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**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Role of the College President and Delegation of Authority
by the Board of Trustees**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1010	Revision Date(s):

PURPOSE

The College President's duties are defined by the Board of Trustees. In addition, the Board of Trustees delegates to the President specific legal authority for the administration of the College.

REFERENCES

[Board Policy Manual \(Board-Staff Linkage BSL-1 and BSL-2\)](#)
[RCW 28B](#)

POLICY

The ultimate responsibility for Skagit Valley College rests in its state appointed Board of Trustees.

The Skagit Valley College Board of Trustees may delegate appropriate areas of authority to the College President with the implicit and sometimes explicit condition that the Board reserves the right to question, challenge, and occasionally override decisions or proposals it judges to be inconsistent with the mission, goals, integrity, or financial position of the institution.

It shall be the responsibility of the Board of Trustees to establish policy and to evaluate the success of the college operation.

PROCEDURE

To administer the college, the Board of Trustees shall employ a College President and hold him/her responsible for the administration of the College in general.

The Board of Trustees may delegate such powers, duties, responsibilities and authority to the College President in accordance with his/her job description and as outlined in board policy BSL 2: Operational Responsibilities.

The College President shall establish an administrative organization designed to support the instructional program and to provide orderly and efficient management of the college district in accordance with generally accepted management principles and Board of Trustee policies.

The President may delegate such delegated authority to Skagit Valley College employees in accordance with job descriptions which reflect specific duties and functions.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR NAMING OF COLLEGE FACILITIES**

Naming College Facilities Section: 1000 Subsection: 1020	Initial Date of Approval: 1/30/09 Revision Date(s): 6/10/15
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PURPOSE

The purpose of this policy is to establish the procedures for naming or changing the name of College facilities.

REFERENCES

Board Policy Manual GP-6

POLICY

Except where an honorary name for a particular facility has been approved by the Board of Trustees, College facilities will ordinarily be given functional names that are reasonably descriptive of and will identify the principal activity or purpose of the facility. The Board of Trustees has delegated authority to the College President to designate functional names.

DEFINITIONS

In this policy/procedure, the terms “facility” and “facilities” include any building, structure, room, plaza, open space, landscaped area, or other physical improvement or natural feature of the College or of other property under the administrative control of the College.

A facility may be given an honorary name to pay tribute to an individual, family, corporation, or foundation having made a distinguished contribution of service, teaching, or support to the college.

PROCEDURE

A. Functional Names. The President may assign a functional name to a facility or change the existing functional name.

1. A written proposal, including supporting reasons, to name or change the functional name of a facility should be submitted through appropriate administrative channels to the administrative vice president.

2. After considering all relevant information, the administrative vice president will make a recommendation to the President.
3. If the President approves a functional name or name change, the newly designated name will be facilitated by the administrative vice president.

B. Honorary Names. The Board of Trustees assigns honorary names to College facilities. The Board may initiate an honorary name. In addition, the College President may propose an honorary name to the Board.

1. Honorary Naming Criteria. The Board of Trustees has established criteria to guide decisions for honorary names as follows:

- Honorary names will reflect favorably upon and bring honor to the College.
- Naming conveys the highest honor and is reserved for those who have made extraordinary and lasting contributions to the College.
- Honorary naming will meet the highest standard, be made with the perspective of time, and maintain consistency with the Facilities Master Plan and campus design standards.
- Consideration to name a facility for a deceased individual may not be initiated earlier than one year following death.
- Facilities shall not be named for individuals who are engaged in current relationships with the College.

2. Implementation of Honorary Naming Criteria. To guide the College President in honorary recommendations to the Board of Trustees, the following principles will be followed:

- Recognize individuals, families, corporations, or foundations having attained achievements of extraordinary and lasting distinction. Generally, these will be individuals, families, corporations, or foundations that had had direct, substantial, and active association with the College.
- Recognize benefactors who have made substantial contributions to the College. For financial contributions toward new construction or significant renovation of an existing building, “substantial contribution” shall mean at least one-half or greater of the total project cost or an amount approved by the Board of Trustees.
- Recognize members of the College faculty, staff, Board of Trustees, or any elected official or state employee concerned with the functions or control of the College who have made extraordinary and lasting contributions to the College after the relationship with the College has ended.
- Recognize deceased individuals whose contributions to the College reflect the criteria listed above, with initiation of the naming process to begin no sooner than one year following death.

3. Process for Honorary Naming Recommendations

- A proposal to name a College facility in honor of an individual, family, corporation, or foundation, may be initiated in writing and forwarded to the President. The written recommendation shall include: (1) biographical summary of the person proposed to be honored, (2) description of the facility and the proposed name, and (3) reasons the contribution to the College by the individual, family, corporation, or foundation merit the designation.
- If the recommendation is approved by the President and the Board of Trustees, actions necessary to establish the newly designated name will be facilitated by the administrative vice president.

ADMINISTRATIVE RESPONSIBILITY: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Fundraising in the Name of the College**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1030	Revision Date(s):

PURPOSE

To maintain control and coordination of fundraising agents for Skagit Valley College and its various programs and functions.

REFERENCES

Not applicable.

POLICY

Without written authority from the President, no person shall request, solicit or collect funds from any other person, business, or organization in the name of Skagit Valley College, whether by solicitation of contribution, sale of goods, or by any other action,

PROCEDURE

Proposals to the President for permission to request, solicit or collect funds in the name of Skagit Valley College must be in writing and include the following information:

- The identity of every individual who is contacting any person to request, solicit or collect funds in the name of Skagit Valley College;
- The identity of the individual(s) who is responsible for accounting for all funds collected in the name of Skagit Valley College;
- The location where the funds are deposited, held, or otherwise safeguarded;
- The identity of the person who is responsible for authorizing expenditure of the funds;
- The purpose for which the funds are expended; and
- A statement of endorsement from the Executive Vice President of Instruction and Student Services and the Vice President of Administrative Services.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Limitation of Liability for Public Media**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1040	Revision Date(s):

PURPOSE

The purpose of public information is to communicate information about Skagit Valley College programs, events, and offerings to the public, in a timely manner and in a variety of media.

REFERENCES

Not applicable.

POLICY

Every effort will be made to assure the accuracy of the information contained in all media information produced by the college for public use and subject to change without notice.

The college's total liability for student claims related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.

PROCEDURE

Skagit Valley College catalogs, class schedules, web site, fee schedules, etc., do not create binding contracts between Skagit Valley College and its students. The college and its divisions reserve the right at any time to make changes in any regulations or requirements governing instruction in and graduation from the college and its various divisions. Changes shall take effect whenever the proper authorities determine and shall apply not only to prospective students but also to those who are currently enrolled at the college. Except as other conditions dictate, the college will make every reasonable effort to ensure that students currently enrolled in programs, and making normal progress toward completion of any requirements, will have the opportunity to complete any program which is to be discontinued.

Students are advised, however, that such information is subject to change without notice, and advisors should, therefore, be consulted on a regular basis

for current information.

The approved limitation of liability statement regarding programs, academic policies, and schedules shall appear on the college website, Quarterly Schedules and the Catalog.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Conduct of Research**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1050	Revision Date(s):

PURPOSE

To establish policy and procedures for the conduct of surveys and other research by any person, group, or entity at any Skagit Valley College campus, center, or other location.

REFERENCES

Protection of Human Subjects (45CFR46)

POLICY

Surveys and research studies will be conducted in a manner that ensures the research is sound and does not violate board policy, college operating procedures, or federal regulations concerning protection of human subjects.

PROCEDURES

The College's Office of Institutional Research will maintain and manage a Research Review Committee composed of staff members performing the functions of institutional research and evaluation. Additional faculty and staff members may serve in an advisory capacity where appropriate. All survey and other research requests must be reviewed by the Research Review Committee, and, in some cases, the appropriate administrator, except as noted below.

It is the intent of the college to minimize the number of surveys and studies, and therefore the potential for over-surveying students, faculty and staff, by conducting regularly scheduled surveys, combining studies or surveys when possible, or other means. To that end, surveys and research studies must be coordinated through the SVC Office of Institutional Research.

Authorization Requirements

Any individual or group of persons who wish to use SVC employees, students, records, or facilities as part of any research project, study, or survey must complete an Authorization to Conduct Research form. This requirement applies to studies or surveys that:

1. involve staff members in more than one instructional department or program area,
2. involve classes in more than one instructional department, or
3. directly affect and/or address activities in more than one department or program area.

Exception: If the research involves only one department or program area, the researcher(s) need not file an Authorization to Conduct Research Form, but must obtain permission from the appropriate instructor(s) and department or division chair. However, the survey or study should be conducted in consultation with the Office of Institutional Research.

Approval Process

After receiving the Authorization to Conduct Research form, the Research Review Committee will verify that:

1. All information requested on the Authorization to Conduct Research form has been provided,
2. The appropriate signatures have been obtained by the requestor,
3. The proposed research is compatible with Skagit Valley College's mission and purpose and is education-related,
4. The proposal meets the requirements of [Protection of Human Subjects \(45CFR46\)](#), and
5. The results will be disseminated in a fashion which would protect the identity of the subjects and, if appropriate, the college.

The Research Review Committee will base approval or denial of the proposal on the following criteria:

1. Ability of researcher(s) to conduct the research proposed,
2. Compatibility of the research with the college's mission and purpose,
3. Soundness of rationale for conducting the research project, including sampling, methodology, instrumentation, and treatment of data,
4. Acceptability of the potential effects the collection of data and the dissemination and use of results may have on SVC students, personnel, operations, and the community, and
5. Evidence of support from other involved individuals or groups internal or external to SVC.

Under certain circumstances, the Research Review Committee will submit the request to the appropriate Vice President or the President for approval. This submission will occur if the project meets any of the following:

1. Has political or broad community implications for the college,
2. Involves Board of Trustee policy,
3. Involves all or a significant portion of the staff,
4. Involves all or a significant portion of the students, or
5. Involves established operating procedures and/or policies (e.g., SVC Board of Trustee Policy or Operational Policy and Procedures).

The requestor will be contacted by the Office of Institutional Research concerning the status of the request within 30 days of receipt of the proposal.

If a research request is denied, the notification will include the reason(s) for the denial. A revised proposal, or sections thereof, may be submitted for reconsideration.

Reporting of Results

The results of the study or survey must be submitted to the Director of Institutional Research prior to being made public. This document may also be reviewed by the Research Review Committee.

The names of individuals will not be used in the study unless permission is granted in writing by the individuals. The name of Skagit Valley College will be used only if permission is granted by the Research Review Committee.

Administrative Responsibility: President

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
SAFETY

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1100	Revision Date(s): 5/11/15

PURPOSE

Provide guidelines for the safe operation of the college and the safety of employees, students, and the general public as well as the prevention of accidents on Skagit Valley College (SVC Campuses, Centers, and college-controlled properties.

REFERENCES

All Hazards Emergency Response Plan
Flip Guide to Emergencies
SVC Safety Manual
Bloodborne Pathogens Exposure Control Plan
RCW 70.100
WAC 296-24
WAC 296-62
SVCFT Negotiated Agreement
WPEA Negotiated Agreement

POLICY

SVC shall comply with standards and systems of education for safety as shall be, from time to time, prescribed by the Director of Labor and Industries through the Division of Occupational Safety and Health, by other state agencies with authority for emergency response planning, or by statute.

It is also the responsibility of SVC to establish and supervise:

1. A safe and healthful working environment.
2. Training programs to improve the skill and competency of employees in the field of occupational safety and health.

PROCEDURES

Safety Committee

The Assistant Director of Facilities and Operations is the designated Safety Officer for the College.

1. The SVC Safety Committee is organized to advise the Safety Officer and assist in the detection, reporting, investigation, and elimination of unsafe conditions and work procedures.
2. The Safety Committee shall consist of the following: Safety Officer (Assistant Director of Facilities and Operations); the VP of Administrative Services or her/his designee; (1) administrator selected by the President, (1) faculty member selected by the faculty union, (1) classified staff representative selected by the classified staff union, (1) exempt staff representative, (1) student representative selected by Student Government, and (1) Whidbey Campus representative. (Committee members shall serve one-year terms and may be subject to re-appointment). Should a vacancy occur, a new member shall be selected prior to the next scheduled meeting.
3. The Safety Committee will operate according to the procedures specified in WAC 296-800-13020. The Safety Committee shall prepare and maintain written procedures covering accident prevention, chemical hazards, accident investigation and reporting, and all other hazards requiring emergency planning and response.
4. Source documents for safety and health procedures will be maintained in the office of the Safety Officer (Assistant Director of Facilities and Operations) and the Maintenance Supervisor at the Whidbey Campus.
5. As required by WAC 296-900-13015, SVC shall maintain a safety bulletin board for the purpose of displaying safety bulletins, newsletters, posters, accident statistics and other safety educational materials.

Reporting Injuries and Unsafe Conditions

In the event of an injury on college-controlled property, all persons are asked to make reports of the injury so that the college may take steps to evaluate any potentially unsafe conditions.

1. Guidelines for responding to an emergency situation on campus are contained in the **All Hazards Emergency Response Plan** and the **Flip Guide to Emergencies**. These guides are distributed to staff and are available through the College's webpage and Intranet site, the office of the Safety Officer (Assistant Director of Facilities and Operations) or the Administration Office at Whidbey Campus.
2. In the event of an emergency, appropriate response actions in accordance with the All Hazards Emergency Response Plan should be taken immediately, and the President or her/his designee should be contacted in a timely manner. . In the event of an accident, an

Accident Report form should be completed and turned in to the Director of Security Services via Maxient or by hard copy.

Apparent unsafe conditions should be reported, in writing, to the Safety Officer (Assistant Director of Facilities and Operations) by electronic Maintenance Request or by hard copy. Obvious hazardous or unsafe conditions should be reported immediately to the Safety Officer, Facilities and Operations staff, or Security Services staff.

Any person who has sustained an injury on Skagit Valley College-controlled property is encouraged to promptly report the injury to the Security Services Office.

Skagit Valley College employees must report injuries sustained while engaged in work-related activities to the Security Office or to Human Resources.

Eye Safety

Skagit Valley College has an eye safety program for all persons under the jurisdiction of the college. Deans/Vice Presidents and the Director of Facilities and Operations are responsible for the eye safety program, which conforms to the standards established by RCW 70.100.010.

Hazard Communication Program

Skagit Valley College has a hazard communication program in compliance with the OSHA Communication Standard. The purpose is to give workers information on hazardous chemicals in the work place so that they can use chemicals safely, protect themselves from harmful exposures, take appropriate actions during emergencies, and monitor their own health.

In order to ensure that information concerning the hazards of chemicals is transmitted to employees and other affected persons at SVC, the Washington Administrative Code require that the College:

1. Develop and implement a written hazardous communication program for labels and other forms of warning, safety data sheets, and implement employee information and training, including:
 - a. A list of hazardous chemicals known to be present.
 - b. Methods used by SVC to inform employees of hazardous tasks.
 - c. Methods used to inform contractors on SVC premises of hazardous chemicals their employees may be exposed to in performing their work.
 - d. Utilize the Globally Harmonized System of classification and labelling of chemicals

2. Make the written hazard communication program available, upon request, to employees and others in accordance with state and federal regulations.

Hazardous materials training will be made available to appropriate staff as needed.

Administrative Responsibility: President

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
All Hazards Emergency Response Plan

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1110	Revision Date(s): 5/11/15

PURPOSE

Provide guidelines for emergency situations for the college district.

REFERENCES

All Hazards Emergency Response Plan for Skagit Valley College
Federal Emergency Management Agency documents
National Incident Management System (NIMS)
Presidential Directives Number 5 and 9

POLICY

The College will provide detailed response guidelines for emergencies on any campus, center or non-campus area under the control of Skagit Valley College. The college will also provide a Continuity of Government Operations Preparations plan to meet the intent of Directive 13-02.

PROCEDURES

The All Hazards Emergency Response Plan has been developed to follow the guidelines of the National Incident Management System (NIMS) which has been accepted nationwide by community first responders to emergencies including fire departments, police departments, emergency management agencies, medical resources, and others who respond during times of crisis.

Procedures for responding to all types of campus emergencies can be found in the All Hazards Emergency Response Plan. The plan is available to students, employees, and the general public on the college's website at www.skagit.edu. Hard copies of the plan are located in the offices of all deans, vice presidents, and the president.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Crimes on Campus**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1120	Revision Date(s):

PURPOSE

To make the general public aware of categories and numbers of crimes committed on the campuses and centers operated by Skagit Valley College.

REFERENCES

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

POLICY

Skagit Valley College complies with the Campus Crime Statistics Act.

PROCEDURE

Information on Campus Security for all campuses and centers is published in quarterly class schedules.

Members of the college community are encouraged to follow standard crime prevention practices such as locking their motor vehicles, parking and walking in well-lighted areas, and being aware of people and surroundings when entering or exiting their vehicles or college buildings.

Emergency phones are designated and visible in certain parking areas for use in any emergency situation. Security escort services are also available by contacting the Security Office.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Suspended Operations**

Section: 1000

Initial Date of Approval: 1/30/09

Subsection: 1130

Revision Date(s): 5/11/15

PURPOSE

The purpose is to provide guidelines for communication of suspended operations for Skagit Valley College campuses and centers.

REFERENCES

WAC 357-31-260
SVCFT Negotiated Agreement
WPEA Collective Bargaining Agreement

POLICY

The President or his/her designee may suspend the operations of any portion or all of the institution whenever he/she determines that public health, property, or safety may be jeopardized due to emergency conditions

PROCEDURE

In the event of an emergency delay or closure (due to snow, earthquake, wind, fire, etc.), every effort will be made to announce a decision to close or delay day classes prior to 6:00 AM. Every effort will be made to announce a decision to close evening classes by 3:00 PM.

A message will be placed on the college website www.skagit.edu and at www.skagit.edu/FlashAlert (formerly SchoolReport.org), radio and television stations and on these phone numbers when the college is closed or delayed:

Whidbey Island Campus 360-675-6656
Mount Vernon Campus 360-416-7600
San Juan Center 360-416-3720
South Whidbey Center 360-341-2425

Administrative Responsibility: President

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Code of Ethics

Section: 1000	Initial Date of Approval: 5/11/15
Subsection: 1200	Revision Date(s):

PURPOSE

Provide guidelines for the exercise of the Code of Ethics on any SVC campus or center.

REFERENCES

POLICY

1.0 Code of Ethics Objective and Responsibilities

Skagit Valley College (SVC) exists in an environment of diversity, fairness, and equity to ensure that the people of Skagit, Island and San Juan counties have access to educational programs providing sufficient knowledge for higher educational achievement, meaningful employment and cultural enrichment.

The members of the SVC community (administrators, classified staff, faculty, foundation members, students, and trustees) recognize the responsibility we have in setting an example of ethical thought and action. We wish to affirm our commitment to students, to equality and to an environment conducive to learning in the following SVC Code of Ethics.

1.1 General Ethics

- 1.1.1 No employee or officer (hereafter "employee") of SVC may have a financial interest or engage in any activity that is in conflict with the proper discharge of the employee's official duties. Furthermore, no employee may use his/her official position to secure special privileges for either him/herself or any other person, nor may receive compensation from any person or entity except the State of Washington for performing his/her official duties. Related issues and practices designed to assist in this regard have been established as outlined in this Policy/Procedure, consistent with the

statutory requirements of the Ethics in Public Service Act, as well as rules and advisory opinions adopted by the Executive Ethics Board.

2.0 Definitions

The following definitions are specific to the terms of this Procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Assist: to act, or offer or agree to act, in such a way as to help, aid, advise, furnish information to, or otherwise provide assistance to another person, believing that the action is of help, aid, advice, or assistance to the person.
- 2.2 Compensation: anything of economic value, however designated, that is paid, loaned, granted, or transferred, or to be paid, loaned, granted, or transferred for, or in consideration of, personal services to any person.
- 2.3 Confidential information: specific information, rather than generalized knowledge, that is not available to the general public on request or information made confidential by law.
- 2.4 Contract or grant: an agreement between two or more persons that creates an obligation to do or not to do a particular thing. "Contract" or "grant" includes but is not limited to, an employment contract, a lease, a license, a purchase agreement, or a sales agreement.
- 2.5 Family member: Includes parent, step-parent, parent-in-law, sister, brother, spouse, grandparent, grandchild, minor/dependent child, and child. Also includes persons who reside in the same home who have reciprocal duties to and do provide financial support for one another.
- 2.6 Gift: anything of economic value for which no consideration is given.
- 2.7 Section 4 Employee: An officer or employee's duties that include purchasing goods or services and/or entering into contracts (either signing off on or administering).
- 2.8 Honorarium: money or thing of value offered to an employee for a speech, appearance, article, or similar item or activity in connection with the employee's official role.
- 2.9 Official duty: those duties within the specific scope of employment of the employee as defined by SVC or by statute or the State Constitution.

- 2.10 Responsibility in connection with a transaction involving the State: the direct administrative or operating authority, whether intermediate or final, and either exercisable alone or through subordinates, effectively to approve, disapprove, or otherwise direct state action in respect of such transaction.
- 2.11 Action: any action on the part of an agency, including but not limited to a decision, determination, finding, ruling, or order; and a grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or failure to act with respect to a decision, determination, finding, ruling, or order.
- 2.12 Officer: every person holding a position of public trust. Includes chief executive officers, presidents, members of the board and/or advisory committees and employees who are engaged in supervisory, policy-making, or policy-enforcing work.
- 2.13 Employee: an individual who is employed by SVC, inclusive of its employed officers.
- 2.14 Thing of economic value: in addition to its ordinary meaning, includes:
 - 2.14.1 A loan, property interest, interest in a contract;
 - 2.14.2 Employment or another arrangement involving a right to compensation;
 - 2.14.3 An option, irrespective of the conditions to the exercise of the option; and
 - 2.14.4 A promise or undertaking for present or future delivery or procurement.
- 2.15 Transaction involving the State: means a proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other similar matter that the employee in question believes, or has reason to believe is:
 - 2.15.1 Or will be the subject of state action; or
 - 2.15.2 One to which the state is or will be a party; or
 - 2.15.3 One in which the state has a direct and substantial proprietary interest.

3.0 Personal Use of College Resources

If an employee wants to make personal use of a College resource, they must follow the Use of State Resources Rules (WAC 292-110-010) and they cannot use the resource for prohibited uses. No employee may use his/her official

position to secure special privileges for either him/herself or any other person, nor may he/she receive compensation from any person or entity except the State of Washington for performing his/her official duties.

- 3.1 An employee may make an occasional, but limited use of state resources only if each of the following conditions are met:
 - 3.1.1 There is little or no cost to the state;
 - 3.1.2 Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
 - 3.1.3 The use does not interfere with the performance of the officer's or employee's official duties;
 - 3.1.4 The use does not disrupt or distract from the conduct of state business due to volume or frequency;
 - 3.1.5 The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
 - 3.1.6 The use does not compromise the security or integrity of state property, information, or software.

4.0 Prohibited Uses (WAC 292-110-010 (5) a-f)

Certain uses of state resources are strictly prohibited by the state Constitution, state and federal laws and the Ethics in Public Service Act; including but not limited to:

- 4.1 Any use for the purpose of conducting an outside business or private employment, or other activities conducted for private financial gain;
- 4.2 Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside organization or group, including but not limited to: A private business, a nonprofit organization, or a political party (unless provided for by law or authorized by an agency head or designee);
- 4.3 Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such use of state resources is specifically prohibited by RCW 42.52.180, subject to the exceptions in RCW 42.52.180(2);
- 4.4 Any use for the purpose of participating in or assisting in an effort to lobby the state legislature, or a state agency head. Such a use of state resources is specifically prohibited by RCW 42.17.190, subject to the exceptions in RCW 42.17.190(3);
- 4.5 Any use related to conduct that is prohibited by a federal or state law or rule, or a state agency policy; and

5.0 Confidential Information

- 5.1 No employee may accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce him/her to make an unauthorized disclosure of confidential information acquired through the employee's official position. RCW 42.52.050(1).
- 5.2 No employee may make a disclosure of confidential information gained by reason of the employee's official position or otherwise use the information for his or her personal gain or benefit or the gain or benefit of another, unless the disclosure has been authorized by statute or by the terms of a contract involving (a) the state employee's agency and (b) the person or persons who have authority to waive the confidentiality of the information. RCW 42.52.050 (2).
- 5.3 No employee may disclose confidential information to any person not entitled or authorized to receive the information. RCW 42.52.050(3).

6.0 Special Privileges

Except as required to perform duties within the scope of employment, no employee may use his/her position to secure special privileges or exemptions for him/herself, family members, or other persons. RCW 42.52.070.

7.0 Conflicts of Interest

- 7.1 No College employee may have an interest (financial or otherwise, direct or indirect) or engage in a business or transaction or professional activity or incur an obligation that is in conflict with the proper discharge of the employee's official duties. (RCW 42.52.020)
- 7.2 There are specific requirements if you participate in a College transaction while having a financial or beneficial interest in the transaction. Please read RCW 42.52.030 for specific prohibitions and limitations.
- 7.3 There are limits if you assist others in a transaction involving SVC and you participate in the transaction. RCW 42.52.040 prohibits:
 - 7.3.1 A College employee from assisting another person, directly or indirectly, whether or not for compensation, in a transaction if:
 - 7.3.1.1 The employee has at any time participated in the transaction; or

7.3.1.2 The transaction has been under the official responsibility of the employee within a period of two years preceding the assistance.

7.3.2 A College employee from sharing in compensation received by another for assistance that the employee is prohibited from providing.

8.0 Supporting Outside Organizations (including charities)

8.1 In order to use resources to support an outside organization according to WAC 292-110-010, the following must take place;

8.1.1 It must be specifically allowed by law, and the President of the College or designee must approve the use of resources and acknowledge that Sections 7.2 and 7.3 of this procedure are met.

8.1.2 Must be an official purpose but does not have to be directly related to an employee's official duty.

8.1.3 Each employee may only make a minimal use of state resources.

8.1.4 The activity must support or promote organizational effectiveness.

8.2 You can serve or assist on a board or committee that is organized for the benefit and support of the College. For example:

8.2.1 It is allowable to use resources to put together a College team to participate and raise money to support a charity, as long as each state employee follows the use of state resources (WAC 292-110-010), the activity supports organizational effectiveness and the College's participation is approved by the President or designee.

8.2.2 It is allowable for an employee to bring in Girl Scout cookies, put the cookies on a table with an envelope for the money, have people come by and take the cookies and pay their money. No resources were used. The focus of this example is for College employees to avoid direct personal solicitations of co-workers and colleagues and opt for voluntary participation. This is especially important if you are a supervisor or manager so that others do not feel pressured to buy something or make a donation.

8.2.3 Any use of College resources that results in an expenditure of funds should be avoided when engaging in work that may benefit a charity while on state time.

8.2.4 State agencies should avoid direct involvement in commercial activities even if the event's proceeds may benefit a charity. Examples of improper direct involvement include distributing commercial product sales brochures and order forms to College employees, collecting product order forms in the workplace or on

state paid time, and distributing products in the workplace or on state time.

9.0 Compensation for Outside Activities or Private Employment

9.1 No employee may receive any thing of economic value under any SVC contract or grant outside of his or her official duties. The prohibition in this Section does not apply where the employee has complied with each of the following conditions if the:

- 9.1.1 Contract or grant is bona fide and actually performed;
- 9.1.2 Performance or administration of the contract or grant is not within the course of the employee's official duties, or is not under the employee's official supervision;
- 9.1.3 Performance of the contract or grant is not prohibited by RCW 42.52.040 or by applicable laws or rules governing outside employment for the employee;
- 9.1.4 Contract or grant is neither performed for, nor compensated by, any person from whom such employee would be prohibited from receiving a gift;
- 9.1.5 Contract or grant is not one expressly created or authorized by the employee in his or her official capacity;
- 9.1.6 Contract or grant would not require unauthorized disclosure of confidential information.

9.2 In addition to satisfying the requirements of Section 9.1, an employee may have a beneficial interest in a grant or contract with a state agency if the:

- 9.2.1 Contract or grant is awarded or issued as a result of an open and competitive bidding process in which more than one bid or grant application was received; or
- 9.2.2 Contract or grant is awarded or issued as a result of an open and competitive bidding or selection process in which the employee's bid or proposal was the only bid or proposal received and the employee has been advised by the appropriate ethics board, before execution of the contract or grant, that the contract or grant would not be in conflict with the proper discharge of the employee's official duties; or
- 9.2.3 Process for awarding the contract or issuing the grant is not open and competitive but the employee has been advised by the appropriate ethics board that the contract or grant would not be in conflict with the proper discharge of the employee's official duties.

9.3 An employee cannot do business with a company for which the employee is an officer, agent, employee, or member, or in which the employee owns a beneficial interest.

- 9.3.1 Exception: An employee may serve as an officer, agent, employee, or member, or on the board of directors, board of trustees, advisory board, or committee or review panel for any nonprofit institute, foundation, or fundraising entity.
- 9.4 Assisting in Transactions Except in the course of official duties or incidental to official duties, no employee may assist another person, directly or indirectly, in a transaction involving the state.
- 9.5 Pursuant to WAC 292-110-060(4) state officers and employees seeking the approval of the Executive Ethics Board for a contract, grant application, or outside employment with a state agency shall provide the following information to the Executive Ethics Board Executive Director no later than thirty (30) days prior to the commencement of the contract:
 - 9.5.1 A description of current official duties and responsibilities;
 - 9.5.2 A statement of the work to be performed and a copy of the contract;
 - 9.5.3 The duration and dollar value of the contract, if applicable;
 - 9.5.4 A statement that no state resources will be used to perform the outside employment or to fulfill the contract or grant;
 - 9.5.5 A description of how the work will be performed without the use of state resources; and
 - 9.5.6 A statement that the employing agency has reviewed or approved the outside contract under applicable rules or policies, except when requesting a conditional approval as provided in WAC 292-110-060(5)(b).

10.0 Honoraria

- 10.1 An honorarium is any money or thing of value offered for a speech, appearance, article or similar items in connection with the employee's official role at SVC. An honorarium can only be accepted if specifically approved by SVC and it is not on the prohibited list below.
- 10.2 The appointing authority is prohibited from approving honoraria under the following circumstances:
 - 10.2.1 The person offering the honorarium is seeking or is reasonably expected to seek contractual relations with or a grant from the employer of the employee, and the employee is in a position to participate in the terms or the award of the contract or grant;
 - 10.2.2 The person offering the honorarium is regulated by the employee and the employee is in a position to participate in the regulation; or
 - 10.2.3 The person offering the honorarium is:

- 10.2.3.1 Seeking or opposing or is reasonably likely to seek or oppose enactment of, or adoption of, administrative rules or actions, or policy changes by SVC; and
 - 10.2.3.2 The employee may participate in the enactment or adoption.
- 10.3 You may use state time and resources to prepare materials for a speech or presentation for which an honorarium will be paid if the activity is related to the employee's official role at SVC. If SVC does not allow the employee to use state time and resources, any payment the employee receives is not an honorarium subject to SVC's approval but is instead considered outside compensation and subject to RCW 42.52.120.
- 10.4 Employee's State Work Experience And Knowledge - The experience and knowledge that an employee gains during employment at a State agency is not considered a "state resource." Therefore, an employee can use his/her knowledge and experience to perform outside work, such as being an expert witness. (Executive Ethics Board Advisory Opinion 11-01)

11.0 Gifts

- 11.1 An employee may not accept or solicit a gift, if it could reasonably be expected to influence the performance or nonperformance of the employee's official duties.
- 11.2 Even if there is no reasonable expectation that a gift would influence a decision, most state officers and employees may only accept certain gifts, and in most situations, a \$50.00 gift limit applies. However, if you are in a position that: (1) negotiates or administers contracts; or (2) purchases goods or services, or (3) regulates, you are further limited in the gifts you may receive. If you are trying to determine whether you are a Section 4 employee, see RCW 42.52.150(4) for restrictions.
- 11.3 An employee may not accept a gift from any person with a value in excess of \$50 a year.
 - 11.3.1 The value of gifts given to an employee's family member shall be attributed to the employee for the purpose of determining whether the limit has been exceeded, unless an independent business, family, or social relationship exists between the donor and the family member.
- 11.4 The following items are presumed not to influence and may be accepted without regard to the value limit established by Section 11.3:

- 11.4.1 Unsolicited flowers, plants, and floral arrangements;
 - 11.4.2 Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
 - 11.4.3 Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - 11.4.4 Unsolicited items received by an employee for the purpose of evaluation or review, if the employee has no personal beneficial interest in the eventual use or acquisition of the item by SVC;
 - 11.4.5 Informational material, publications, or subscriptions related to the recipient's performance of official duties;
 - 11.4.6 Food and beverages consumed at hosted receptions where attendance is related to the employee's official duties;
 - 11.4.7 Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization; and
 - 11.4.8 Unsolicited gifts from dignitaries from another state or a foreign country that are intended to be personal in nature.
- 11.5 An employee may accept food and beverage on infrequent occasions in the ordinary course of meals where attendance by the employee is related to the performance of official duties.

12.0 Waiving Conference Fees

If registration fees are paid or waived in connection with presenting a speech or presentation at a conference, the fee payment can come from any "governmental or nongovernmental entity." However, if registration fees are paid to attend a conference and no speech or presentation is made, the payment can only come from a bona fide governmental or nonprofit professional, educational, trade or charitable association. The waiver is not a gift for most employees and is not considered an honorarium for any College employee.

13.0 Use of Persons, Money, Property or Equipment for Private Gain

No employee may employ or use any person, money, property or equipment owned by SVC for the private benefit or gain of the employee or another.

14.0 Faculty & Textbooks

- 14.1 **Authored Faculty Using Their Textbooks In Their Classes.** The Ethics Act states that faculty members may not have a beneficial interest in a textbook they have assigned to their own students. (RCW 42.52.030) This does not mean that faculty members are precluded from using their own textbooks in their classes. This restriction means that faculty cannot financially benefit from their decision to use their textbook in classes at SVC. However, if a chair or committee, that does not include the faculty

author, selects/designates the textbook, then the faculty author can use the textbook and legally receive royalties from the textbook. This restriction also applies if the faculty author is a decision maker in the choice of textbooks for other classes if his or her textbook is used in classes taught by other faculty. (RCWs 42.52.020 & 42.52.110)

14.2 Selling/Disposing Textbooks Sent To Faculty For Evaluation Or Review (Executive Ethics Board Advisory Opinion 03-04 titled “Selling Textbooks Sent to Faculty for Evaluation or Review”). Textbooks which are provided to higher education faculty members by publishers for the purpose of review where the faculty member retains the textbook or situations where faculty members receive “courtesy copies” or “desk copies” of textbooks that the faculty members are using to teach their classes.

14.2.1 College employees may accept gifts of informational material, publications or subscriptions such as textbooks which are related to the recipient's performance of official College duties.

14.2.2 Once these items have been received, state employees may:

14.2.2.1 Use or retain items to perform official duties; or

14.2.2.2 Dispose of items by either giving them to the College or to a charitable organization, as provided in RCW 42.52.010(9) (g); or dispose of them in accordance with College surplus property procedures.

14.2.2.3 Per RCW 42.52.010(9) (g) the recipient may return the textbook to the publisher or donate it to a charitable organization within 30 days of receipt. In cases where faculty members have accepted review textbooks and used them for official purposes for a period of time, the faculty member can subsequently decide that they no longer need the textbook for official purposes. At the point where the faculty member decides that the textbooks are no longer needed, the faculty member has 30 days to donate the textbook to a charitable organization.

14.2.2.4 Faculty members are not allowed to sell review textbooks and then donate the proceeds to a charitable organization.

14.2.2.5 Faculty members that participate in deciding which textbooks will be used in classes are allowed to receive and retain review or “desk copy” textbooks from the publisher.

14.2.3 Faculty members must use a limited amount of resources to facilitate the donation of their review textbooks.

14.3 Faculty Accepting Compensation To Review A Textbook

14.3.1 The basic premise of the gift rules states that College employees cannot receive a gift if it could be reasonably expected that the gift would influence the action or judgment of state employees in the performance of their official duties.

14.3.2 A faculty member who is offered compensation for providing a written review of a textbook can reasonably be expected to be influenced by the compensation under some circumstances.

15.0 Off-Duty Activities

15.1 Off-duty activities that are a conflict of interest under Chapter 42.52 RCW and/or this procedure, detrimental to the employee's work performance or College programs, bring discredit upon the institution, or otherwise constitute violation of this procedure may be cause for disciplinary action, up to and including termination.

15.1.1 Employees shall report all arrests, criminal charges, and court-imposed sanctions/ conditions that affect his/her ability to perform assigned duties to their appointing authority within twenty-four (24) hours of occurrence or prior to their scheduled work shift, whichever occurs first.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Open Public Records**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1210	Revision Date(s):

PURPOSE

The purpose of this policy is to comply with the provisions of the Washington State public disclosure laws governing access to public records, while at the same time preserving the right to privacy for college students and employees and minimizing disruption to the operation of college programs and services.

REFERENCES

[RCW 42.56](#)

[RCW 34.05,](#)

[RCW 40.14.060](#)

[Family Educational Rights and Privacy Act of 1974 20 USC 1232\(G\)](#)

POLICY

Skagit Valley College shall comply with the provisions of the Washington State public disclosure laws governing access to public records.

DEFINITION

“Public Record” as defined by RCW 42.56.010 means “any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” All public records of Skagit Valley College, Community College District 4, are considered to be available for public access except as exempted or limited by WAC 132D-276-100 and RCW 42.56.

PROCEDURE

The Public Records Policy is contained in the RCW’s cited above. These documents may be accessed via internet search or by request at the Office of the President.

Requests for Access

Requests for access to and/or copies of public records maintained at Skagit Valley College shall be made in writing to the Public Records Officer/President's Office, 2405 E. College Way, Mount Vernon, Washington, 98273. Requesters should submit a written request for public records to the public records officer.

The college encourages the requester to provide:

- requester's name, full mailing address, and telephone number;
- a specific and detailed description of the record being requested;
- states whether the requester wishes only to examine the record and will come to the college to do so or, instead, wishes to obtain a copy of the record;
- certifies that the requester
 - will not use any list of individuals requested through the request for public records for commercial purposes,
 - has read and understood WAC 132D-276, and
 - agrees to return the record in its original condition if the requester examines the record on campus or to pay the cost of having the copy made.

Those seeking access to any student address lists or other personal information should be referred to the Admissions and Registration Office. College policy does not allow for such disclosure without a Court Order or other compulsory legal action.

Response to Requests

- The public records officer or his/her designee will respond to the request within five business days after receiving it.
- Depending on the nature of the request and of the record concerned, the public records officer will respond in one of the following ways:
 - make the record available or provide a copy as requested;
 - state that the record as described does not exist at Skagit Valley College at this time;
 - acknowledge the request and ask for additional descriptive information, in cases where the description provided is incomplete or unclear;
 - acknowledge the request and state a date by which the record(s) will be provided;
 - deny the request in whole or in part and indicate the specific reason for the denial.

Appeal after Request Is Denied

- Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by submitting a written request for review. The written request shall specifically refer to the written statement by the public records officer and/or his or her designees which constituted or accompanied the denial.
- Immediately after receiving a written request for review of a decision denying a public record, the public records officer and/or his or her

designee denying the request shall refer it to the college president. The College President or his or her designee shall immediately consider the matter and either affirm or reverse such denial or consult with an Assistant Attorney General to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

- Administrative remedies shall not be considered exhausted until the college has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.
- Once the college denies a request for public records, the requester may request the Attorney General to review the denial. Pursuant to RCW 42.56, the Attorney General will provide the requester with an opinion whether the record is exempt from disclosure.

Exemptions and Limitations

- Certain public records are exempt from public access according to RCW 42.56. Access to these records will not be granted unless the public records officer determines that disclosure would not affect any vital governmental interest or a person's right to privacy. If these interests can be protected by deletion of personal references or other identifying information, access shall be granted following deletion of such material, and a reasonable time shall be allowed for deleting the material.
- Student educational records are available only in accordance with the federal Family Educational Rights and Privacy Act (FERPA)(20 USC 1232g § 34 CFR Part 99), which establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student.
- Records concerning applicants to and employees of Skagit Valley College are available only to such faculty and staff members, including supervisory personnel, who must have access to certain records in order to carry out the business of the college. The only information contained in an individual's employee file which shall be available for public inspection shall be records that do not violate the employee's right to privacy. The employee, however, shall have full access to his/her personnel file as provided by the pertinent bargaining unit agreement.

Notification of Affected Persons

If the requested record is not exempt from release and contains information which could identify an individual or agency, Skagit Valley College may notify the individual or agency thus identified that release of the record has been requested. In such cases the college's initial response to the request will allow a reasonable time for the identified individual or agency to seek court protection from release of the record.

Requests for Review Only

A requester may choose to review the public record in person. In this case, a mutually-agreeable time and place will be arranged, during normal business

hours on the college campus. The requester is expected to handle the materials carefully and return them undamaged and in order. In certain instances, at the discretion of the public records officer, a staff member must be present as the requester reviews the materials.

Request for Copies

A requester may choose to ask for a copy of the public record. In this case, the requester shall reimburse Skagit Valley College for the cost of reproducing the record before receiving the record. In certain instances, at the discretion of the public records officer, the reproduction charge may be waived.

No Obligation to Create Records

Public records are generally available for public review, except as exempted or limited under RCW 42.56. Skagit Valley College is under no obligation to gather data or organize information to create a record which does not exist at the time of the request.

“Writing” as defined by RCW 42.56.010 includes all means of recording any form of communication or representation, including documents, pictures, computer tapes or disks, and sound recordings

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Use of College Resources**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1220	Revision Date(s):

PURPOSE

To establish appropriate use of college resources.

REFERENCES

[RCW 42.52](#)
[Washington State Executive Ethics Board](#)

POLICY

The purpose of this policy is to assure the legal use of state property and resources by all persons, including employees and officers of the college.

PROCEDURE

Any use of college facilities or equipment (see also OPPM Section 7020) outside the normal operation of educational programs, classes, and activities must be specifically approved by an appropriate administrator and fall within the laws specified above.

Use of facilities and equipment outside the employee's normal work area or work hours may be permitted with the approval of the appropriate administrator provided that such employee has demonstrated satisfactory familiarity with the operation and safety features of the equipment and further that such use shall comply with the state ethics law, rules and advisory opinions of the state Executive Ethics Board, and district rules, policies and procedures.

Administrative Responsibility: President

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
First Amendment Activities on Campus

Section: 1000	Initial Date of Approval: 5/11/15
Subsection: 1230	Revision Date(s):

PURPOSE

Provide guidelines for the exercise of First Amendment rights and privileges on any SVC campus or center.

REFERENCES

Fourth Amendment to the United States Constitution
Article I, Section 7 of the Washington State Constitution
Applicable procedural case law and precedents relative to the Fourth Amendment to the U.S. Constitution and Article I, Section 7 of the Washington State Constitution
Washington Administrative Code 132D-tbd inclusive.
Island County Code Title 1.24 and 9.40 inclusive.
City of Anacortes Municipal Code 7.04 and 9.04 inclusive.
Mount Vernon Municipal Code Title 9.21.
Oak Harbor Municipal Code Title 6.
Town of Friday Harbor Municipal Code Chapters 9.04, 9.08, 9.14 and 12.36
Skagit Valley College OPPM 3070

POLICY

The freedoms of speech, assembly and other permissible expression as granted under the Constitutions of the United States and the State of Washington, will be managed using the guidelines found in Washington Administrative Code 132D-tbd. Expressions, assembly and other conduct will be managed in accordance with these administrative codes regarding non-discrimination, equal rights, and accessibility. The College reserves the right to manage First Amendment activities and expressions on the basis of time, manner and place guidelines.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Whistleblower Policy**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1240	Revision Date(s):

PURPOSE

The purpose of the Whistleblower Policy is to provide an avenue for disclosure and protection from retribution for those state employees who have knowledge of potential wrong-doing by those in authority over state agencies.

REFERENCES

[RCW 42.40, State Employee Whistleblower Protection](#)

POLICY

It shall be the policy of Skagit Valley College to conform to the requirements of RCW 42.40 concerning the rights of employees within the context of the Whistleblower Act.

PROCEDURE

The College will notify employees on a yearly basis of the requirements of the Whistleblower Act.

Whistleblower procedures are contained in RCW 42.40.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Use of Facilities**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1300	Revision Date(s): 6/14/10

PURPOSE

Provide guidelines related to the use of SVC facilities.

REFERENCES

Not applicable.

POLICY

Skagit Valley College believes that facilities should be available for a variety of uses which are of benefit to the general public.

PROCEDURE

The buildings, equipment, and grounds of Skagit Valley College (hereinafter to be referred to as College) are primarily for educational purposes. No other use shall be permitted to interfere with this primary purpose. Furthermore, a state agency is under no obligation to make its public facilities available to the community for private purposes.

However, opportunity will be provided for use of some College buildings, equipment, and grounds (hereinafter referred to as facilities), provided that the purpose of such use is in harmony with the public interest and welfare, and subject to the laws of the State of Washington and all other College policies, rules, and regulations.

Guidelines for the use of McIntyre Hall Performing Arts and Conference Center are available from the Hall and are entitled "Theater Rental Guidelines"

A. Use by College Groups for Non-Instructional Purposes

College facilities are generally available for use by officially recognized or chartered College groups (faculty association meetings, student government and club meetings, etc.) at no charge, provided that such use occurs during normal College operating hours and does not incur additional costs (custodial, setup, etc.) above and beyond those associated with routine operations.

Usage fees may be charged where extra costs are incurred and will usually reflect the actual costs involved.

B. Use by Other Educational Agencies

Some College facilities may be used, on a rental basis, by other public or private educational institutions only insofar as they meet a community educational need not being fulfilled by the College and where they do not interfere with the normal operation of College programs and services.

C. Use by Others

Other organizations, including non-profit organizations, may be allowed to use college facilities on a time and space available basis. They will be charged usage fees.

Use by other organizations shall be on an intermittent basis only. College facilities should not become such a group's permanent place of meeting under any circumstances.

D. Conditions for Denial of Use

Applications for use of College facilities may be denied for any of the following reasons:

- The requested use appears to, in the judgment of the College, be in some way prejudicial to the best interest of the College and its educational program or to be lacking in satisfactory sponsorship and/or adequate supervision.
- The applicant and the College are unable to reach agreement on terms and conditions for the requested use.
- The requested use would violate State or local law or College policy.
- The requesting groups or individual has, in the College's judgment, previously abused or failed to meet the conditions of a facilities use agreement.
- The requested use would be likely to materially and substantially disrupt the normal operation of the College. This includes, but is not limited to, weddings and receptions.
- The requested facilities (and/or necessary personnel to operate them) are unavailable for use at the requested time.
- Public and private groups competing with the College in course offerings will not be eligible for use of College facilities.

E. Non-Discrimination Requirement

The College reserves the right to prohibit the use of College facilities by groups which restricts membership or participation in a manner inconsistent with the College's commitment to non-discrimination as set forth in its written policies and commitments.

F. Prioritization System for Usage Scheduling

Scheduling applications for College facilities will be accepted from either College or community users at any time during the year and acted upon as promptly as possible. However, it is necessary that planning be done as far in advance as possible by all potential users of College facilities.

The prioritization system established for the scheduling of facilities is:

1. College instructional programs.
2. Official College-sponsored events (e.g. registration, trustee meetings, faculty-administrative workshops, new student orientation, etc.). These events are essential for the smooth operation of the total College program.
3. Major public events sponsored by the Student Activities Program (e.g. symposiums, lectures, cultural programs, etc.). These events are a mainstay of student programs and are intended to attract large public attendance in addition to student and staff participation.
4. All-College or public events sponsored by student programs or campus clubs or College offices or divisions (e.g. ethnic awareness week, business education day, etc.). These events are intended to be open and of interest to the entire student body and staff.
6. Space use by non-college organizations. These events help to fulfill the community service goals of the College.
5. Meetings of campus clubs or College offices or departments or functions of these groups which are not of general interest to the entire student body and staff. These events are routine in nature and often may be scheduled in almost any quiet location where adequate seating is available.

Because one event is lower on the prioritization criteria than another does not necessarily mean that it cannot be scheduled. Compromises can often be worked out to the satisfaction of all parties. However, the prioritization criteria will serve as a major guideline in decisions involving facilities use applications for the same dates and times. In addition, the potential effect of an event on one of a higher priority will be considered before approval of the lower priority event.

Requests for space at the Whidbey Island Campus, South Whidbey and San Juan Centers need to be made at the respective site.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Alcoholic Beverage Service**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1310	Revision Date(s):

PURPOSE

Skagit Valley College routinely hosts events in certain designated facilities on its campuses or centers where alcoholic beverages can legally be served. In keeping with Washington law, the college has obtained a liquor license so that these beverages may be sold when dispensed at approved events by trained college employees.

REFERENCES

[Washington State Liquor Control Board](#)

POLICY

Alcoholic beverage service may be provided and consumed within SVC facilities when approved by college authorities and served within all legal guidelines of the College's Liquor License.

PROCEDURE

All spirits, beer, and wine must be provided by Skagit Valley College Culinary Arts/McIntyre Hall Catering;

Liquor must be served by an employee with a Class 12 Mandatory Alcohol Server Training Permit;

A copy of the Master License showing the liquor license class must be on display where liquor is being sold or served;

If a college group holds an event at a location off campus (not owned by the college) and Skagit Valley College Culinary Arts/McIntyre Hall Catering are not involved in the event, the group may seek written permission from the President and meet appropriate Washington State Liquor Control Board Rules.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Parking and Traffic on Campus**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1320	Revision Date(s): 5/11/15

PURPOSE

Provide guidelines for the exercise of parking and traffic privileges on any Skagit Valley College (SVC) campus or center.

REFERENCES

Americans with Disabilities Act of 1990
Title 46 of the Revised Code of Washington, inclusive
Applicable procedural case law and precedents
SVCFT Negotiated Agreement
WPEA Negotiated Agreement
Washington Administrative Code 132D-116, inclusive

POLICY

SVC shall provide parking for faculty, staff, students and visitors in areas designated for each category of user, in accordance with local and state law, and as provided in appropriate collective bargaining agreements. Additionally, SVC will manage the flow of traffic on its campuses and centers.

PROCEDURE

The College reserves the right to manage parking on campuses and centers, and will do so in a fair and equitable manner, for the purposes stated in WAC 132D-116-020. The authority for rulemaking, establishment of regulations, and setting fair and equitable monetary penalties for violation of those rules and regulations is vested in the President. Designation of parking spaces and uses is vested in the Director-Facilities and Operations, after consultation with the Vice President-Administrative Services and the Director-Security Services. Enforcement of rules and regulations pertaining to parking and traffic is conducted by Security Services and, in some cases, agencies having commissioned law enforcement or code compliance authority and jurisdiction.

Valid permits displayed as directed are required of all students, employees, and users of handicapped parking spaces. Fees may be charged for permits for students.

Vehicles will be cited 24 hours-a-day, year-round, for infractions that include, but are not limited to the following situations: parking in a designated "no parking", "loading", or "fire" zone;

occupying more than one space; blocking or impeding traffic; violation of “visitor” parking by students or employees; carpool violations; handicapped/accessible parking violations (no valid permit, or failure to properly display); overnight parking (without prior approval from Security Services) or camping; parking or driving on grass, sidewalks, planting beds or prohibited areas; or parking in areas not specifically designated for parking.

In addition to the above conditions, the following will be enforced between 7:00 am and 4:00 pm Monday through Friday: student parking in a space designated for “staff”; and no visible permit.

Motorcycles may not be driven on sidewalks or lawns. Speed of any moving vehicle, including bicycles and electric carts, must be reasonable and prudent for conditions, and not exceed posted speed limits. Bicycles are not allowed in buildings at any time, and must be parked in appropriate bicycle racks.

An accumulation of three or more infraction notices without payment of penalties will be forwarded to the Director of Student Life (in the case of students) or the Vice President-Administrative Services (in the case of an employee). Vehicles may be cited and impounded on the fourth violation, or if the vehicle is found to be blocking another vehicle or access, posing a threat to property or personal safety, restricting access to emergency vehicles, or any reason seen as appropriate by the Director of Security Services or his or her designee.

All persons have the right to appeal any parking infraction within five (5) working days of the issuance date of the infraction. An online Parking Appeals Form will be used to request and process the appeal. Appeals will be heard once a quarter by a panel of three persons appointed by the President or his/her designee, representing students, staff and administration. Unacceptable grounds for appeal are: to be unaware of the rules, forgetfulness, parking only for a short period, failure to properly display parking permit, or failure to notice signs, curb paint or space markings.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Smoking on Campus**

Section: 1000 Subsection: 1330	Initial Date of Approval: 1/30/09 Revision Date(s):
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PURPOSE

The purpose is to provide guidelines related to smoking on the grounds and within the buildings of Skagit Valley College (SVC) campuses and centers.

REFERENCES

[RCW 70.160, Smoking in Public Places](#)

POLICY

It is the intent of SVC, as an educational institution, to follow state law.

PROCEDURE

Smoking is permitted only in designated smoking areas.

Smoking is never permitted within 25 feet of entrances, exits, windows that open, and ventilation intakes .

Violations of the smoking policy may be referred to the college security office for enforcement. Students and employees who violate this policy and the Washington Clean Indoor Air Act are subject to reprimand and disciplinary proceedings according to appropriate policy.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Sustainable Transportation**

Section: 1000 Subsection: 1340	Initial Date of Approval: 1/30/09 Revision Date(s):
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PURPOSE

To establish the importance of sustainable transportation at Skagit Valley College (SVC) Campuses and Centers.

REFERENCES

[WAC 173-420-090](#) Transportation improvement program conformity

[WAC 458-20-180](#) Motor transportation, urban transportation

[WAC 468-60-010](#) Trip reduction performance program

POLICY

Skagit Valley College promotes adoption of sustainable approaches to meeting SVC's transportation needs.

PROCEDURE

SVC encourages the adoption and use of more sustainable approaches to transportation both with respect to infrastructure and behavior over which the SVC has direct control, but also where it has partial control or can exert influence through education, professional development, awareness-building, community partnerships and incentives.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
Vending Machines**

Section: 1000	Initial Date of Approval: 1/30/09
Subsection: 1350	Revision Date(s):

PURPOSE

The purpose is to provide guidelines for the installation or operation of vending machines at a Skagit Valley College campus or center.

REFERENCES

Not applicable.

POLICY

The installation or operation of any vending machine at a Skagit Valley College facility must be approved in advance by the college president.

PROCEDURE

Requests to install or operate a vending machine at a Skagit Valley College facility must be submitted in writing to the Office of the President. The President will approve or disapprove the request.

Administrative Responsibility: President

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR MEMORIALS**

Memorials Section: 1000 Subsection: 1360	Initial Date of Approval: 6/10/15
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PURPOSE

The purpose of this policy is to establish the procedures for placement of memorials at a College location.

REFERENCES

Board Policy Manual GP-7

POLICY

- Memorials may be placed consistent with the College’s mission, vision and guiding principles to recognize deceased individuals who have had a significant association with the College. Memorials will be made with the perspective of time and will maintain consistency with the College’s Facilities Master Plan and campus design standards. Consideration to place a memorial may be initiated no earlier than one year following death. Memorials will be made through the planting of a tree or placement of a bench. The College Board of Trustees delegates authority to the College President for approval and placement of memorials. The College retains the right to move or remove the memorial.

PROCEDURE

A. Memorial placement criteria. Consistent with the Board of Trustees policy statement, criteria to guide approval and placement of a memorial include:

- Memorials will be consistent with the College’s mission, vision and guiding principles
- Memorials will recognize deceased individuals who have had a significant association with the College
- Memorials will be made with the perspective of time, and maintain consistency with the Facilities Master Plan and campus design standards.
- Consideration to place a memorial may not be initiated earlier than one year following death.

B. Process for Proposing Placement of a Memorial

- A proposal to place a memorial may be initiated in writing and forwarded to the President. The written recommendation shall include: (1) biographical summary of the person proposed to be honored, (2) how placement of a memorial responds to the criteria above, (3) reasons the placement of a memorial is merited, and (4) requested type and location of memorial.
- Costs to purchase and install the bench or tree will be determined by the administrative vice president and communicated in writing to the proposer(s). Proposer(s) are responsible for the costs associated with purchase and installation of the memorial.
- Upon receipt of written acceptance of the terms listed above, the administrative vice president will forward a recommendation to the College President.
- If the recommendation is approved by the President, actions necessary to place the memorial will be facilitated by the administrative vice president.

ADMINISTRATIVE RESPONSIBILITY: President