Agenda
Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
500 Tausick Way; Walla Walla, WA
Wednesday, February 18, 2015 – 9:30 a.m.

9:30 a.m. Call to Order
Approval of Minutes Action
Approval of Agenda Action

Don McQuary, Chair

9:35 a.m. Interim Winter Quarter Enrollment Report Discuss Tab 1
Dr. Nick Velluzzi

9:45 a.m. Instruction Report
Dr. Marleen Ramsey

➢ Achieving the Dream Report Discuss
   Jill Emigh
➢ 2015-16 Instructional Calendar Action Tab 2
   Dr. Ramsey

9:55 a.m. January Budget Status Report Discuss Tab 3
Davina Fogg

10:05 a.m. Student Services Report
Wendy Samitore

➢ Associated Student Body Activity Reports
   Clarkston: Teresa Joner
   Walla Walla: Paige Vincent

10:15 a.m. Personnel Update Discuss
Sherry Hartford

10:25 a.m. WWCC Foundation Activities Report Discuss
Doug Bayne

10:35 a.m. Implementing a Mobile-Friendly Web Site Discuss
Bill Storms

10:45 a.m. Break
<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter</th>
<th>Notes</th>
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<tbody>
<tr>
<td>10:55 a.m.</td>
<td>Sabbathal Report</td>
<td>Steve May</td>
<td>Discuss</td>
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<tr>
<td>11:10 a.m.</td>
<td>December Capital Budget Report</td>
<td>Mrs. Fogg</td>
<td>Discuss Tab 4</td>
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<td>11:20 a.m.</td>
<td>TACTC Winter Conference</td>
<td>Trustees</td>
<td>Discuss</td>
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<td>11:30 a.m.</td>
<td>Legislative Update</td>
<td>Dr. VanAusdle</td>
<td>Discuss</td>
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<td>11:40 a.m.</td>
<td>New and Unscheduled Business</td>
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<td>Discuss</td>
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<td></td>
<td>Adjournment</td>
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<tr>
<td>12:00 p.m.</td>
<td>Tour of SEA-TECH Skills Center</td>
<td>Dennis Matson, Skills Center Director</td>
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The Board of Trustees of Community College District No. 20 met in regular session on January 21, 2015, in the Board Room of Walla Walla Community College. Mr. McQuary called the meeting to order at 9:30 a.m.

**Trustees present:**
- Mr. Don McQuary
- Mrs. Darcey Fugman-Small
- Mrs. Kris Klaveano
- Mr. Miguel Sanchez
- Dr. Roland Schirman

**Administrators present:**
- Dr. Steven Van Ausdell, President
- Mrs. Davina Fogg, Vice President, Financial Services
- Dr. Marleen Ramsey, Vice President, Instruction
- Mrs. Wendy Samitore, Vice President, Student Services
- Mrs. Kathy Adamski, Dean, Health Science Education
- Mr. Jerry Anhorn, Dean, Ag Science, Energy & Water Management
- Mr. Doug Bayne, Director, Resource Development
- Dr. Janet Danley, Director, Clarkston Campus
- Mrs. Jessica Gilmore, Dean, Business, Entrepreneurial Programs & Extended Learning
- Mrs. Sherry Hartford, Director, Human Resources
- Mrs. Stacy Prest, Director Library Services
- Mr. Angel Reyna, Dean, Workforce Education
- Dr. Joe Small, Dean, Corrections Education
- Mrs. Darlene Snider, Dean, Transitional Studies
- Dr. Nick Velluzzi, Director, Planning & Assessment
- Mrs. Kristi Wellington-Baker, Director, Student Development Center

**Also present:**
- Dr. Chad Miltenberger, Assistant Director, Clarkston Campus
- Ms. Carol Fitzgerald, Assistant Director, Corrections Education
- Ms. Caitlin Fleming, Assistant Attorney General
- Mr. Bryan Ovens, Assistant Attorney General
- Ms. Jerri Ramsey, Recording Secretary
Approval of Minutes.

Mrs. Fugman-Small moved and Mrs. Klaveano seconded to approve the minutes of the December 17, 2014 Board of Trustees meeting with the following correction: Change the time the Board returned to open session from Executive Session to **11:55 a.m.**, instead of 11:35 a.m. *Motion carried.*

Approval of Agenda.

Dr. Schirman moved and Mr. Sanchez seconded to approve the agenda for the January 21, 2015 Board of Trustees meeting with one change: The Achieving the Dream Report to be the first of the Instruction Reports. *Motion carried.*

Enrollment Reports.

**Final Fall Quarter.** Dr. Velluzzi reviewed the Final Fall Quarter enrollment report, including: Net State Supported enrollment down 240 FTES, or 7.6%, and Total Enrollment All Funding sources down 350 FTES, or 7.7% overall, compared to the previous year.

**Interim Winter Quarter.** Dr. Velluzzi reviewed the Interim Winter Quarter enrollment report, including: Net State Supported enrollment down 212 FTES, or 7%, Total Enrollment All Funding sources down 162 FTES, or 4%, and Unduplicated Headcount at 5,181, up from 4,762, compared to the previous year.

Dr. Ramsey and each of the instructional deans then provided reports of their individual areas of responsibility and analysis of the enrollment data from each of their program areas.

Student Services Report.

**Associated Student Body Activity Reports.** Walla Walla ASB President Paige Vincent reported on recent athletic events; scholarship workshops conducted by TriO; activities honoring Dr. Martin Luther King, Jr.; and two Seahawks' Blue Fridays. Clarkston ASB President Teresa Joner reported on the upcoming Spirit Week; PBL's clothing drive; a February 10 blood drive; and a planned concert to benefit the local animal shelter.

Instruction Report.

**Health Science/Nursing Update.** Mrs. Adamski introduced Rob Becker and announced that Mr. Becker had successfully completed the national certification exam for Certified Nurse Educator; a credential establishing nursing education as a specialty area of practice demonstrating Mr. Becker's expertise.
Achieving the Dream Report. Mrs. Emigh introduced Karen Kirkwood as the new co-chair of the Achieving the Dream initiative; reported 81% of the students in the first class of the paired Sociology/English course achieved a C or better; and work was continuing on the WWCC Strategic Plan for Equity and Inclusion.

For Information Only – 2015-16 Instructional Calendar. Dr. Ramsey reviewed the proposed 2015-16 Instructional Calendar noting the only major change was a return to a seven-week summer quarter vs. eight weeks.

December Budget Status Report. Mrs. Fogg reviewed the December Budget Status Report, noting there had been no changes to the Revenue Budget and changes to the Expenditure Budget reflected the funding of faculty increments. Total Revenues were at 49.77% vs. 52.83% the previous year; Total Expenditures were at 47.47% vs. 46.72% the previous year. Grants and Contracts increased $50,000 with a $15,000 grant for the Corrections Ed AA Degree-Seattle Foundation and $35,000 to the Community Network.

WWCC Foundation Activities Report. Mr. Bayne reported the annual campaign raised $572,000, exceeding goal; the Foundation Board of Governors would be discussing a feasibility study for the Clarkston Workforce and Business Development Center building campaign; and the Governors would review a strategic plan for the Foundation.

December Capital Budget Report. Mrs. Fogg reviewed the December Capital Budget report, noting the addition of the $4.7 million budget for the Clarkston Workforce and Business Development Center. Mrs. Fogg explained the process dictated by the State Department of Enterprises Services (DES) for selection of an architect, reported the firm of NAC Architecture had been selected, and provided background information on the NAC leadership team. Mrs. Fogg also reported on the progress of the IPZ Alternative Energy Grant project, which will include: Solar panels to be installed on the roof of the Health Science Building, the irrigation pivot, and a parking canopy near the Water and Environmental Center; installation of 48 meters, both gas and electric; two transformers; and charging stations for battery-powered vehicles.

Personnel.

Appointments. Mrs. Hartford highlighted the background information and qualifications for the appointments of: Chad Bostwick, Catering Chef; Gwendolyn Dentinger, Career Navigator; and Darren Montgomery, Purchasing Manager.

Employee Recognition. Dr. VanAusdle congratulated and presented Josh Slepin with the Association for Institutional Research Certificate of Completion of a course on Designing IR Research and Longitudinal Tracking.
Legislative Update. Dr. VanAusdle reported the Governor's budget had been released and that the community and technical college system's number one priority continues to be employee compensation. Mr. McQuary noted the Trustees would be in Olympia the following week for a TACTC Conference and opportunity to meet with legislators.

New and Unscheduled Business. Dr. VanAusdle reported a tour of the SEA-TECH Skills Center was scheduled immediately following the adjournment of the February 18, 2015 Board of Trustees meeting.

Adjournment. The meeting adjourned at 11:45 a.m.

______________________________
Steven L. VanAusdle, President

ATTEST:

______________________________
Don McQuary, Chair
Board of Trustees
DATE: February 12, 2015

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: 2015 Interim Winter Enrollment Report

Attached is the Interim Enrollment Report for Winter Quarter, 2015. Key elements of the report include:

- Net enrollment in state-support classes is currently 2,981.7 FTE, down 155.5 FTE or 5.1% from this time Winter Quarter 2014. Headcount is 4,127, down from 4,296 last Winter Quarter.

- Enrollment in Corrections is 1,225.4 FTE, up 55.3 FTE or 4.7% from last Winter Quarter. Unduplicated Headcount is 1,684, slightly up from 1,679 last Winter Quarter.

- Running Start FTE is 140.9, marginally down by 1.4 FTE or .9% from last year. Running Start headcount is 234, slightly down from 249 last Winter Quarter.

- AEP FTE is 88.3, up 1 FTE or 1.1%. AEP headcount is 99, which is slightly down from 101 this time last Winter Quarter.

- Total enrollment (all funds) is 4272.6 FTE, down 56.6 FTE or 1.5% from last Winter Quarter. Unduplicated Headcount is 5,811, down from 5,975 last Winter Quarter.
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### 2015-2016 WWCC Instructional Calendar

#### 2015 MAY
- **1-3** Faculty Option days
- **4** Sustainability Day (College Closed)
- **7** Holiday (College Closed) Labor Day
- **8-18** Required faculty contract days
- **10, 11** Faculty In-Service
- **21** Fall Quarter Begins–54 Teaching, Exam, Advising Days
- **30** Winter Quarter Final eSchedule available

#### JUNE
- **10-12** Spring Quarter Exams
- **12** Spring Quarter Ends
- **12** Clarkson Center Recognition of Graduates
- **15** Faculty Option Days
- **16** Spring Grades Due to Registrar by 5:00 p.m.
- **22** Summer Quarter Begins
- **26** Sustainability Day (College Closed)

#### JULY
- **2** Holiday (College Closed) Independence Day
- **3** Sustainability Day (College Closed)
- **10** Sustainability Day (College Closed)
- **17** Sustainability Day (College Closed)
- **20** Last day to drop Summer Session Classes
- **24** Sustainability Day (College Closed)
- **31** Sustainability Day (College Closed)

#### AUGUST
- **6** Summer Quarter Ends
- **7** Sustainability Day (College Closed)
- **11** Summer Grades Due to Registrar by 5 p.m.
- **14-18** Summer and Fall Quarter Final eSchedules
- **24** Sustainability Day (College Closed)
- **28** Sustainability Day (College Closed)
- **29** WSP Summer Quarter Ends

#### 2016 MAY
- **11** Advising Day (most day classes cancelled)
- **13** Last day to drop Spring classes
- **16** Summer and Fall Registration Begins for Returning Students
- **23** Summer Registration Begins for New Students
- **30** Holiday (College Closed) Memorial Day

#### JUNE
- **8-10** Spring Quarter Exams
- **10** Spring Quarter Ends
- **10** Clarkson Center Recognition of Graduates
- **11** Walla Walla Campus Recognition of Graduates
- **13-14** Faculty Option Days
- **14** Spring Grades Due to Registrar by 5:00 p.m.
- **20** Summer Quarter Begins

#### NOVEMBER
- **6** Winter Quarter Final eSchedule available
- **9-11** Fall Quarter Exams
- **11** Fall Quarter Ends
- **14-18** Faculty Option Days–No Class Sessions
- **24** Winter Quarter Registration Begins for Returning Students

#### DECEMBER
- **30** Winter Quarter Registration begins for New Students

#### 2016 JANUARY
- **1** Holiday (College Closed) New Year’s Day
- **4** Winter Quarter Begins—53 Teaching, Exam, Advising Days
- **10** Winter Quarter Registration Begins for New Students
- **15** Winter Quarter Final eSchedule available
- **18** Last day to drop Winter classes
- **24** Advising Day (most day classes cancelled)
- **29** Spring Quarter Registration Begins for Returning Students

#### FEBRUARY
- **12** Spring Quarter Final eSchedule available
- **15** Holiday (College Closed) Presidents’ Day
- **18** Last day to drop Winter classes
- **24** Advising Day (most day classes cancelled)
- **29** Spring Quarter Registration Begins for Returning Students

#### MARCH
- **7** Spring Quarter Registration Begins for New Students
- **16-18** Winter Quarter Exams
- **18** Winter Quarter Ends
- **21-28** Faculty Option Days
- **21-29** Spring Break
- **22** Winter Grades Due to Registrar by 5:00 p.m.
- **29** Winter Quarter Final eSchedule available

#### APRIL
- **29** Summer and Fall Quarter Final eSchedules available

#### Key

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### Revenue:

#### State Funds:
- **Base Allocation**: $12,620,249
  - Adjusted: $12,869,602
  - Difference: $0
  - % of Prior Year: 53.16%
  - % of Annual Budget: 57.41%
- **Opportunity Grant**: $461,412
  - Adjusted: $461,412
  - Difference: $0
  - % of Prior Year: 59.59%
  - % of Annual Budget: 59.70%
- **Worker Retraining**: $1,612,573
  - Adjusted: $1,945,698
  - Difference: $0
  - % of Prior Year: 56.37%
  - % of Annual Budget: 59.79%

#### Total State:
- $14,694,234
  - % of Prior Year: 53.76%
  - % of Annual Budget: 57.70%

#### Local Funds:
- **General**:
  - **Operating Fees**: $8,933,723
    - Adjusted: $8,783,723
    - Difference: $0
    - % of Prior Year: 66.51%
    - % of Annual Budget: 70.22%
  - **General Local**: $1,533,900
    - Adjusted: $1,533,900
    - Difference: $0
    - % of Prior Year: 64.29%
    - % of Annual Budget: 70.60%
  - **Alternative Education Program**: $410,000
    - Adjusted: $410,000
    - Difference: $0
    - % of Prior Year: 0.00%
    - % of Annual Budget: 0.00%
  - **Running Start**: $233,822
    - Adjusted: $233,822
    - Difference: $0
    - % of Prior Year: 4.28%
    - % of Annual Budget: 33.80%
  - **Foundation Support**: $140,000
    - Adjusted: $140,000
    - Difference: $0
    - % of Prior Year: 50.00%
    - % of Annual Budget: 50.00%
  - **Corrections Ed.-Indirect**: $642,930
    - Adjusted: $655,559
    - Difference: $0
    - % of Prior Year: 45.39%
    - % of Annual Budget: 50.69%
  - **Excess Enrollment from FY14**: $225,000
    - Adjusted: $225,000
    - Difference: $0
    - % of Prior Year: 58.33%
    - % of Annual Budget: 0.00%
  - **Carry-Forward from FY14**: $125,000
    - Adjusted: $125,000
    - Difference: $0
    - % of Prior Year: 58.33%
    - % of Annual Budget: 100.00%

#### Total General:
- $12,695,553
  - % of Prior Year: 59.16%
  - % of Annual Budget: 64.50%

#### Self-Support:
- **Self-Support**:
  - **Washington On Line (W AOL)**: $0
    - Adjusted: $0
    - Difference: $0
    - % of Prior Year: 0.00%
    - % of Annual Budget: 22.32%
  - **Community Service**: $75,000
    - Adjusted: $75,000
    - Difference: $0
    - % of Prior Year: 81.57%
    - % of Annual Budget: 86.13%
  - **Ancillary Programs**: $800,000
    - Adjusted: $800,000
    - Difference: $0
    - % of Prior Year: 47.96%
    - % of Annual Budget: 56.82%

#### Total Self Support:
- **$875,000**
  - % of Prior Year: 50.84%
  - % of Annual Budget: 54.87%

#### Total Local Funds:
- **$13,570,553**
  - % of Prior Year: 58.62%
  - % of Annual Budget: 63.79%

#### Total Revenue:
- **$28,264,787**
  - % of Prior Year: 56.04%
  - % of Annual Budget: 60.57%

### Expenditures:

#### By Object:
- **Salaries and Wages**: $17,401,122
  - Adjusted: $17,269,793
  - Difference: $(100,306)
  - % of Prior Year: 53.69%
  - % of Annual Budget: 53.37%
- **Benefits**: $5,063,352
  - Adjusted: $5,048,010
  - Difference: 454
  - % of Prior Year: 56.69%
  - % of Annual Budget: 56.38%
- **Rents**: $166,128
  - Adjusted: $166,128
  - Difference: $0
  - % of Prior Year: 71.99%
  - % of Annual Budget: 163,400
  - **Utilities**: $825,455
    - Adjusted: $823,405
    - Difference: 2,050
    - % of Prior Year: 43.90%
  - **Goods and Services**: $2,801,284
    - Adjusted: $2,871,104
    - Difference: $111,820
    - % of Prior Year: 51.48%
  - **Travel**: $494,585
    - Adjusted: $891,719
    - Difference: $400,484
    - % of Prior Year: 30.03%
  - **Subsidies/Transfers/Debt Service**: $1,279,039
    - Adjusted: $1,369,760
    - Difference: $90,721
    - % of Prior Year: 68.09%

#### Total by Object:
- **$28,264,787**
  - % of Prior Year: 55.53%
  - % of Annual Budget: 55.78%

#### By Program:
- **Instruction**: $11,670,440
  - Adjusted: $11,865,578
  - Difference: $13,524
  - % of Prior Year: 52.69%
  - % of Annual Budget: 53.92%
- **Washington On Line (W AOL)**: $0
  - Adjusted: $0
  - Difference: $0
  - % of Prior Year: 0.00%
  - % of Annual Budget: 25.48%
- **Community Service**: $5,063,352
  - Adjusted: $5,048,010
  - Difference: 454
  - % of Prior Year: 56.69%
  - % of Annual Budget: 56.38%
- **Instructional Computing**: $379,508
  - Adjusted: $391,601
  - Difference: $12,693
  - % of Prior Year: 52.70%
  - % of Annual Budget: 75.79%
- **Ancillary Support**: $800,000
  - Adjusted: $800,000
  - Difference: $0
  - % of Prior Year: 47.96%
  - % of Annual Budget: 56.82%
- **Academic Administration**: $2,879,202
  - Adjusted: $2,911,936
  - Difference: $32,734
  - % of Prior Year: 53.90%
  - % of Annual Budget: 47.89%
- **Library Services**: $603,401
  - Adjusted: $593,858
  - Difference: 9,543
  - % of Prior Year: 47.32%
  - % of Annual Budget: 39.95%
- **Student Services**: $3,804,393
  - Adjusted: $3,885,375
  - Difference: $81,982
  - % of Prior Year: 52.70%
  - % of Annual Budget: 60.72%
- **Institutional Support**: $1,612,573
  - Adjusted: $1,945,698
  - Difference: $0
  - % of Prior Year: 56.37%
  - % of Annual Budget: 59.79%
- **Facility Services**: $2,920,600
  - Adjusted: $2,881,911
  - Difference: $38,689
  - % of Prior Year: 43.19%
  - % of Annual Budget: 67.58%

#### Total by Object:
- **$28,264,787**
  - % of Prior Year: 55.53%
  - % of Annual Budget: 55.78%
## CORRECTIONS EDUCATION

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**WALLA WALLA COMMUNITY COLLEGE**

**Grants and Contracts**

**January 2015**

**Tab 3**

**Page 2**
February 10, 2015

From: Davina Fogg
Vice President of Financial Services

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<td>$76,000</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$2,484,168</td>
<td>$983,956</td>
<td>$1,113,710</td>
<td>$386,502</td>
</tr>
</tbody>
</table>

|      |      | 2011-2013 Appropriations |        |              |              |         |
| S    | 4Z10 | Roof Repair - Main Building | $53,217 | $17,238 | $35,979 | - |
| S    | 4Z14 | Facility Repair - HVAC Repair - Library/Bookstore | $41,489 | - | - | $41,489 |
| S    | 4Z15 | Facility Repair - HVAC Repair - Technology Ctr. | $954 | - | - | $954 |
| S    | 4Z16 | Facility Repair - Sump Pumps | $4,147 | - | $1,209 | $2,938 |
| S    | 4Z17 | Facility Repair - Domestic Water Line - Dome | $141,305 | $130,895 | $10,410 | - |
|      |      | TOTAL | $241,112 | $148,133 | $47,598 | $45,381 |

|      |      | Local Funds and Grants |        |              |              |         |
| L    | 4Z8x | Water Center Expansion - Local | $171,593 | - | - | $171,593 |
| G    | 4Z86 | Economic Dev. Admin. (EDA) - Water Ctr. Exp. | $78,300 | - | - | $78,300 |
| G    | 4Z8x | IPZ Alternative Energy | $2,637,643 | $2,152,708 | $68,802 | $416,133 |
| L/G  | 4Z72 | EDA - Clarkston Workforce and Bus. Dev. Ctr. | $4,700,000 | $27,900 | - | $4,672,100 |
| G    | 4Z6P | PP&L Blue Sky Grant | $22,000 | - | $22,000 | - |
|      |      | TOTAL | $7,609,536 | $2,180,608 | $90,802 | $5,338,126 |

|      |      | TOTAL ALL FUNDS |        |              |              |         |
|      |      | $10,334,816 | $3,312,697 | $1,252,110 | $5,770,009 |

Percent Uncommitted 55.8%

Fund Types:
- S - State Appropriations
- L - Local
- G - Grant
- P - Private
- C - Certificate of Participation.