



**Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
WWCC Clarkston Campus | Rm. 356/357
1470 Bridge Street | Clarkston, WA
Wednesday | October 26, 2022 | 9:30 a.m.**

***Please note: this meeting is open to the public for in-person attendance and will adhere to all required safety and health regulations.** To connect to the Wednesday, October 26, 2022 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/86380999221> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

9:30 a.m.	Call to Order <i>Ms. Tara Leer, Vice Chair</i>	
	Approval of Agenda <i>Ms. Leer</i>	Action
9:35 a.m.	Enrollment Strategies <i>Enrollment and Student Services Team</i>	Discuss
10:20 a.m.	Break	

Board Meeting Agenda

All Times are Estimates

10:30 a.m.	Board Meeting Resumes		
10:30 a.m.	Consent Agenda <i>Ms. Leer</i> <ol style="list-style-type: none">1. September 28, 2022 Board Meeting Minutes2. Personnel Update	Action	Tab 1 Tab 2
10:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
10:50 a.m.	Student Government Association Activity Report ➤ Clarkston Campus <i>Ms. Miranda Fisk</i>	Discuss	
11:00 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
11:10 a.m.	Interim Fall Quarter Enrollment Report <i>Dr. Nick Velluzzi</i>	Discuss	Tab 3

11:20 a.m.	Financial Update <i>Ms. Lori Peterson</i>	Discuss	
11:30 a.m.	First Read: 2023 Board of Trustees Meeting Schedule <i>Dr. Hickox</i>	Discuss	Tab 4
11:35 a.m.	Second Read: Board Policy 1340 – Participatory Governance <i>Dr. Hickox</i>	Action	Tab 5
11:40 a.m.	Transforming Lives Award <i>Ms. Leer and Mr. Sergio Hernandez</i>	Discuss	
11:50 a.m.	Board Reports / Remarks ➤ Appoint Primary and Secondary Representatives to ACT Legislative Action Committee	Discuss	
12:00 p.m.	New and Unscheduled Business	Discuss	
12:10 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	Discuss	
12:25 p.m.	Adjournment Optional Meet & Greet w/Clarkston Faculty Participating in Tenure Process		

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

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, September 28, 2022 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:32 a.m.

Trustees present: Mr. Bill Warren, Chair
Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Tara Leer
Ms. Michelle Liberty

Administrators present: Dr. Chad Hickox, President
Ms. Brooke Marshall, Vice President, Human Resources
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Jessica Cook, Executive Director, Foundation
Dr. Karl Easttorp, Director, Marketing & Communications
Dr. Sara Egbert, Interim Dean, Academic Transfer
Ms. Denise Kammers, Dean, Corrections Education
Dr. Chad Miltenberger, Dean, Clarkston Campus
Dr. Benjamin Schultze, Dean, Nursing & Allied Health

Also present: Ms. Kathy Adamski, Assistant Dean, Nursing
Ms. Debra Erikson, Assistant Dean, Student Success Center
Ms. Diana Herrmann, Director, Guided Pathways
Ms. Doreen Kennedy, Recording Secretary
Ms. Tessa Kimball, Assistant Dean, Enrollment Services
Mr. Bryan Ovens, AAG
Ms. Jacquelyn Ray, Director, Library Services
Ms. Katie Ross, Director, Finance/Controller

Approval of Agenda.

Mr. Burt moved and Mr. Hernandez seconded to approve the agenda for the September 28, 2022 Board of Trustees meeting as presented. *Motion carried.*

Accreditation Year 7 Visit. Dr. Graydon Stanley and Dr. Sara Egbert led the Board of Trustees through a presentation on the College's upcoming accreditation visit, including a brief overview

of the Year 6 and Year 7 reports, why accreditation is important, the Board's role in accreditation, and preparation for the visit.

Consent Agenda.

Mr. Hernandez moved and Mr. Burt seconded that the consent agenda items be approved or accepted, as appropriate:
1) August 24, 2022 Board Meeting Minutes, 2) Personnel Update.
Motion carried.

Introduction of 2022-23 SGA Leadership. Dr. Stanley introduced SGA's 2022-23 leadership team from both campuses.

Student Government Association Activity Report.

- **Walla Walla Campus.** Mr. Ricky Gonzalez, Walla Walla SGA President, reported on the following topics:
 - Fall Quarter Welcome – 1st day of fall quarter
 - Improving communication with students/staff/faculty utilizing Canvas platform
 - Voter Registration and Right to Vote events
 - Promoting Rec Center usage with health and wellness as a priority

Faculty Senate Update. Report cancelled due to illness.

President's Report. Dr. Hickox reported on the following topics:

- Fall Quarter Enrollment: Due to significant portions of missing data within the PeopleSoft reporting system, an accurate representation of enrollment is not available and will be unreliable for the foreseeable future. Anecdotally, enrollment is significantly stronger than it has been and there is a stronger presence on campus. SBCTC's official enrollment count occurs on the tenth day, which is September 30.
- Warrior Pledge: The pilot is working as intended. We have identified 41 recipients for the pilot, and have an additional list of potential applicants in hopes that we can increase that to 50. Work is ongoing to determine the average cost per award, currently awards range from \$400-\$2,000 per quarter for cost of attendance.
- Kudos: Deep appreciation goes out to Maisie Peralez, Director of Student Financial Support, and the Financial Aid staff as they continue to work diligently to award financial aid to our students amidst continued struggles associated with ctcLink and staffing.
- CCAMPIS Childcare Grant: WWCC was awarded \$512,000 (\$128,000/year for 5 years), which is the maximum grant award available. We are working on plan for implementation of the grant and have identified a local provider that we are partnering with.
- Participatory Governance: A meeting is scheduled with the Governance Council to discuss how the existing council can help create a steering committee for the new

governance structure, as well as a call out for volunteers to participate in the steering committee.

- Science Wing Ribbon Cutting: To be held Tuesday, October 4, 3:30 PM

Enrollment Reports.

- **2021-22 Year-End Enrollment.** Dr. Nick Velluzzi reviewed the 2021-22 Year-End Enrollment Report compared to the previous year-end, including:
 - State-supported enrollment up 3 FTE, ending at 1,699 FTE
 - Contract enrollment increased 7%, ending at 1,413 FTE
 - Self-support enrollment was up 17 FTE, ending at 54 FTE
 - Total enrollment reported 3,166 FTE, up 4% from the prior year
- **Summer Quarter Enrollment.**
 - All funds closed at 1,082 FTE, down 12.5% from the previous summer quarter
 - State-supported enrollment closed at 366 FTE, down 2.4%
 - Contract enrollment was down 18% at 694 FTE
 - Self-support enrollment closed at 22 FTE, up 16 FTE from the previous summer
- **Preliminary Fall Quarter Enrollment.** Dr. Velluzzi highlighted fall quarter enrollment, compared to the close of the previous fall quarter:
 - State-supported enrollment reporting 1,623 FTE, a decline of 3.2%
 - Contract enrollment is down 73% at 348 FTE, largely due to the timing of corrections education enrollment
 - Self-support enrollment reporting 44 FTE, down 15 FTE
 - Combined fund sources amount to 2,015 FTE, down 33%, largely due to the timing of enrollment in corrections education

Financial Update. Ms. Lori Peterson provided a 2021-22 year-end financial update, including:

- Final updated Operating Budget of \$33,580,957
- Revenue
- Expenditures – by Category and Function
- Course Program Fees

First Read: Board Policy 1340 – Participatory Governance. Dr. Hickox presented a first read of the proposed Participatory Governance Board Policy. The policy will be presented to the Board at its regular October meeting for a second read and approval.

Emergency Succession Plan. Dr. Hickox shared his emergency succession plan with the Board, naming Dr. Jess Clark, Vice President of Instruction and Dr. Graydon Stanley, Vice President of Student Services.

Introduction of Vice President of Human Resources. Dr. Hickox introduced Brooke Marshall, new Vice President of Human Resources and member of the Executive Leadership Team.

Faculty Emeritus Request. Dr. Hickox requested that the Board of Trustees grant Emeritus Status for retired faculty member, Eric Schulz. The Board of Trustees thanked Mr. Schulz for his

service to students and to the College, and Mr. Burt acknowledged Mr. Schulz as being an excellent candidate to be the first faculty granted emeritus status.

Mr. Burt moved and Mr. Hernandez seconded to grant emeritus status to retired faculty member, Mr. Eric Schulz, with the attached Board Resolution made a part of these minutes. *Motion carried.*

Board Reports / Remarks. The following items were discussed:

- Transforming Lives Award – Mr. Hernandez and Ms. Leer will review nomination applications for recommendation to the Board at the October meeting
- Presidential Evaluation Sub-Committee – Ms. Leer and Mr. Hernandez agreed to participate

New and Unscheduled Business. None.

Board of Trustees Election of 2022-23 Officers.

Mr. Burt moved and Mr. Hernandez seconded to elect Ms. Michelle Liberty as Chair of the Board of Trustees.
Motion carried.

Mr. Burt moved and Mr. Hernandez seconded to elect Ms. Tara Leer as Vice Chair of the Board of Trustees.
Motion carried.

Public Comment. None.

Adjournment. The meeting adjourned at 12:32 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Bill Warren, Chair
Board of Trustees

Walla Walla Community College

Board of Trustees

Faculty Emeritus Resolution

WHEREAS, in accordance with College policy, Walla Walla Community College grants emeritus status to retiring faculty who have served the College with distinction; and

WHEREAS, Mr. Eric Schulz joined the faculty at Walla Walla Community College in 1989 and served as a Mathematics Instructor until his retirement on June 15, 2022, delaying retirement by one year to ensure continuity of the Math department; and

WHEREAS, he has contributed significantly to curriculum redesign, labor/management relations, and the early architecture of the College's Information Technology systems and processes; and

WHEREAS, he has served on a number of hiring screening committees, ensuring that faculty and other WWCC employees exhibit the professional qualifications and values to uphold the legacy of WWCC; and

WHEREAS, he has been a staunch supporter of WWCC athletics and student-athletes; and

WHEREAS, he has authored an internationally recognized set of math textbooks; and

WHEREAS, he has left an indelible legacy at the College, perhaps most notably through educating, inspiring, and mentoring thousands of mathematics students; and

WHEREAS, he has shown the highest integrity and leadership, and his continued support and constant vigilance of quality has continued to improve the status of Walla Walla Community College and the education of students.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Walla Walla Community College, that it approves appointment of Mr. Eric Schulz as Faculty Emeritus at Walla Walla Community College.

BE IT FURTHER RESOLVED, that the Board herein extends its deepest appreciation to Mr. Schulz for his dedication and service to Walla Walla Community College, and to the students served.

BE IT FURTHER RESOLVED, that this Resolution is spread upon the permanent minutes of this Board and that copies are given to Mr. Schulz to share with members of his family, and to other appropriate College officials.

Accepted on this 28th day of September, 2022

William W. Warren

*Mr. Bill Warren, Chair
Board of Trustees*



WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: October 20, 2022
TO: Board of Trustees
FROM: Brooke Marshall, Vice President of Human Resources
SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in September 2022.

New Hires

Nally, Carmen – Fiscal Analyst 2, Business Services
Rogers, Hailee – FTF, Health Sciences
Bradel-Tretheway, Birgit – Science Lab Manager/TLC Coordinator, Clarkston
Charlo, Jenny – PT Nursing Test Proctor, Clarkston
Teal, Tiffany – Educational & Career Navigator (BFET), Student Services
Lamas, Glenda – Academic Transfer Navigator/Advisor, Student Services
Guzman, Rose – Program Assistant, Clarkston
Brown, Rhonda – Nursing Lab Assistant, Clarkston
Griggs, Nicole – FTF, Academic Transfer
Olson, Marley – FTF, Academic Transfer
Pruitt, Karlee – FTF, Workforce Transfer & Trades

Separations:

Harshfield, Shastain – Custodian 2, Facilities

Changes:

Che, Lembi – FTF, Nursing, Clarkston (part-time to full-time)
Hays, Kayla – FTF, Nursing (part-time to full-time)
Justice, Griselda – FTF, Nursing (part-time to full-time)
Sereda, Tracy – FTF, Workforce Transfer & Trades (part-time to full-time)
McCormick, Halley – FTF, Academic Transfer (part-time to full-time)

Full-Time Positions Currently Posted

Administrative Assistant 3
Adult Basic Education Instructor, CRCC & WSP
Agriculture & Natural Resource Center of Excellence Program Manager
Carpentry Instructor, CRCC
CNC Machining Technology Instructor, WSP
Construction Trades Apprenticeship Preparation Instructor, WSP
Custodian 2 (two openings)
Dean of Academic Transfer
Educational and Career Navigator, WSP
Financial Aid Outreach Specialist, WW & Clarkston
Financial Aid Specialist
Nursing Instructor, WW & Clarkston
Office Manager-Foundation
Purchasing Manager
Student Recreation & Wellness Coordinator
Tasting Room/Wine Marketing & Sales Manager



Walla Walla Community College

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

DATE: October 19, 2022

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Fall Quarter Enrollment

This memo contains enrollment data reported thus far for Fall Quarter, 2022.

- State-supported enrollment for fall quarter is currently reporting 1,561 FTE, which is currently down 117 FTE (7%) from the **close** of fall 2021.
- Contract enrollment is reporting 933 FTE, down 345 FTE (27%) from the **close** of fall quarter 2021. The difference is largely due to the timing of corrections education enrollment and the flow of corrections enrollment in PeopleSoft.
- Fall quarter self-support enrollment is reporting 45 FTE, down 14 FTE from the **close** of fall 2021.
- Enrollment for combined fund sources amounts to 2,538 FTE, down 476 FTE or 16% from the close of fall quarter 2021.



Office of the President
Walla Walla Community College
 500 Tausick Way
 Walla Walla, WA 99362-9267
 Phone: (509) 527-4274
 Fax: (509) 527-4249

MEMORANDUM

TO: WWCC Board of Trustees

DATE: October 19, 2022

FROM: Chad Hickox, President

RE: 2023 WWCC Board of Trustees Meeting Schedule – First Reading

The following represent the proposed dates for the 2023 Walla Walla Community College Board of Trustees meetings. This schedule is for your review only and, with your approval, will be placed on the Consent Agenda for the November 30, 2022 Board Meeting. Thank you.

Date	Time	Location
Wednesday, January 18, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, February 22, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Clarkston Campus
Wednesday, March 22, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, April 26, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, May 24, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, June 28, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, July 26, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, August 23, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, September 27, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, October 25, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Clarkston Campus
Wednesday, November 29, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, December 20, 2023	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus

**WALLA WALLA COMMUNITY COLLEGE
PARTICIPATORY GOVERNANCE
BOARD POLICY 1340**

The State of Washington grants authority to govern Walla Walla Community College (WWCC) to the WWCC Board of Trustees. The WWCC Board of Trustees in turn delegates to the college President the authority to conduct college operations in fulfillment of the College's mission. While final operations decision authority resides with the President, the Board of Trustees hereby directs the President to establish and maintain a participatory governance system through which college administrators will collaborate with a diverse set of stakeholders in conducting the business of WWCC. The President is authorized and directed by the Board to develop college administrative policies and procedures and to take action necessary to implement and operationalize this participatory governance board policy.

The WWCC participatory governance system is required to conform to Standard 2.A.1 of the Northwest Commission on Colleges and Universities (NWCCU), which requires:

- 1) a broad understanding of the governance system by the college community;
- 2) clearly defined authority, roles, and responsibility; and,
- 3) consideration of the views of faculty, staff, administrators, and students in decision-making processes on matters in which they have a direct and reasonable interest.

The WWCC participatory governance system will comprise a cohesive set of councils, committees, and task-forces with identified purposes/work-products, levels of authority, clear lines of communication, reporting relationships to other groups or administrators, and workflow guidelines. Collectively, this network is responsible for identifying, analyzing, developing, communicating, recommending action, referring issues to others, and otherwise addressing opportunities and challenges associated with WWCC mission fulfillment.

The governance structure at WWCC shall be guided by the following general principles:

- The ultimate measure of effective governance is student success.
- All decision-making at WWCC is based on a shared understanding of the mission, vision, and values of the college, and ties as directly as possible to the WWCC Strategic Plan.
- Recommendations and/or decisions are made at the appropriate level of the organization, by the appropriate individual(s) or group(s), with the requisite expertise.
- Councils, committees, task-forces, etc. will exercise authority appropriate for the role of the group—recommendation (most common); decision (in particular circumstances); or advise-and-consent.
- Whenever practicable, employees and students should select their representatives.
- Representatives of constituent groups involved in the participatory governance process are responsible for keeping their respective constituencies informed of the proceedings and recommendations of the various governance groups, as well as for the general dissemination of information, as appropriate.

- Members of the college community who are not part of the participatory governance system have the opportunity to provide feedback to their designated representatives and to seek insight from other decision-makers or authorities.

The WWCC participatory governance system is predicated upon the recognition of the role and authority of the President as being directly accountable and responsible to the Board of Trustees for the educational leadership and effective management of the college's employees, facilities, land, and fiscal resources. As such, robust engagement in the participatory governance system is actively encouraged so that final decisions made by the President, or the President's designee, will be informed by the diverse input and multiple perspectives that constitute one of WWCC's greatest strengths.

<p>Policy Contact: <u>President</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: _____</p> <p>Last Reviewed/Revised on: _____</p>
