



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | March 22, 2023 | 9:30 a.m.

To connect to the Wednesday, March 22, 2023 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/82859070647> 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.	Warrior Pledge Update <i>Dr. Nick Velluzzi, Ms. Tessa Kimball, Ms. Melissa Holecek</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. February 22, 2023 Board Meeting Minutes	Tab 1
	2. Personnel Update	Tab 2
	3. Interim Winter Quarter Enrollment Report	Tab 3
10:35 a.m.	Introduction of Interim Vice President of Administrative Services <i>Dr. Chad Hickox</i>	Discuss
10:40 a.m.	President's Report <i>Dr. Hickox</i>	Discuss

10:55 a.m.	Student Government Association Activity Report ➤ Walla Walla Campus <i>Mr. Ricky Gonzalez</i>	Discuss	
11:05 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
11:15 a.m.	Financial Update <i>Mr. Dan Hall and Ms. Lori Peterson</i>	Discuss	
11:25 a.m.	2022-2023 Student Program Fee Update <i>Ms. Katie Ross</i>	Action	Tab 4
11:30 a.m.	2023-2024 Sabbatical Request <i>Dr. Hickox</i>	Action	Tab 5
11:35 a.m.	Tenure <i>Dr. Hickox</i>	Action	Tab 6
11:45 a.m.	Board and President's Evaluations	Discuss	Tab 7
11:55 a.m.	Board Reports / Remarks	Discuss	
12:05 p.m.	New and Unscheduled Business	Discuss	
12:15 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	
12:30 p.m.	Adjournment		

**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, February 22, 2023 in the Workforce Center on the Walla Walla Community College Clarkston Campus and via Zoom. Ms. Michelle Liberty called the meeting to order at 9:30 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. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Mr. Jerry Anhorn, Dean, Workforce Transfer & Trades
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Christy Doyle, Dean, Access & Opportunity
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

Also present: Ms. Kathy Adamski, Assistant Dean, Nursing
Ms. Debra Erikson, Assistant Dean, Student Success Center
Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Ms. Jacquelyn Ray, Director, Library Services
Ms. Katie Ross, Director, Finance/Controller
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Approval of Agenda.

Mr. Burt moved and Mr. Warren seconded to approve the agenda for the February 22, 2023 Board of Trustees meeting as presented. *Motion carried.*

Participatory Governance Structure Overview. President Hickox presented an overview of the College's participatory governance structure to the Board of Trustees during a study session.

Consent Agenda.

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

- 1) January 18, 2023 Board Meeting Minutes, 2) Personnel Update,
- 3) Interim Winter Quarter Enrollment Report. *Motion carried.*

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

- New Clarkston Campus Bronze Statue: Thank you to Chad Miltenberger, the Art Johnstone Family, the Clarkston Rotary Club, and Clarkston SGA for their collaborative work on the installation of the statue. There will be a formal dedication ceremony sometime during the spring.
- WWCC Special Board Meeting: A joint special Board meeting was held with the WWCC Board of Trustees and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) on February 15, 2023 at their headquarters in Pendleton. Discussions centered around future potential partnerships and collaborative efforts.
- China Pavilion: Currently undergoing demolition, scheduled to be complete within the next couple of weeks.
- Strategic Planning: The task force is meeting regularly and a timeline has been established and is proceeding accordingly.
- Key Performance Indicators: Institutional Effectiveness is working on creating a single-page document containing historical benchmarks, goals and stretch goals related to KPI's.
- 2023-2024 Budget Process: The newly formed Budget Council is leading the process to develop the 2023-2024 budget. Development is in the preliminary stages as we await legislative decisions related to COLA's and allocation earmarks.
- Interim VP of Administrative Services: Later this week we will finalize hiring of this position.
- Barnes & Noble: Conversations continue with campus constituents regarding a potential contract with Barnes & Noble to assume campus bookstore operations. A final decision is expected to be made in a matter of weeks.
- Administrative Exempt Union Request: The process is being coordinated through the Public Employment Relations Commission (PERC) and is ongoing, updates will be provided to the Board of Trustees as received.
- Office of Civil Rights (OCR) Notice: WWCC has received preliminary notice from OCR of a compliance audit, with additional information forthcoming.
- Peach Basket Classic: In communication with the YMCA Executive Director, a potential timeline was identified to bring back the popular 3-on-3 basketball tournament. We are excited to potentially resume hosting the event in summer 2024.
- ACT Spring Conference: ACT Director, Kim Tanaka, will be convening the ACT Spring Conference Planning Committee to begin preparations for the conference that will be held in Walla Walla at the Marcus Whitman Hotel in May. In addition to Kim, the planning committee will consist of Michelle Liberty, Tim Burt, Doreen Kennedy, ACT Board President Pat Shuman, and myself.

- A suggestion for future Board meeting agenda items, addition of campus tours for the College Trustees.

Student Government Association Activity Report.

- **Clarkston Campus.** Mr. Stacey (Simeon) Hall, Clarkston Interim SGA President, reported on the following topics:
 - Clarkston Campus Quarterly Newspaper
 - DECA state competition to be held in Pasco, WA March 3 & 4 – four (4) students participating
 - Nursing Program Blood Drive – 23 donors participated
 - Black History Month
 - Valentine’s Day Activities – 60 students participated
 - Fentanyl All It Takes Campaign
 - Art Night
 - Fitness Challenge
 - Ongoing Activities – Popcorn Day, Fresh Fruit/Snacks, Movie Night
 - Welding Student Project – Firepits
 - SGA Sponsored Lunch - The Board of Trustees are invited to join students and staff in the Student Center for lunch

Faculty Senate Update. Mr. Chris Mehl reported on the following topics:

- Senate participated in the review of, and provided feedback for, several policies and procedures presented by the Vice President of Instruction
- Presentations at Senate Meetings – Barnes & Noble, Marketing & Communications, College Council, Student Intake

Clarkston Campus Dean’s Report. Dr. Chad Miltenberger reported on the following topics:

- Statue Donation: As a note of significance, the donor family has ties to the original leadership of WWCC Clarkston Campus. Art Johnstone was married to Phyllis Charlo, Phyllis was the Administrative Coordinator of the Clarkston Center in the early 80’s.
- Safety & Security Training
- Consortium Agreement with Lewis-Clark State College (LCSC)
- Clarkston Campus Counseling Services

Financial Update. Ms. Lori Peterson provided a financial update for the period ending January 31, 2023, 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

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. Ms. Brooke Marshall requested that the Board consider approval of this MOU as an addendum to the 2022-2025 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education as presented.

Mr. Burt moved and Mr. Hernandez seconded to approve the Memorandum of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education as presented. *Motion carried.*

Board Reports / Remarks.

The following items were discussed:

- ACT Transforming Lives Awards Dinner and Winter Legislative Conference Review
- NWCCU Board of Commissioners Meeting

New and Unscheduled Business. None.

Public Comment. Public comment was given by WWCC faculty member Devon Gustafson, expressing gratitude and sharing his recent collaborative experience spent with members of the College administration during legislative lobbying with elected officials in Olympia.

Adjournment. The meeting adjourned at 11:58 a.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Michelle Liberty, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: March 16, 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 February 2023.

New Hires

Kooy, Cassandra – Program Specialist 2, Instruction
Hyde, Dustin – FTF, Workforce Transfer & Trades

Separations:

Doering, Colton – Fiscal Analyst, Business Services
Nordman, Alexis – Career Navigator, WSP
Brown, Ben – Education Technologist, Access & Opportunity
Coffeen, Celina – Program Specialist, WSP

Changes:

Dehonor, Edlyn – Program Coordinator 2, Student Services
Fisher, Meghan – Retail Clerk 2, Student Services
Ojcius, Lydia – Academic Tutor, Access & Opportunity

Full-Time Positions Currently Posted

Agriculture Business Instructor (tenure track)
Business Systems Analyst – PeopleSoft ERP
CNC Machining Technology Instructor, WSP
Continuing & Community Education Manager
Director of Equity, Diversity and Inclusion
Head Women's Soccer Coach/Instructor
HVAC Technician
Instructional & Classroom Support Technician 2 – CDL
Instructional Designer
IT Customer Support/Entry
Medical Assisting Instructor/Program Coordinator & Compliance Officer
Nursing Instructor, (tenure track) WW & Clarkston
Program Assistant, WSP
Scheduling Specialist
Vocational Support Technician, CRCC
Warrior Marketplace Kitchen Manager
Welcome Center Program Coordinator



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DATE: March 15, 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 1,497 FTE, which is down 75 FTE (4.7%) from 1,572 FTE at the **close** of winter 2022.
- Contract enrollment is reporting 1,181 FTE, up 101 FTE (9.3 %) 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 2,724 FTE, up 34 FTE (1.2%) from 2,690 FTE at the **close** of winter quarter 2022.



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DATE: March 16, 2023
TO: Board of Trustees
FROM: Katie Ross, Director of Finance/Controller
RE: 2022-2023 CDL Course Fee Schedule Increase

Included with this memo is a summary of CDL program fees including related revenue, expenses and fund balance.

The CDL program was recently reinstated January 2023, with the first cohort of students slated to begin spring quarter 2023. As the program has been inactive since completion of the 2019-2020 academic year, course fees have not been evaluated and updated annually in the Course Fee Schedule, with fees remaining at \$1,550 for the past three (3) years.

A current evaluation of program costs determined that there has been a significant increase in fuel and supply costs since 2020. With historical data showing total revenue barely supporting program expenses, it is necessary to increase the Truck Driving Lab Fee and recommend the fee be increased to **\$3,200**, to take effect summer quarter 2023. This fee increase will generate approximately \$100,000 in additional revenue annually, which is expected to correspond to increased expenses.

We recommend and request the Board's approval to increase the CDL course fees as stated above, to be reflected in the 2022-2023 Course Fee Schedule.

CDL Program Fees

	2018-2019	2019-2020	Total
Revenue	115,945	96,775	212,720
Expenses	99,290	75,585	174,875
Fund Balance	16,654	21,190	37,845



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MEMORANDUM

TO: WWCC Board of Trustees

DATE: March 15, 2023

FROM: Chad Hickox, President

A handwritten signature in black ink, appearing to read 'Chad E. Hickox'.

RE: Sabbatical Recommendations

The Professional Development Committee has recommended two faculty for sabbaticals:

- Caley Moyer, a full-time Faculty Counselor, for a two-quarter sabbatical – Fall 2023 and Winter 2024 (September 2023 to March 2024)
- Lisa Rasmussen, a full-time Art Instructor, for a two-quarter sabbatical – Fall 2023 and Winter 2024 (September 2023 to March 2024)

After reviewing the applications and recommendations, I recommend that the Board approve the requested sabbatical leave for both Caley Moyer and Lisa Rasmussen.

WWCC Memorandum

TO: Chad Hickox- President

FROM: Jeff Adams- Chair, WWCC Professional Development Committee

DATE: February 15th, 2023

SUBJECT: 2023-2024 Sabbatical Requests

This letter is written on behalf of the Professional Development Committee concerning the three sabbatical applications for the 2023-2024 academic year which were forwarded to our committee for review and consideration. The faculty, administrators, and support staff of which this committee is comprised, recommend that you forward two of the three applications to the WWCC Board of Trustees for its approval.

Our committee fully endorses the proposals for sabbatical set forth by faculty members Caley Moyer and Lisa Rasmussen. Their requests clearly comply with the contractual requirements detailed under AHE Article 28, meet the established purpose for sabbatical to “benefit the college and its students...”, and fulfill the provisions outlined in RCW 28B.10.650, “Remunerated professional leaves for faculty members of institutions of higher education”.

The Committee determined, however, that it could not support Dahood El-Okla's request and, thus, does *not* recommend its approval. We encourage him to reapply in the future, should he wish, and we would be happy as colleagues to provide feedback for any future proposals.

As always, this committee has been pleased to participate in this important step of the WWCC sabbatical request and approval process. Regards, *Jeff*

Review: Sabbatical Leave Application

Respondent

1

Caley Moyer

02:04
Time to complete

1. Full Name: * Score / 0 pts

Caley Moyer

2. Date of Request: * Score / 0 pts

1/13/2023



3. Date of first full-time contract at WWCC: * Score / 0 pts

1/18/2017



4. Number of years (full-time) at WWCC: *

Score / 0 pts

6

5. Current teaching assignment: *

Score / 0 pts

Faculty Counselor

6. Please complete the sentence with the following answers in the text box below: "I request ____ quarter(s) of leave to begin _____ and to terminate _____." *

Score / 0 pts

I request two quarters of leave to begin Fall '23 and terminate at the end of Winter '24.

7. Description of Sabbatical Leave Plan

Score / 0 pts

- a. State reasons for requesting the leave.
- b. Provide a detailed description of the plan. *

a. Since joining the Counseling Service at WWCC in January 2017, I have maintained an enthusiastic passion for helping students and serving this institution. I am genuinely proud to be part of a campus community that makes a substantial, meaningful impact on the lives of our students. My six years have been overwhelmingly rewarding - and admittedly a little exhausting - so a sabbatical would be a unique opportunity to rejuvenate the drained parts of self, and return with tangible skills and therapeutic interventions.

b. I would take Fall quarter of 2023 to complete an 8 week Mindfulness Stress Reduction course from an accredited organization, based on the pioneering work of Jon Kabat-Zinn. (<https://www.mbsrtraining.com/jon-kabat-zinn>) He is the absolute gold standard in the empirically-based study and practice of mindfulness. I can think of no better training to enrich my personal and professional life.

In Winter of 2024 I would undertake a committed approach to becoming fluent in Spanish. I have always felt that the lack of bilingual skills in the Counseling Service is a sad under-serving of our Latinx students. I take inspiration from Mahatma Gandhi's statement: "Be the change that you wish to see in the world." I am absolutely determined to bridge this gap.

8. Proposed Benefits

- a. Describe the value of the proposed activity to the enhancement of the instructional program of WWCC.
- b. Describe the value of the proposed activity to your professional growth and development. *

a. The Mindfulness Stress Reduction program would allow me to bring back superb skills in helping students with anxiety, depression, PTSD, eating disorders, trauma, etc. It is truly what students most need from a counseling service these days, and I would love to have a quarter to truly become equipped to help them with practical, demonstrative skills. I anticipate providing group work to students in mindfulness, meditation, relaxation/stress reduction and improved management of mental health issues. I have no doubt these skills would improve retention of students.

My second quarter, devoted to becoming proficient in reading, writing and speaking Spanish, would be undertaken in honor of our Hispanic-speaking students. It is intended to provide individual and group counseling support; psychoeducational activities, and engage in marketing and outreach of this population.

b. I hope the professional growth and development that would be gained by these two quarters is evident: not only would I benefit in completing a rigorous mindfulness training and Spanish fluency courses, but I would be demonstrating the college's commitment to its institutional values: Diversity, Professional and Personal Growth, Learning Opportunities. I truly believe the value of this time away will yield tremendous outcomes to current and future students.

Score / 0 pts

9. Description of Past Contributions to WWCC

(Include part-time or classified employment, fellowships, WWCC committee work, recognition, etc.) *

- Re-constructed the Counseling Service to a short-term model to create a more inclusive, accessible service. Helped develop a tiered-layer, stepped-care model including counseling, therapeutic check-in's, peer support, and group work. Took a lead role in proposing TalkCampus support so that students have 24/7 access to emotional and mental health support in 26 languages.

- Co-developed Warrior Wellness Canvas course during pandemic alongside becoming trained to move to telemental health services.

- Have served as an academic advisor for the duration of my employment, which has included the obtainment of the Advisor Training certificate; Canvas 101, ctc link training, and currently working with Center for Integrated Learning for skill development in online teaching.

- Became licensed in the state of WA and maintained licensure through continued educational credits.

- Achieved professional at WWCC tenure in March of 2020.

- Member of Care team, Social Science Division member, Hispanic Serving Institution committee, (former) Sense of Belonging committee, Warrior Appreciation committee, Search Advocate, Reach Out! Walla Walla suicide prevention group.

- Initiated and co-ran the Warrior Wellness Challenge that ran for three consecutive years and poised to return in 2023 (!) co-developed Warrior Wellness Survey which also ran for 3 years to provide useful outcomes on student resources. Participant in FYE curriculum development; substitute teaching for psychology courses, regular presentations to Out Loud in the Library, and Fall Conferences. Present The Mental Health Minute to Student Services in regular meetings; Co-wrote and provided support group to nursing students; ongoing presentations/workshops and assistance to TRiO, Disability Support Service, Veteran Services, athletics and SGA.

Created partnerships with community resources including YWCA (specifically adding a campus sexual assault advocate to campus); Trilogy Recovery Services, Comprehensive, Blue Zones Project, BMAC homeless student liaison.

Attended Achieving the Dream Conference, American College Counselors Association conference and an exhaustive list of professional trainings to maintain licensure.

Participant in State Task Force to standardize role and qualifications of technical and community college counselors - worked on successful legislation. See bill here:

<http://lawfilesexternal.wa.gov/biennium/2019-20/Pdf/Bills/House%20Passed%20Legislature/1355-S.PL.pdf?q=20201202093915>

Maintain professional memberships to American Mental Health Counselor Association, WA Mental Health Association, WA Technical and Community College Association, American College Counselors Association

Personal Volunteering: Board of YWCA, Whitman College's Friendship Families (friend of international student), Mt. Adams Resource Stewards, Blue Mountain Humane Society foster of a total of nine dogs during pandemic. (Pictures proudly submitted upon request!)

10. Letters of Recommendation:

Score / 0 pts

- a. Two letters of recommendation from colleagues or supervisor.
- b. One letter of recommendation from the appropriate Vice President. *



Caley Moyer Sabbatical Caley Moyer.docx



13 January 2023

Dear Professional Development Committee and Dr. Clark, VPI,

I am pleased write this letter in support of my colleague, Caley Moyer, LMHC, who is applying for a sabbatical for fall quarter 2023 and winter quarter 2024.

Over the years, Caley has shared with me many ideas she has had about possible professional development opportunities, personal enrichment plans, and treasure -mapping for future sabbaticals. I know how much thought she has put into her current proposal which, I have no doubt, she has articulated well in the Sabbatical Leave Application.

Caley has been invested in increasing her skills and knowledge base about the practice of mindfulness to help students with whom she provides counseling as well to educate the college campus at large about this approach to self-care and stress reduction. I can think of no better way to learn, really learn, about meditative mindfulness than from Dr. Jon Kabat-Zinn, the founder of Mindfulness-Based Stress Reduction. Some of you may be familiar with his classic books including *Full Catastrophe Living: Using the Wisdom of Your Body and Mind to Face Stress, Pain, and Illness*, *Mindfulness Meditation for Everyday Life* and/or *Wherever You Go, There You Are: Mindfulness Meditation in Everyday Life*. Caley is proposing to enroll in Dr. Kabat-Zinn's MBSR 8-Week Certificate Course. I can understand why she would want to complete immerse herself in this training opportunity and not be pulled off by work-related duties.

I have long advocated for our faculty counselors to have the opportunity to teach and be more involved in direct education to students. I can see many instructors in Nursing, Psychology, Human and Social Services, First Year Experience, HPER, and other courses inviting Caley to present to their students.

Caley also included in her proposal, a commitment to developing Spanish language skills to be able to counsel students and provide mental health/ student services support. All of these services will become increasingly important with involved in WWCC's commitment to becoming a Hispanic Serving Institution.

I am impressed at how forward-thinking she and her fellow faculty counselor, Paris Davis, have been about how to assure continuity of services by enlisting a social work graduate student from Walla Walla University when Caley would be on sabbatical.

I am proud to have been on the committee that initially interviewed and recommended that then President Derek Brandes hire Caley as a faculty counselor. I also had the honor to have served on her tenure review committee. Caley came to WWCC with a plethora of experiences in working with students of various cultures, ethnic backgrounds, and countries of origin in her previous positions in the United Kingdom. I trust that Caley will not have been too humble in articulating her many contributions to

Student Services, Instruction, and WWCC as a whole. As a faculty counselor, she and Paris offer professional counseling services equal to those at much larger colleges/universities. Among her many accomplishments and contributions, Caley has forged alliances with mental health professionals and agencies in the community and has developed innovative and creative health and wellness-centered activities and programs at WWCC. She is a big picture/systems thinker while still being able to see and react to more immediate needs of students and the WWCC community.

I cannot more strongly encourage the Professional Development Committee and the Vice President of Instruction to reward Caley Moyer by granting her request for sabbatical fall quarter 2023 and winter quarter 2024.

Sincerely,

Jan C. Kruper, Ph.D.

Jan C. Kruper, Ph.D.
Psychology Instructor

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Debra Erikson

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Dr. Jessica Clark

Vice President of Instruction
Walla Walla Community College
500 Tausick Way | Walla Walla, WA 99362

January 13, 2023

Dear Dr. Clark,

It is with great pleasure that I submit this letter supporting the sabbatical application submittal of Ms. Caley Moyer, LMHC. Ms. Moyer joined the WWCC Student Services team as a counsellor in the Advising & Counselling Center in 2017 and has since then proven herself to be a tireless advocate for our students, and a valuable asset to our Student Success team and the College as a whole.

Allow me to highlight some of the transformational work Ms. Moyer has undertaken over these past several years:

- Implemented a tiered support model of mental health services that includes one-on-one counselling, therapeutic check-ins, peer support groups, and larger group work. This tiered approach has allowed for a greater number of students to access services that are more tailored to their level of needed intervention.
- Collaborated on development of a Canvas course to address students' wellness and mental health access during the pandemic, and was instrumental in bringing Tele-mental health services to our students thus increasing options for mental health access.
- Co-founded the Warrior Wellness Challenge to encourage and support whole-person wellness, and Warrior Wellness surveys designed to gather information about student needs and contribute to development or related resources.
- Developed new and/or built on existing community partnerships that have expanded the breadth and types of resources supporting students' mental health and wellness.

Of the many strengths which I have most appreciated about working with Ms. Moyer are her unceasing commitment to student wellness and her powerful work ethic. I am confident these qualities will serve her well as she switches gears from day-to-day direct services such as counselling and advising, as well as her collaborative involvements with campus and community committees and work groups, to the more inward and contemplative endeavors lined out in her sabbatical project.

In summary, I believe Ms. Moyer will provide the fullest measure of attention to her sabbatical project and will deliver back to us meaningful, beneficial and tangible results.

If you have any questions, or need additional information, please do not hesitate to call me.

Respectfully yours,

Debra Erikson



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January 15, 2023

Re: Caley Moyer Sabbatical Leave

Sabbatical Review Committee:

It is truly my honor to recommend Caley Moyer for granting of a sabbatical leave. In my frequent interactions and observation of Caley's work at the college, I consistently find her contributions to be exceptional. The work that she does, along with her colleague Paris, has been more crucial than ever to support the wellness of our students and our employees. Over my many years in higher education, I am quite certain that Caley is among the very best I have experienced in delivering the critical services needed by our students.

Caley's sabbatical plan would further enhance her ability to address the emerging needs of our students. The mindfulness-based stress reduction course and training is perfectly targeted to give her knowledge and skills to address some of the most common issues students are facing in our culture. Her additional intention of becoming fluent in Spanish further addresses the critical need we have for providing equitable support to our diverse student body.

Caley's contributions to the College and community have been impactful and numerous over her years of employment here. They include:

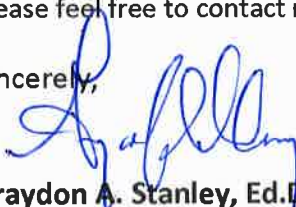
- The development of our counseling services toward a short-term model to create a more inclusive and accessible service, which includes extended hours and telemental services, plus 24/7 access to a contracted virtual provider. She helped develop a tiered-layer of support, including counseling, therapeutic check-ins, peer support, and group work as well as a Warrior Wellness Canvas course.
- Caley became licensed in the state of Washington and has maintained licensure through continued educational credits.
- Caley serves as contributing member of our CARE team, Hispanic Serving Institution committee, Sense of Belonging committee, and Warrior Appreciation committee. She is a board member of local YWCA, and volunteers with Whitman College's Friendship Family program for international students, and Reach Out! (Walla Walla's suicide prevention group).
- Caley is the co-founder of the Warrior Wellness Challenge, which ran for three consecutive years; she co-developed the Warrior Wellness Survey, which ran for three years, to provide useful outcomes on student resources. She actively participated in the FYE curriculum development and makes regular presentations in the Out Loud in the Library speaker series and during Fall Conference.

- Caley has created partnerships with community resources including the YWCA (specifically, adding a campus sexual assault advocate to campus), Trilogy Recovery Services, Comprehensive, Blue Zones Project, and BMAC.
- Caley has cultivated on-campus partnerships with TRiO, a nursing student support group, Disability Support Services, WWCC SGA, and Veteran's Services. She has been a substitute for Psychology courses and provided direct services to students with disabilities when there was a vacancy of that position.
- Caley maintains professional memberships to the American Mental Health Counselor Association, Washington Mental Health Association, Washington Technical and Community College Association, and American College Counseling Association.

It is clear to me that Caley is an outstanding and invaluable employee of the college. The granting of her sabbatical request is an obvious recognition of her work and a wise investment in her future contributions. I strongly recommend that you favorably consider her application.

Please feel free to contact me if you need any additional information.

Sincerely,



Graydon A. Stanley, Ed.D.

Vice President of Student Services

Walla Walla Community College

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Walla Walla College 2023 – 2024 Sabbatical Application

Required

1. Full Name: **Lisa Anne Rasmussen**
2. Date of Request: **January 12, 2023**
3. Date of first full-time contract at WWCC: **2000**
4. Number of years (full-time) at WWCC: **23**
5. Current teaching assignment: **Full-time tenured studio art faculty and art appreciation faculty**
6. Please complete the sentence with the following answers in the text box below: "I request 2 quarter(s) of leave to begin Fall 2023 and to terminate Spring 2024 ."
7. Description of Sabbatical Leave Plan
 - a. State reasons for requesting the leave.
 - b. Provide a detailed description of the plan.

Sabbatical Leave Plan

- A.** I am requesting a sabbatical for part of the 2023-24 academic year to organize and archive the works of my father, Walla Walla artist and Whitman College studio art professor (1950-1980), Richard Jens Rasmussen (1915-1999). I will also devote this time to my own creative/studio art practice.

A prolific painter who exhibited regionally, at the time of his death in 1999, Richard Jens Rasmussen (RJR) left behind a trove of several hundred paintings, prints, and drawings. I began cataloging this work in 2007 and have written about this undertaking in past professional development reports. In the fall/winter of 2021, while cleaning my family home, I found an additional 200+ works I did not know existed. In addition to this amazing discovery, other material items encountered during this historic clean out have inspired a new painting series of my own entitled "Family Ties."

A sabbatical would allow me to finally complete the organization of my father's papers, art, and artifacts, and simultaneously process this experience with the creation of a body of my own artwork.

- B.** The cataloging of the Richard Jens Rasmussen collection includes photographic documentation, archival preservation, database creation, and a biographical catalogue publication in both a hard-copy and digital format. A dedicated RJR digital platform will be created in the form of either an Instagram account or regular website. An exhibition proposal package will also be drafted and shared with regional/ national venues. As part of this project there will be at least one local exhibition of selected RJR archive works. (Currently an exhibit is being considered for October of 2023 at the Combine Gallery.)

While working on preserving my father's artistic legacy, I will also be producing my own artwork. At the end of this sabbatical I would like to formally present this "Family Ties" series at the Walla Walla Community College Gallery during the spring 2024 quarter. A lecture/presentation on both projects would be offered to the WWCC community in conjunction with the "Family Ties" exhibition.

8. Proposed Benefits

- a. Describe the value of the proposed activity to the enhancement of the instructional program of WWCC.
- b. Describe the value of the proposed activity to your professional growth and development.

Proposed Benefits:

- A.** One of Richard Jens Rasmussen's mentors while he was an undergraduate art student was Grant Wood, author of the iconic painting, "American Gothic." Post-graduation, RJR studied informally with well-known east coast seascape painter Stanley Woodward. In the military during WWII, RJR worked as an illustrator creating pro-American military propaganda for US Army publications. An artist of the modernist era, although RJR lived in the rural community of Walla Walla, he was an avid follower of and influenced by national and international creators like Pablo Picasso, Joan Miro, Henry Matisse, Karel Appel, Robert Gwathmy, and Stuart Davis.

Like Wassily Kandinsky, RJR's art was inextricably tied to music: Jazz, in particular. He traveled to Europe and Russia multiple times and these experiences also deeply impacted his artwork. As time progressed, the connection RJR had with leading figures in the art world's evolution is evident in his creations. Andy Warhol, Jackson Pollack, Robert Rauschenberg, and many others can be seen referenced in his pieces. However, RJR did not just look to artists or vistas abroad for community. In Walla Walla, he was part of a vibrant artistic cadre that included painters and printmakers like Ruth Fluno, Jeannette Jackson Murphy, and Ken Mac Intosh, and sculptors and ceramicists such as John Linder, Tom

Emmerson, and Ed Humphreys. The resonance among these artists' works offers a wonderful glimpse into what can be understood as both a period and regional/local style.

RJR was also active in Walla Walla through artistic collaborations with creative partner and wife, Jo Anne Rasmussen. Together they played a huge part in Walla Walla theater history. Starting out as a design student, drafting wallpaper samples, textile patterns, and drafting interior design sketches, RJR brought these skills to countless play productions. Over several decades he sketched play sets and costumes and designed curtains, banners, and theater advertisements.

I offer all this history to make a point: one of the challenges in teaching Art Appreciation is getting students to understand that art is not a series of pieces created in isolation, but that all art is in some way part of an ongoing conversation humans have been having with each other since their earliest imaginative makings. Art is also inextricably tied to the culture the artist resides in and histories past and present. These things inform significant creative movements, artistic styles, and stylistic disruptions. Laying out the visual timeline of RJR's work via the catalogue will offer an example of this. It also will provide an opportunity to draw student's attention not only to well-known names art historical names, but also this region's own rich artistic/creative history.

The multiple lessons and lectures that will result from a dedicated study of Richard Jens Rasmussen's work will enrich my future classes. Seeing the ways artists influence and respond to each other can also be incorporated into lessons on style and will help studio art students better understand their own developing creative/artistic voices.

If there is concern about who might teach my courses during my sabbatical, I have discussed this possibility with instructors Warren Rude and Daniel Forbes. Warren and Daniel have long been significant adjunct member of WWCC's studio art/art appreciation department and are able to teach any of my courses. Both Daniel and Warren have indicated they are available and willing step in during my absence so there's no disruption to WWCC's ongoing art offerings.

Specific Benefits to the College:

- The RJR archive and "Family Ties" project will reinvigorate WWCC art and Art Appreciation classes.
- The completed RJR catalog will be offered to the WWCC and the Whitman College libraries.
- Both the RJR - Combine Exhibition and the "Family Ties" display, along with artist talks, can be promoted to highlight WWCC and its community connections. Also, my art department colleagues will use the RJR – Combine exhibition in October 2023 in conjunction with studio art and art appreciation curriculum.

- During this sabbatical I will be learning desktop publishing software and photoshop skills facilitating future course design and class projects. This experience will also enable WWCC's studio art department to think more significantly about graphic design, and other art/technology vocational possibilities and potentially generate more hybrid digital/material art courses. Working with social media and website platforms will increase my own digital fluency and offer new ways to think about promoting WWCC's studio art programs.
 - Though not the focus of this sabbatical, a side product of this project will be an archive of local theater history, in which WWCC features prominently.
- B.** For me, professionally, the RJR archive project deepens my understanding of many complex and complicated histories (personal, local/regional, and art historical). The completed Rasmussen catalog(s) will be a significant academic accomplishment.

The time spent considering so many intricate connections will be further illustrated by my own paintings. I cannot overstate the significance of this opportunity to have a dedicated material practice, free from the rigors of teaching, while doing this deeply personal and historical work/research. I've no doubt the "Family Ties" series will be both personally and professionally cathartic, as studio art instructor, an artist, and an individual. The opportunity to create a body of work for professional exhibition enhances the trajectory of my studio practice.

9. Description of Past Contributions to WWCC

(Include part-time or classified employment, fellowships, WWCC committee work, recognition, etc.)

Past Contributions

A. Fellowships and Grants

- WWCC Professional Development Mini-Grant Recipient (2011)
- WWCC Professional Development Mini-Grant Recipient (2006)

B. WWCC Committees

- Peer Evaluator for Faculty Member Denise Ortiz (2022)
- Member of the WWCC Governance Council (2019 – 2022)
- Member of The Tenure Review Committee (2015 – 2022)
- Member of The Faculty Senate Committee (2015 – 2022)
- Peer Evaluator for Tenure Candidate Jeremiah Burt (20
- Division Chair for the WWCC Performing Arts Division (2010 – 2015)

C. WWCC and Community Activities (Additional Activities Available Upon Request)

- Faculty Curator/Coordinator for WWCC Art Gallery (2000 – 2022)
- Exhibition Coordinator for the following WWCC Gallery displays in conjunction with the Sheehan Gallery: *Community Crossing Continents: Meadowlark Voices and the Art of the Mae La Refugee Camp, Burma/Thailand Border* (2021), *Written In Light: Meditations on the Moving Image* (2019), *A Body of Work: The Paintings of Margaret Jamison* (2016)
- Academic Adviser for Student Art Association (2000 – 2020)
- Participant in *The WWCC Musical Theater Experience* (2020)
- Operetta Art Exhibition Coordinator in collaboration with Music Professor Julie Jones (2009 – 2019)
- Participant in the *WWCC 24-Hour Theater Experience* (2019)
- Participant in Vicki Lloyd dance production *RESIST*, Chism Hall, Walla Walla (2017)
- Judge for Walla Walla High School and the Walla Walla Public Schools art exhibition/competitions (2016 – 2019)
- Judge for the South Eastern Washington Fair Youth art exhibition/competitions (2016 – 2019)
- Actor in "*Auschwitz and After*", A World Premiere by Patrick Henry, Directed by Nancy Simon for the Gesa Powerhouse Theatre (2016)
- Exhibitor in group show *Women in Art*, DaMa Winery, Walla Walla (2016)
- Exhibitor/Contributor to ArtWalla's *Art Squared* (2015 – 2017)
- Contributor to Sheehan Gallery Exhibition Catalogue *Life in Technicolor: Richard Jens Rasmussen* (written with Daniel Forbes) (2015)
- Co-curator For Frank Munns Exhibition in conjunction with Vicki Lloyd dance production *GoingHomeGoingHomeGoingHome* and production participant, WWCC China Pavilion, Walla Walla (2014)
- Art Faculty Liaison/Collaborator with Brenda Gordon for WWCC Women's Center (2000 – 2010)
- Participant in 4 credit class *Analysis of Form* through the Academy of Art University at San Francisco (2005)
- Exhibitor/Donor annual Walla Walla YWCA art exhibition and auction, WWCC, Walla Walla (2000 – 2005)
- Exhibitor in two-person show "Feathers, Fins, and Faux Pas" Carnegie Art Center, Walla Walla (2003)
- Exhibitor in group show *ArtWalla*, Walla Walla Foundry, Walla Walla (2002)
- Assistant Director of WWCC Summer Musical (2000 – 2004)
- Director of WWCC Children's Theater (2000 – 2003)

D. Recognition

- Recipient of President's Volunteer Service Award (2008)

10. Letters of Recommendation:

- a. Two letters of recommendation from colleagues or supervisor.
- b. One letter of recommendation from the appropriate Vice President.

(Non-anonymous question)

File number limit: 4Single file size limit: 100MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
Phone: (509) 522-2500

January 13, 2023

RE: Support for Lisa Rasmussen's Request for 2023 Sabbatical

Dear Professional Development Committee,

Please consider this letter as an affirmation of my support for Lisa Rasmussen's request for sabbatical leave. Since 1980, Lisa has been an employee of Walla Walla Community College where she was first hired on as a part-time instructor within the Drama Department. In 2000, Lisa received tenure and has been a valued member of not only the Arts & Humanities Department but the area of Academic Transfer as well. In this capacity, Lisa has dedicated her career to serving students at the college for a total of 43 years and has yet to receive sabbatical.

Lisa's sabbatical application has a clearly articulated purpose and carefully considers who will benefit from this opportunity. It is evident that students will be one of the primary beneficiaries through the development of contextualized lessons using her father's body of work. The college will also benefit through exposure via public presentations and planned exhibitions. The impact of Lisa's sabbatical work would extend well beyond her own self edification, to benefit her students, the college, and artistic communities both locally and nationally.

Lisa Rasmussen has my full support in her pursuit of a sabbatical. She has dedicated her career to serving students and the college and it would only be right if the college returned the favor by affording Lisa the time and the space to continue to grow and develop as an artist in her own right supported through the activities expressed in her application. Cataloging and archiving her late father's work and expanding upon her own, will not only serve to further enrich the examples upon which she can draw but also create opportunities to connect students to the region's own rich artistic and creative history. Beyond this, WWCC will reap the benefits of increased visibility within the community through the publication of a digitized catalog, public lectures, and exhibits related to her proposed "Family Ties" project.

Thank you, sincerely, for considering my support of Lisa Rasmussen's sabbatical application and please let me know if you have any questions or require additional information prior to formalizing a decision.

Kindly,

Sara Egbert, Ph.D.
Interim Dean of Academic Transfer

WALLA WALLA COMMUNITY COLLEGE



07/14/2022

To whom it may concern,

My name is Jeremiah Burt, and as the current Humanities Division chair and a tenured faculty member at WWCC, I am proud to offer my recommendation for Lisa Rasmussen's Sabbatical application.

I've had the enormous pleasure to work with Lisa for roughly nine years. As a new faculty member nearly a decade ago, Lisa was a part of my tenure committee; it was through this professional connection we came better know one another as colleagues and friends. I am grateful to have Lisa in my division and feel her years of service to WWCC (as well as her commitment to her students and the study of art) have made our school into the quality institution it is today.

I wholeheartedly endorse and encourage Lisa's desire to grow both personally and professionally should she be granted a sabbatical release. I know she will leverage her time away from campus to explore art and education to benefit her students and our entire campus community once she returns.

Please do not hesitate to reach out if I can provide more information.

Sincerely,

Jeremiah Burt

A handwritten signature in black ink that reads 'Jeremiah Burt'. The signature is stylized with a large, flowing 'J' and a long horizontal stroke at the end.

WWCC English
Humanities Division Chair
541.429.5182 (cell)
jeremiah.burt@wwcc.edu
He/him



Walla Walla Community College

To: Promotion Committee
From: Jessica Clark, PhD, Vice President of Instruction
Date: January 13, 2023
Subject: VP Letter of Support - Sabbatical Leave – Lisa Rasmussen

Per the CBA, "The purpose of sabbatical leave is to benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization. The college encourages qualified faculty to make use of sabbatical leave." The CBA notes that "sabbatical leave may be granted for one, two, or three consecutive quarters after completion of six (6) years of full-time contractual service as an academic employee" at WWCC. It also requires applicants to collect and submit three letters of recommendation (two from colleagues or supervisor and one from the appropriate Vice President.)

Please consider this my letter of recommendation/support for Lisa Rasmussen. Per Rasmussen, sabbatical will allow her to:

1. to complete and catalog her project, "Family Ties", that will reinvigorate WWCC art and Art Appreciation Classes.
2. produce her own art work to be presented at the Walla Walla Community College Gallery in Winter of 2024.
3. to expand on her knowledge of graphic design and other art/vocational possibilities to bring back to WWCC and the art program.

To summarize, Rasmussen has met the eligibility requirements, and has my support in taking this opportunity to engage in professional growth and revitalization. Please let me know if you have additional questions.

Warm regards,

A handwritten signature in black ink, appearing to read 'Jess Clark', is placed over a light gray rectangular background.

Jess Clark, PhD
Vice President, Instruction



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: March 15, 2023

FROM: Chad Hickox, President

Chad Hickox

RE: Tenure Recommendations

I support the continuation of the following probationary faculty in the tenure process as recommended by the Tenure Review Committee:

- Carolyn Allen – Nursing Instructor, Clarkston – Tenure Review Year 2
- Nicole Griggs – Mathematics Instructor, Walla Walla – Tenure Review Year 1
- Hector Lujan – Faculty Librarian, Walla Walla – Tenure Review Year 1
- Kris Margart – Welding Instructor, Walla Walla – Tenure Review Year 2
- Halley McCormick – Mathematics Instructor, Walla Walla – Tenure Review Year 1
- Eunice Muriu – Nursing Instructor, Walla Walla – Tenure Review Year 1
- Marley Olson – Sociology Instructor, Walla Walla – Tenure Review Year 1
- Alan Raeder – BAS Agricultural Systems Instructor, Walla Walla – Tenure Review Year 2

I further support the Tenure Review Committee's recommendation to extend the probationary period until Winter 2024 for:

- Pamela Walton – Nursing Clinical Educator, Clarkston – Tenure Review Year 3



Walla Walla Community College

TO: Chad Hickox, PhD, President
FROM: Jessica Clark, PhD, Vice President of Instruction
DATE: March 15, 2023
SUBJECT: Probationary Faculty – Tenure Review Process 2022-2023

The Tenure Review Committee met on March 7th, 2023 to review and evaluate the progress of our tenure-tracked faculty (see below). Upon reviewing the material and the Tenure Review Committee's recommendation, I concur with the assessment and support the following recommendations for continuance of the tenure-track status for the following faculty:

Carolyn Allen	Nursing Instructor, Clarkston	Tenure Review Year 2
Nicole Griggs	Mathematics Instructor, Walla Walla	Tenure Review Year 1
Hector Lujan	Faculty Librarian, Walla Walla	Tenure Review Year 1
Kris Margart	Welding Instructor, Walla Walla	Tenure Review Year 2
Halley McCormick	Mathematics Instructor, Walla Walla	Tenure Review Year 1
Eunice Muriu	Nursing Instructor, Walla Walla	Tenure Review Year 1
Marley Olson	Sociology Instructor, Walla Walla	Tenure Review Year 1
Alan Raeder	BAS Agricultural Systems Instructor, Walla Walla	Tenure Review Year 2

Additionally, I agree with the Tenure Review Committee's recommendation to extend the probationary period until Winter 2024 for the following faculty:

Pamela Walton	Nursing Clinical Educator, Clarkston	Tenure Review Year 3
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Feel free to contact me if you have any questions.

cc: Brooke Marshall, Vice President of Human Resources



Walla Walla Community College
Tenure Review Committee
500 Tausick Way
Walla Walla, WA 99362-9267

TO: Dr. Chad Hickox, President
FROM: Devon Gustafson, Chair
Tenure Review Committee

DATE: March 15, 2023

SUBJECT: Probationary Faculty Evaluations and Recommendations

The Tenure Review Committee met on March 7th, 2023 to review and evaluate the progress of our tenure-tracked faculty. The administrative, student, peer, and self evaluations within each of those person's file were discussed as well as a review provided by each of the supervisors in attendance.

The committee voted to recommend that the following probationary faculty be continued in full-time probationary employment:

Carolyn Allen	Nursing Instructor, Clarkston	Tenure Review Year 2
Nicole Griggs	Mathematics Instructor, Walla Walla	Tenure Review Year 1
Hector Lujan	Faculty Librarian, Walla Walla	Tenure Review Year 1
Kris Margart	Welding Instructor, Walla Walla	Tenure Review Year 2
Halley McCormick	Mathematics Instructor, Walla Walla	Tenure Review Year 1
Eunice Muriu	Nursing Instructor, Walla Walla	Tenure Review Year 1
Marley Olson	Sociology Instructor, Walla Walla	Tenure Review Year 1
Alan Raeder	BAS Agricultural Systems Instructor, Walla Walla	Tenure Review Year 2

The committee voted to recommend to extend the probationary period until Winter 2024 for the following faculty:

Pamela Walton	Nursing Clinical Educator, Clarkston	Tenure Review Year 3
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Feel free to contact me if you have any questions.

cc: Jessica Clark
Brooke Marshall



**Walla Walla Community College
Trustees Evaluation of Board
2020**

		Yes	No	Don't Know/ Can't Judge
POLICY – As a Board, we:				
1.	Have an agreed-upon philosophy as to the distinction between policy and administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Approve college policies and see that the college policies are clearly stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ensure that the president has delegated authority to implement board policy and have adopted a clearly stated resolution to that effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Conduct board meetings in a fair, efficient, and businesslike manner as we consider matters of policy and when receiving information about college activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Understand our obligations and responsibilities as trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOARD ORGANIZATION: As a Board, we:				
6.	Have a climate of mutual trust and support between board members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Provide ourselves with sufficient meeting time for the discussion of issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have a yearly board self-evaluation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Give careful consideration to the election of the board chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Have an adequate structure for the study of issues that will receive board action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Conduct orientation programs for new board members that specifically include a segment about the organization's history and traditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Ensure someone serves as a mentor when a new member joins the board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Participate in discussions about the effectiveness of the board's performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Take advantage of opportunities for growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Meet with trustees and educators from other institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	We have joined the faculty and administration in making presentations about our college at local, state, and national meetings/conferences/conventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESIDENTIAL ASSESSMENT – As a Board, we:				
17.	Have a carefully planned procedure for the selection/evaluation/retention of the president	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Have clear and concise expectations of the performance of the president and have clearly communicated them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Have yearly evaluations of the president what includes a self-evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Have an objective evaluation instrument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Set goals for the president with the president	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Give the president a copy of his/her evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Understand the concept that presidential performance is linked with the board's performance (and vice versa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	Don't Know/ Can't Judge
24.	Have a climate of mutual trust and support between the board and president	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Express approval publicly and private for the success of the president and the college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISION, MISSION, VALUES, AND GOALS – As a Board, we:				
26.	Have adopted a vision, mission, values, and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Observe that the statements appear prominently in the college catalog and appropriate college publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Ensure that the college vision, mission, values, and goals respond to the community's educational and public service needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Ensure that the college's goals and strategies for attainment respond to the mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Update the vision, mission, values, and goals on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Continually discuss what the college stands for and how that is related to the matters before us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL MANAGEMENT AND SUPPORT – As a Board, we:				
32.	Approve an annual operating budget carefully and in consideration of our vision, mission, values, and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Receive financial reports and related information periodically and are informed of the financial status of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Work actively to support the college foundation by:			
	a. Adopting an operating agreement between the college and the foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Periodically attend foundation board meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Assist the foundation to meet its fund-raising goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Receive periodic program and financial reports from the foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANNING – As a Board, we:				
35.	Takes regular steps to keep informed about important trends in the larger environment that might affect the college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Explicitly examines ramifications of any important discussion leading to decisions it is about to make	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Sets clear organizational priorities for the year ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Ensure an annual report is prepared and distributed publicly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	As appropriate, ensures its decisions are communicated via administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	At least once a year, holds a retreat or special session to examine our performance and determine how well we are doing as a board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Periodically sets aside time to learn more about important issues facing the college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Is attentive to how it reaches conclusions as it is to what is decided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	When faced with an important issue, the board is provided with creative approaches or solutions to the problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	Don't Know/ Can't Judge
44.	Often discusses where the organization should be headed five or more years in the future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Within the last three years, the board, as part of strategic planning, has reviewed projections and goals with regard to these elements of institutional planning:			
	a. Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Available resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Educational programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Community responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Have reviewed and approved the college's strategic plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHYSICAL PLANT – As a Board, we:				
47.	Approved the facilities master plan which includes current and anticipated needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Ensured the master plan includes funding requirements for maintenance of existing structures and capital equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Receive monthly reports on the planning, design, and construction of facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONSHIP WITH ETERNAL CONSTITUENCIES – As a Board, we:				
50.	Keep informed about the educational needs of our community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Keep the community informed of the college's activities, educational perspectives, and plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	Have established channels of access and exchange between the college and the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Encourage the effective use of citizen advisory committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Encourage college participation and membership in community-based philanthropic, cultural, and service organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by:

_____, **Trustee**

_____, **Trustee**

_____, **Trustee**

_____, **Trustee**

_____, **Trustee**

Date