



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | November 30, 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, November 30, 2022 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/81938305394> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

9:30 a.m.	Call to Order <i>Ms. Michelle Liberty, Chair</i>	
	Approval of Agenda <i>Ms. Liberty</i>	Action
9:35 a.m.	Marketing & Communications Overview <i>Dr. Karl Easttorp and Ms. Melissa Rodriguez</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. Liberty</i>	Action	
	1. October 26, 2022 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
	3. Interim Fall Quarter Enrollment Report		Tab 3
10:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
10:50 a.m.	Student Government Association Activity Report ➤ Walla Walla Campus <i>Mr. Ricky Gonzalez</i>	Discuss	
11:00 a.m.	Faculty Senate Update <i>Mr. Chris Mehl</i>	Discuss	
11:10 a.m.	October Financial Report <i>Ms. Peggy Lauerman</i>	Discuss	Tab 4

11:30 a.m.	Second Read: 2023 Board of Trustees Meeting Schedule <i>Dr. Hickox</i>	Action	Tab 5
11:40 a.m.	Board Reports / Remarks	Discuss	
11:50 a.m.	New and Unscheduled Business	Discuss	
12:00 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	
12:15 p.m.	Adjournment		
	Optional Meet & Greet w/Walla Walla 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, October 26, 2022 in the Workforce Center on the Walla Walla Community College Clarkston Campus and via Zoom. Ms. Tara Leer called the meeting to order at 9:34 a.m.

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

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. Jessica Cook, Executive Director, Foundation
Dr. Karl Easttorp, Director, Marketing & Communications
Mr. Jerry Anhorn, Dean, Workforce Transfer & Trades
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Christy Doyle, Dean, Access & Opportunity
Dr. Sara Egbert, Interim Dean, Academic Transfer
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
Mr. Bryan Ovens, AAG
Ms. Katie Ross, Director, Finance/Controller
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Approval of Agenda.

Mr. Burt moved and Mr. Hernandez seconded to approve the agenda for the October 26, 2022 Board of Trustees meeting as presented. *Motion carried.*

Enrollment Strategies. Dr. Graydon Stanley and several members of the Student Services team, Dr. Lisa Chamberlin, Ms. Melissa Rodriguez, Ms. Diana Herrmann, Mr. Andrew Wade, and Dr. Chad Miltenberger presented the College's enrollment and outreach strategies to the Board of Trustees.

Consent Agenda.

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

1) September 28, 2022 Board Meeting Minutes, 2) Personnel Update. *Motion carried.*

Transforming Lives Award. By consensus of the Board, the order of this agenda item was adjusted. Ms. Leer and Mr. Hernandez reviewed several submissions for this year's Transforming Lives Award, noting that the essay submissions were outstanding stories of transformation. Mr. Hernandez announced that Clarkston student and SGA officer, Catherine "Cat" Katelnikoff, was selected as the Board's nomination recommendation to be forwarded to ACT. Award winners will be selected by ACT at an awards ceremony to be held in Olympia in January.

Student Government Association Activity Report.

- **Clarkston Campus.** Ms. Miranda Fisk, Clarkston SGA President, reported on the following topics:
 - Introduction of Clarkston SGA Officers
 - SGA Goal: Promote Engagement & Sense of Community
 - LC Valley Chroma – Celebrate Love Event
 - Welcome Week
 - Community Resource Fair
 - Campus Decorations
 - Family Bowling Night
 - Trunk or Treat
 - SGA Concessions
 - Veterans Day Parade
 - Thanksgiving Day Baskets
 - Clarkston Lighted Christmas Parade

AHE Update. Mr. Jim Peitersen reported on the following topics:

- Finalization of Negotiated Agreement Procedures
 - Evaluation Process
 - Promotion Process
- Committee Appointments
- Professional Development Accounts
- Governor's Emergency Proclamation Ending October 31
- Hiring Process Concerns

Interim Fall Quarter Enrollment Report. Dr. Velluzzi reviewed the Interim Fall Quarter Enrollment Report, noting that compared to the close of the previous fall quarter:

- State supported enrollment reporting 1,561 FTE, down 7%

- Contract enrollment was at 933 FTE, a 27% decline, largely due to the timing of corrections education enrollment
- Self-support enrollment reporting 45 FTE, down 14 FTE
- Combined fund sources amount to 2,538 FTE, down 16%

Financial Update. Ms. Lori Peterson provided a financial update, including:

- Operating Budget Reconciliation
- Revenue
- Expenditures – by Category and Function
- Course/Program Fees

President's Report. By consensus of the Board, the order of this agenda item was adjusted. Dr. Hickox reported on the following topics:

- Weekly Communication Updates: Messages are being sent out weekly to the campus community and to the College Trustees - this practice should lighten the President's Board Reports.
- Accreditation Visit: We had a very successful visit in which we received three (3) commendations and five (5) recommendations. All recommendations received were items that we had identified as needs and had already begun addressing, providing great affirmation that the College has been self-aware enough to know where to direct energies and reinforced our commitment to doing the things we have begun. The Commission Board will take action on the final report at the NWCCU conference in January.
- Participatory Governance: Work continues on a participatory governance model, with a meeting scheduled November 2 to engage existing members of the Governance Council and additional volunteers to review a draft structure.
- Warrior Pledge Recipient Luncheon: Friday, October 28, 12:00 to 1:30 PM on the Walla Walla campus. Trustees are invited to attend and celebrate with our students.
- Fall College Forum: Tuesday, November 8, 3:30 to 5:00 PM
- Government to Government Tribal Relations Summit: Monday, November 14 at Big Bend Community College in Moses Lake. Board Chair, Michelle Liberty, will accompany Dr. Hickox in representing WWCC.
- CCAMPIS Grant: We held a kickoff meeting October 25 - there is great enthusiasm and we have some well-positioned community partners to assist as we move forward.
- Vice President of Administrative Services: Peggy Lauerman is scheduled to return November 7.

First Read: 2023 Board of Trustees Meeting Schedule. Dr. Hickox presented the proposed 2023 Board of Trustees Meeting Schedule. It was noted that, contrary to the typical fourth Wednesday of the month, the January date is scheduled the third Wednesday due to the NWCCU Commission Meeting which is scheduled the fourth week of January, and the November and December dates are adjusted due to the holidays.

Second Read: Board Policy 1340 – Participatory Governance. Dr. Hickox presented a second read of the proposed Participatory Governance Board Policy, noting there had been no changes since it had been presented as a First Read at the September Board Meeting.

Mr. Burt moved and Mr. Hernandez seconded to approve WWCC Board Policy 1340 – Participatory Governance as presented. *Motion carried.*

Board Reports / Remarks.

➤ **Appoint Primary and Secondary Representatives to ACT Legislative Action Committee.**

By consensus of the Trustees present, it was agreed that Mr. Burt and Mr. Warren would remain as the primary and secondary representatives to the ACT Legislative Action Committee.

The following items were discussed:

- Mr. Burt shared a recent interaction he had with a WWCC student athlete and expressed appreciation for the politeness and respect the student exhibited. Mr. Hernandez noted that he had a similar experience and also expressed appreciation for the behaviors exhibited by the student athletes.
- Reminder that the ACT 2023 Spring Conference will be held in Walla Walla May 15 & 16, 2023 and will require Trustee representation on the Planning Committee which will convene in January.

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 12:04 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer, Vice Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: November 17, 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 October 2022.

New Hires

Comstock, Megan – Student Success Center Navigator, Clarkston
Mercado, Larissa – Fiscal Analyst 1, Business Services

Separations:

Banderas, Margarita – Director of Equity, Diversity & Inclusion

Changes:

Chavez-Garcia, Nadia – Program Assistant, Student Services
Villarreal-Villaro, Linda – Fiscal Analyst 1, Business Services (temporary to permanent)
Coila, Danielle – Customer Relations Management Specialist, Student Services
McClellan, Eiledon – Program Coordinator, Early Learning Coalition

Full-Time Positions Currently Posted

Adult Basic Education Instructor, WSP
Assistant Director of Admissions and Records
Agriculture & Natural Resource Center of Excellence Program Manager
CNC Machining Tech Instructor, WSP
Custodian 2 (two openings)
Dean of Academic Transfer
Educational & Career Navigator, WSP
Financial Aid Outreach Specialist, WW & Clarkston
Financial Aid Specialist, WW
Fiscal Analyst 2 – Payroll
Microbiology Instructor
Nursing Instructor, WW & Clarkston
Program Coordinator – Athletics
Program Coordinator 2 – Financial Aid
Program Specialist 2 – Financial Aid
Purchasing Manager
Social & Digital Design Manager
Student Recreation & Wellness Coordinator



Walla Walla Community College

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DATE: November 17, 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 1,563 FTE, which is currently down 114 FTE (7%) from the **close** of fall 2021.
- Contract enrollment is reporting 1,070 FTE, down 207 FTE (19%) from the **close** of fall quarter 2021.
- Fall quarter self-support enrollment is reporting 48 FTE, down 11 FTE from the **close** of fall 2021.
- Enrollment for combined fund sources amounts to 2,682 FTE, down 332 FTE or 12% from the close of fall quarter 2021.
- The December enrollment report at the regular Board of Trustees meeting will include preliminary winter quarter state-supported numbers and additional data on fall quarter state-supported enrollment over time.

Financial Presentation

Board of Trustees Meeting
November 30, 2022



Presentation Summary

- Operating Budget Reconciliation
- Revenue
- Expenditures, by Category and Function
- Course/Program Fees
- Grants and Contracts
- Questions

FY2023 Operating Budget

Approved 2022-2023 Operating Budget	\$35,144,754
Approved 2022-2023 Course/Program Fees Budget	1,328,000
Approved 2021-2022 Operating Budget	\$36,472,754

Operating Budget

Approved 2022-2023 Operating Budget Spending	\$35,144,754	
Allocation 1 - Postsecondary Enrollment SSHB1825	\$160,000	} 934,080
Allocation 1 - Out-of-State Payroll Specialist	-2,578	
Allocation 2 - Curriculum Review	3,660	
Allocation 2 - Health Care Opportunity Grants	219,000	
Allocation 2 - Centers of Excellence	-2,000	
Allocation 2 - Goldstar Families	3,998	
Allocation 3 - Health Care Simulation Labs	427,000	
Allocation 4 - Equity & Access SB 5194	125,000	

Updated 2022-2023 Operating Spending	\$36,078,834
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Revenue

	2022-2023 Adjusted Budget	% of Total	2022-2023 YTD Actuals	% of Budget	2021-2022 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$21,300,349	59%	\$6,015,421	28%	\$5,049,389	27%	\$966,033	19%
Opportunity Grant	461,412	1%	133,193	29%	90,847	20%	42,346	47%
Worker Retraining	1,725,323	5%	514,410	30%	439,689	25%	74,721	17%
Total State Revenue	\$23,487,084	65%	\$6,663,025	28%	\$5,579,925	26%	\$1,083,100	19%
Operating Fee & Other Revenue								
Operating Fee	\$6,250,000	17%	\$2,896,870	46%	\$2,391,141	39%	\$505,729	21%
Student Fees/Other Misc Rev	365,750	1%	321,493	88%	122,066	33%	199,428	163%
Open Doors Program	42,000	0%	21,324	51%	-	0%	21,324	0%
Running Start	1,700,000	5%	44,954	3%	-	0%	44,954	0%
Foundation Support	250,000	1%	-	0%	50,000	25%	-50,000	-100%
Grants and Contracts - Indirect	964,000	3%	-	0%	250,004	25%	-250,004	-100%
Community Service	260,000	1%	73,169	28%	94,460	52%	-21,292	-23%
Ancillary Programs	150,000	0%	46,651	31%	21,402	14%	25,249	118%
Total Tuition & Other Revenue	\$9,981,750	28%	\$3,404,461	34%	\$2,929,072	\$0	\$475,388	16%
Use of Fund Balance (ctcLink)	\$1,110,000	3%	\$103,613	0%	\$362,882	35%	-\$259,269	-71%
CRSSAA/ARPA Funding	\$1,500,000	4%	\$11,148	0%	\$0	30%	\$11,148	0%
TOTAL REVENUE	\$36,078,834	100%	\$10,182,247	28%	\$8,871,880	27%	\$1,310,367	15%

Expenditures, *by Category*

	2022-2023 Adjusted Budget	% of Total	2022-2023 YTD Actuals	% of Budget	2021-2022 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$21,326,895	60%	\$5,325,592	25%	\$4,661,288	23%	\$664,305	14%
Benefits	7,242,111	20%	1,991,714	28%	1,646,946	24%	344,768	21%
Rents	40,460	0%	4,438	11%	8,498	21%	-4,060	-48%
Utilities	964,188	3%	229,964	24%	202,569	23%	27,395	14%
Goods and Services	3,341,264	9%	725,801	22%	915,360	31%	-189,559	-21%
Travel	97,435	0%	7,415	8%	2,818	3%	4,597	163%
Equipment	791,069	2%	28,637	4%	67,127	22%	-38,490	-57%
Fin Aid, Debt Service, Transfers	1,817,450	5%	437,641	24%	283,658	17%	153,982	54%
TOTAL EXPENSE	\$35,620,873	100%	\$8,751,201	25%	\$7,788,264	24%	\$962,937	12%

Expenditures, *by Function*

	2022-2023 Adjusted Budget	% of Total	2022-2023 YTD Actuals	% of Budget	2021-2022 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$13,217,294	37%	\$2,476,669	19%	\$2,340,656	20%	\$136,012	6%
Community Service	243,154	1%	73,151	30%	55,784	31%	17,367	31%
Instructional Computing	399,182	1%	100,047	25%	107,488	33%	-7,441	-7%
Ancillary Programs	150,000	0%	40,077	27%	26,684	18%	13,393	50%
Academic Administration	2,883,707	8%	777,199	27%	814,552	31%	-37,353	-5%
Library Services	612,554	2%	199,719	33%	175,925	29%	23,793	14%
Student Services	4,898,782	14%	1,575,365	32%	1,129,011	23%	446,354	40%
Institutional Support	9,684,486	27%	2,492,044	26%	2,211,890	26%	280,154	13%
Facility Services	3,531,714	10%	1,016,931	29%	926,273	27%	90,658	10%
TOTAL EXPENSE	\$35,620,873	100%	\$8,751,201	25%	\$7,788,264	24%	\$962,937	12%

Course/Program Fees

	2022-2023 Adopted Budget	% of Total	2022-2023 YTD Actuals	% of Budget	2021-2022 YTD Actuals		Difference over Prior Year	% Change YOY
Course/Program Fee Revenue	\$1,328,000	100%	\$435,907	33%	\$ 602,926	45%	-\$167,020	-28%
Course/Program Fee Expense	\$1,278,882	100%	\$277,496	22%	\$ 296,437	22%	-\$18,941	-6%
Totals			<u>\$158,411</u>		<u>\$306,489</u>		<u>-\$148,078</u>	

Grants and Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$0	\$7,021,720	\$1,867,531	27%
State Funded Grants	\$0	2,733,418	397,316	15%
Federal Funded Grants	\$0	1,874,504	285,148	15%
CARES, CRRSAA, ARPA	\$0	4,738,295	64,656	1%
Private Funded Grants	\$0	223,572	49,049	22%
Fiscal Agent Grants	\$0	720,086	142,947	20%
TOTAL GRANTS & CONTRACTS	<u>\$0</u>	<u>\$17,311,595</u>	<u>\$2,806,647</u>	<u>16%</u>

Questions ?



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MEMORANDUM

TO: WWCC Board of Trustees

DATE: November 17, 2022

FROM: Chad Hickox, President

RE: 2023 WWCC Board of Trustees Meeting Schedule – Second Read

The following represent the proposed dates for the 2023 Walla Walla Community College Board of Trustees meetings. There have been no changes since it was presented to you at the October 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