of the decision to grant an appeal, stating that an appeal has been granted and the basis for granting the appeal. The date for an appellate conference should be scheduled and provided to the student within ten (10) business days from the decision to grant the appeal.
 - iv. If there is no basis for appeal, a written decision will be sent to the student stating appeal denial and basis for the denial within the five (5) business days from the final determination of the appeal. The decision of the appellate body will constitute final action on behalf of the College.
- H. Appellate Conference Procedures If an appeal is granted, an appellate review may be scheduled within ten (10) business days of the decision to grant an appeal. The appellate conference is recorded. The appellate conference may involve the following:
 - i. Questioning, by the appellate body, of any party involved in the disciplinary process, but limited to Section 9(D), Grounds for Appeal.
 - ii. If the student is requested at the appellate conference, he/she may bring an adviser.

The appellate decision is sent in writing to the student, within ten (10) business days of an appellate review, unless notification is given that additional time is necessary for consideration of the record on appeal. Except in the case of an interim suspension, the student's status will remain unchanged, and all sanctions are placed on hold during the appellate process. If a student has been invited to attend an appellate conference, but fails to appear, the conference will occur in the absence of the student, and the appellate body's decision will constitute final action on behalf of the College.

- I. Appellate Decisions After an appellate conference, the appellate body may:
 - i. Uphold the judicial body's decision (sanction deadline dates may be changed to reflect the time taken to complete the appeals process).
 - ii. Reverse the judicial body's decision and dismiss the case.
 - iii. Modify the judicial body's decision.
 - iv. Modify the sanctions rendered by the judicial body. A review of the sanction by the appellate body will not result in more severe sanction(s). The appellate body may reduce, but not increase, the sanctions imposed by the judicial body.

Decisions of the appellate body reflect final action on behalf of the College.

Section 10. Interim and Emergency Suspensions

Grounds for interim/emergency suspensions include but are limited to the following:

A. Individual Students

- i. In situations where the vice president of student services or designee has reasonable cause to believe a student's alleged behavior or action and/or continued presence at the College poses a threat or danger to the health, safety or general welfare to self, others, the campus community or the continuance of normal College functions, an Interim (temporary) Restriction of a student from specific WWCC facilities, buildings and/or classrooms or an Interim (temporary) Suspension from the WWCC campuses will be imposed. Behaviors or actions which may result in an interim suspension include, but are not limited to, threats, sexual assault, physical assault, hazing, possession or use of a firearm or explosives, felony drug possession or distribution, and acts which pose or may pose a threat to the safety or security of oneself, others and/or the property of the WWCC community.
- ii. A student under Interim Suspension from the College is not allowed on any WWCC campus and/or cannot enter any WWCC facility and/or function until he/she has been given permission by the vice president of student services or designee to do so.
- iii. A student under Interim Suspension from a facility, class or other specific area(s) of the campus is prohibited from entering the specified location(s) until he/she has been given permission by the vice president of student services or designee to do so.
- iv. A student under Interim Suspension may also be prohibited from communicating with a specific person or persons to ensure the safety of that individual or individuals or maintain the integrity of disciplinary proceedings.

B. Student Organizations

In situations where the vice president of student services or designee has reasonable cause to believe a student organization's alleged behavior or action presents a threat or danger to the health, safety or general welfare of others or the campus community, an Interim (temporary) Suspension will be imposed. Behaviors or actions, which may result

in an Interim Suspension include, but are not limited to sexual assault, physical assault, hazing, possession or use of a firearm or explosives, felony drug possession or distribution, and acts which pose or may pose a threat to the safety or security of oneself, others and/or the property of the WWCC community.

C. Interim/Emergency Suspension Procedures

- i. The notice given to a student or student organization under Interim Suspension will include the notice of charge(s), enactment notice of an Interim Suspension, specific code charge(s) and a brief description of alleged offense(s). An Interim Suspension notice will be provided to the student, in writing via express mail or hand delivery by a College official, within 72 hours from the decision to enact the Interim Suspension. The letter must include the contact information and specify the student is responsible for contacting the Student Conduct Officer to schedule an information session.
- ii. If a student or student organization fails to respond to a request to schedule an information session and/or attend a scheduled information session, and five (5) business days have expired since the date of the Interim Suspension notice, the student waives his/her right to an information session and will be deemed to have selected a formal administrative hearing, and the hearing will be scheduled in the student's absence. A letter will be sent to the student, at least five (5) business days prior to the scheduled hearing, which indicates the date, time and location of the administrative hearing.
- iii. The vice president of student services or designee may extend the time in which to hold an information session or hearing, in cases where further investigation is required or where the student is incarcerated or unable to attend an information session or hearing due to circumstances beyond one's control. The student is responsible for contacting the Student Conduct Officer regarding mitigating circumstances.

D. Information Session. During the information session, the student will be provided the following:

- i. Clear and complete description of the Student Code of Conduct charges and description of the allegations upon which the charge is based.
- ii. Information related to the student's rights and responsibilities and preparation for a disciplinary hearing.
- iii. An opportunity to review relevant information in his/her disciplinary file which will be used during the disciplinary hearing. The Student Conduct Officer reserves the right to modify any report or documentation if it is deemed necessary to protect identifiable information of any person filing the report, witness or alleged victim.
- iv. The right to accept responsibility for all charges and enter into a summary resolution or the right to dispute the allegation and request a formal hearing. If the student or student organization accepts the charges as presented, takes responsibility for the violation, and agrees to a summary resolution by the Student Conduct Officer, the Student Conduct Officer will provide the

appropriate sanction(s), in writing, to the student or student organization within three (3) business days from the date of the summary resolution. The grounds for an appeal for cases resolved through summary resolution is limited solely on the basis that the severity of the sanction is disproportionate with the nature of the offense.

- v. If the student or student organization does not accept responsibility or disagrees with the allegation, a formal hearing shall be conducted on the matter. A formal hearing will be scheduled within three (3) business days from the date of the information session, unless the charged student or student organization requests additional time to prepare, not to exceed ten (10) business days. The interim suspension shall remain in effect until a final outcome is decided by a judicial body.
- E. Interim/Emergency Suspension Hearing Procedures. Formal hearing procedures for Interim Suspensions will be conducted in accordance with the procedures outlined in Section 7(I), Hearing Procedures.
- F. Interim/Emergency Suspension Appellate Procedures. The appellate process will be conducted in accordance with the processes and procedures outlined in Section 9, Appeals.

Section 11. Official Record of Disciplinary Proceeding

An audio tape recording will be made of all formal hearings. The tape recording shall be the official record of the disciplinary proceeding and shall be maintained by the vice president of student services as outlined in Section 17, Disciplinary Records. If a tape malfunction occurs, the judicial body shall include a summary of the testimony, which is detailed to permit a review of the hearing in case of appeal. The student may review the tape recording of his/her hearing by scheduling an appointment with the Student Conduct Officer. A copy of recorded hearings will not be provided to any person.

Section 12. Failure to Respond to Disciplinary Action

A student who fails to complete a sanction within the specified time frame may be charged with the Student Conduct Code violation, "Failure to Comply." It is the student's responsibility to notify the Student Conduct Officer if there are mitigating circumstances that prevent him/her from completing the sanction(s) by a specified time frame. The Student Conduct Officer may extend the deadline time, at his/her discretion. It is the student's responsibility to complete all sanctions within the specified time frame to avoid a hold and or a charge of "Failure to Comply." A disciplinary hold will be placed on a student's records if a student fails to respond to requests of judicial bodies or fails to complete sanctions as determined through final action of the College. The disciplinary hold will not be removed until the matter is resolved or all sanctions have been completed by the student.

Section 13. Disciplinary Holds

A disciplinary hold will be placed on the records and registration of any student who:

- A. Fails to respond to a disciplinary notice by a judicial body. Any pending disciplinary matters must be resolved prior to reregistration or a student's graduation. No student

will be allowed to register, graduate, obtain transcripts, or financial aid until the pending disciplinary case is completed;

- B. Is under an Interim Suspension from the College. The disciplinary hold will not be removed until the pending disciplinary case is completed;
- C. Is under suspension from the College. The disciplinary hold will not be removed until the student's suspension status has expired and/or the requirements as set forth by the judicial/appellate body for readmission have been successfully met; or
- D. Is under expulsion from the College. The disciplinary hold will only be removed upon written request for a student to obtain his/her transcript.

Section 14. Parental Notification

In accordance with the Family Educational Rights and Privacy Act (FERPA), WWCC officials may inform the parents or legal guardians of students under the age of 18 of any disciplinary action taken by the College.

Section 15. College Official Notification

- A. In cases of suspension or expulsion, notification is sent to the director of admissions and registrar, vice president of instruction, the appropriate academic dean(s) and victim (if applicable).
- B. In cases where a student/student organization is restricted from a specific area/facility, notification may be sent to the student activities coordinator, director of facilities, faculty adviser and department director/dean of the restricted area/facility.
- C. In cases where a student's privilege to participate in a College-sponsored event, activity, student organization, or committee has been removed, notification is sent to the WWCC faculty/administrator with oversight for the activity or organization and/or faculty adviser for the organization.

Section 16. Delivery of Disciplinary Notification

The address on file with the Registrar's Office will be used for all disciplinary notices sent to the student. It is the responsibility of the student to ensure the address on file with the Registrar is current and updated on a regular basis.

- A. In cases where the assurance of the safety of the person or others is required, written disciplinary notices may be delivered by hand to a student.
- B. In cases where a judicial notice has been sent back to the College due to an insufficient address, written disciplinary notices may be delivered by hand to a student.
- C. In cases involving a student organization, disciplinary notices will be delivered to the student organization president or chair via their student club mailbox, and a copy of all disciplinary notices will be sent to the faculty adviser for the organization and WWCC administrator responsible for the oversight of student organizations.

Section 17. Disciplinary Records

A. Official Records Management

All student discipline records, in accordance with the Family Educational Rights and Privacy Act (FERPA), including complete disciplinary records and appellate records of

WWCC students and student organizations and taped audio recordings (if applicable), will be maintained by the vice president of student services.

B. Transcript Notation

In cases of expulsion, the following notation is made on the student's transcript: "Disciplinary Expulsion."

C. Disciplinary Record Expiration and Removals

- i. Disciplinary files remain a part of the student's disciplinary record for seven (7) years after final disposition of the case or in accordance with current state law or College policy, except in cases involving expulsion. Upon reaching the seven (7) year mark, the entire disciplinary record is removed from disciplinary databases and files. Disciplinary records of exonerated students shall not be maintained.
- ii. Disciplinary cases involving expulsion become part of the student's permanent record.
- iii. All paper records will be destroyed by shredding or other similar process. Reports will be modified in a manner so that statistical data can be obtained, but personally identifiable information is deleted. Electronic information (e.g., audio recordings) will be destroyed in a manner that will ensure the information cannot be traced to any individual or any discipline case.
- iv. Upon graduation, a student's disciplinary file involving minor offenses may be expunged (removed from disciplinary record) by filing a written request to the vice president of student services or designee. The vice president of student services or designee has sole discretion in determining whether a disciplinary file will be expunged prior to the time as specified in this Code.

D. Disciplinary Records Request. Students may obtain a copy of the information in their disciplinary file by submitting a written request to the vice president of student services or designee. Copies will be provided in accordance with federal and state laws regarding the privacy of disciplinary records and WWCC policy. Handwritten notes of a judicial body are not released to the student. Some reports may be modified to ensure that identifiable information of the reporting individual (or victim) or witnesses are protected for safety purposes. The charged student or victim (as classified under Sections 3 and 4), will be afforded an opportunity to review the disciplinary hearing recording, upon written request to the vice president of student services. Information will be placed in the disciplinary file indicating the person who was afforded the opportunity to review the recording, and the date the review of the recording occurred. A student may choose to sign a release form granting the appropriate judicial body permission to discuss information related to his/ her disciplinary file with any individual that he/she designates. Any college, university or other agency requesting any disciplinary information related to a current or former WWCC student is required to submit a request, in writing, to the vice president of student services. All written requests must include the signature of the student granting the release of information related to his/her disciplinary record, and his/her current contact information. The Student Conduct Officer may contact the student for verification prior to the release of any disciplinary information.

Section 18. Interpretation and Evaluation of Policy

Any question of interpretation regarding the Student Code of Conduct and the Student Conduct Process shall be referred to the Vice President of Student Services for final determination. The Vice President of Student Services may confer with the State Attorney General's Office in the rendering of the final determination. The Student Code of Conduct and Student Conduct Process shall be reviewed biennially by a committee appointed by the Vice President of Student Services. At the discretion of the Board of Trustees, President or designee, a review of the Student Code of Conduct and Student Conduct Process may be requested prior to the two-year term date. The Student Discipline Review Committee shall consist of faculty, staff and student representatives, and current members of the Student Conduct Review Boards that reflect the diverse and cultural dynamics of the College. The biennial review shall occur during each even year and recommendations must be made to the vice president of student services no later than December 31 of the review year. The Board of Trustees shall have final approval and adoption of the Code and/or any revisions thereof.

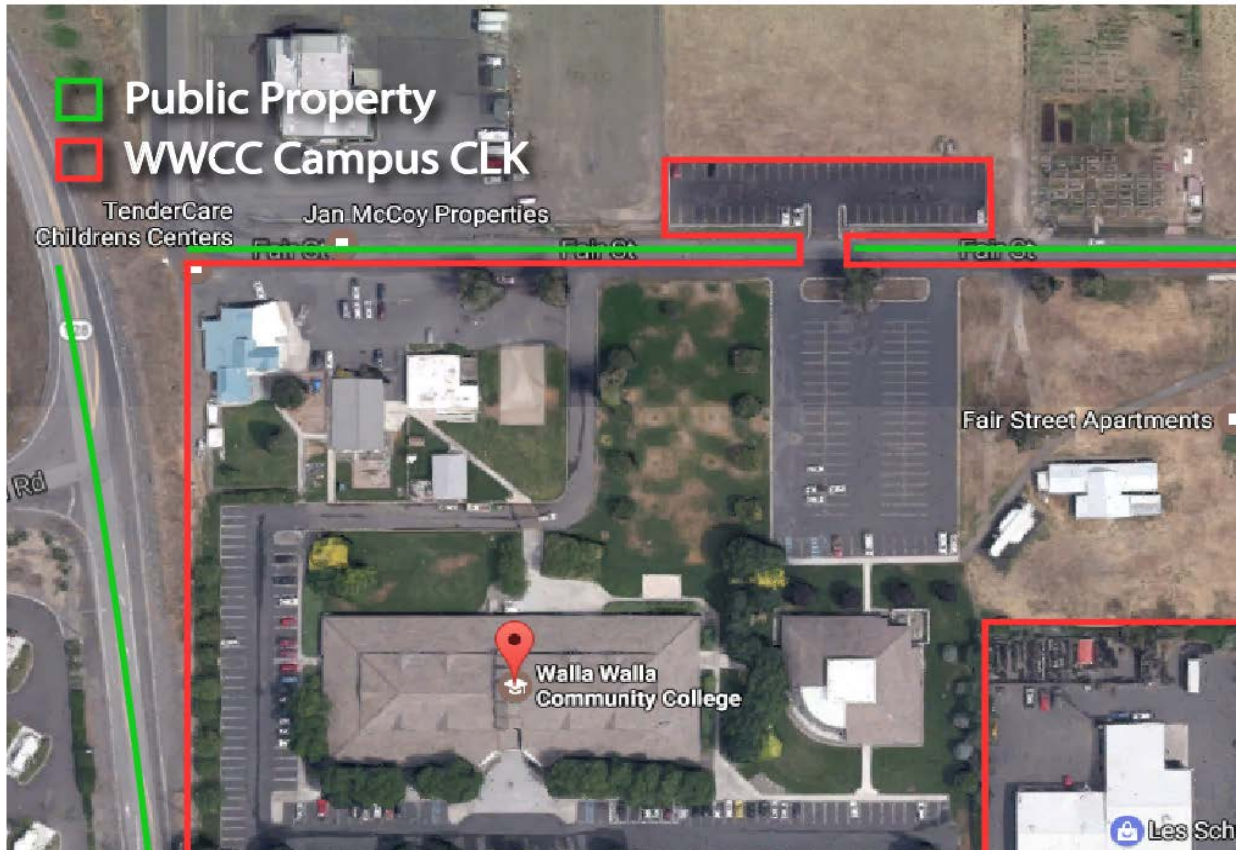
DRAFT @ 8.9.17

Appendix E



Walla Walla Community College

Walla Walla, WA Campus



Walla Walla Community College

Clarkston, WA Campus