



**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 | February 22, 2023 | 9:30 a.m.**

To connect to the Wednesday, February 22, 2023 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/86732829306> or dial-in: 253/215-8782.

**Study Session**

**All Times are Estimates**

<b>9:30 a.m.</b>	<b>Call to Order</b> <i>Ms. Michelle Liberty, Chair</i>	
	<b>Approval of Agenda</b> <i>Ms. Liberty</i>	<b>Action</b>
<b>9:35 a.m.</b>	<b>Participatory Governance Structure Overview</b> <i>Dr. Chad Hickox</i>	<b>Discuss</b>
<b>10:20 a.m.</b>	<b>Break</b>	

**Board Meeting Agenda**

**All Times are Estimates**

<b>10:30 a.m.</b>	<b>Board Meeting Resumes</b>	
<b>10:30 a.m.</b>	<b>Consent Agenda</b> <i>Ms. Liberty</i> <ol style="list-style-type: none"><li><b>1. January 18, 2023 Board Meeting Minutes</b></li><li><b>2. Personnel Update</b></li><li><b>3. Interim Winter Quarter Enrollment Report</b></li></ol>	<b>Action</b>  <b>Tab 1</b> <b>Tab 2</b> <b>Tab 3</b>
<b>10:35 a.m.</b>	<b>President's Report</b> <i>Dr. Hickox</i>	<b>Discuss</b>
<b>10:50 a.m.</b>	<b>Student Government Association Activity Report</b> ➤ <b>Clarkston Campus</b> <i>Mr. Stacey (Simeon) Hall</i>	<b>Discuss</b>
<b>11:00 a.m.</b>	<b>Faculty Senate Update</b> <i>Mr. Chris Mehl</i>	<b>Discuss</b>

<b>11:10 a.m.</b>	<b>Clarkston Campus Dean's Report</b> <i>Dr. Chad Miltenberger</i>	<b>Discuss</b>	
<b>11:20 a.m.</b>	<b>Financial Update</b> <i>Ms. Lori Peterson</i>	<b>Discuss</b>	
<b>11:30 a.m.</b>	<b>Consider Approval of Memorandum of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education</b> <i>Ms. Brooke Marshall</i>	<b>Action</b>	<b>Tab 4</b>
<b>11:35 a.m.</b>	<b>Board Reports / Remarks</b>	<b>Discuss</b>	
<b>11:45 a.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
<b>11:55 a.m.</b>	<b>Public Comment</b> <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	<b>Discuss</b>	
<b>12:10 p.m.</b>	<b>Adjournment</b>		

**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, January 18, 2023 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Ms. Michelle Liberty called the meeting to order at 9:32 a.m.

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

**Administrators present:** Dr. Chad Hickox, President  
Dr. Jess Clark, Vice President, Instruction  
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  
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. Elisa Cabrales, Recording Secretary  
Ms. Debra Erikson, Assistant Dean, Student Success Center  
Mr. Bryan Ovens, AAG  
Ms. Jacquelyn Ray, Director, Library Services  
Ms. Katie Ross, Director, Finance/Controller  
Ms. Jessica Ruiz, Recording Secretary  
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

**Approval of Agenda.**

Mr. Burt moved and Mr. Warren seconded to approve the agenda for the January 18, 2023 Board of Trustees meeting as presented. *Motion carried.*

**2021-2023 Strategic Plan Evaluation.** Dr. Nick Velluzzi, joined by Mr. Joshua Slepín, presented information on Key Performance Indicators (KPIs) as they relate to the college's current Strategic Plan to the Board of Trustees in a study session.

**Consent Agenda.**

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

1) November 30, 2022 Board Meeting Minutes, 2) Personnel Update. *Motion carried.*

**Student Government Association Activity Report.**

➤ **Clarkston Campus.** Mr. Stacey (Simeon) Hall, Clarkston Interim SGA President, reported on the following topics:

- Halloween Trunk or Treat – over 200 community members attended
- Veterans Day and Christmas Parade floats
- Finals Week “Spa Paks”
- Join the Club Campaign – 45 students signed up
- Free Popcorn – Every Wednesday
- Upcoming Events – Art/Movie/Game Nights, Bowling, Valentines Projects, Student CPR classes, Blood Drive, Chili Face-off
- Quarterly Newspaper
- Fitness Center
- Special Thanks - to SGA Advisor, Paul Boyd, for the invaluable support he provides SGA

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

- AHE/Administration monthly labor management meeting topics
  - Funding from the legislature to convert 4 part-time positions to full-time with a potential to convert funding to pay for unfilled vacancies
  - Clean-up of the AHE contract to modernize language, remove out dated clauses, etc. in anticipation of upcoming negotiations
- Faculty workload in relation to Corrections and Nursing modality changes
- Legislative lobbying – Jim and Devon Gustafson will travel to Olympia
- AHE expresses support for union representation request by WWCC professional exempt staff

**Enrollment Reports.**

➤ **Final Fall Quarter.** Dr. Velluzzi reviewed the Final Fall Quarter Enrollment Report, noting that while final numbers have not yet been distributed, significant changes are not anticipated. The following were in comparison to the close of the previous Fall Quarter:

- State-supported enrollment reported 1,564 FTE, down 113 FTE, or 7%
- Contract enrollment reported 1,119 FTE, down 158 FTE, or 12%
- Self-support enrollment reported 50 FTE, down 9 FTE

- Combined fund sources amount to 2,733 FTE, down 281 FTE, or 10%
- **Interim Winter Quarter.** Dr. Velluzzi reviewed the Interim Winter Quarter Enrollment Report, noting the following were in comparison to the close of the previous Winter Quarter:
- State-supported enrollment reported 1,495 FTE, down 77, or 4.8% as of the report date; actual numbers today reporting at 1,493
  - Contract enrollment reported 550 FTE, down 530 FTE, or 50% as of the report date; actual numbers today reporting at 860, down 220, or 20%
  - Self-support enrollment reported 46 FTE, up 9 FTE
  - Combined fund sources amount to 2,091 FTE, down 599 FTE, or 22% as of the report date; actual numbers today amount to 2,398

**Financial Update.** Ms. Lori Peterson provided a financial update, noting the addition of new reporting categories, for the period ending December 31, 2022, including:

- Operating Budget
  - Operating Budget Reconciliation
  - Revenue
  - Expenditures – by Category and Function
  - Course/Program Fees
  - Self-Support Programs
- Grants and Contracts
- Enterprise Funds
- Fund Balance and Reserve Health

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

- Special Thanks to Elisa Cabrales and Jessica Ruiz for their assistance in managing the Board meeting in Doreen's absence.
- Coaching Career Milestone: On December 3, Coach Bobbi Hazeltine reached a head coach career milestone hitting her 500th win. Congratulations Bobbi!
- Clarkston Campus Art Addition: WWCC Clarkston campus is the recipient of a cast bronze statue. The statue is 10 feet tall and was donated from the private collection of Art Johnstone and Phyllis Charlo. The Clarkston SGA and Clarkston Rotary Club have committed funds to assist with the costs to move and install the statue.
- Walla Walla Rotary Presentation: There will be a presentation on the College at the Thursday, February 16 Rotary Club meeting.
- CDL Fees: As the CDL program re-opens, it is likely that program fees will need to be adjusted to better align with current need, fees were last adjusted in 2019 when the program was put on hold. As course program fees are approved on a yearly basis in June, this may necessitate early Board approval.
- Competency Based Education (CBE): As part of a layered strategy to reengage the community, CBE has been identified as a possibility for use of collaborative Title III Grant

funds. CBE would provide greater flexibility for working adults by removing barriers faced with block scheduling. This is just one of a number of strategies being examined.

- **Accessibility Audit:** We continue to coordinate with a local consultant to arrange a meeting to discuss what that process would entail. An update will be provided as we move forward.
- **Mental Health Resources:** As the need for mental health services continues to be a necessity, we are actively building partnerships within our communities in both Walla Walla and Clarkston to offer these additional resources, in addition to the on-campus counseling services offered to students. These new partnerships are in addition to the 24/7 online support currently offered through TalkCampus.
- **Worker Retraining Funds:** With employment and enrollment in constant flux, we are finding it more difficult to access these funds. We will be keeping a close eye on availability of these funds and their role in budget planning.
- **Tenure Review Report:** Devon Gustafson, the Tenure Review Committee Chair was hoping to provide a mid-year report, it is a possibility that may occur at the upcoming Board meeting.
- **President's Goals:** Goals that were set by the Board for the President are the driving force behind work the College is engaging in. Goals: Establish Strategic Enrollment Management Practices and Enrollment Goals; Develop and Implement a Comprehensive Communication Strategy; Establish a Participatory Governance Committee Structure; Establish Data Reporting Structure; Updated Mission, Vision, Values & Strategic Plan.
- **Upcoming Travel:** Trustees Bill Warren and Sergio Hernandez will accompany myself, Chad Miltenberger and our nominated student, Cat Katelnikoff to the ACT Transforming Lives Awards Dinner on Monday, January 23 in Olympia. We will also have one of our 16<sup>th</sup> district legislators joining us, Representative Skyler Rude. Tuesday, we will visit with our legislators from the 9<sup>th</sup> and 16<sup>th</sup> districts. Wednesday, Jess Clark and I will appear before the NWCCU Commission in Seattle as part of the accreditation process and to hear the final recommendations related to our 7-Year Report.

**ACT 2023 Winter Legislative Contact Priorities.** Dr. Hickox asked the Trustees for any specific priorities that they would like emphasized in meetings with district legislators during the visit to Olympia, January 24. Priorities discussed included:

- COLA's – SBCTC generated priority
- Mental Health Resources

### **Board Reports / Remarks.**

The following items were discussed:

- **President's Evaluation:** Follow-up is on-going
- **Spring ACT Conference Planning:** Need one or two volunteers to participate on the planning committee – Tim Burt volunteered to assist

**New and Unscheduled Business.** None.

**Public Comment.** None.

**Adjournment.** The meeting adjourned at 12:29 p.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Ms. Michelle Liberty, Chair  
Board of Trustees

## WALLA WALLA COMMUNITY COLLEGE

### MEMORANDUM

DATE: February 13, 2023

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 January 2023.

#### **New Hires**

Reyes Espinoza, Stephanie – Educational & Career Navigator, WSP  
Jekel, Stephenie – Educational & Career Navigator, WSP  
Frei, Katheryn – Program Coordinator, Student Services  
Hanford, Michele – Student Recreation & Wellness Coordinator, Student Services  
Flores, Raul – FTF, Adult Basic Education, CRCC

#### **Separations:**

Bockmann, Jef – Business Systems Analyst, Student Services  
Jacobson, Quillan – IT Customer Support Entry, Technology Services  
Haid, John – Program Coordinator, WSP  
Walker, Brian – Instructional Design, Access & Opportunity  
Lane, Linda – FTF, Workforce Transfer & Trades

#### **Changes:**

Wooster, Laura – Assistant Director of Admissions & Records, Student Services  
Crawford, Cristina – BAS Program Coordinator, Workforce Transfer & Trades  
Banderas, Matt – Director of Philanthropy  
Barker, Alandra – Financial Aid Specialist, Student Services (temp to perm)

#### **Full-Time Positions Currently Posted**

Academic Transfer Dean  
Agriculture Business Instructor (tenure track)  
Business Systems Analyst – PeopleSoft ERP  
Chemistry Instructor (tenure track)  
CNC Machining Technology Instructor, WSP  
Fiscal Analyst 3  
HVAC Technician  
Instructional & Classroom Support Technician 2 – CDL  
Instructional Designer  
Nursing Instructor, (tenure track) WW & Clarkston  
Program Assistant, WSP  
Program Coordinator, WSP  
Stockroom Attendant 3  
Vocational Support Technician, CRCC



## Walla Walla Community College

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

DATE: February 14, 2023  
TO: Board of Trustees  
FROM: Dr. Nick Velluzzi  
RE: Interim Winter Quarter Enrollment

This memo contains enrollment data reported thus far for Winter Quarter, 2023.

- State supported enrollment for winter quarter is currently reporting 1,489 FTE, which is down 83 FTE (5.2%) from 1,572 FTE at the **close** of winter 2022.
- Contract enrollment is reporting 1,159 FTE, up 79 FTE (6.8%) from 1,080 FTE at the **close** of winter quarter 2022.
- Winter quarter self-support enrollment is reporting 47 FTE, up 10 FTE from the **close** of winter 2022.
- Enrollment for combined fund sources amounts to 2,694 FTE, up 4 FTE from 2,690 FTE at the close of winter quarter 2022.

Memorandum of Understanding  
Between  
The Board of Trustees of Community College District No. 20  
and the  
Walla Walla Community College Association for Higher Education

Whereas, the Washington State Legislature created the Attendance Incentive Program for Community and Technical College (CTC) employees in 1997 ([RCW 28B.50.553](#)); and

Whereas, [RCW 28B.50.553](#) establishes that a minimum of sixty (60) days of sick leave is accrued before employees can cash out sick leave; and

Whereas, Walla Walla Community College (WWCC) and the Association for Higher Education (AHE) agreed to a minimum accrual of 480 hours (68.57 days) per faculty employee in the 2011-14 contract; and

Whereas, state law overrides the contract between the District and the Faculty.

In recognition of the above, the parties agree to change and update the 2022-25 Contract as pertains to Article 26.7 with the following language:

26.7 Annual Sick Leave Cash Out

In accordance with the attendance incentive program established by [RCW 28B.50.553](#), employees are eligible to be paid for accrued sick leave as follows:

- A. In January of each year, an employee whose sick leave balance at the end of the previous year exceeds four hundred twenty (420) hours may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation.
- B. No sick leave hours may be converted which would reduce the calendar year-end balance below four hundred twenty (420) hours.
- C. Monetary compensation for converted hours is paid at the rate of twenty-five (25) percent and is based on the employee's current salary.
- D. All converted hours are deducted from the employee's sick leave balance.
- E. Hours which are accrued, donated, and returned from the shared leave program in the same calendar year may be included in the converted hours for monetary compensation.

For the Employer

For the Association

\_\_\_\_\_  
Ms. Michelle Liberty, Board Chair

\_\_\_\_\_  
Mr. James Peitersen, AHE President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date