



**Board of Trustees, District No. 20**  
**Walla Walla Community College**  
**Board Meeting Agenda**  
**Water & Environmental Center | Rm. 2023/2024**  
**WWCC Walla Walla Campus**  
**Wednesday | March 23, 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, March 23, 2022 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/86078471958> or dial-in: 253/215-8782.

**Board Meeting Agenda**

*All Times are Estimates*

<b>9:30 a.m.</b>	<b>Call to Order</b> <i>Mr. Bill Warren, Chair</i>		
	<b>Approval of Agenda</b> <i>Mr. Warren</i>	<b>Action</b>	
	<b>Consent Agenda</b> <i>Mr. Warren</i>	<b>Action</b>	
	1. February 23, 2022 Board Meeting Minutes		<b>Tab 1</b>
	2. Personnel Update		<b>Tab 2</b>
	3. Interim Winter Quarter Enrollment Report		<b>Tab 3</b>
<b>9:35 a.m.</b>	<b>President's Report</b> <i>Dr. Chad Hickox</i>	<b>Discuss</b>	
<b>9:50 a.m.</b>	<b>Student Government Association Activity Report</b> ➤ <b>Clarkston Campus</b> <i>Ms. Sheila Flowers</i>	<b>Discuss</b>	
<b>10:00 a.m.</b>	<b>Academic Freedom Policy Presentation</b> <i>Dr. Jessica Clark, Ms. Deisy Haid</i>	<b>Discuss</b>	<b>Tab 4</b>
<b>10:10 a.m.</b>	<b>2022-2023 Sabbatical Request</b> <i>Dr. Hickox</i>	<b>Action</b>	<b>Tab 5</b>
<b>10:15 a.m.</b>	<b>President's Evaluation</b> <i>Ms. Sherry Hartford</i>	<b>Discuss</b>	<b>Tab 6</b>
<b>10:25 a.m.</b>	<b>Board Reports / Remarks</b>	<b>Discuss</b>	
<b>10:35 a.m.</b>	<b>Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status</b>		

<b>11:05 a.m.</b>	<b>Tenure</b> <i>Dr. Hickox</i> <ul style="list-style-type: none"> <li>• <b>Tenure Recommendations</b></li> <li>• <b>Continued Full-Time Probationary Employment Recommendations</b></li> </ul>	<b>Action</b>  <b>Action</b>	<b>Tab 7</b>
<b>11:15 a.m.</b>	<b>Recess to Executive Session to Discuss Faculty Negotiations</b>		
<b>11:40 a.m.</b>	<b>Consider Approval of Memorandums 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. Hartford</i>	<b>Action</b>	<b>Tab 8</b>
<b>11:45 a.m.</b>	<b>Recess to Executive Session to Discuss Potential Litigation</b>		
<b>12:05 p.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
<b>12:15 p.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>12:30 p.m.</b>	<b>Adjournment</b>  <b>Optional Meet and Greet w/Faculty Participating in Tenure Process</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, February 23, 2022 in the Workforce Center on the Walla Walla Community College Clarkston Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:34 a.m.

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

**Administrators present:** Dr. Chad Hickox, President  
Dr. Jess Clark, Vice President, Instruction  
Ms. Sherry Hartford, Vice President, Human Resources  
Ms. Peggy Lauerma, Vice President, Administrative Services  
Dr. Graydon Stanley, Vice President, Student Services  
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness  
Ms. Kathy Adamski, Dean, Nursing Education  
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion  
Mr. Brent Caulk, Dean, Corrections Education, WSP  
Dr. Karl Easttorp, Director, Marketing & Communications  
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal Justice, Early Childhood & Parenting Education, and Human & Social Services  
Dr. Chad Miltenberger, Dean, Clarkston Campus  
Ms. Jacquelyn Ray, Director, Library Services  
Mr. Joshua Slep, Director, Institutional Research & Effectiveness

**Also present:** Dr. Lisa Chamberlin, ctcLink Project Manager/Organizational Change Manager  
Ms. Doreen Kennedy, Recording Secretary  
Mr. Bryan Ovens, AAG  
Ms. Nadine Stecklein, Director, Student Life

### Approval of Agenda.

Mr. Burt moved and Ms. Leer seconded to approve the agenda for the February 23, 2022 Board of Trustees meeting as presented. *Motion carried.*

**Trustee Onboarding.** Ms. Michelle Liberty, Vice Chair, led the Board of Trustees through a study session to discuss trustee onboarding and the topic of Board Development.

**Trustee Retirement Presentation.** The Board consented to have this agenda item moved to the Board Reports/Remarks section of the agenda.

**Consent Agenda.**

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

1) January 26, 2022 Board Meeting Minutes, 2) Personnel Update.

*Motion carried.*

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

- State of Washington Revenue Forecast: Released last week, promises a somewhat less contentious and less volatile budget situation than in the recent past.
- Indoor Mask Mandate: Ends March 21, awaiting anticipated updates to the Higher Education Proclamation in relation to the change.
- Great Resignation: Concerns within the college community and around the State, tracking how it is impacting our overall headcount and how it affects the budget.
- Upcoming Campus Meetings: Student Town Hall - March 2 at 4:00 p.m., Employee College Forum - March 8 at 3:30 p.m.
- Recent/Upcoming Speaking Engagements: Clarkston Valley Vision meeting - February 1, Sunrise Rotary - March 16.
- Promise Scholarship Update: Michelle Cole (Gallatin) has been hired to work specifically on the marketing strategy for this project.
- Northwest Equity Conference: Virtual conference being hosted by Clark College, 10 WWCC employees (including myself) will be attending.
- ctcLink Go Live: 58 calendar days to go.
- Washington State Senate Resolution: Passed last week honoring Jan Yoshiwara, SBCTC Executive Director, she is retiring July 2022.

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

- Equity Action Plan Highlights: Developed in December 2021, connected directly to the College's Strategic Plan and aligns with efforts across the College.
  - Communication
    - Calendar
    - Marketing/Campus News
  - Community Exposure/Recruitment
    - Community Engagement: 13 Boards, Fair Boards, City Councils, H.S. Advisory Committees, etc.
    - Marketing Presence: Billboards, attend multiple career fairs, on-campus visits as allowed
    - Retention

- Partnerships: LC State, Clarkston High School
- Underserved Populations
- Provide Quality Experience through Environment and Opportunity/Identify Underserved Populations
  - Facility Improvements: Lab remodel, Nursing remodel
  - Instructional Opportunities: Lab Tech, Welding Curriculum, English/Math
  - Efficiently and Effectively Serve Students: Identifying short falls and gaps
  - Providing this Service Online

#### **Student Government Association Activity Report.**

- **Clarkston Campus.** Ms. Sheila Flowers welcomed the Board of Trustees and meeting participants to the Clarkston campus and made note of the Black History Month display located on campus.
- **Walla Walla Campus.** On behalf of Ms. Rebecca Tibbetts, Ms. Nadine Stecklein reported on the following topics:
  - Virtual Student Town Hall Meeting: March 2 at 4:00 p.m. (both campuses)
  - Blood Drive: March 4 from 9:00 a.m. to 3:00 p.m.
  - Laptop Loaner Program: 50 laptops available, 27 loaned out between WW/Clarkston
  - Campus Resources Marketing

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

- Faculty Contract Negotiations: Successfully completed, highlights include:
  - State High Demand Funding
  - Guided Pathways Funding
  - Nurse Educator Funding
  - Faculty Emeritus System for Retirees
  - Salary Negotiation Issues Finalized
  - Tenure Review Process Cleaned Up
  - Revised Professional Development Program

#### **Interim Winter Quarter Enrollment Report.** Dr. Velluzzi reviewed the Interim Winter Quarter Enrollment Report and presented Clarkston student data for 2021-22.

- Winter Quarter Enrollment Report (compared to the close of the previous winter quarter):
  - State supported enrollment reporting 1,552 FTE, an increase of 3 FTE
  - Contract enrollment was at 1,005 FTE, a decline of 17 FTE
  - Self-support enrollment reporting 36 FTE, up 3 FTE
  - BAS programs reporting 87 FTE, up 22 FTE
  - Running Start reporting 216 FTE, down 5 FTE
  - Total enrollment reporting 2,593 FTE, down about .3%
- Clarkston Student Composition 2021-22:
  - Who are Clarkston Students

- Age, HS Grad, First Generation, Pell Eligible, Non-Native English Speaker, Gender, Ethnicity, US Citizenship, Resident Status
- Where do Clarkston Students Attend Class
  - Clarkston, Walla Walla, Day, Evening, Online
- What do Clarkston Students Study
  - Ag Science, Energy & Water Management, Clarkston Campus, Health Sciences, Workforce Trades

**January Financial Report.** Ms. Lauerman reviewed the financial report for the period ending January 31, 2022, including:

- Operating Budget Reconciliation
- Revenue
- Expenditures – by Category and Function
- Budget Process 2022-2023
- Budget Assumptions

**Board Reports / Remarks.**

- Trustee Retirement Presentation: The Board of Trustees, joined by Dr. Hickox, Dr. Miltenberger and former Trustees Roland Schirman and Kris Klaveano, acknowledged and celebrated the retirement of former Trustee, Mr. Don McQuary, who retired in April 2021.

**Recess to Executive Session to Discuss Faculty Negotiations.** The Board recessed to Executive Session at 12:10 p.m. to discuss faculty negotiations, with an anticipated return time of 12:30 p.m. At 12:30 p.m., the Board announced the Executive Session would be extended to 12:40 p.m. At 12:43 p.m., the Board returned to open session and Mr. Warren reported no action had been taken during executive session.

**New and Unscheduled Business.** None.

**Public Comment.** None.

**Adjournment.** The meeting adjourned at 12:44 p.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Mr. Bill Warren, Chair  
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: March 17, 2022  
TO: Board of Trustees  
FROM: Sherry Hartford, Vice President of Human Resources  
SUBJECT: Personnel Update

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

**New Hires**

Evensen, Angela – Administrative Assistant to VP of Finance, Business Services

**Separations**

Derry, Rebecca – Graphic Designer Senior, Marketing & Communications

Dimak, Jesse – Custodian 2, Facilities

Worden, Jodi – Executive Director of Continuing Education & Community Engagement

Bogenreif, Jeff – FTF Carpentry, CRCC (passed away)

**Changes**

Klem, Tracy – Director of Campus Security & Environmental Health & Safety

Brittain, Nicholas – Program Assistant (non-permanent), Continuing Education

**Full-Time Positions Currently Posted**

Alumni Relations/Annual Giving Officer

Arts and Science Navigator/Advisor for Guided Pathways

Assistant Director of the Water & Environmental Center & Workforce Initiatives

Café Manager/Catering Chef

Chemistry Instructor (tenure track)

CNC Instructor, WSP (tenure track)

Custodian 2

Dean of Nursing and Allied Health

Director of Education Operations, CRCC

Director of Enology & Viticulture

Director of Guided Pathways

Disability Support Services Coordinator

Education Technologist

English Instructor (tenure track)

General Ledger Accountant

Human & Social Services Instructor (tenure track)

Nursing Instructor, Clarkston and WW (tenure track)

Perkins Program Coordinator

Secretary Senior Student Success Center

Sociology Instructor (tenure track)

Turfgrass and Irrigation Management Instructor (tenure track)



## Walla Walla Community College

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

DATE: March 16, 2022

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Winter Quarter Enrollment

The corresponding tab provides an enrollment report for Winter Quarter 2022.

- State-supported enrollment for Winter Quarter is reporting 1,546 FTE, a decline of 3 FTE from the **close** of winter 2021.
- Contract enrollment is reporting 1,054 FTE, an increase of 32 FTE (about 3%) from the **close** of winter 2021. Corrections education is reporting 818 FTE, up 40 FTE from the close of last winter.
- Self-support enrollment is reporting 17 FTE, which is down 8 FTE from the **close** of last winter quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 86 FTE, up 21 FTE from 65 FTE at the **close** of last winter quarter.
- Running Start is reporting 216 FTE, down 5 FTE from the **close** of last winter quarter. No change from last report.
- Total enrollment for winter quarter is presently 2,636 FTE, up 33 FTE (about 1%) from the close of winter 2021.
- Preliminary spring quarter state-supported enrollment is reporting 1,297 FTE, down 1.3% year over year.



# WWCC Enrollment Report for Spring 2022

As of March 16, 2022

All current and future quarter FTEs are estimates and subject to change. Historical FTEs match SBCTC official records.

## FTE by Funding Source

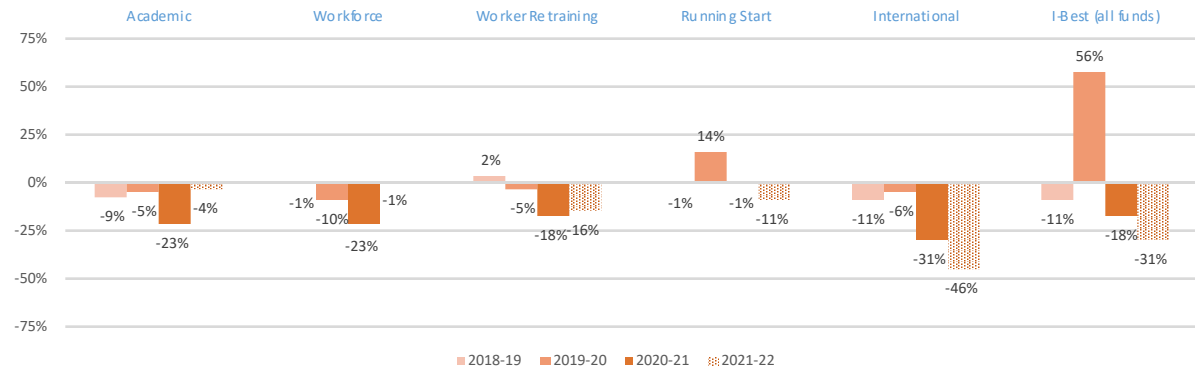
	2018-19				2019-20				2020-21				2021-22			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	689	889	41	1,619	561	972	36	1,569	474	759	6	1,239	375	845	16	1,236
fall	2,367	1,347	31	3,745	2,277	1,362	75	3,714	1,662	1,033	48	2,743	1,678	1,277	59	3,014
winter	2,371	1,353	29	3,753	2,158	1,529	38	3,724	1,549	1,022	33	2,603	1,546	1,054	36	2,636
spring	2,199	1,341	40	3,580	1,829	1,016	8	2,853	1,403	1,156	25	2,584	1,229	177	17	1,423
<b>Total</b>	<b>7,626</b>	<b>4,930</b>	<b>141</b>	<b>12,697</b>	<b>6,825</b>	<b>4,879</b>	<b>157</b>	<b>11,860</b>	<b>5,088</b>	<b>3,970</b>	<b>112</b>	<b>9,169</b>	<b>4,828</b>	<b>3,353</b>	<b>128</b>	<b>8,309</b>
<b>AAFTI</b>	<b>2,542</b>	<b>1,643</b>	<b>47</b>	<b>4,232</b>	<b>2,275</b>	<b>1,626</b>	<b>52</b>	<b>3,953</b>	<b>1,696</b>	<b>1,323</b>	<b>37</b>	<b>3,056</b>	<b>1,609</b>	<b>1,118</b>	<b>43</b>	<b>2,770</b>

Three-year average: 2,171  
State Allocation Plan for 2021-22: 3,157 (-31%)

## Change to date

		Δ prev.yr.	Δ 3yrs.	3-yr avg. Δ
State	summer	-21%	-46%	-18%
	fall	1%	-29%	-10%
	winter	0%	-35%	-12%
	spring	-12%	-44%	-18%
	annual	-5%	-37%	-14%
Contract	summer	11%	-5%	0%
	fall	24%	-5%	0%
	winter	3%	-22%	-6%
	spring	-85%	-87%	-32%
Self Support	summer	167%	-61%	24%
	fall	23%	92%	44%
	winter	9%	24%	9%
	spring	-32%	-58%	32%

## Annual Change in FTE by Class Intent and Program



## FTE Highlights by Class Intent and Funding Source

Duplicative. Do not sum to totals		2018-19				2019-20				2020-21				2021-22			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	237	851	859	814	240	870	799	705	245	659	588	531	184	701	588	472
	Workforce	309	1,214	1,148	1,119	232	1,111	1,088	968	183	848	823	760	160	856	839	737
	Basic Ed. for Adults	117	165	229	168	61	140	135	76	25	54	57	63	22	72	73	30
	Pre-College	26	137	134	98	29	155	136	80	21	101	80	48	9	48	48	28
	Worker Retraining	93	380	379	366	102	352	361	342	98	271	304	278	80	259	254	205
	I-Best**		30	21	47		44	26	33	11	15	24	22	9	27	47	45
	BAS		3	7	9	4	49	49	45	5	61	65	70	22	79	86	72
	International	8	20	19	21	4	19	23	18	6	14	11	13	2	10	8	4
	Contract																
	DOC	888	1,018	1,052	1,056	972	1,074	1,244	766	748	779	778	887	835	1,022	818	5
	Running Start		199	202	183		232	234	202		229	221	211		221	216	154
	Alternative HS		97	93	86		9	42	28		19	18	23		11	10	13
	College in HS		14		10			3	10			1	8		2	1	
	I-Best**	63	60	70	68	123	95	165	74	101	101	94	93	69	80	44	

Full-time Equivalent (FTE) enrollments are an analytical measurement of student activity across the term, equal to 15 quarterly or 45 annual credits, and may not match billing requirements for all programs.

\*Based on intent of the course as defined by CIP. Does not equate to department or college organizational structures.

\*\*All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract -funded courses began in 2017-18.

# Academic Freedom

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ADMINISTRATIVE  
POLICY 6000

# What is Academic Freedom?



“Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties...

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject.

Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning”

-American Association of University Professors

# Authority

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- WWCC Executive Leadership Team
- Northwest Commission on Colleges and Universities Standard 2.B.1 and 2.B.2
- American Association of University Professors
- AHE Collective Bargaining Agreement Article 9.2



# Research Process

## Organizations

- NWCCU Guidelines
- AAUP Guidelines
- Organization of American Historians (OAH)
- Collective Bargaining Agreement (CBA)

## 2- Year Colleges

- Green River College
- Spokane CC
- Big Bend CC
- Chemeketa CC
- Western Wyoming CC

## 4- Year Colleges

- Colorado State University
- Walla Walla University

# Timelines



Meetings with VPI  
February & March 2022



Faculty Senate  
1<sup>st</sup> review 1/11/22  
2<sup>nd</sup> review 2/8/22  
Faculty feedback 1/14 & 2/14/22



Instructional Leadership  
Reviewed on 2/3/22



Executive Leadership Team  
Presentation on 2/14/22



VPSS reviews with SGA for Walla  
Walla campus on 3/1/22 and for  
Clarkston campus on 3/7/22



Posted for review on web on 3/2/22  
ELT to be forwarded to Governance  
Council by 3/31/22



**Thank you**

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**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 17, 2022

**FROM:** Chad Hickox, President

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

**RE:** Sabbatical Recommendation

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The Professional Development Committee has recommended Kristen Harvey, a full-time Mathematics Instructor, for a one quarter sabbatical for Fall 2022 (September 2022 to December 2022).

After reviewing the application and recommendations, I recommend the Board approve the requested sabbatical leave for Kristen.





## Walla Walla Community College

To: Board of Trustees

From: Jessica Clark, PhD  
Vice President of Instruction

Date: March 7, 2022

Subject: Sabbatical Recommendation

The Professional Development Committee has recommended Kristen Harvey, a full-time Mathematics Instructor, for a one quarter sabbatical for Fall 2022 (September 2022 to December 2022).

After reviewing the application and recommendations, I recommend the Board approve the requested sabbatical leave for Kristen.


JC:cd

A handwritten signature in black ink, appearing to be 'JC', is written over the typed name 'JC:cd'.

**Walla Walla Community College  
Professional Development Committee**

**MEMORANDUM**

TO: Chad Hickox

FROM: Jeff Adams, Chair   
Professional Development Committee

DATE: March 7, 2022

SUBJECT: 2022-2023 Sabbatical Leave Request

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This letter is written on behalf of the Professional Development Committee concerning one 2022-2023 sabbatical leave application request.

The faculty, administrators, and support staff of which this committee is comprised, fully endorse the proposal for sabbatical set forth by instructor Kristen Harvey. Her request, in the committee's opinion, promotes professional revitalization as she works towards her doctoral degree in mathematics. Clearly, this complies with the requirements detailed under AHE Article 27 and meets the established purpose for sabbatical to "benefit the college and its students..."

On behalf of Ms. Harvey and the Professional Development Committee, we thank you for reviewing the proposal for sabbatical and for presenting this important project to the Board of Trustees.

cc: Jessica Clark

**Walla Walla Community College**  
**2022-2023 SABBATICAL LEAVE APPLICATION**

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It is not unusual to receive more requests for sabbatical leave than can be awarded, due to budget constraints. Therefore, the process involving selection becomes somewhat competitive. The screening committee carefully reviews each request and makes a judgment based to a great degree on the quality of the application. Attached to this application form you will find a page from the faculty contract which explains in detail the sabbatical leave policy. Good luck to you in your request for sabbatical leave.

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Name: \_\_\_\_\_ Kristen Harvey \_\_\_\_\_ Date: \_\_\_\_\_ December 20, 2021 \_\_\_\_\_

Date of first full-time contract at WWCC: \_\_\_\_\_ September 1, 2013 \_\_\_\_\_

Number of years (full-time) at WWCC: \_\_\_\_\_ 8 \_\_\_\_\_

Current teaching assignment: \_\_\_\_\_ Mathematics \_\_\_\_\_

I request \_\_\_\_\_ 1 \_\_\_\_\_ quarter(s) of leave to begin \_\_\_\_\_ September 1, 2022 \_\_\_\_\_  
and to terminate \_\_\_\_\_ December 31, 2022 \_\_\_\_\_.

**USE SEPARATE SHEET(S) OF PAPER FOR THE FOLLOWING THREE ITEMS:**

- I. Description of Sabbatical Leave Plan
  - A. State reasons for requesting the leave.
  - B. Provide a detailed description of the plan.
- II. 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.
- III. Description of Past Contributions to WWCC  
(Include part-time or classified employment, fellowships, WWCC committee work, recognition, etc.)
- IV. Three letters of recommendation:
  - A. One colleague
  - B. Your dean or director
  - C. Vice President of Instruction

Attach your completed Sabbatical Leave Application and return to the Office of the Vice President of Instruction by 5:00 p.m., Friday, January 14, 2022.

## **Article 27 Sabbatical Leave**

27.1 Guidelines and procedures for sabbatical leave, including application forms, rating procedures, and reporting requirements will be established by the Professional Development Committee.

### **27.2 Purpose**

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. Such leave would allow eligible employees an extended period of time free from normal contractual obligations in order to pursue legitimate professional goals. This purpose is consistent with the provisions of RCW 28B.10.650 as now exist or hereafter amended and with this college's commitment to faculty professional development. Appropriate uses of sabbatical leave would include formal study, travel relevant to work assignment, work experience in one's teaching field, or any other activity which would contribute substantially to the improvement of teaching abilities.

### **27.3 Eligibility**

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 of Walla Walla Community College. Employees awarded three quarters of sabbatical leave will be eligible for additional award after a second six (6) year period of full-time employment. Employees who are awarded leaves of less than three quarters retain their remaining entitlement and will qualify for additional entitlement at the rate of one quarter for each two-year period of full-time employment, not to exceed three quarters of entitlement during a six-year period.

### **27.4 Approval**

All sabbatical leaves require the approval of the Board of Trustees. The number of sabbatical leaves approved by the Board shall not exceed five percent (5%) of the fulltime contracted faculty, provided the number of leaves given does not exceed four percent (4%) of the full-time equivalent faculty. The number of leaves granted shall be subject to budget restraints. In the event that the number of applicants exceeds the number of recipients, the Board shall name a first and second alternate to replace a leave recipient should an employee not accept a sabbatical leave grant.

### **27.5 Compensation**

Faculty are encouraged to seek outside funding support for their sabbaticals. Compensation from the college during sabbatical leave shall be computed on the basis of the recipient's 176-day contractual salary for the year in which the leave is taken. The following rates apply:

- A. 85% for one-quarter leave
- B. 75% for two-quarter leave
- C. 75% for three-quarter leave.

#### 27.6 Outside Funding

Sabbatical leave salary from the college may be negotiated if outside funding plus sabbatical leave pay from the college exceed 115% of the recipient's full-time contractual salary for the period of the leave. In all cases remuneration will be in compliance with RCW 28B.10.650.

#### 27.7 Procedure

An application for sabbatical leave, which will include reasons for requesting the leave, a detailed sabbatical leave plan, two letters of recommendation from colleagues or supervisor, and recommendation from the appropriate Vice President, must be submitted to the Professional Development Committee by January 15 of the previous college year. The Professional Development Committee will report its recommendations to the President by February 15. The President may recommend candidates for sabbatical leave awards to the Board of Trustees after giving reasonable considerations to the recommendations of the Professional Development Committee. The President will submit recommendations at the Board's regular March meeting, at which time the board will take action on those recommendations. The awarding of sabbatical leave grants are not grievable under any grievance procedures included in this contract

#### 27.8 Award Criteria

Sabbatical leave shall be awarded according to the following criteria.

- A. The value of the proposed activity to the enhancement of the instructional program of WWCC.
- B. The value of the proposed activity to the professional growth and development of the applicant.
- C. The past contribution of the applicant (years of service, range of service) to WWCC.

#### 27.9 Leave Contract

When the Board of Trustees grants a sabbatical leave, the recipient shall sign a contract with the college specifying:

- A. The length of sabbatical leave.
- B. The amount of sabbatical payment.
- C. A commitment to perform according to the approved sabbatical leave plan.

- D. That the recipient will return to employment at the College for at least one (1) full academic year following the leave. The recipient upon return shall be placed in a position at a salary no less than the one received before the leave. It is the intention of the District to place the recipient in the same or similar position upon return.
- E. That the recipient, upon return, will submit a written report to the President summarizing the work completed during the sabbatical leave and describing how the new knowledge will be utilized in teaching assignments. A report of completed professional development activity must also be submitted to the Professional Development Committee.

#### 27.10 Employee Rights

The time spent on sabbatical leave shall be recognized as equivalent to time spent as a full-time academic employee of the college, excepting sabbatical leave entitlement. On request of the employee, the college will provide a planned assignment at least one quarter in advance of the assignment.

Time lines may vary with the mutual consent of the Association and the District.

**Copy to Applicant for Information Purposes**

Applicant's Name \_\_\_\_\_Kristen Harvey\_\_\_\_\_

**RATING SCALE FOR SABBATICAL LEAVE PROPOSALS**

<b><u>Criteria</u></b>	<b><u>Points</u></b>	
<b>A. Enhancement of instructional program of WWCC.</b>	20	_____
<b>B. Contribution to applicant's professional growth and development.</b>	10	_____
<b>C. Applicant's past contribution to WWCC (i.e., years of service, range of service).</b>	10	_____
<b>D. Detailed description of the plan.</b>	10	_____
<b>E. Presentation of the plan; including completeness, clarity, organization, and appearance.</b>	5	_____
	<b>TOTAL</b>	_____

## I. Description of Sabbatical Leave Plan

In February 2019, I was accepted to the PhD program at WSU in Mathematics Education. The course of study typically takes 7-10 years to complete, with the assumption that graduate students with jobs will take one or two courses at a time. I am hoping, if granted sabbatical leave, to take a full-time course load Fall quarter in order to shorten that timeline. I used two quarters of my sabbatical leave award in Fall, 2020 and Fall, 2021 to attend classes full-time and it was extremely rewarding. I was able to devote my full attention to learning about such topics as how we define mathematics knowledge, how we can recognize and embrace diversity in the curriculum, and how the brain responds to stressors in such a way to inhibit learning. This past year I was able to take classes that focused directly on my teaching assignment by enrolling in intermediate and then advanced statistics. This knowledge is directly transferable to my practice as an instructor and I hope to be awarded another quarter of sabbatical leave so that I can continue this next Fall learning the latest research about Math Education in order to benefit our students.

## II. Proposed Benefits

When I started looking into graduate programs a few years ago, I looked for programs where I could design my own research projects. I have long been interested in the topic of Math Anxiety. I would love to dig deeper into the field and do research as to causes and to solutions that would help us here at WWCC. So much of what we do in our Developmental Math courses (a.k.a. Pre-College) is trying to repair the damage done to students psychologically after years of being unsuccessful in math. We are teaching math, yes, but we are also needing to be cognizant of their mental blocks, their anxieties, and their barriers to success. Once we are able to identify those, we can begin to help students move past them and experience success in math.

I began the PhD program in the Fall of 2019 with two courses. I quickly became immersed in (and fascinated by) my studies. It is startling the amount of research being conducted on best practices of math instruction as well as at the intersection with cognitive psychology. I have already begun implementing current findings about Math Anxiety and Stereotype Threat in my classroom with some measure of success. Additionally, I was approached my first semester of the program by a team of faculty at WSU who asked me to work with them on their research project on Growth Mindset interventions in math classrooms. Together, we conducted a large-scale project with hundreds of students measuring the impact on interventions with faculty to measure the results on student performance. I created Qualtrics assessments, managed the database of results, and collected/analyzed the data. We are still analyzing the findings, but the interventions implemented are planned to be used in our new co-requisite model at WWCC. So, already, my research has had direct benefits to what we do on campus.

During my second sabbatical leave (Fall, 2021), I was selected to present my research at a national math conference and was approached by faculty from as far away as Italy with follow up questions and requests for collaboration after my presentation. I have begun Zoom conversations with the national leader in the field of math anxiety: he has offered to collaborate with me on future research. In November, based upon my academic progress and work in the program, I was nominated by the Math and Science Department for an award in the Graduate School at WSU.

Math Anxiety has been an interest of mine for decades and it has informed so much of what I do in the classroom and in counseling sessions with students. I have now logged hundreds of hours of research on the topic and have done several presentations on it as well. Cognitive



Interventions to alleviate poor performance of mathematics (whether it is Stereotype Threat, Growth Mindset, or Math Anxiety) would be a game changer for our low-achieving students. One of the things I was startled to discover this past year was that 80% of students at community colleges are estimated to suffer from math anxiety, with the greatest concentration of those students enrolled in Elementary Education programs. With my background as a K-12 teacher, and as a current instructor in this program at WWCC, this was of particular concern to me. As a result of this finding, this past semester I did research on proven techniques to educate and train our prospective teachers on the consequences of a fixed mindset on their learning and the long-term ramifications of their math anxiety on their future students. Working with a faculty member at WSU, I have designed a four-week instructional module utilizing current research findings on effective professional development, as well as the latest research on brain plasticity for my Math& 131 and Math 037 students. The module is designed to help them with their metacognitive awareness and will aid in developing new orientations towards learning mathematics. I will begin implementation of that module at WWCC Winter Quarter 2022. A faculty member has recommended me as a presenter of this research Spring semester at WSU's research showcase.

A year from now, as I complete my coursework and begin my dissertation study, it is hard to predict what the pressing needs of WWCC will be. Whatever it is, it will certainly inform my focus of research and my motivation to help students be successful in math. That has been, and remains, my driving force and reason for furthering my education.

### III. Description of Past Contributions to WWCC

#### *Trainings/Certifications*

Advisor Certification

Canvas 101

Trainings on: 25 Live, Budget 101, Title IX, Managing Bias, Placement, Budget 102, Inclusive Teaching, Office 365, Digital Security, Transfer Academy, Financial Aid Literacy, Accuplacer, Panopto, Hate Crimes, Word Press, StatCrunch, Mathematica, ACES, DNA, DEI, SPSS

Math Symposium, On Course symposium, Online Teaching

Stanford course on "How to Learn Math" (Growth Mindset)

Enrolled in WWCC Statistics course to prepare for upcoming teaching assignment

WSU courses on: Learning and Development in Math and Science, Frameworks for Research in Math and Science Education, Growth Mindset Research Project, Language & Cultural Factors in Math, Epistemology and Inquiry in Educational Research, Embodied and Embedded Cognition, Principles of Doctoral Research, Motivation Theories, Educational Statistics, Advanced Statistical Analyses and Quantitative Research, Research Seminars

#### *Peer Evaluations*

Chris Mehl tenure committee

Jenny Thonney evaluation

Ted Carpenter evaluation

John Hough evaluation

Jenny Lemma evaluation

### *Interview Teams*

Interview team for Diversity & Inclusion position  
Interview team for Testing Center coordinator  
Interview team for TLC coordinator  
3 Interview teams for Tenure Track Math Instructor (2014, 2015, 2021)  
Interview team for Pre-College Math Navigator

### *Conferences*

Conferences to New Orleans, Centralia, Wenatchee (AMATYC and WAMATYC)  
Presented at national math conference (MAA), 2021

### *Committees/Activities*

Presentation on "Anxiety in the Classroom" to WWCC colleagues  
College Read Committee  
STEM building committee  
Arts & Sciences Theme Committee  
Developed new pre-requisite courses for the Math Dept: Math 70A, 71, 72B, 74C, 75 and 76D  
Senior Capstone Committee for AEP  
Represented WWCC on BMCF Scholarship Committee  
Course Outcomes Review Committee  
Accuplacer/Placement Transitions Committee  
Title III Project: training WWCC faculty on Prezi presentations  
Division Chair, Mathematics (2016-2019)  
Math Committee for developing Co-Requisite Model for Mathematics courses  
Cultural Responsive Teaching work for the Math Department  
Developed new co-requisite course for the Math Department: Math 037

I am in my 9<sup>th</sup> year with the college, beginning in September of 2013

December 1, 2021

Dear Sabbatical Committee:

I am writing a letter of recommendation to support Kristen Harvey's request to take sabbatical leave for fall term 2022.

Kristen is an extremely valuable member of our math department. She is currently in her third year of the PhD program at Washington State University. Education is her passion and completing her PhD will give her the opportunity to take classes that relate to the community college setting. In addition, she can research in the area of developmental math, including math anxiety, which so many of our students deal with on a daily basis. She will also continue her work researching ways to integrate current research on cognitive psychology into our math program, such as growth mindset theory. If she is approved for sabbatical fall term she will have the opportunity to take more than one class fall semester at WSU which will allow her to earn her PhD in a timely manner.

Kristen was our math chair a few year ago, I admire how was able to teach her full load as well as the variety of chair duties doing an impeccable job in both areas. She spent countless hours on all of her math chair duties making sure that the math department ran smoothly.

Furthermore, Kristen has dedicated many hours to WWCC which has benefited the college in many ways. Kristen was hired fall term 2013 and she has completed a variety of tasks going above and beyond her regular duties at WWCC. Her trainings and certifications include Advisor Certification, Canvas 101, 25 live, Budget 101, Title IX, Managing Bias, Placement, Budget 102, Inclusive Teaching, Office 365, Digital Security, Transfer Academy, Financial Aid Literacy, Accuplacer, Panopto, Hate Crimes, Word Press, Statcrunch, Mathematica, ACES, DNA Math Symposium, On Course Symposium, Stanford course on "How to Learn Math", and a statistics course. Furthermore, she has also completed peer evaluations for Chris Mehl and Jenny Lemma for their tenure positions, and peer evaluations for three adjunct employees. Kristen has also served on many interview teams including the Diversity & Inclusion position, Testing Center coordinator, TLC coordinator, two interview teams for tenure track math instructors, and the Pre-College Math Navigator position. She has also attended AMATYC and WAMATYC conferences in New Orleans, Centralia, and Wenatchee. Kristen has also served on many committees the past six years. She made a presentation on "Anxiety in the Classroom" to WWCC colleagues, she also served on the STEM building committee, Arts & Sciences theme committee, Senior

Capstone committee for AEP, Course Outcomes Review committee, the Accuplacer/Placement Transitions Committee, and Title III project on training WWCC faculty on Prezi presentations.

Currently Kristen is on the search committee for our tenure math position while she is on sabbatical, which takes a great deal of time, effort, and dedication. Additionally, though on sabbatical, and attending graduate school full time, Kristen has taken on the responsibility of developing a new co-requisite course for WWCC, writing the scope and sequence, as well as writing the curriculum and creating activities, homework, and assignments. She has integrated her current research on learning into the course outcomes. She has remained involved in the math department while being on sabbatical: she has attended all department and division meetings this quarter, and volunteers to do extra work to support the math department. By reviewing the list of accomplishments, Kristen goes above and beyond as an employee at WWCC and I believe she deserves the chance for sabbatical fall term 2022.

In conclusion, I strongly recommend approving Kristen Harvey's request for sabbatical leave fall term 2022. She is a tireless advocate for our program and wishes to spend time researching and creating stronger programs for our mathematics department in turn improving student success at WWCC.

Jennifer Leber

Math Instructor

# WALLA WALLA COMMUNITY COLLEGE



07 January 2022

RE: Recommendation Supporting Kristen Harvey's Request for Extending Sabbatical Leave Extension into Fall 2022

Dear Mr. Adams and Professional Development Committee, Dr. Hickox, and Board of Trustees:

It is once again my pleasure to enthusiastically support Kristen Harvey's application for sabbatical leave. Ms. Harvey was eligible for a one-year sabbatical leave in 2020, and she has chosen to split that sabbatical across three Fall quarters: 2020, 2021, and 2022. With emphatic endorsements from me and the Mathematics Division Chair, you approved the Fall 2020 and Fall 2021 sabbatical requests, and Kristen's work has more than amply repaid our confidence in her and her project. She has not yet used all of her sabbatical eligibility, and I now write in whole-hearted support of a sabbatical in Fall 2022 so that Ms. Harvey can complete the final third of her worthy project.

I have attached my letters from the last two years as reminder of Ms. Harvey's acceptance into Washington State University's doctoral program and her sabbatical project. I once again present an application for sabbatical with the endorsement of the Mathematics Division Chairperson (Christopher Mehl this year, and Julianne Sachs for 2020 and 2021).

All the reasons elicited in my two preceding letters still pertain, so I will not repeat them here but will simply add the following:

- Ms. Harvey's topic, and particularly her research into Math anxiety, has become increasingly recognized nationally for its vital connection to student progression and completion. Locally, with our implementation of the co-requisite model in Fall 2021, students who experience math anxiety are placed directly into college-level Math classes (with support courses) and need the informed, sensitized, evidence-based support which Ms. Harvey can provide and can teach her colleagues to provide.
- Several finalists in our tenure-track Mathematics instructor search have expressed a strong interest in working to reduce math anxiety. Ms. Harvey's continuing work on her sabbatical project ideally positions her to lead this effort in the department. With the departures of Julianne Sachs (Fall 2021), Megan Schoessler (Fall 2021), and Eric Schulz (after Spring 2023), seasoned departmental leadership on an initiative crucial to student success will be essential.
- When the Math department has had a need during her sabbatical quarters, Ms. Harvey has stepped in to do whatever is necessary. For example, in Fall 2021, when the Math

instructor search committee needed another member because one stepped down, Ms. Harvey stepped in...and did a stellar job, providing essential wisdom throughout the process. Department Chair Chris Mehl does not see department function being impaired by Ms. Harvey's Fall 2022 sabbatical, but should an unexpected need arise, she has vowed that she will step in to do whatever is needed.

Please let me know if you have any questions. Thank you for considering my whole-hearted support of Ms. Harvey's application.

Sincerely,

A handwritten signature in cursive script that reads "Richard Middleton-Kaplan". The signature is fluid and written in dark ink.

Richard Middleton-Kaplan, Ph.D.

Dean of Arts & Sciences, Criminal Justice, Early Childhood & Parenting Education, and Human  
& Social Services

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

**DATE:** March 16, 2022

**TO:** Board of Trustees

**FROM:** Sherry Hartford, Vice President of Human Resources

**SUBJECT:** President's Evaluation

In the contract between the Board of Trustees and President, Dr. Chad Hickox, Article III, states:

The Board shall annually evaluate the performance of the President using such methods and criteria as the Board may determine in consultation with the President.

President Hickox has requested that I assist in facilitating his annual evaluation. Below is a summary of the process utilized for the 2021 evaluation of President Hickox.

2021 Process:

1. The President and the Board of Trustees agreed that an evaluation tool (attached) would be used to evaluate the Presidents' performance. The evaluation tool was completed by each Trustee independently, by the President, and by the Executive Leadership Team, Deans, Assistant Deans, and Directors.
2. I compiled the responses of the Executive Leadership Team, Deans, Assistant Deans, and Directors into a summary document that was shared with the President and the Board of Trustees.
3. At the May 2021 meeting, the Board of Trustees invited the AHE President, Faculty Senate Chair, and a representative of the classified staff (selected by the WPEA stewards) to speak with the Board of Trustees in Executive Session prior to completing the President's evaluation.
4. The Board of Trustees privately deliberated their collective evaluation, the results of which were shared with the President by the Board of Trustees Chair in Executive Session.

I would like to propose the following timeline for the President's 2022 evaluation:

- March meeting - The President and the Board of Trustees will review and discuss the evaluation tool and process.
- April meeting - The Board of Trustees will approve the evaluation tool and process.

- Prior to the May meeting - The Board of Trustees and the President will conduct their individual and self-evaluations, and I will survey the Executive Leadership Team, Deans, Assistant Deans, and Directors and compile their responses into a summary document.
- May meeting - The Trustees will meet in executive session and meet separately with the AHE President, Faculty Senate Chair, and a representative of the classified staff. The Trustees will then privately deliberate their collective evaluation, the results of which will be shared with the President by the Board of Trustees Chair. After evaluating the President, the Board may extend the president's contract for an additional year and/or adjust the president's compensation when they return to the open public meeting.



**Walla Walla Community College Board of Trustees**  
**2021 Presidential Evaluation of Dr. Chad Hickox**

**As a result of what I have observed, the President is leading the College:**

**1. To be Mission Driven**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**2. To Strengthen Diversity, Equity, and Inclusion**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**3. To Strategically Manage Student Enrollment and Retention**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**4. To Ensure Financial Soundness of the Institution**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**5. To Evaluate and Respond Continually to Community Needs**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**6. To Nurture, Expand, and Leverage WWCC's Presence and Partnerships**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**7. To Manage and Address Risks (such as COVID, Data Breaches, Safety & Security, Succession Planning, etc.)**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**8. To Develop a Collaborative Strategic Planning Process**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**9. Leads with a Clear Organizational Chart and Reporting Structure**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**10. Leads with Advocacy for Student Interests and Needs**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**11. Leads with Meaningful and Transparent Communication**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**12. Leads as a Dynamic and Politically Astute Relationship and Team Builder**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**13. Leads as a Transparent and Collaborative Leader**

5	4	3	2	1
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Comments:

**Additional Comments**

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, President \_\_\_\_\_ (date)



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 17, 2022

**FROM:** Chad Hickox, President

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

**RE:** Tenure Recommendations

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I support the Tenure Review Committee's recommendation that the Board of Trustees grant tenure to the following faculty members:

- Nicole McCauley, Business Instructor, Walla Walla
- Trina McCoon, Nursing Instructor, Walla Walla

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

- Carolyn Allen, Nursing Instructor, Clarkston
- Lara-Ly Hendrickson, Nursing Instructor, Clarkston
- Kris Margart, Welding Instructor, Walla Walla
- Eunice Muriu, Nursing Instructor, Walla Walla
- Alan Raeder, BAS Agricultural Systems Instructor, Walla Walla
- Pamela Walton, Nursing Clinical Educator, Clarkston

I join the Tenure Review Committee and the Vice President of Instruction in endorsing the recommendation of non-continuance for the following probationary faculty:

- Logan Higgins, Microbiology Instructor, Walla Walla



**Walla Walla Community College**  
**Instruction Office**  
500 Tausick Way  
Walla Walla, WA 99362-9267

TO: Chad Hickox, President  
FROM: Jessica Clark, Vice President of Instruction  
DATE: March 16, 2022  
SUBJECT: Probationary Faculty Evaluations and Recommendations

After meeting with the Tenure Review Committee March 3<sup>rd</sup> and carefully evaluating the progress of each of the current probationary faculty appointees, I fully concur with the committee's assessment and endorse its recommendation that the following faculty members be considered favorably in the granting of tenure:

The committee voted to recommend that the Board of Trustees grant tenure to the following faculty, who have completed three years of successful employment at Walla Walla Community College:

Nicole McCauley  
Trina McCoon

Business Instructor, Walla Walla  
Nursing Instructor, Walla Walla

I also endorse the committee's recommendation for continued probationary status for the following faculty:

Carolyn Allen  
Lara-Ly Hendrickson  
Kris Margart  
Eunice Muriu  
Alan Raeder  
Pamela Walton

Nursing Instructor, Clarkston  
Nursing Instructor, Clarkston  
Welding Instructor, Walla Walla  
Nursing Instructor, Walla Walla  
BAS Agricultural Systems Instructor, Walla Walla  
Nursing Clinical Educator, Clarkston

Feel free to contact me if you have any questions.

cc: Sherry Hartford



## Walla Walla Community College

To: Chad Hickox  
From: Jessica Clark, PhD, Vice President of Instruction  
Date: March 16, 2022  
Subject: Non-continuance for Logan Higgins

A handwritten signature in black ink, appearing to be 'J. Clark', written over the 'From' line of the email header.

On March 3, 2022, the Tenure Review Committee made the decision to move forward by recommending non-continuance of Ms. Logan Higgin's probationary status. Ms. Higgins did not submit an appeal of this decision.

Upon review of the material presented in the tenure review process, as Vice President of Instruction, I am in full support of the Tenure Review Committee's decision, and recommend we move forward with the non-continuance of Ms. Logan Higgin's probationary status.

cc: Devon Gustafson  
Sherry Hartford



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 16, 2022

SUBJECT: Probationary Faculty Evaluations and Recommendations

The Tenure Review Committee met March 3<sup>rd</sup> to review Winter Quarter evaluations of those faculty who were referred to the committee by your memo of October 15, 2021. 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 Board of Trustees grant tenure to the following faculty, who have completed three years of successful employment at Walla Walla Community College:

Nicole McCauley  
Trina McCoon

Business Instructor, Walla Walla  
Nursing Instructor, Walla Walla

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

Carolyn Allen  
Lara-Ly Hendrickson  
Kris Margart  
Eunice Muriu  
Alan Raeder  
Pamela Walton

Nursing Instructor, Clarkston  
Nursing Instructor, Clarkston  
Welding Instructor, Walla Walla  
Nursing Instructor, Walla Walla  
BAS Agricultural Systems Instructor, Walla Walla  
Nursing Clinical Educator, Clarkston

The committee voted non-continuance for the following faculty:

Logan Higgins

Microbiology Instructor, Walla Walla

Feel free to contact me if you have any questions.

cc: Jessica Clark  
Sherry Hartford

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

High Demand Compensation

Whereas the Workforce Investment Act provided for increasing salaries for faculty in disciplines determined to be high-demand including but not limited to STEM and Skills Gap courses;

Whereas the college received \$465,441 in the 2022 fiscal year for such purposes;

Whereas the parties have reviewed a list of course CIP Codes for Weighted Skills Gap Enrollment, and a list of STEM courses for Weighted STEM enrollments;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2021-2022 academic year:

1. Eligible faculty are determined to be faculty teaching:
  - a. STEM (Science, Technology, Engineering, Math (including Math 146))
  - b. Skills Gap courses (excluding Nursing) as defined by the SBCTC;
2. Additionally, the faculty teaching the following will be included:
  - a. Agri-Business 010101
  - b. Agricultural Technology and Production Management 010201
  - c. Animal Science 010302
  - d. Plant and Soil Science 010304
  - e. Bachelor of Applied Science – Agricultural Systems 010308
  - f. Culinary Arts 120503
  - g. Early Childhood Education 131210
  - h. Industrial Electrical Maintenance 410301
  - i. Industrial Mechanics 470303
3. Eligible full-time faculty will receive a one-time stipend of \$6,425.94;
4. Eligible part-time faculty will receive a one-time stipend paid on a pro-rated portion based on their percent of full-time teaching approved courses during Spring 2021, Summer 2021, Fall 2021 and Winter 2022;

For the Employer:

For the Union:

\_\_\_\_\_  
Mr. Bill Warren, Chair of the Board

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 20  
AND THE  
WALLA WALLA COMMUNITY COLLEGE ASSOCIATION FOR HIGHER EDUCATION

Nurse Educator Funding

Whereas the legislature has authorized and appropriated dollars for the 2021-2022 academic year “solely to increase nurse educator salaries”, and

Whereas Walla Walla Community College was allocated \$1,233,199 for that purpose, and

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract;

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2021-2022 academic year:

1. Nurse educator is defined as those employees in positions that require a current Registered Nurse license in the job description.
2. Nurse educator money will be utilized to continue to fund the increase of two 70% nursing faculty positions to 100%, and the six full-time nursing faculty positions.
3. To aid in the recruitment, hiring and retention of nursing faculty positions, newly hired full-time tenure track nursing faculty will receive a \$15,000 signing bonus subject to a three-year diminishing repayment plan. Adjunct faculty will receive a signing bonus of \$1,000 and a retention bonus of \$1,000 each quarter they are continuously employed.
4. Full-time nursing faculty will receive a retention stipend in the amount of twenty-six percent (26%) of their base salary effective 2021-2022.
5. Full-time and part-time faculty compensated at the Mode 4 rate will receive the regular Mode 4 rate plus an additional \$43.55 per clinical hour.
6. Nurse educator money will be used to pay any salary step increases awarded to nursing faculty.
7. Nurse educator funds will be used to compensate a Dean of Nursing & Allied Health, an Assistant Dean of Nursing, and support increasing non-faculty nurse educator salaries.

For the Employer:

For the Union:

\_\_\_\_\_  
Mr. Bill Warren, Chair of the Board

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

Whereas the Workforce Education Investment Account provided appropriations solely to implement Guided Pathways at each of the state's community and technical colleges;

Whereas Guided Pathways implementation includes:

- (i) Increased student support services, including advising and counseling;
- (ii) Faculty teaching and planning time to redesign curriculum, develop meta-majors, and engage in interdepartmental planning on pathways;
- (iii) Data analytics and student tracking technology to help advisors and students address challenges that may impede a student's progress; and
- (iv) Research and evaluation to ensure reforms lead to improvements for all students.

Whereas the college received \$700,000 appropriated for the fiscal year ending June 30, 2022, for such purposes;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement;

Therefore, the parties agree Guided Pathways funding will be expended as follows:

The college will proceed with hiring six new positions as follows: Director of Guided Pathways, support staff (classified), and 4 navigators to serve students (on-line, retention/HS/RS, (2) A&S transfer);

To support faculty in guided Pathways work as follows:

- English redesign to create a co-requisite model – release time for one full-time faculty for two quarters (Winter & Spring) with adjunct backfill for courses
- English language learners - ABE (Transitional Studies) – stipend for one to two faculty for pathway mapping (\$500 per faculty paid upon completion of the work)
- Design program reviews – 27 faculty to implement program reviews and connect the reviews to accreditation (\$500 per participating faculty paid upon completion)
- Design macro-level program mapping at the division level (\$1,000 per participating faculty paid upon completion)
- Guided Pathways focused faculty advisor training – compensate faculty at Mode 5 for hours in training during Spring quarter

For the Employer:

For the Union:

\_\_\_\_\_  
Mr. Bill Warren, Chair of the Board

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Mr. James Peitersen, AHE President

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Date

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Date