



## Agenda

Regular Meeting  
Board of Trustees, District No. 20  
Walla Walla Community College  
500 Tausick Way; Walla Walla, WA 99362  
Wednesday, March 19, 2014 – 9:30 a.m.

<b>9:30 a.m.</b>	<b>Call to Order</b> <b>Approval of Minutes</b> <b>Approval of Agenda</b> <i>Darcey Fugman-Small, Chair</i>	<b>Action</b> <b>Action</b>	
<b>9:35 a.m.</b>	<b>Enrollment Reports</b> <i>Carlos Delgadillo</i> <ul style="list-style-type: none"> <li>➤ <b>Interim Winter Quarter Enrollment Report</b></li> <li>➤ <b>Preliminary Spring Quarter Enrollment Report</b></li> </ul>	<b>Discuss</b> <b>Discuss</b>	<b>Tab 1</b> <b>Tab 2</b>
<b>9:45 a.m.</b>	<b>February Budget Status Report</b> <i>Davina Fogg</i>	<b>Discuss</b>	<b>Tab 3</b>
<b>10:00 a.m.</b>	<b>Instruction Report</b> <i>Dr. Marleen Ramsey</i> <ul style="list-style-type: none"> <li>➤ <b>Pre-College Math Redesign Update</b> <i>Scott Marsh</i></li> <li>➤ <b>Achieving the Dream Update</b> <i>Dr. Ramsey</i></li> </ul>	<b>Discuss</b> <b>Discuss</b>	
<b>10:30 a.m.</b>	<b>Student Services</b> <i>Wendy Samitore</i> <ul style="list-style-type: none"> <li>➤ <b>Associated Student Body Activity Reports</b> <i>Walla Walla: Sam Robillard</i> <i>Clarkston: Jeremy Nicholson (via ITV)</i></li> <li>➤ <b>WWCC Sports Update</b> <i>Jeff Reinland</i></li> <li>➤ <b>Financial Aid Report</b> <i>Danielle Hodgen</i></li> </ul>	<b>Discuss</b> <b>Discuss</b> <b>Discuss</b>	<b>Tab 4</b>
<b>11:00 a.m.</b>	<b>Break</b>		
<b>11:10 a.m.</b>	<b>Capital Projects Report</b> <i>Davina Fogg</i>	<b>Discuss</b>	<b>Tab 5</b>
<b>11:20 a.m.</b>	<b>WWCC Foundation Activity Report</b> <i>Doug Bayne</i>	<b>Discuss</b>	

<b>11:30 a.m.</b>	<b>Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status</b>	<b>Discuss</b>	
<b>12:00 p.m.</b>	<b>Personnel</b>		
	➤ <b>Tenure Recommendations</b> <i>Dr. Steven VanAusdle</i>	<b>Action</b>	<b>Tab 6</b>
	➤ <b>Continued Full-Time Probationary Employment Recommendations</b> <i>Dr. VanAusdle</i>	<b>Action</b>	
	➤ <b>2013-14 Sabbatical Leave Request</b> <i>Dr. VanAusdle</i>	<b>Action</b>	<b>Tab 7</b>
	➤ <b>Appointments</b> <i>Sherry Hartford</i>	<b>Discuss</b>	
	• Gerald Bradford, Corrections Education Navigator		
	• Dave Stockdale, Director, Water & Environmental Center		
	➤ <b>Resignations/Retirements</b> <i>Sherry Hartford</i>	<b>Discuss</b>	
	• Mike Levens, Instructor, Health, Physical Education & Recreation		
	• Max Weber, Academic Advisor/Completion Coach		
	➤ <b>Personnel Update</b> <i>Sherry Hartford</i>	<b>Discuss</b>	
<b>12:20 p.m.</b>	<b>Legislative Update</b> <i>Dr. VanAusdle</i>	<b>Discuss</b>	
<b>12:30 p.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
	<b>Adjournment</b>		

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

February 19, 2014

The Board of Trustees of Community College District No. 20 met in regular session on February 19, 2014, in the Board Room of Walla Walla Community College. Mrs. Fugman-Small called the meeting to order at 9:30 a.m.

Trustees present:               Mrs. Darcey Fugman-Small  
  Mr. Don McQuary  
  Mr. Miguel Sanchez  
  Dr. Roland Schirman

Administrators present:       Dr. Steven VanAusdle, President  
  Mrs. Davina Fogg, Vice President, Financial Services  
  Mr. Jim Peterson, Vice President, Administrative Services  
  Dr. Marleen Ramsey, Vice President, Instruction  
  Mrs. Wendy Samitore, Vice President, Student Services  
  Mrs. Kathy Adamski, Dean, Health Sciences  
  Mr. Jerry Anhorn, Dean, Ag Science, Energy, & Water Management  
  Mr. Doug Bayne, Director, Resource Development  
  Dr. Janet Danley, Director, Clarkston Campus  
  Mr. Carlos Delgadillo, Director, Admissions  
  Mrs. Jessica Gilmore, Dean, Business, Entrepreneurial Programs &  
  Extended Learning  
  Ms. Melissa Harrison, Director, Public Relations  
  Mr. Shane Loper, Director, Facility Services and Capital Projects  
  Mrs. Stacy Prest, Director, Library Services  
  Mr. Angel Reyna, Dean, Workforce Education  
  Dr. Joe Small, Dean, Corrections Education  
  Dr. Nick Velluzzi, Director, Planning & Assessment

Also present:                   Mr. Bryan Ovens, Assistant Attorney General  
  Ms. Jerri Ramsey, Recording Secretary  
  Mr. Jeff Warner, ALSC Architects

**Approval of Minutes.**

Mr. McQuary moved and Mr. Sanchez seconded to approve the minutes of the January 15, 2014 Board of Trustees meeting as presented. *Motion carried.*

## **Approval of Agenda.**

Mr. Sanchez moved and Mr. McQuary seconded to approve the agenda for the February 19, 2014 Board of Trustees meeting as presented. *Motion carried.*

**Interim Winter Quarter Enrollment Report.** Mr. Delgadillo reviewed the Interim Winter Quarter Enrollment report, i.e., Net State Support up 61 FTES, 2% above the previous year, and total enrollment across all funding sources up 52 FTES, up 1.1% over the previous year.

**January Budget Status Report.** Mrs. Fogg reviewed the January Budget Status report, noting a \$403 increase in Corrections Ed Indirect in the Revenue Budget. Changes to the Expenditure Budget included salaries for newly-filled positions, sick leave buyout for retirees, and a change in a program code that shifted budgets between programs. Actual Revenues were at 60.5% vs. 61.4% the previous year. Actual Expenditures: Even at 55%. Grants and Contracts totaled \$11.5 million compared \$11.4 the previous year and included increases to Fiscal Agent Contracts with Community Network and Bonneville Power Administration/Snake River Salmon Recovery Board.

**Instruction Report.** Dr. Ramsey reported on her recent Aspen Institute-sponsored trip on behalf of the College to be a part of a contingency visiting Algeria, Morocco, and Tunisia in support of the Aspen initiative "Partners for a New Beginning." The initiative is in support of advancing entrepreneurship, education, and innovation in the region.

**WWCC Strategic Plan.** Dr. VanAusdle provided an overview of the process involved in updating the WWCC Strategic Plan; noting the approach was not necessarily the creation of a bound document, but a series of working, "living" documents. Dr. Velluzzi reviewed the graphic renditions of the WWCC Strategic Plan, the subset Clarkston Strategic Plan, Net State Supported Enrollment Plans for (1) the Walla Walla Campus Capital Project and (2) the Clarkston Campus Capital Project, and the Projected Net Enrollment Impact of Facility Expansion. *(All documents are attached and made a part of these minutes).* Dr. Velluzzi explained the enrollment projections reflected program changes and the impact of the proposed capital projects; driven by the need for instructional and student services, and retention strategies that move students to attainment. Dr. Velluzzi noted the WWCC enrollment projections indicated a steady rate of increase beginning 2016-17 reflecting, if the proposed capital projects are approved, the impact of the programming and creation of space. Dr. VanAusdle explained the one-page documents incorporated WWCC's current Vision Statement, refreshed Mission Statement, reaffirmed Values, the core themes of Student Success, Strengthen Community, and Resource Stewardship, and strategic initiatives attached to each Core Theme. There was some discussion regarding initiatives only indicated on one of the graphic renditions of the Strategic Plan. Dr. Velluzzi explained the WWCC Strategic Plan was the umbrella plan and the Clarkston Campus Plan was embedded within it.



Dr. VanAusdle recommended, Mr. McQuary moved, and Mr. Sanchez seconded to approve the WWCC Strategic Plan as presented and as attached and made a part of these minutes.  
*Motion carried.*

**WWCC Facility Master Plan.** Jeff Warner, ALSC Architects, provided an overview of the process used to develop the 2014 WWCC Facility Master Plan, including facility assessments, meetings with representatives from throughout the College, work sessions, and use of the 2013 SBCTC Facility Condition Survey. Mr. Warner also highlighted the elements incorporated in the Plan, i.e., the WWCC Vision, Mission, Values, Core Themes, Strategic Plan, and Tactical Initiatives as well as facility planning recommendations for both the Walla Walla and Clarkston Campuses. Mr. Warner also noted that both of the capital project requests to be presented were consistent with the Plan.

Dr. VanAusdle recommended, Dr. Schirman moved and Mr. McQuary seconded to approve the 2014 WWCC Facility Master Plan as presented.  
*Motion carried.*

**2015-17 WWCC Capital Project Request.** Mr. Warner presented the proposed 2015-17 WWCC Capital Project Request consisting of the STEM Education and Training Center on the Walla Walla Campus and the Workforce and Business Development Center on the Clarkston Campus. Mr. Warner reviewed the campus locations, the proposed programs, the space usage, i.e., labs, classrooms, support services, how the spaces could be used in the future, and the State Board requirements. The STEM Center on the Walla Walla campus is estimated to be 31,000-32,000 square feet at approximately \$366/square foot, for a total project cost of \$17.6 million, including taxes, fees, and equipment. The Workforce and Business Development Center on the Clarkston Campus is estimated at approximately \$300/square foot and a total cost of \$13 million. Mr. Warner explained, if approved, the funding would be in two bienniums, with design money available July 1, 2015 and construction funds available July 1, 2017, and the facilities could be operational by Fall 2019. Dr. VanAusdle reported there was strong business and community support for both projects.

Dr. VanAusdle recommended, Dr. Schirman moved, and Mr. Sanchez seconded for approval to submit the STEM Education and Training Center on the Walla Walla Campus and the Clarkston Workforce and Business Development Center for the WWCC 2015-17 Capital Project Request. *Motion carried.*

Dr. VanAusdle and Mr. Peterson reviewed the components that are to be used by the State Board in scoring the projects submitted in the 2015-17 Capital Project Request and explained the need for a decision on ranking the College's two projects.

Dr. VanAusdle recommended, Mr. McQuary moved, and Mr. Sanchez seconded ranking the STEM Education and Training Center on the Walla Walla Campus as the priority #1 project and the Workforce and Business Development Center on the Clarkston Campus as the priority #2 project for purposes of the 2015-17 Capital Project Request. *Motion carried.*

Mr. Warner reviewed the project proposed for the Minor Project Request, including repurposing space for Student Support Services, space for a Student Achievement and Equity Center, and upgrading science labs. The combined projects total approximately 14,500 square feet and are on two floors of the Administration Building, with projected total available funding of \$760,000. Mr. Peterson explained the funding projection is pre-determined and is not a competitive process.

Dr. VanAusdle recommended, Mr. Sanchez moved, and Mr. McQuary seconded to approve the Instructional and Student Services Renovation as the Minor Project. *Motion carried.*

**2014-15 WWCC Instructional Calendar.** Dr. Ramsey presented the proposed 2014-15 WWCC Instructional Calendar, noting there had been no changes since it was reviewed at the previous Board of Trustees meeting.

Dr. Schirman moved and Mr. McQuary seconded to approve the 2014-15 WWCC Instructional Calendar as presented and made a part of these minutes. *Motion carried.*

**WWCC Foundation Activities Report.** Mr. Bayne reported the Foundation had received a total of \$38,000 in gifts and grants for the year; that the Board of Governors were beginning the process to update the Foundation Mission and Vision Statements; a pre-audition meeting for the Summer Musical, "Fiddler on the Roof," would be held on February 20; and scholarship presentations were continuing at area high schools.

#### **Personnel.**

**Appointments.** Dr. VanAusdle reviewed the qualifications and background information for the appointments of Rebekah J. Boyd, Program Manager, Early Childhood Education; Michael Laroche, Catering Chef; and Chelsie Speer, Head Volleyball Coach/HPER Instructor.

**Resignations/Retirements.** Dr. VanAusdle announced the retirement of Gary Owsley, Mathematics Instructor.

**TACTC Legislative Contact Conference.** The Trustees provided highlights from the recent TACTC Legislative Contact Conference.

**Legislative Update.** Dr. VanAusdle reported the DREAM Act had passed both the House and Senate and was before the Governor for signature. Dr. VanAusdle also reported he had been asked to speak to the Senate Trade and Economic Development Committee on IPZs on February 21.

**Adjournment.** The meeting adjourned at 12:17 p.m.

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Steven L. VanAusdle, President

ATTEST:

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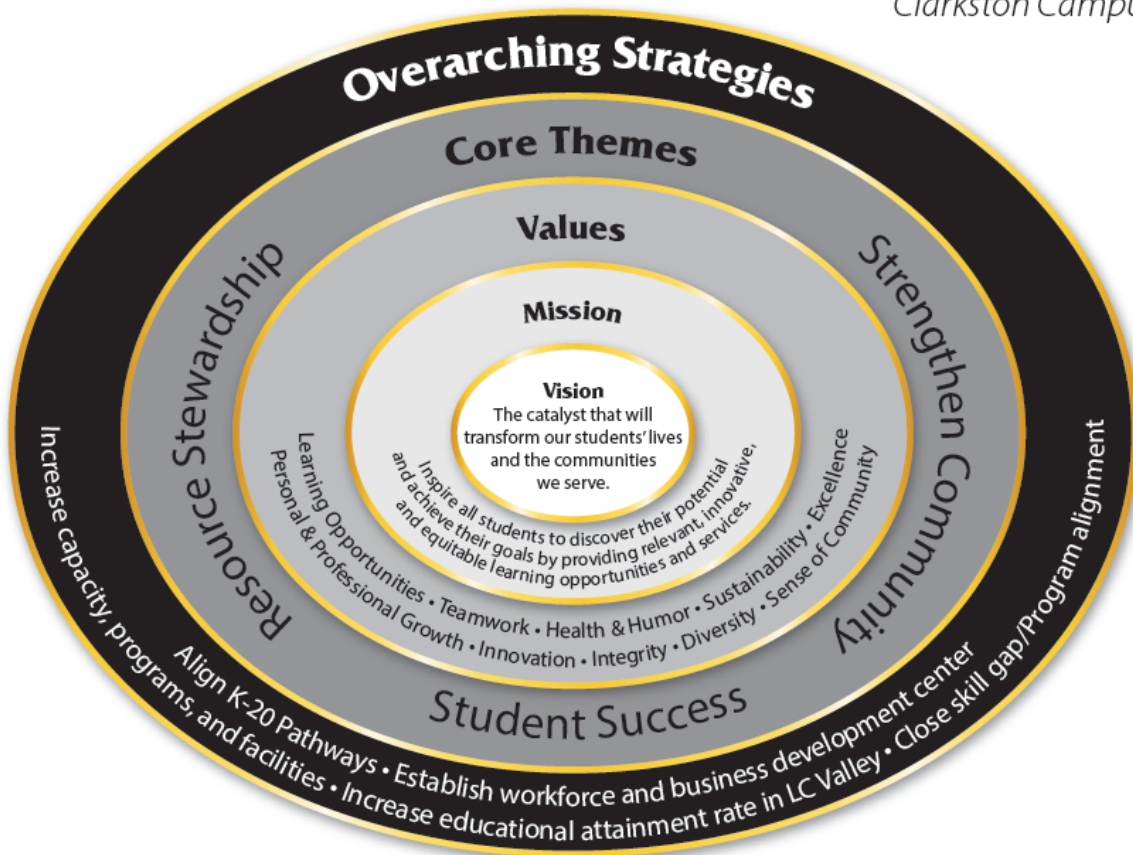
Mrs. Darcey Fugman-Small, Chair  
Board of Trustees

# WALLA WALLA COMMUNITY COLLEGE STRATEGIC PLAN

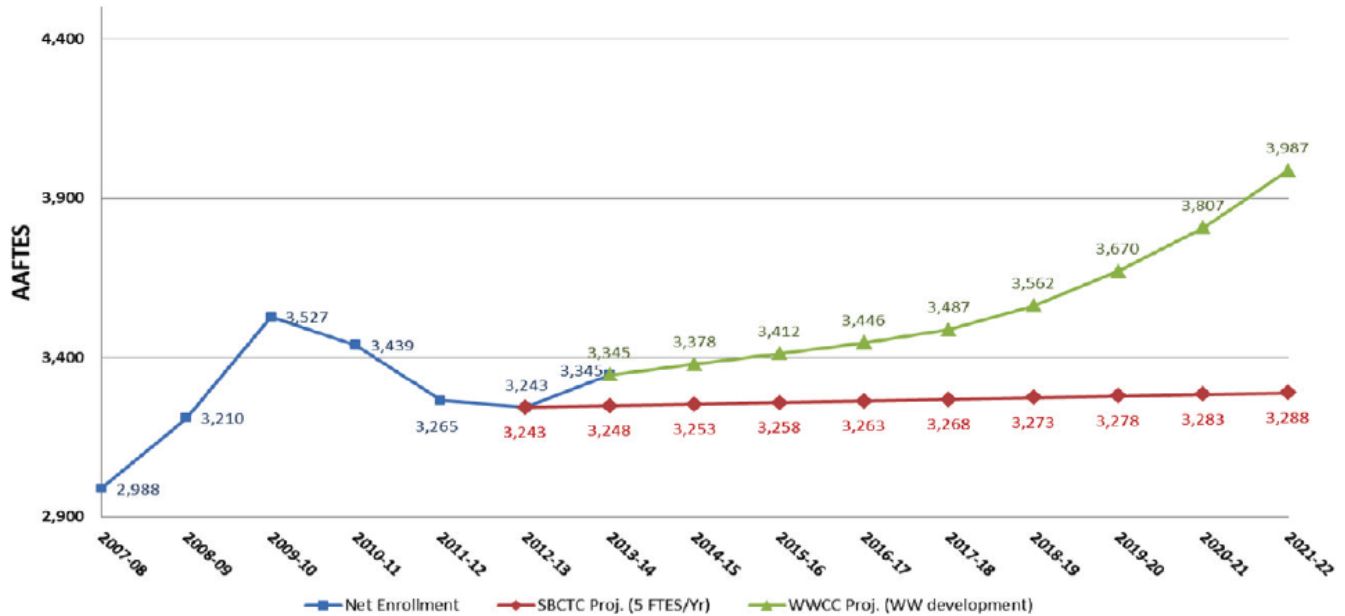


# WALLA WALLA COMMUNITY COLLEGE TACTICAL PLAN

Clarkston Campus



### Walla Walla Community College Net State Supported Enrollment Plan (Walla Walla Campus Capital Project)

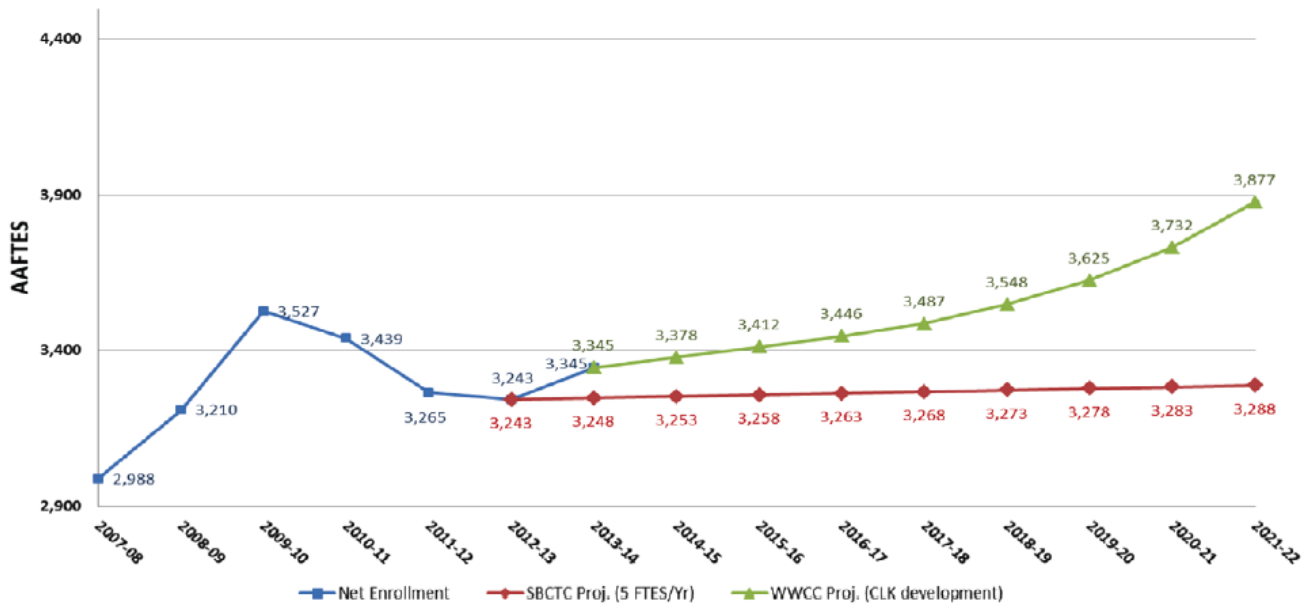


#### WWCC PROJECTION

Avg. % growth	2.23%
Net growth AAFTE	642

- SBCTC projection of 5 additional AAFTE/year is pessimistic and not realistic
- WWCC projections derived from Strategic Plan and College leadership

### Walla Walla Community College Net State Supported Enrollment Plan (Clarkston Campus Capital Project)



#### WWCC PROJECTION

Avg. % growth	1.87%*
Net growth AAFTE	532

SBCTC projection of 5 additional AAFTE/year is pessimistic and not realistic  
WWCC projections derived from Strategic Plan and College leadership

**PROJECTED NET ENROLLMENT IMPACT OF FACILITY EXPANSION**

<b>Walla Walla</b>			<b>Clarkston</b>		
<b>Program</b>	<b>Headcount</b>	<b>FTE</b>	<b>Program</b>	<b>Headcount</b>	<b>FTE</b>
Precision Ag	85	35	Mechatronics/Weld/Ind Maint/MT	75	40
Biofuels	85	35	Wellness/HPER	75	15
Mechatronics/Weld/Ind Maint/MT	100	55	Parent Ed/Childcare	60	15
Engineering	25	30	Math Emporium	75	25
Chemistry	60	35	Entrepreneurship/Business	100	30
Physical Sciences	45	25	Construction Trades	40	30
Math Emporium	75	30			
Nutrition	50	20			
<b>TOTAL</b>	<b>525</b>	<b>265</b>	<b>TOTAL</b>	<b>425</b>	<b>155</b>

**ENROLLMENT & PLANNING ASSUMPTIONS:**

- Demand for instructional programs exceeds current capacity and funding
- Enrollment will decline if Clarkston buildings are not replaced
- Space is the primary limiting factor
- WWCC Enrollment projections are driven by instructional and student service needs
- Five old buildings in Clarkston have limited functionality and do not meet energy and building codes
- To increase completion rates, more space is required for Student Services



## 2014-2015 WWCC Instructional Calendar

May 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 2015

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

August 2014

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2015

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2015

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2015


S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2014 MAY**  
 13 Advising Day (most day classes cancelled)  
 16 Last day to drop Spring classes  
 19 Summer and Fall Registration Begins for Returning Students  
 26 Holiday (College Closed) Memorial Day

**JUNE**  
 2 Summer Registration Begins for New Students  
 11-13 Spring Quarter Exams  
 13 Spring Quarter Ends  
 13 Clarkston Center Recognition of Graduates  
 14 Walla Walla Campus Recognition of Graduates  
 16, 17 Faculty Option Days  
 17 Spring Grades Due to Registrar by 5:00 p.m.  
 20 Fall Registration Begins for New Students  
 23 Regular Summer Quarter Begins  
 27 Sustainability Day (College Closed)

**JULY**  
 3 Holiday (College Closed) Independence Day  
 4 Sustainability Day (College Closed)  
 11 Sustainability Day (College Closed)  
 18 Sustainability Day (College Closed)  
 24 Last day to drop Regular Summer Session Classes  
 25 Sustainability Day (College Closed)

**AUGUST**  
 1 Sustainability Day (College Closed)  
 8 Sustainability Day (College Closed)  
 14 Regular Summer Quarter Ends  
 15 Sustainability Day (College Closed)  
 18 Summer Intensive Session Begins  
 19 Regular Summer Grades Due to Registrar by 5 p.m.  
 22 Sustainability Day (College Closed)  
 28 Last day to drop Summer Intensive Session Classes  
 29 Sustainability Day (College Closed)  
 29 WSP Summer Quarter Ends

 Sustainability Days—College closed (paid leave options apply): June 27, July 4, 11, 18, 25; August 1, 8, 15, 22, 29; November 24, 25; December 24, 26

**Key**  
 No Classes in session □ College Closed □ College Closed—Sustainability Day (Classes exclude DOC sites)

**2014 SEPTEMBER**  
 1 Holiday (College Closed) Labor Day  
 2-5 Faculty Option days  
 5 Summer Intensive Session Ends  
 8-19 Required faculty contract days  
 9 Summer Intensive Session Grades Due to Registrar by 5 pm  
 11, 12 Faculty In-Service  
 22 Fall Quarter Begins—53 Teaching, Exam, Advising Days

**OCTOBER**  
 31 Winter Quarter Final eSchedule available  
**NOVEMBER**  
 11 Holiday (College Closed) Veterans' Day  
 19 Advising Day (most day classes cancelled)  
 7 Last day to drop Fall classes  
 24-25 Faculty Option Days—No Class Sessions  
 26 Sustainability Day (College Closed)  
 27-28 Holiday (College Closed) Thanksgiving

**DECEMBER**  
 1 Winter Quarter Registration Begins for Returning Students  
 8 Winter Quarter Registration begins for New Students  
 9-11 Fall Quarter Exams  
 11 Fall Quarter Ends  
 12 Faculty Contract Day  
 15-19 Faculty Option Days—No Class Sessions  
 16 Fall Grades Due to Registrar by 5:00 p.m.  
 24 Sustainability Day (College Closed)  
 25 Holiday (College Closed) Christmas  
 26 Sustainability Day (College Closed)

**2015 JANUARY**  
 1 Holiday (College Closed) New Year's Day  
 5 Winter Quarter Begins—52 Teaching, Exam, Advising Days  
 19 Holiday (College Closed) Martin L. King Day

**FEBRUARY**  
 6 Professional Development Day (most day classes cancelled)  
 6 Spring Quarter Final eSchedule available  
 16 Holiday (College Closed) Presidents' Day  
 20 Last day to drop Winter classes  
 25 Advising Day (most day classes cancelled)

**MARCH**  
 2 Spring Quarter Registration Begins for Returning Students

**2015 MARCH (continued)**  
 9 Spring Quarter Registration Begins for New Students  
 18-20 Winter Quarter Exams  
 20 Winter Quarter Ends  
 23-31 Spring Break  
 23-31 Faculty Option Days  
 24 Winter Grades Due to Registrar by 5:00 p.m.

**APRIL**  
 1 Spring Quarter Begins—52 Teaching, Exam, Advising Days  
 24 Summer and Fall Quarter Final eSchedules available

**MAY**  
 13 Advising Day (most day classes cancelled)  
 15 Last day to drop Spring classes  
 18 Summer and Fall Registration Begins for Returning Students  
 25 Holiday (College Closed) Memorial Day

**JUNE**  
 3 Summer Registration Begins for New Students  
 10-12 Spring Quarter Exams  
 12 Spring Quarter Ends  
 12 Clarkston Center Recognition of Graduates  
 13 Walla Walla Campus Recognition of Graduates  
 15-16 Faculty Option Days  
 16 Spring Grades Due to Registrar by 5:00 p.m.  
 22 Summer Quarter Begins

**Summer Quarter 2014**  
 June 23-September 5  
 Regular Summer Session: June 23 to August 14  
 Summer Intensive Session: August 18 to September 5  
 June 23-August 29 (DOC Sites)  
**Fall Quarter 2014**  
 September 22-December 11  
 (53 Teaching, Exam, Advising Days)  
**Winter Quarter 2015**  
 January 5-March 20  
 (52 Teaching, Exam, Advising Days)  
**Spring Quarter 2015**  
 April 1-June 12  
 (52 Teaching, Exam, Advising Days)  
**Summer Quarter 2015**  
 June 22 to TBA  
 June 22-August 28 (DOC Sites)



**Walla Walla Community College**

500 Tausick Way  
Walla Walla, WA 99362-9267  
(509) 522-2500  
FAX (509) 527-4480

**Tab 1**

**Page 1**

DATE: March 12, 2014  
TO: Board of Trustees  
FROM: Carlos Delgadillo  
RE: Interim Winter 2014 Enrollment Report

Attached is the Interim 2014 Winter Quarter Enrollment Report. Highlights of the report include:

- Net enrollment in state-supported classes is up 103 FTES from this time last year at 3200.8 FTES, an increase of 3.3%.
  - The rough estimate for net state-supported enrollment across the state is a decrease of 2%, according to the State Board.
- Enrollment in contract-funded programs is also up over 3% compared to this time last year thanks to an enrollment increase of 60.8 FTES across the Department of Corrections.
- Running Start and Alternative Education Program enrollment is lower compared to last year in both headcount and FTES.
- Total FTES across all funding sources has held steady all quarter showing over a 2% increase compared to this time last year.

# INTERIM WINTER QUARTER 2014 ENROLLMENT REPORT

Updated 3/12/14

Tab 1

Page 2

WINTER 13 vs WINTER 14

		NET		
FTE ENROLLMENT		WIN '13	WIN '14	
ADMIN UNIT	DESCRIPTION	3/8/13	3/12/14	DIFF
AC/M/P/R	DAY, PROF-TECH	944.9	884.8	-60.1
AD	DAY, TRANSITIONAL	307.2	306.7	-0.5
AH	DAY, EXTENDED LEARNING	11.9	14.3	2.4
AK	DAY, ACAD TRANSFER	809.6	866.7	57.1
<b>**A**</b>	<b>TOTAL - WW DAY</b>	<b>2,073.6</b>	<b>2,072.5</b>	<b>-1.1</b>
BC/M/P	EVE, PROF-TECH	56.6	52.7	-3.9
BD	EVE, TRANSITIONAL	12.0	3.9	-8.1
BH	EVE, EXTENDED LEARNING	81.3	56.1	-25.2
<b>**B**</b>	<b>TOTAL - WW EVE</b>	<b>149.9</b>	<b>112.7</b>	<b>-37.2</b>
DC/M	CLK DAY, NURSE/ALLIED HEALTH	103.6	90.2	-13.4
DJ	CLK DAY, ALL OTHER	280.0	274.3	-5.7
<b>**D**</b>	<b>TOTAL - CLK DAY</b>	<b>383.6</b>	<b>364.5</b>	<b>-19.1</b>
EC/M	CLK EVE, NURSE/ALLIED HEALTH	8.4	9.5	1.1
EJ	CLK EVE, ALL OTHER	25.4	57.0	31.6
<b>**E**</b>	<b>TOTAL - CLK EVE</b>	<b>33.8</b>	<b>66.5</b>	<b>32.7</b>
WC/M/P/R	DISTANCE ED. PROF-TECH	26.9	45.7	18.8
WD	DISTANCE ED. TRANSITIONAL	0.0	7.2	7.2
WH	DISTANCE ED. EXT LEARNING	255.3	284.8	29.5
<b>**W**</b>	<b>DISTANCE EDUCATION</b>	<b>282.2</b>	<b>337.7</b>	<b>55.5</b>
<b>OTHER LOCATIONS, STATE</b>		<b>174.7</b>	<b>246.9</b>	<b>72.2</b>
<b>***TOTAL STATE***</b>		<b>3,097.8</b>	<b>3,200.8</b>	<b>103.0</b>
CE	WSP, OFFENDER CHNG	21.9	20.6	-1.3
CF	WSP, PROF-TECH	299.2	372.7	73.5
CG	WSP, BASIC SKILLS	278.9	245.0	-33.9
CQ	WSP, ACAD TRANSFER	60.7	48.3	-12.4
<b>*C*</b>	<b>TOTAL WSP</b>	<b>660.7</b>	<b>686.6</b>	<b>25.9</b>
RE	CRCC, OFFENDER CHNG	14.2	30.9	16.7
RF	CRCC, PROF-TECH	206.1	212.0	5.9
RG	CRCC, BASIC SKILLS	250.0	266.7	16.7
RQ	CRCC, ACAD TRANSFER	66.2	61.8	-4.4
<b>*R*</b>	<b>Coyote Ridge Correction Ctr</b>	<b>536.5</b>	<b>571.4</b>	<b>34.9</b>
<b>**TOTAL DEPT OF CORRECTIONS**</b>		<b>1,197.2</b>	<b>1,258.0</b>	<b>60.8</b>
<b>OTHER CONTRACT FUNDED</b>		<b>30.9</b>	<b>8.5</b>	<b>-22.4</b>
<b>***TOTAL CONTRACT***</b>		<b>1,228.1</b>	<b>1,266.5</b>	<b>38.4</b>
<b>***TOTAL SELF-SUPPORTED***</b>		<b>9.1</b>	<b>11.6</b>	<b>2.5</b>
<b>***TOTAL ALL FUNDS***</b>		<b>4,335.0</b>	<b>4,478.9</b>	<b>143.9</b>

Included in "TOTAL" and excluded from "NET":

Running Start, FTES are "billable" FTES	214	246
Alternative Education Program, FTES are "billable" FTES	134	100

Undupl. Headcount	
WIN '13	WIN '14
3/21/13	3/12/14
<b>2,993</b>	<b>2,866</b>
<b>151</b>	<b>110</b>
<b>407</b>	<b>361</b>
<b>150</b>	<b>176</b>
<b>283</b>	<b>315</b>
<b>422</b>	<b>573</b>
<b>4,406</b>	<b>4,401</b>

<b>1,005</b>	<b>966</b>
<b>775</b>	<b>895</b>
<b>1,780</b>	<b>1,861</b>

TOTAL		
WIN '13	WIN '14	
3/8/13	3/12/14	DIFF
966.3	900.0	-66.3
319.6	313.2	-6.4
11.9	14.3	2.4
995.4	1,011.6	16.2
<b>2,293.2</b>	<b>2,239.1</b>	<b>-54.1</b>
58.5	56.9	-1.6
12.0	3.9	-8.1
86.1	58.5	-27.6
<b>156.6</b>	<b>119.3</b>	<b>-37.3</b>
108.2	95.0	-13.2
296.6	287.9	-8.7
<b>404.8</b>	<b>382.9</b>	<b>-21.9</b>
9.3	9.5	0.2
32.8	64.3	31.5
<b>42.1</b>	<b>73.8</b>	<b>31.7</b>
29.3	46.7	17.4
0.0	7.8	7.8
278.0	302.9	24.9
<b>307.3</b>	<b>357.4</b>	<b>50.1</b>
<b>174.7</b>	<b>260.1</b>	<b>85.4</b>
<b>3,378.7</b>	<b>3,432.6</b>	<b>53.9</b>
21.9	20.6	-1.3
299.2	374.4	75.2
281.9	251.4	-30.5
63.7	51.9	-11.8
<b>666.7</b>	<b>698.3</b>	<b>31.6</b>
14.2	30.9	16.7
206.1	212.0	5.9
250.5	266.7	16.2
66.2	61.8	-4.4
<b>537.0</b>	<b>571.4</b>	<b>34.4</b>
<b>1,203.7</b>	<b>1,269.7</b>	<b>66.0</b>
<b>30.9</b>	<b>8.5</b>	<b>-22.4</b>
<b>1,234.6</b>	<b>1,278.2</b>	<b>43.6</b>
<b>9.3</b>	<b>11.6</b>	<b>2.3</b>
<b>4,622.6</b>	<b>4,722.4</b>	<b>99.8</b>

144.3	138.3	-6.0
120.0	85.7	-34.3



**Walla Walla Community College**

500 Tausick Way  
Walla Walla, WA 99362-9267  
(509) 522-2500  
FAX (509) 527-4480

**Tab 2**

**Page 1**

DATE: March 12, 2014

TO: Board of Trustees

FROM: Carlos Delgadillo

RE: Preliminary Spring 2014 Enrollment Report

Attached is the Preliminary 2014 Spring Quarter Enrollment Report. While the report gives us an early idea of how WWCC is doing regarding net enrollment (we're currently up 7.4% in state-supported FTES compared to this time last year), please be aware that many numbers may appear skewed because it is so early in the registration period.

# PRELIMINARY SPRING QUARTER 2014 ENROLLMENT REPORT

Updated 3/12/14

Tab 2

Page 2

SPRING 13 vs SPRING 14

		NET		
FTE ENROLLMENT		SPG 13	SPG 14	
ADMIN UNIT	DESCRIPTION	3/11/13	3/12/14	DIFF
AC/M/P/R	DAY, PROF-TECH	700.3	688.8	-11.5
AD	DAY, TRANSITIONAL	56.0	61.2	5.2
AH	DAY, EXTENDED LEARNING	0.6	0.0	-0.6
AK	DAY, ACAD TRANSFER	723.5	767.4	43.9
<b>**A**</b>	<b>TOTAL - WW DAY</b>	<b>1,480.4</b>	<b>1,517.4</b>	<b>37.0</b>
BC/M/P	EVE, PROF-TECH	41.9	43.5	1.6
BD	EVE, TRANSITIONAL	2.6	7.1	4.5
BH	EVE, EXTENDED LEARNING	44.2	41.3	-2.9
<b>**B**</b>	<b>TOTAL - WW EVE</b>	<b>88.7</b>	<b>91.9</b>	<b>3.2</b>
DC/M	CLK DAY, NURSE/ALLIED HEALTH	57.8	71.0	13.2
DJ	CLK DAY, ALL OTHER	179.9	192.6	12.7
<b>**D**</b>	<b>TOTAL - CLK DAY</b>	<b>237.7</b>	<b>263.6</b>	<b>25.9</b>
EC/M	CLK EVE, NURSE/ALLIED HEALTH	8.5	5.1	-3.4
EJ	CLK EVE, ALL OTHER	18.3	23.3	5.0
<b>**E**</b>	<b>TOTAL - CLK EVE</b>	<b>26.8</b>	<b>28.4</b>	<b>1.6</b>
WC/M/P/R	DISTANCE ED. PROF-TECH	18.0	38.4	20.4
WD	DISTANCE ED. TRANSITIONAL	0.0	12.0	12.0
WH	DISTANCE ED. EXT LEARNING	229.7	245.4	15.7
<b>**W**</b>	<b>DISTANCE EDUCATION</b>	<b>247.7</b>	<b>295.8</b>	<b>48.1</b>
<b>OTHER LOCATIONS, STATE</b>		<b>4.3</b>	<b>42.9</b>	<b>38.6</b>
<b>***TOTAL STATE***</b>		<b>2,085.6</b>	<b>2,240.0</b>	<b>154.4</b>
CE	WSP, OFFENDER CHNG	0.0	0.0	0.0
CF	WSP, PROF-TECH	0.0	0.0	0.0
CG	WSP, BASIC SKILLS	0.0	0.0	0.0
CQ	WSP, ACAD TRANSFER	0.0	0.3	0.3
<b>*C*</b>	<b>TOTAL WSP</b>	<b>0.0</b>	<b>0.3</b>	<b>0.3</b>
RE	CRCC, OFFENDER CHNG	0.0	0.0	0.0
RF	CRCC, PROF-TECH	0.0	0.0	0.0
RG	CRCC, BASIC SKILLS	0.9	0.0	-0.9
RQ	CRCC, ACAD TRANSFER	0.0	0.0	0.0
<b>*R*</b>	<b>Coyote Ridge Correction Ctr</b>	<b>0.9</b>	<b>0.0</b>	<b>-0.9</b>
<b>**TOTAL DEPT OF CORRECTIONS**</b>		<b>0.9</b>	<b>0.3</b>	<b>-0.6</b>
<b>OTHER CONTRACT FUNDED</b>		<b>0.9</b>	<b>2.1</b>	<b>1.2</b>
<b>***TOTAL CONTRACT***</b>		<b>1.8</b>	<b>2.5</b>	<b>0.7</b>
<b>***TOTAL SELF-SUPPORTED***</b>		<b>0.4</b>	<b>1.5</b>	<b>1.1</b>
<b>***TOTAL ALL FUNDS***</b>		<b>2,087.8</b>	<b>2,244.0</b>	<b>156.2</b>

Included in "TOTAL" and excluded from "NET":

Running Start, FTES are "billable" FTES	0	0
Alternative Education Program, FTES are "billable" FTES	0	0

Undupl. Headcount	
SPG 13	SPG 14
3/15/13	3/13/14
<b>2,094</b>	<b>1,995</b>
<b>89</b>	<b>82</b>
<b>257</b>	<b>227</b>
<b>118</b>	<b>104</b>
<b>224</b>	<b>218</b>
<b>37</b>	<b>103</b>
<b>2,819</b>	<b>2,729</b>

<b>0</b>	<b>1</b>
<b>3</b>	<b>0</b>
<b>3</b>	<b>1</b>

TOTAL		
SPG 13	SPG 14	DIFF
3/11/13	3/12/14	
723.8	698.4	-25.4
63.0	62.7	-0.3
0.6	0.0	-0.6
861.9	850.1	-11.8
<b>1,649.3</b>	<b>1,611.2</b>	<b>-38.1</b>
44.7	44.1	-0.6
2.6	7.1	4.5
48.1	43.2	-4.9
<b>95.4</b>	<b>94.4</b>	<b>-1.0</b>
60.9	71.0	10.1
192.5	199.0	6.5
<b>253.4</b>	<b>270.0</b>	<b>16.6</b>
8.5	5.6	-2.9
21.2	26.7	5.5
<b>29.7</b>	<b>32.3</b>	<b>2.6</b>
20.4	38.5	18.1
0.0	12.0	12.0
248.6	265.4	16.8
<b>269.0</b>	<b>315.9</b>	<b>46.9</b>
<b>4.3</b>	<b>42.9</b>	<b>38.6</b>
<b>2,301.1</b>	<b>2,366.7</b>	<b>65.6</b>
0.0	0.0	0.0
0.0	0.0	0.0
0.0	0.0	0.0
0.0	0.3	0.3
<b>0.0</b>	<b>0.3</b>	<b>0.3</b>
0.0	0.0	0.0
0.0	0.0	0.0
0.9	0.0	-0.9
0.0	0.0	0.0
<b>0.9</b>	<b>0.0</b>	<b>-0.9</b>
<b>0.9</b>	<b>0.3</b>	<b>-0.6</b>
<b>0.9</b>	<b>2.1</b>	<b>1.2</b>
<b>2.1</b>	<b>2.5</b>	<b>0.4</b>
<b>0.5</b>	<b>1.5</b>	<b>1.0</b>
<b>2,303.7</b>	<b>2,370.7</b>	<b>67.0</b>

0.0	0.0	0.0
0.0	0.0	0.0

## WALLA WALLA COMMUNITY COLLEGE - February 2014

**REVENUE:****State Funds:**

	2013-2014 Approved Budget	January Adjusted Budget	February Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
Base Allocation	\$12,842,356	\$13,087,352	\$13,080,479	(\$6,873)	\$8,686,883	66.41%	\$8,553,895	72.01%
Opportunity Grant	461,412	461,412	461,412	0	280,060	60.70%	292,752	63.45%
Worker Retraining	1,592,073	1,592,073	1,592,073	0	1,055,401	66.29%	1,001,699	63.12%
<b>Total State:</b>	<b>\$14,895,841</b>	<b>\$15,140,837</b>	<b>\$15,133,964</b>	<b>(\$6,873)</b>	<b>\$10,022,345</b>	<b>66.22%</b>	<b>\$9,848,346</b>	<b>70.71%</b>

**Local Funds:**

<b>General:</b>								
Operating Fees	\$8,683,723	\$8,933,723	\$8,933,723	\$0	\$6,339,780	70.96%	\$6,038,106	70.92%
General Local	1,577,350	1,627,350	1,627,350	0	1,224,038	75.22%	1,557,202	81.24%
Running Start/Alternative Ed.	1,195,000	1,195,000	1,195,000	0	383,378	32.08%	256,871	22.93%
Foundation Support	112,500	112,500	112,500	0	84,375	75.00%	84,375	75.00%
Corrections Ed.-Indirect	624,885	652,489	660,068	7,579	391,654	59.34%	356,165	50.74%
Misc. Administrative	30,000	30,000	30,000	0	30,000	100.00%	75,000	100.00%
<b>Total General:</b>	<b>\$12,223,458</b>	<b>\$12,551,062</b>	<b>\$12,558,641</b>	<b>\$7,579</b>	<b>\$8,453,225</b>	<b>67.31%</b>	<b>\$8,367,719</b>	<b>67.26%</b>

**Self-Support:**

Washington On Line (WAOL)	\$120,000	\$120,000	\$120,000	\$0	\$31,330	26.11%	\$179,400	39.87%
Community Service	75,000	75,000	75,000	0	69,389	92.52%	39,442	52.59%
Ancillary Programs	800,000	800,000	800,000	0	485,258	60.66%	391,894	48.99%
<b>Total Self Support:</b>	<b>\$995,000</b>	<b>\$995,000</b>	<b>\$995,000</b>	<b>\$0</b>	<b>\$585,977</b>	<b>58.89%</b>	<b>\$610,736</b>	<b>46.09%</b>
<b>Total Local Funds</b>	<b>\$13,218,458</b>	<b>\$13,546,062</b>	<b>\$13,553,641</b>	<b>\$7,579</b>	<b>\$9,039,202</b>	<b>66.69%</b>	<b>\$8,978,455</b>	<b>65.23%</b>

<b>TOTAL REVENUE</b>	<b>\$28,114,299</b>	<b>\$28,686,899</b>	<b>\$28,687,605</b>	<b>\$706</b>	<b>\$19,061,547</b>	<b>66.45%</b>	<b>\$18,826,801</b>	<b>67.99%</b>
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**EXPENDITURES:**

	2013-2014 Approved Budget	January Adjusted Budget	February Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
<b>By Object</b>										
Salaries and Wages	\$16,538,006	\$17,121,966	\$17,183,501	\$61,535	\$10,645,613	\$0	\$10,645,613	61.95%	\$9,940,853	62.18%
Benefits	5,485,921	5,446,455	5,464,269	17,814	3,544,332	0	3,544,332	64.86%	3,304,842	61.47%
Rents	160,528	160,528	160,528	0	101,753	0	101,753	63.39%	98,470	60.68%
Utilities	815,455	815,455	815,455	0	494,297	0	494,297	60.62%	442,306	55.57%
Goods and Services *	3,136,725	3,157,879	3,061,982	(95,897)	1,792,019	413,439	2,205,458	72.03%	2,176,298	65.60%
Travel	233,947	234,165	238,365	4,200	208,988	636	209,624	87.94%	187,047	78.11%
Equipment	481,647	449,527	462,581	13,054	279,036	53,448	332,484	71.88%	315,691	61.49%
Subsidies/Transfers/Debt Service	1,262,070	1,300,924	1,300,924	0	846,664	0	846,664	65.08%	968,921	74.56%
<b>Total by Object</b>	<b>\$28,114,299</b>	<b>\$28,686,899</b>	<b>\$28,687,605</b>	<b>\$706</b>	<b>\$17,912,702</b>	<b>\$467,523</b>	<b>\$18,380,225</b>	<b>64.07%</b>	<b>\$17,434,428</b>	<b>62.96%</b>

**By Program**

Instruction	\$11,701,259	\$11,864,207	\$11,889,962	\$25,755	\$7,319,842	\$111,788	\$7,431,630	62.50%	\$8,398,257	61.39%
Washington On Line (WAOL)	120,000	120,000	120,000	0	34,362	0	34,362	28.64%	211,795	47.07%
Community Service	75,000	75,000	75,000	0	34,046	0	34,046	45.39%	25,315	33.75%
Instructional Computing	400,567	403,206	403,206	0	306,089	24,010	330,099	81.87%	61,619	66.73%
Ancillary Support	800,000	800,000	800,000	0	573,426	10,034	583,460	72.93%	584,054	73.01%
Academic Administration	2,619,516	2,807,883	2,816,731	8,848	1,847,107	169	1,847,276	65.58%	396,545	62.63%
Library Services	566,538	596,498	596,656	158	369,409	31,802	401,211	67.24%	375,175	66.70%
Student Services	3,537,329	3,687,758	3,677,162	(10,596)	2,445,741	14,315	2,460,056	66.90%	2,511,312	68.67%
Institutional Support *	5,456,676	5,433,885	5,394,630	(39,255)	3,077,697	182,494	3,260,191	60.43%	2,752,755	58.68%
Facility Services	2,837,414	2,898,462	2,914,258	15,796	1,904,983	92,911	1,997,894	68.56%	2,117,601	69.44%
<b>Total by Program</b>	<b>\$28,114,299</b>	<b>\$28,686,899</b>	<b>\$28,687,605</b>	<b>\$706</b>	<b>\$17,912,702</b>	<b>\$467,523</b>	<b>\$18,380,225</b>	<b>64.07%</b>	<b>\$17,434,428</b>	<b>62.96%</b>

\* In the Expenditures to Date columns of these lines is a set aside of \$125,000 to cover the estimated carry-forward needed for the 14-15 fiscal budget.

**WALLA WALLA COMMUNITY COLLEGE**  
**Grants and Contracts**  
**February 2014**

	Current Month Changes	2013-2014 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
<b>CORRECTIONS EDUCATION</b>	<b>\$72,144</b>	<b>\$6,420,083</b>	<b>\$4,245,877</b>	<b>\$177,630</b>	<b>\$4,423,507</b>	<b>68.9%</b>	<b>\$1,996,576</b>	<b>\$3,147,886</b>	<b>\$1,275,621</b>
<b>State Funded</b>									
Carl Perkins Federal Vocational	\$0	\$316,075	\$197,685	\$0	\$197,685	62.5%	\$118,390	\$155,347	\$42,338
Perkins-Leadership Block Grant	0	25,000	4,812	0	4,812	19.2%	20,188	4,544	268
Workfirst Integrated Block Grant	20,000	340,277	190,248	0	190,248	55.9%	150,029	164,962	25,286
Water Management Center	0	375,000	101,023	12	101,035	26.9%	273,965	187,500	(86,465)
State Work Study	0	52,917	32,148	0	32,148	60.8%	30,000	30,000	2,148
Ag Center USDA Grant	0	886,362	205,232	163,642	368,874	41.6%	517,488	177,836	191,038
I-DEA Grant	0	59,408	56,681	0	56,681	95.4%	2,727	32,198	24,483
Adult Basic Education	0	196,231	110,693	38	110,731	56.4%	85,500	74,383	36,348
EI Civics	0	31,170	18,349	0	18,349	58.9%	12,821	11,542	6,807
Basic Food Employment & Training	0	191,995	15,224	0	15,224	7.9%	176,771	11,641	3,583
Early Achiever Opportunity Grant	0	51,000	12,870	0	12,870	25.2%	38,130	11,138	1,732
SBCTC Achieving the Dream	0	50,000	0	0	0	0.0%	50,000	0	0
ABE Leadership Block Grant	0	5,948	2,852	0	2,852	47.9%	3,096	2,016	836
<b>Total State Funded</b>	<b>\$20,000</b>	<b>\$2,581,383</b>	<b>\$947,817</b>	<b>\$163,692</b>	<b>\$1,111,509</b>		<b>\$1,479,105</b>	<b>\$863,107</b>	<b>\$248,402</b>
<b>Federal Funded</b>									
Student Support Services (SSS)	\$0	\$392,210	\$257,524	\$342	\$257,866	65.7%	\$134,344	\$226,366	\$31,500
Title III	0	521,722	263,808	2,650	266,458	51.1%	255,264	164,016	102,442
USDA - National Institute of Food & Ag	36,472	106,772	11,966	69,962	81,928	76.7%	24,844	0	81,928
College Work Study	0	91,809	47,465	0	47,465	51.7%	44,344	42,984	4,481
<b>Total Federal Funded</b>	<b>\$36,472</b>	<b>\$1,112,513</b>	<b>\$580,763</b>	<b>\$72,954</b>	<b>\$653,717</b>		<b>\$458,796</b>	<b>\$433,366</b>	<b>\$220,351</b>
<b>Private Funded</b>									
Customized Contract Training	\$0	\$25,000	\$5,962	\$0	\$5,962	23.8%	\$19,038	\$4,361	\$1,601
EMS Trauma Training	0	7,465	4,783	0	4,783	64.1%	2,682	1,775	3,008
Parent Co-op	0	75,000	44,734	0	44,734	59.6%	30,266	38,322	6,412
Child Care Aware	0	90,152	31,495	210	31,705	35.2%	58,447	52,687	(20,982)
Corrections Education AA Degree	0	295,127	175,801	9,424	185,225	62.8%	109,902	105,127	80,098
Corrections Education Open Society	0	39,624	36,573	0	36,573	92.3%	3,051	39,624	(3,051)
Skill Up Washington	0	54,201	30,689	0	30,689	56.6%	23,512	54,201	(23,512)
ESD 123 Daycare Contract	0	20,306	660	0	660	3.3%	19,646	11,006	(10,346)
Coleman Foundation	0	15,000	0	0	0	0.0%	15,000	15,000	(15,000)
Lake Michigan College Wine Education	0	61,800	27,723	0	27,723	44.9%	34,077	61,800	(34,077)
Avista	0	35,750	19,952	0	19,952	55.8%	15,798	35,750	(15,798)
<b>Total Private Funded</b>	<b>\$0</b>	<b>\$719,425</b>	<b>\$378,372</b>	<b>\$9,634</b>	<b>\$388,006</b>		<b>\$331,419</b>	<b>\$419,653</b>	<b>(\$31,647)</b>
<b>Fiscal Agent Contracts</b>									
Community Network	\$5,172	\$94,515	\$65,065	\$0	\$65,065	68.8%	\$29,450	\$94,521	(\$29,456)
Early Learning Coalition (ELC)	0	65,476	13,154	0	13,154	20.1%	52,322	57,498	(44,344)
Snake River Salmon Recovery Board (SRSRB)	0	398,601	184,150	81,117	265,267	66.5%	133,334	0	265,267
Bonneville Power Administration (SRSRB)	0	304,742	195,642	15,829	211,471	69.4%	93,271	59,224	152,247
<b>Total Fiscal Agent Contracts</b>	<b>\$5,172</b>	<b>\$863,334</b>	<b>\$458,011</b>	<b>\$96,946</b>	<b>\$554,957</b>		<b>\$308,377</b>	<b>\$211,243</b>	<b>\$343,714</b>
<b>TOTAL</b>	<b>\$133,788</b>	<b>\$11,696,738</b>	<b>\$6,610,840</b>	<b>\$520,856</b>	<b>\$7,131,696</b>	<b>61.0%</b>	<b>\$4,574,273</b>	<b>\$5,075,255</b>	<b>\$2,056,441</b>

# WWCC FINANCIAL AID PROGRAMS 2012-2013 AND 2011-2012

	<u>Total</u>	<u>Clarkston *</u>	<u>Walla Walla*</u>
<b>2011-2012 UNDUPLICATED FINANCIAL AID APPLICATIONS RECEIVED</b>	5,553	720 (13%)	2,307 (42%)
<b>2012-2013 UNDUPLICATED FINANCIAL AID APPLICATIONS RECEIVED</b>	5,976	616 (10%)	2,401 (40%)
<b>2013-2014 UNDUPLICATED FINANCIAL AID APPLICATIONS RECEIVED (as of 3/01/14)</b>	5,728	521 (9%)	2,237 (39%)

Students that did not enroll but applied for aid: 11/12 - 2526 (45%); 12/13 – 2959 (50%); 13/14 – 2970 (52%)

<b>2011-2012 APPLICATION FILES COMPLETED</b>	3,667	677 (18%)	2,146 (59%)
<b>2012-2013 APPLICATION FILES COMPLETED</b>	3,565	581 (16%)	2,192 (61%)
<b>2013-2014 APPLICATION FILES COMPLETED (as of 3/01/14)</b>	3,469	494 (14%)	2,087 (60%)

Students that did not enroll but completed their financial aid file: 11/12 - 844 (23%); 12/13 – 792 (22%); 13/14 – 888 (26%)

<b>2011-2012 UNDUPLICATED FINANCIAL AID RECIPIENTS</b>	3,000	647 (22%)	2,020 (67%)
<b>2012-2013 UNDUPLICATED FINANCIAL AID RECIPIENTS</b>	2,902	548 (19%)	2,103 (72%)
<b>2013-2014 UNDUPLICATED FINANCIAL AID RECIPIENTS (as of 3/01/14)</b>	2,711	480 (18%)	1,972 (73%)

Students that did not enroll but received a financial aid award: 11/12 -333 (11%); 12/13 – 251 (9%); 13/14 – 263 (10%)

*\*These figures represent ONLY the students in each category that had registered for classes during that academic year, whereas the total includes both students that enrolled and those that did not. Correction students were not included.\**

<b>EMPLOYMENT</b>	<b>2012-2013</b>	<b>2011-2012</b>
	<b>AMOUNT DISBURSED</b>	<b>AMOUNT DISBURSED</b>
<b>FEDERAL WORK STUDY</b>	\$107,886	\$120,041
<b>STATE WORK STUDY</b>	\$70,226	\$33,972
<b>WORKFIRST WORK STUDY</b>	\$0	\$0
<b>TOTAL EMPLOYMENT</b>	<b>\$178,112</b>	<b>\$154,013</b>



<b>GRANTS</b>	<b>2012-2013</b>	<b>2011-2012</b>
	<b>AMOUNT DISBURSED</b>	<b>AMOUNT DISBURSED</b>
FEDERAL PELL GRANT	\$7,693,431	\$7,457,090
FEDERAL SEOG	\$137,886	\$110,575
FEDERAL BUREAU OF INDIAN AFFAIRS	\$0	\$0
WASHINGTON STATE NEED GRANT	\$2,016,538	\$2,003,443
COLLEGE BOUND	\$139,101	\$0
STATE TUITION WAIVER (3%)	\$72,132	\$55,900
SKILLS STEP GRANT	\$5,144	\$3,045
TRIO GRANT	\$21,374	\$19,093
WWCC GRANT (3.5%)	\$437,901	\$275,690
OPPORTUNITY GRANT	\$359,838	\$360,179
WORKFIRST TUITION AND BOOKS	\$70,811	\$67,512
WORKER RETRAINING	\$445,867	\$431,894
CHALLENGE GRANT	\$1,380	\$15,197
EMERGENCY ASSISTANCE	\$0	\$12,437
<b>TOTAL GRANTS</b>	<b>\$11,401,403</b>	<b>\$10,812,055</b>

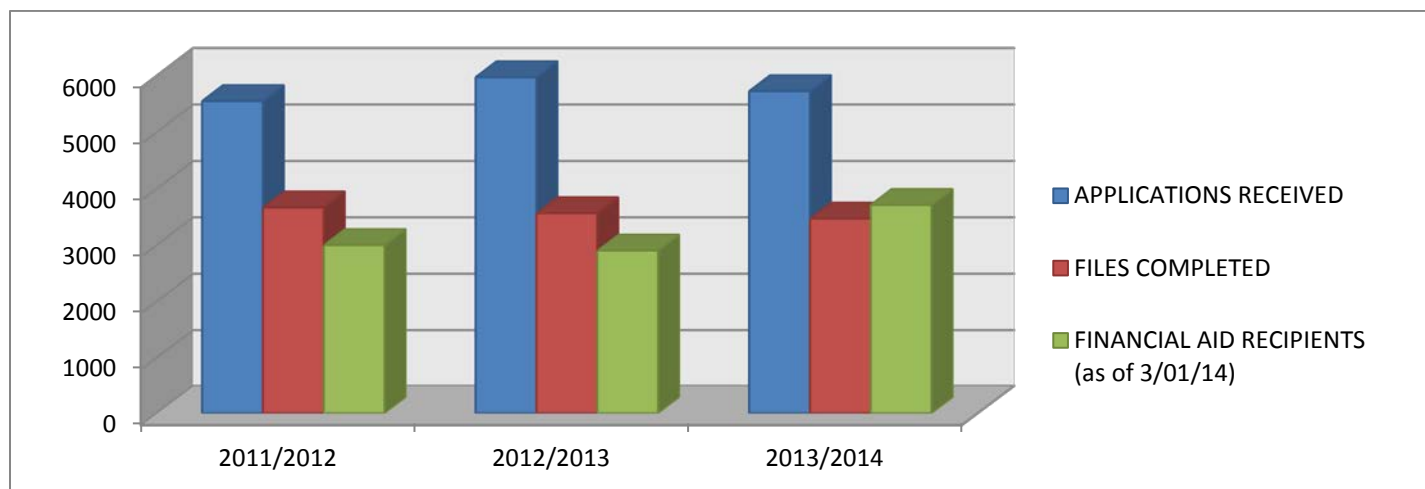
<b>LOANS</b>	<b>2012-2013</b>	<b>2011-2012</b>
	<b>AMOUNT DISBURSED</b>	<b>AMOUNT DISBURSED</b>
FEDERAL PERKINS LOAN	\$182,615	\$131,848
FEDERAL DIRECT SUBSIDIZED LOAN	\$3,444,845	\$3,635,762
FEDERAL DIRECT UNSUBSIDIZED LOAN	\$3,682,413	\$3,997,261
FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)	\$78,502	\$90,210
ALTERNATIVE LOAN	\$229,654	\$233,152
<b>TOTAL LOANS</b>	<b>\$7,618,029</b>	<b>\$8,088,233</b>

<b>SCHOLARSHIPS</b>	<b>2012-2013</b>	<b>2011-2012</b>
	<b>AMOUNT DISBURSED</b>	<b>AMOUNT DISBURSED</b>
AG BUSINESS/AG SCIENCE/AG TECH	\$0	\$0
AMBASSADOR	\$6,445	\$7,313
ASB – CLARKSTON	\$11,695	\$10,581
ASB – WALLA WALLA	\$26,198	\$26,240
ASPEN SCHOLARSHIP	\$68,880	\$1592
AUTO CLUB	\$1,000	\$500
BASEBALL	\$19,131	\$15,672
BASKETBALL (MEN'S)	\$14,747	\$11,666
BASKETBALL (WOMEN'S)	\$18,144	\$13,134
COPENHAGEN-SKOAL	\$7,848	\$0
DRAMA	\$3,861	\$7,559
EMPLOYEE FUND DRIVE	\$53,160	\$19,396
ENERGY SYSTEMS	\$3,284	\$3,100
FARRIER	\$0	\$4,750
GOLF (MEN'S/WOMEN'S)	\$16,224	\$12,033
JAZZ CLUB	\$8,200	\$6,900
PARENT CO-OP	\$0	\$0
PASSPORT/PROMISE	\$13,500	\$13,000
PHI BETA LAMBDA	\$1,000	\$3,600
PRIVATE DONORS/AMERICORPS	\$554,327	\$480,829
RODEO	\$37,017	\$32,828
SOFTBALL	\$23,964	\$18,233
SOCCER (MEN'S)	\$17,716	\$16,044
SOCCER (WOMEN'S)	\$21,825	\$18,422
VOLLEYBALL	\$15,714	\$16,056
WAVE	\$0	\$0
WELCH	\$0	\$8,728
WELDING CLUB	\$350	\$1,300
WIND ENERGY TECHNOLOGY	\$0	\$3100
WWCC FOUNDATION GRANT/LOAN	\$0	\$0
WWCC FOUNDATION SCHOLARSHIP	\$386,424	\$283,743
<b>TOTAL SCHOLARSHIPS</b>	<b>\$1,330,654</b>	<b>\$1,036,319</b>

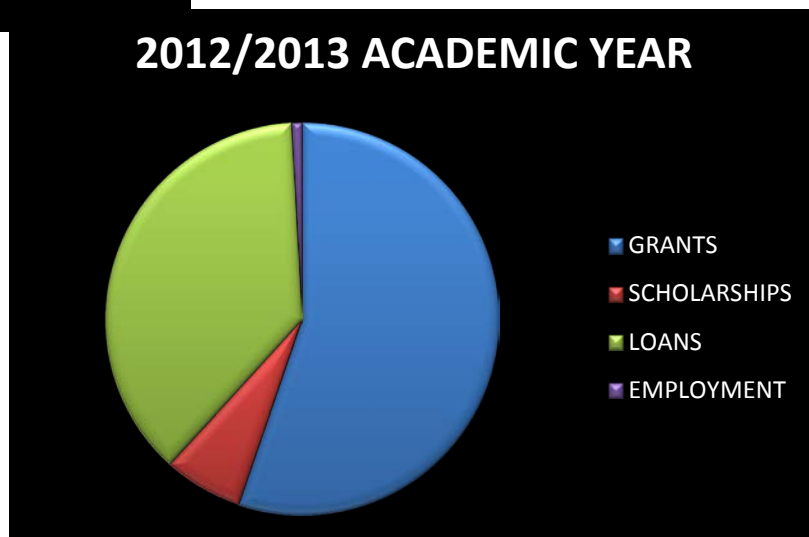
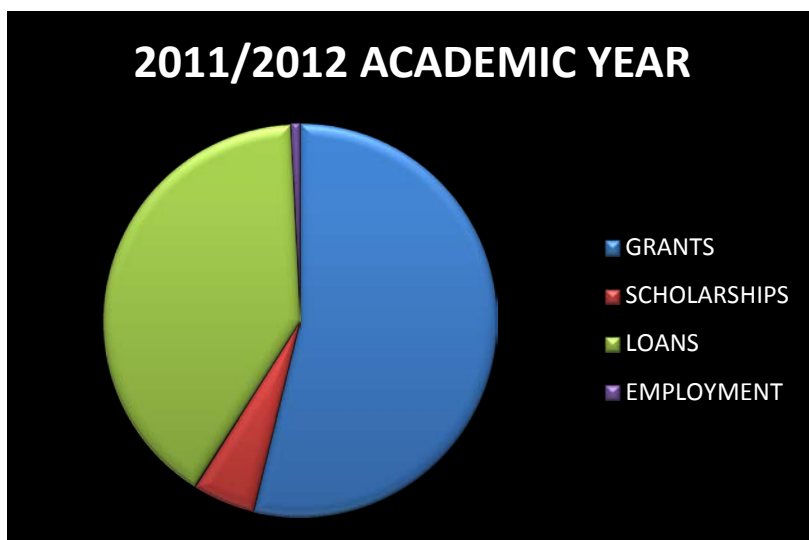
**TOTAL FINANCIAL AID ENCOMPASSING ALL  
PROGRAMS FOR THE 2012-2013 AID YEAR**

**\$20,528,198**

## FINANCIAL AID FILE COMPARISON 2011/2012-2013/2014



## FINANCIAL AID FUNDS COMPARISON 2011/2012 AND 2012/2013





# Walla Walla Community College

500 Tausick Way  
Walla Walla, WA 99362  
(509) 522-2500  
FAX (509) 527-4480

## Tab 5

March 13, 2014

From: Davina Fogg  
Vice President of Financial Services

Re: 2013-2014 Capital Budget Status Report

Type	Code	Title	Budget	Encumbrances	Expenditures	Balance
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### 2013-2015 Appropriations

S	4Z5A	2013-15 Repairs and Minor Improvements	\$ 377,600	\$ 102,535	\$ 150,159	\$ 124,906
S	4Z5B	2013-15 Facility Repair - Dome Piping	\$ 114,000	\$ -	\$ -	\$ 114,000
S	4Z5C	2013-15 Facility Repair - Diesel/Oil Water Separator	\$ 79,000	\$ -	\$ -	\$ 79,000
S	4Z5D	2013-15 Facility Repair - Air Compressors	\$ 289,000	\$ -	\$ 3,964	\$ 285,036
S	4Z5E	2013-15 Facility Repair - Tech Center Boiler	\$ 92,000	\$ -	\$ -	\$ 92,000
S	4Z5F	2013-15 Facility Repair - Tech Ctr. Fire Alarm System	\$ 326,000	\$ -	\$ -	\$ 326,000
S	4Z5G	2013-15 Facility Repair - Diesel Overhead Doors	\$ 90,000	\$ -	\$ 63,549	\$ 26,451
S	4Z5H	2013-15 Facility Repair - Main Bldg. Walk-in Refrig.	\$ 188,000	\$ -	\$ -	\$ 188,000
S	4Z5I	2013-15 Facility Repair - Clarkston Heat Pumps	\$ 484,000	\$ -	\$ 55,781	\$ 428,219
S	4Z5J	2013-15 Facility Repair - Clarkston Sprinklers	\$ 59,000	\$ -	\$ -	\$ 59,000
S	4Z5K	2013-15 Minor Works - WW Campus Business Office	\$ 562,906	\$ -	\$ -	\$ 562,906
S	4Z5L	2013-15 Roof Repair - Main Bldg. Roof & Insulation	\$ 351,000	\$ -	\$ -	\$ 351,000
S	4Z5M	2013-15 Site Repair - Clarkston Drainage	\$ 76,000	\$ -	\$ -	\$ 76,000
S	4Z5x	2013-15 Emergency Repairs	\$ 114,347	\$ 9,334	\$ 105,013	\$ -
		<b>TOTAL</b>	<b>\$ 3,202,853</b>	<b>\$ 111,869</b>	<b>\$ 378,465</b>	<b>\$ 2,712,519</b>

### 2011-2013 Appropriations

S	4Z10	Roof Repair - Main Building	\$ 53,217	\$ -	\$ -	\$ 53,217
S	4Z19	Minor Works - Repairs & Minor Improvements	\$ 5,977	\$ -	\$ 5,977	\$ -
S	4Z14	Facility Repair - HVAC Repair - Library/Bookstore	\$ 41,489	\$ -	\$ -	\$ 41,489
S	4Z15	Facility Repair - HVAC Repair - Technology Ctr.	\$ 8,827	\$ -	\$ 7,873	\$ 954
S	4Z16	Facility Repair - Sump Pumps	\$ 22,660	\$ -	\$ -	\$ 22,660
S	4Z17	Facility Repair - Domestic Water Line -Dome	\$ 142,269	\$ -	\$ -	\$ 142,269
		<b>TOTAL</b>	<b>\$ 274,439</b>	<b>\$ -</b>	<b>\$ 13,850</b>	<b>\$ 260,589</b>

### Local Funds and Grants

L	4Z71	Clarkston Nursing	\$ 2,306	\$ -	\$ -	\$ 2,306
L	4Z8x	Water Center Expansion - Local	\$ 181,521	\$ 737	\$ 9,149	\$ 171,635
G	4Z86	Economic Dev. Admin. - Water Ctr. Expansion	\$ 124,417	\$ 667	\$ 9,149	\$ 114,601
G	4ZPx	IPZ Alternative Energy	\$ 2,892,867	\$ 11,928	\$ 246,072	\$ 2,634,867
G	4ZP6	PP&L Blue Sky Grant	\$ 22,000	\$ -	\$ -	\$ 22,000
L	4Z93	Wind Expansion	\$ 2,844	\$ -	\$ 2,844	\$ -
		<b>TOTAL</b>	<b>\$ 3,225,955</b>	<b>\$ 13,333</b>	<b>\$ 267,214</b>	<b>\$ 2,945,408</b>

		<b>TOTAL ALL FUNDS</b>	<b>\$ 6,703,247</b>	<b>\$ 125,202</b>	<b>\$ 659,529</b>	<b>\$ 5,918,516</b>
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Percent Uncommitted 88.3%

Fund Types:

S - State Appropriations L - Local G - Grant P - Private C - Certificate of Participation.



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

**Tab 6**

## **MEMORANDUM**

**TO:** Board of Trustees

**DATE:** March 13, 2014

**FROM:** Steven VanAusdle, President

**RE:** Tenure Recommendations

---

The Tenure Review Committee and the Vice President of Instruction have made recommendations relative to granting tenure. I have reviewed the files and, after a thorough evaluation, I concur with these recommendations.

It is my recommendation that the Board of Trustees grant tenure to the following faculty members who have completed three years of successful employment at Walla Walla Community College:

- Genevieve Bross, Nursing Instructor, Clarkston
- Cullen Coulston, John Deere Agricultural Instructor
- Sherri Jones, Nursing Instructor, Walla Walla
- Stephanie Macon-Moore, Nursing Instructor, Clarkston

My recommendations for the other probationary faculty will be reviewed during the Executive Session.

Thank you.



**Office of the President**  
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**Tab 7**  
**Page 1**

## **MEMORANDUM**

**TO:** Board of Trustees

**DATE:** March 13, 2014

**FROM:** Steven VanAusdle, President

**RE:** Sabbatical Recommendation – Dr. Stephen Shoemake

---

After reviewing Dr. Stephen Shoemake's request for sabbatical leave and the recommendations from the Professional Development Committee and from Dr. Marleen Ramsey, I recommend approval of one quarter (Spring 2015) Sabbatical Leave for Steve.

Thank you.



**Walla Walla Community College**

**Instruction Office**

500 Tausick Way  
Walla Walla, WA 99362-9267  
(509) 527-4289  
FAX (509) 527-4249

**Tab 7**

**Page 2**

TO: Steve VanAusdle

FROM: Marleen Ramsey *Marleen*

DATE: March 7, 2014

SUBJECT: Stephen Shoemake Recommendation for Sabbatical

---

After receiving the recommendation from the Professional Development Committee and reviewing Steve Shoemake's thoughtfully prepared sabbatical application, I am pleased to support his request for a one quarter sabbatical during the spring of 2015. Steve has been a valued faculty member at WWCC for fourteen years and this is his first sabbatical request. He has contributed greatly to the academic progression and success of students preparing for the nursing profession as well as those transferring to baccalaureate programs. The primary focus of Steve's sabbatical plan is to rework and improve the lab portions of his General Biology and Anatomy & Physiology courses. His goal will be twofold with these outcomes or deliverables:

1. Preparation of pre-lab or hands on introductory lab assignments for all courses.
2. Development of class assignments for every lab in order to tie theoretical concepts and lab application together. This will extend lab work outside of the classroom and encourage understanding of both theoretical content and application.

Steve is a seasoned instructor who has been involved in the life of the college through his work as a pre-nursing advisor, leadership on the professional development committee, AHE negotiating team, and numerous search committees. I have seen Steve work with students over the years and I know that he is a caring and concerned instructor taking every opportunity to give students helpful feedback in order for them to understand and master the material in his courses. He takes seriously his role as a mentor and sharer of knowledge with students at Walla Walla Community College. I believe that giving him the opportunity to refresh, improve, and enhance both his lab assignments for all his courses as well as develop innovative science assignments will create a learning environment which will help students succeed and master difficult conceptual areas.

I am very pleased to support Steve's sabbatical application and request. Please let me know if you have further questions that need clarification.

cc: Scott Marsh, Dean of Arts and Sciences  
Dr. Stephen Shoemake, Biology Instructor  
Jill Emigh, Chair, Science Division



**Walla Walla Community College**  
**Professional Development Committee**

500 Tausick Way  
Walla Walla, WA 99362-9267

**Tab 7**  
**Page 3**

TO: Steve L. VanAusdle

FROM: James C. Bower, Co-Chair  
Professional Development Committee

Jeffrey Adams, Co-Chair  
Professional Development Committee

DATE: February 12, 2014

SUBJECT: 2015 Sabbatical

---

This letter is written on behalf of the Professional Development Committee concerning the application for sabbatical during the spring quarter of 2015.

This committee fully endorses the proposal for sabbatical set forth by Dr. Stephen R. Shoemake. His proposal meets the requirements detailed under AHE Article 26 and meets the established purpose for sabbatical to "benefit the college and its students..."

On behalf of Stephen and the Professional Development Committee, we thank you for reviewing the proposal for sabbatical and presenting it to the Board of Trustees.

JCB:JA:cd



Walla Walla Community College  
**2014-2015 SABBATICAL LEAVE APPLICATION**

---

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. Please pay very close attention to item number five (5) which deals with the proper procedure. Good luck to you in your request for sabbatical leave.

---

Name: Dr Stephen R. Shoemake Date: 01-15-14

Date of first full-time contract at WWCC: Fall 2000

Number of years (full-time) at WWCC: 13

Current teaching assignment: Science (Biology)

I request 1 quarter(s) of leave to begin Spring 2015 and to terminate \_\_\_\_\_.

**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.)

Attach your completed Sabbatical Leave Application and return to the Office of the Vice President of Instruction by 5:00 p.m. on Wednesday, January 15, 2014.

## **I. Description of Sabbatical Leave Plan**

### **A. State reasons for requesting the leave.**

I have taught at Walla Walla Community College for almost fourteen years now. I am confident that my classes are well thought out, professionally executed, and pedagogically sound. Conversations with former students who have recently completed the Nursing program reinforce to me that my methods and presentation of content are not only appropriate for the courses I teach; but continue to be helpful to them at the next level. I have, throughout my teaching career, continued to modify lectures, group activities, and laboratory activities to better meet my expected student outcomes. In the long run, this has resulted in improvements to all of the courses I teach.

One aspect of my job that is a constant challenge to me is that I find my normal teaching responsibilities (prepping for and administering lectures and labs, advising, committee work, faculty senate, etc.) consume the vast majority of my time...leaving little left to research better ways to present skills or content; much less to do the planning and writing necessary to work significant improvements in to the structure of my courses. The thought arises...and then is quickly swamped by the next urgent thing that requires my attention during the quarter. My focus for the Spring quarter of 2015 would be to rework and make improvements to the laboratory portions of my General Biology and Anatomy & Physiology courses. The intent of these changes is twofold. First, I want to make the limited time students have during the regularly scheduled laboratory periods more effective by providing either pre-lab preparation or hands on introductory activities at the beginning of each lab. Secondly, I want to supplement the laboratory activities with out of class activities or assignments which will extend laboratory work outside of the classroom and encourage understanding of the content and concepts presented. Most of the very good students already do many of the things I wish to add to these activities. I hope these improvements to be useful to them; but a more significant boon to those students who need more guidance in *how* they use their out of class time. A more detailed description of my plan follows.

**SABBATICAL LEAVE APPLICATION**  
**for Dr. Stephen Shoemake**

**Tab 7**  
**Page 6**

**B. Provide a detailed description of the plan.**

*{Presented below are the “challenges” I wish to address in my laboratories, and the avenues I hope to pursue (“solutions?”) during this sabbatical leave}*

*Intro: Anatomy & Physiology Laboratory*

Anatomy & Physiology laboratory activities are designed to accomplish one (or both) of two major objectives. First, many laboratory sessions are designed **to provide the opportunity for students to review anatomical structures** in a hands on manner that is not possible using online resources or lecture presentations. These activities typically require a short introduction by me, a review of the structures / terminology they will be held responsible for, and as much unstructured time as I can provide to allow students to interact in a “hands-on” manner with the models or dissections. Secondly, some laboratory sessions are designed **to encourage student engagement with the application of lecture concepts** to the practice of Health Care. Usually focused on the physiology of a particular system, these activities involve the performance of in lab tests that mimic those that may be performed on patients, or guided research into the terminology (and interpretation) used to measure and interpret the type of data that is collected. These labs provide a different angle on course concepts that help to reinforce the understanding of physiology.

**Challenge #1:** The time is limited. Most students will need more time in the laboratory than I can provide during scheduled class time to master the necessary material. This problem is *partially* alleviated by scheduling as few courses in the lab room as possible and allowing access to course materials during these “open” lab times; but the need for increased sections has impinged on this time. Online resources can also be used to supplement this time.

**Solutions?:** I would like to work on pre-lab, home-work activities that bring students to the laboratory with more prior knowledge of what they will be doing, so that the “hands on” time in class is relatively longer and more focused.

**SABBATICAL LEAVE APPLICATION**  
**for Dr. Stephen Shoemaker**

**Challenge #2:** Some students, when presented with a large amount of anatomical structure to learn (for example, the origins, insertions, and actions of major muscles in the body), are at a loss as to how to begin; and in class time is wasted formulating a plan of attack.

**Solutions?:** I would like to develop brief, structured activities to be used at the beginning of a lab that are less lecture-based; and that get them started right away doing what they will need to do to master this type of material.

**Challenge #3:** Too much of the laboratories that reinforce physiology are based mostly on guided research, as they deal with concepts or tests that can not be adequately simulated in our laboratory environment.

**Solutions?:** I would like to find a way to make these experiments more hands on, and switch more of the research to outside of class assignments. To make this work will be a substantial challenge, and I would like the opportunity to investigate it further.

**Intro: General Biology Laboratory**

I have found that many of the assumptions regarding college readiness that are reasonable to make for students in Anatomy and Physiology are not necessarily as valid for many students in General Biology. For instance, I assume that all college students must eventually come to the realization that they must work on class material outside of class if they are to master it, and do well in the course. Especially with the laboratory, this *does not* appear to be the case with a significant number of students in General Biology. It is clear that they make little effort to do any more than the minimal requirements for laboratory activities – even when they know they will be tested on the material. Many of them appear to need *much* more feedback than they are getting on the development of laboratory skills; ranging from the ability to follow both written and verbal instructions *precisely* to the recording of data, to the analysis of that data. They need more opportunities to practice and refine those skills within the scope of the class.

**SABBATICAL LEAVE APPLICATION**  
**for Dr. Stephen Shoemake**

**The Challenge:** The major problem here is time. I find myself consistently behind in getting current laboratory write-ups graded and back to students with meaningful feedback. I find I have to walk a fine line between assigning work which will strengthen key skills and reinforce *understanding* of what they did in lab and having the ability to get those assignments back to them fast enough that they can *use* the feedback I give them.

**Solutions?:** I think the majority of the laboratories I currently do are sound conceptually. (That is, they reinforce skills and concepts that I think are important.) They do, however, need some work to make them more valuable in a practical sense. I intend to analyze each of the labs and ask myself the following questions: 1) Are there small activities (presented as either pre-lab assignments or as a required part of the write-up) that I can add that will either reinforce key skills or encourage understanding of key concepts? 2) Are those activities worthwhile, given the constraints of the class? If an activity is such that it can not be returned with feedback in a reasonable amount of time, it may not be a viable addition in a practical sense. As such, a *significant* part of this pursuit will be the development, along with the activities, of grading rubrics that both provide valuable feedback and allow a timely return to students.

**SABBATICAL LEAVE APPLICATION**  
**for Dr. Stephen Shoemake**

**Tab 7**

**Page 9**

**II. Proposed Benefits**

**A. Describe the value of the proposed activity to the enhancement of the instructional program of WWCC.**

I hope that the activities described above will lead to improvements in my courses that will encourage some of the out of class, independent work that students need to do to reinforce laboratory concepts. Better preparation for laboratory sessions and improved introductory activities during labs should help to make limited laboratory time more effective and lead to higher student learning and achievement; especially for those students who could benefit from some guidance as to how to approach studying for and working on material of this nature. I would add that my lab schedule and the accompanying activities have traditionally been adopted by adjuncts who teach Biology for us. This greatly increases the number of students who could benefit from these proposed changes.

**B. Describe the value of the proposed activity to your professional growth and development.**

I have been teaching at WWCC a long time. I find it increasingly frustrating that when I am able to identify aspects of my courses that could use some work – even if I have some ideas about what needs to be done to improve them – I often do not have the time to fully research and implement those ideas. The value of the activities described above to my courses is stated above; but the value to my morale and my motivation to teach could also be great. I ask that you give me this chance to focus on an aspect of my profession that I enjoy – curriculum development and innovation. I hope to return to WWCC in the Fall refreshed and with a new set of tools to make my teaching more efficient and my job more satisfying. Thank You for your consideration.

**SABBATICAL LEAVE APPLICATION**  
**for Dr. Stephen Shoemake**

**III. Description of Past Contributions to WWCC**  
**(Include part-time or classified employment, fellowships, WWCC committee work, recognition, etc.)**

I have been employed as a Biology instructor at Walla Walla Community College for 13 years (since the Fall quarter of 2000). In that time, I have taught a full-time load in the Fall, Winter, and Spring quarters except for the one Winter quarter in which I did an overload. In most quarters, that amounts to a 15 credit / quarter load. I have always advised students – from 8 to 30 per quarter. I consider that an important part of my job; and have put a considerable amount of time into it. I participate fully in both College-Wide and Division planning; and attend all meetings that I am able to. The courses I have designed and / or taught over those years and some other highlights of my service to Walla Walla Community College are summarized below.

**Courses**

- Taught BIOL& 160 (General Biology) since the beginning (current). This includes lecture and laboratory.
- Taught BIOL& 251 (Anatomy & Physiology I) since the beginning (current). This includes lecture and laboratory.
- Taught BIOL& 252 (Anatomy & Physiology II) since the beginning (current). This includes lecture and laboratory.
- Designed and taught BIO 119 (Human Anatomy for Medical Office professionals) for 5 years. Designed by request from the Office Technology program, this course is no longer offered.

**Committee Service**

- *Learning Abilities Review Committee (LARC)* member for 4 years
- *Honors program committee* member for 4 years.
- Chair of the *Professional Development Committee* for 6 years
- Member of the *Faculty Senate* since 2003 (current) as both an at-large and Science Division representative
- Outstanding Faculty Awards committee (one quarter)
- *Accreditation Standard 2 Committee (The Educational Program and Its Effectiveness)* member

**SABBATICAL LEAVE APPLICATION  
for Dr. Stephen Shoemake**

- *Search/interview committee: American Studies Instructor.* (Jim Peitersen was hired.)
- *Search/interview committee: International Studies Instructor.* (Jamie Underwood was hired.)
- *Search/interview committee: International Studies Instructor.* (Chris Howell was hired.)
- *Search/interview committee: International Studies Instructor.* (J.R. Van Slyke was hired.)
- *Interview committee: Director of Health Sciences Education* (Kathy Adamski was hired.)
- *5-year review committee member for Jim Peitersen.*
- *Tenure review committee member for Dr. Ruth Russo.*

**Other**

- Excellence Award Winner, 2006 (NISOD)
- Informal mentor for adjunct instructors in General Biology



January 13, 2014

Dear Dr. Ramsey:

I write this letter in support of Dr. Steve Shoemake's spring 2015 sabbatical request. I believe Dr. Shoemake's sabbatical project to be substantive, timely and most valuable to the instructional program.

Dr. Shoemake proposes to evaluate, revise and create new instructional strategies for the laboratory portions of his biology courses. He has thoughtfully identified the need for many students to be better prepared for each lab, and their need for a greater understanding of how to make the most of the limited hands-on time they have in the lab sessions.

Dr. Shoemake regularly teaches BIOL& 160, General Biology. This is a high enrollment, low success course at WWCC. During the 2012-13 academic year, only 61% of the 420 students enrolled completed the course with a grade of C or above. Dr. Shoemake's intention to rework the labs so students who are less-than-prepared for college biology receive both increased and timely feedback, and increased instruction in laboratory protocol, is key to increasing student success rates in this course.

The positive effects of this sabbatical project will extend beyond Dr. Shoemake's classroom. His lab curriculum is regularly made available to all adjuncts who teach general biology. In fact, five of 6 sections of BIOL& 160 taught this quarter are taught by adjuncts. The curricular improvements developed during this sabbatical project will impact every BIOL& 160 student—over 400 students each year.

Dr. Shoemake has demonstrated his commitment to the college and to the success of his students. He is a valued advisor, committee member, committed instructor and science division colleague. I believe he will make excellent use of this opportunity.

I enthusiastically support Dr. Shoemake's sabbatical request.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Scott Marsh". The signature is stylized, with a large, looped initial "L" and a cursive "Marsh".

L. Scott Marsh  
Dean, Academic Education



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January 8, 2014

To: The Professional Development Committee,

Dr. Stephen Shoemake has recently completed an application for sabbatical leave. He has requested leave for spring quarter of 2015. As the current chair of the science division, I strongly support his application.

Steve demonstrates a commitment to teaching that I have not seen in all faculty. His exams are detailed and involve a tremendous amount of feedback to students to help them learn what was expected for a correct answer. He has developed some remarkable resources that he makes available to students at appropriate points in the quarter. His laboratory activities for BIOL& 160 have been adopted by four adjunct faculty members in the last two years. This high standard of teaching and degree of collegiality is incredibly impressive.

In an ongoing effort to provide college level science courses to students beginning at Walla Walla Community College the science division has made no effort to impose prerequisites (other than English 087) on the BIOL& 160 course, General Biology. Our student success rate in this course is lower than we would like it to be. Many students who enroll in this course have almost no reliable science in their background. Steve's request to improve his Biol& 160 courses in ways that will help students learn the value of out of class and lab activities as well as the value of regular studying will result in more of our students successfully completing this course. Because he shares his labs with our adjuncts this curriculum development will result in changes for many students in this course, not just the 74 or so he teaches annually.

In a similar vein, his proposal to develop additional pre-lab and home-work activities for BIOL& 251, Anatomy and Physiology I, will provide learning opportunities that have not been readily available to our pre-nursing students in previous quarters. As we offer more and more science courses with laboratories, we have had less and less time to leave the A & P lab open for individual exploration. I know that as a student I spent many hours in the anatomy lab (evenings and weekends) to master that material. We do not have the luxury at WWCC to offer those open hours. Steve's proposal will help to overcome the limitations of our lab hours and to help students master the art of studying.

Steve has been an active member of the science division for many years. I have asked him to change his teaching schedule both in terms of the courses he offers in a quarter as well as the time of day they are offered. He has always responded in a positive way. His steady support of department needs has been appreciated.

He has served as a member of a number of WWCC committees over the years with the rather surprising commitment to the Faculty Senate where he has been the science representative for more than 10 years.

By focusing on the needs of his entry level as well as his more seasoned students this sabbatical will result in improvements in the courses he most frequently teaches. Steve can continue to be an excellent resource to the Walla Walla community.

In the science division currently we are fortunate to have several seasoned adjuncts who could step in and teach some of the courses that Steve is usually assigned. In spring quarter he usually teaches General Biology and A & P II. These courses can be offered with our existing adjuncts who have experience teaching both of these course.

Thank you for carefully considering his application. If you have any questions, please feel free to ask.

Sincerely,

A handwritten signature in cursive script that reads "Jill".

Jill Emigh  
Science Division Chair