



## Agenda

Regular Meeting  
Board of Trustees, District No. 20  
Walla Walla Community College  
Wednesday, October 10, 2018, 11:00 a.m.

All Times Are Estimates

### Study Session

- |                   |   |               |
|-------------------|---|---------------|
| <b>11:00 a.m.</b> | <b>Call to Order</b><br><b>Approval of Agenda</b><br><i>Mr. Don McQuary, Chair</i>                                    | <b>Action</b> |
| <b>11:02 a.m.</b> | <b>Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Faculty Negotiations</b> |               |

- |                   |                    |
|-------------------|--------------------|
| <b>12:30 p.m.</b> | <b>Lunch Break</b> |
|-------------------|--------------------|

All Times Are Estimates

### Board Meeting

- |                  |  |                |              |
|------------------|--|----------------|--------------|
| <b>1:15 p.m.</b> | <b>Introductions</b><br><u>Jerry Anhorn</u> <ul style="list-style-type: none"><li>• Tyler Cox, Agriculture Instructor</li><li>• Matthew Lyon, Automotive Technology Instructor</li><li>• Lindsey Williams, Director, Agriculture Center of Excellence</li></ul> <u>Erika Bockmann</u> <ul style="list-style-type: none"><li>• Morna Golke-Bahnsen, Program Assistant</li></ul> <u>Brent Caulk</u> <ul style="list-style-type: none"><li>• Carlo Calvillo, Corrections Education Navigator – WSP</li><li>• William "Paul" Forney, Diesel Mechanic Technology Instructor, WSP</li></ul> <u>Keenan Failing</u> <ul style="list-style-type: none"><li>• Tamera Loveday, Instruction &amp; Classroom Support Technician 3</li></ul> <u>Diana Herrmann</u> <ul style="list-style-type: none"><li>• David Meliah, Assistant Athletic Director/Transfer Advisor</li><li>• Logan Parker, Head Softball Coach/Academic Advisor</li></ul> <u>Dr. Chad Hickox</u> <ul style="list-style-type: none"><li>• Bobbi Hazeltine, First Year Experience Program Director</li><li>• Denise Kammers, Interim Dean, Corrections Education, CRCC</li><li>• Susan Pearson, Interim Dean, Transitional Studies</li><li>• Jacquelyn Ray, Director, Library Services</li></ul> <u>Denise Kammers</u> <ul style="list-style-type: none"><li>• Hayley Shepard, Corrections Education Navigator, CRCC</li><li>• Loretta Taylor, Interim Dean, Corrections Education, CRCC</li></ul> <u>Tessa Kimball</u> <ul style="list-style-type: none"><li>• Paris Davis, Counselor</li></ul> <u>Shane Loper</u> <ul style="list-style-type: none"><li>• Ray Warnberg, Grounds &amp; Nursery Services Specialist 4</li></ul> | <b>Discuss</b> | <b>Tab 1</b> |
|------------------|--|----------------|--------------|

- **Logan Higgins, Microbiology Instructor**
- **Wesley Maier, Criminal Justice Instructor**
- **Dr. Anthony Smith, Physical Science Instructor**
- **Justin Speer, Head Baseball Coach/HPER Instructor**

- **Craig Richards, Human & Social Services Coordinator of Recruitment & Outreach, Educational and Career Planning, and Practicums**

- **Erin Anders, Sustainable Agriculture Systems Instructor**

- **Nicholas Elgin, Custodian 2**

- **Zachary Knappenberger, John Deere Technology Instructor**

- Tracey Edwards, Events Coordinator 1

WWCC Board Meeting Agenda  
October 10, 2018  
Page 2 of 3

<b>3:05 p.m.</b>	<b>MOU between WWCC and AHE</b> <i>Mrs. Sherry Hartford</i>	<b>Action</b>	
<b>3:10 p.m.</b>	<b>Board Reports/Remarks</b>		
<b>3:20 p.m.</b>	<b>2019 WWCC Board of Trustees Meeting Schedule – First Reading</b> <i>Dr. Brandes</i>	<b>Discuss</b>	<b>Tab 7</b>
<b>3:25 p.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
<b>3:35 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>3:50 p.m.</b>	<b>Adjourn</b>		



Walla Walla Community College  
Board of Trustees Meeting  
October 10, 2018

# Tab 1

## Introductions

### Jerry Anhorn

- **Tyler Cox, Agriculture Instructor**

Tyler has taught Animal Sciences for our Agriculture Science program as an adjunct instructor since winter quarter 2013 and was issued a quarterly contract for winter and Spring 2018. Tyler has been an integral part of revising and renewing our Animal Sciences department and is a valued member of the Agriculture Sciences program team.

- **Matthew Lyon, Automotive Technology Instructor**

Matthew Lyon received his AAAS in Automotive Repair Technology at WWCC and immediately joined the family business as the co-owner and manager of Lyon Repair in 1998. Matthew is certified as an ASE Master and holds certifications in Automobile Advanced Engine Performance and MACS Section 609 Refrigerant Recycling and Recovery.

- **Lindsey Williams, Director, Agriculture Center of Excellence**

Lindsey began working at Walla Walla Community College in February 2014 as the Center's Marketing Coordinator. In January 2018 she was appointed to the role of Interim Director for the Center and has fulfilled her duties to provide leadership, direction, and support for the Center's mission and vision.

### Erika Bockmann

- **Morna Golke-Bahnsen, Program Assistant**

Morna comes to WWCC from Green River Community College where she taught ABE classes, including High School 21+, within their Transitional Studies program. She has a love and passion for students, especially within the community college setting. This includes being a strong advocate for equity, diversity, and inclusion. While much of her experience is within instruction, she was looking for a new adventure in student services work. Morna has a wonderful sense of humor and a mindset of being a lifelong learner.

### Brent Caulk

- **Carlo Calvillo, Corrections Education Navigator – WSP**

Carlo comes to WWCC from Eastern Washington University where he worked in advising and admissions. He has demonstrated relationship building with community colleges across the state of Washington that help prepare students for a positive and well planned educational experience. He is a member of the Intercollege Relations Commission which is the governing body of the state for two and four year transfer issues. Carlo is currently working towards completion of his Master's degree and plans to use his knowledge to enhance the services available to students. He is a native of Walla Walla, has a natural sense of understanding student challenges, and an empathy for their student demographics and needs.

- **William "Paul" Forney, Diesel Mechanic Technology Instructor, WSP**

Paul is Graduate of the WWCC Ag Diesel program and a 34-year veteran of Diesel Mechanic repair and diagnosis. His skill is renowned by area professionals as second to none. This respect has been earned by Paul through consistent high quality work at all levels in the industry in our community. Paul has kept himself current in emerging trends and industry updates through an aggressive on line in-service model, workshops and conferences.

### Keenan Failing

- **Tamera Loveday, Instruction & Classroom Support Technician 3**

Tamera is currently an adjunct instructor in the Sciences Division at Walla Walla Community College. She earned a Bachelor of Science in Environmental Science with an emphasis in Marine Biology from Sheldon Jackson College in Sitka, Alaska. Tamera continued with her education at Walla Walla University where she earned a Master of Science in Biology with an Area of Study/Interest in Marine Invertebrates and Parasitology. She was the primary laboratory preparation person and laboratory teaching assistant for Microbiology for five (5) years at WWCC. Since January of 2011, Tamera has taught as an adjunct instructor for WWCC. Courses taught include Oceanography, including online sections, General Biology, and Microbiology. From Fall of 2016 until Fall of 2017, she also taught as an adjunct instructor in the Department of Biology at Gillette College in Gillette, WY.

### Diana Herrmann

- **David Meliah, Assistant Athletic Director/Transfer Advisor**

Dave has worked at WWCC for 17 years, nine years as the Head Baseball Coach and Academic Advisor. As a former Warrior student and baseball player, he greatly values his experience here and wants others to share the positive experience WWCC provided him. He credits his experience at WWCC with helping him be successful in earning his B.A. in Elementary Education through WSU-Tri-Cities. He has a strong commitment to the college, our community, and the students we serve.

- **Logan Parker, Head Softball Coach/Academic Advisor**

Logan is a native of Jerome, ID and was an outstanding basketball and baseball player at Northwest Nazarene University in Nampa, ID. While attending NNU, Logan received a Bachelor's Degree in Recreational Sports Management and later earned a Master's Degree in Kinesiology at Fresno Pacific University in Fresno, CA. Logan has been the Assistant Softball Coach at Fresno City College since 2015. While at Fresno City College, he has also served as a Softball Skills Instructor and adjunct instructor in the Physical Education Department. Logan has a true passion for teaching and coaching student-athletes and is a positive addition to the Warrior Athletic Department.

### Dr. Chad Hickox

- **Bobbi Hazeltine, First Year Experience Program Director**

Beginning her 20th year at WWCC as the Head Women's Basketball Coach, Bobbi has won 3 NWAC titles, including last year, and won over 400 games. In addition to her coaching responsibilities Bobbi has worn many other hats at the college. The past 19 years she has also served the college as the Assistant Athletic Director, an OcSup Instructor, and worked in Financial Aid. This year Bobbi has stepped out of the roles of Assistant Athletic Director and her responsibilities in Financial Aid to be the First Year Experience Program Director.

- **Denise Kammers, Interim Dean, Corrections Education, CRCC**

Denise holds a Master of Arts in Leadership and Administration from Gonzaga University, a B.A. in Social Sciences from Washington State University, and an A.A.S. in Computer Science, Software Specialist from Columbia Basin College. Denise has extensive experience within higher education and correctional education as well as being recognized as a leader in her field. She has presented as an invited speaker at national conferences, including a recent event sponsored by the VERA Institute. We recognize Denise's commitment to students and her desire to ensure that they have opportunities and access to earn credentials and achieve their career and educational goals upon release from corrections.

- **Susan Pearson, Interim Dean, Transitional Studies**

Susie holds a Master of Education/Special Education from Grand Canyon University, a BS in Elementary Education from Oral Roberts University, and an AA from WWCC. Previously Susie was a faculty member at WSP and has extensive experience with WABERS and CASAS, she has served as an I-BEST instructor, among other ABE functions {including GED and ELA}.

- **Jacquelyn Ray, Director, Library Services**

Jacquelyn earned her Bachelor of Arts degree from University of Washington Bothell, her Master of Library and Information Science degree from University of Washington, and her Master of Arts in English from Southern New Hampshire University. She was Director of Library and Media Services at Blue Mountain Community College in Pendleton, Oregon before coming to WWCC and has over twenty years of experience in library and information services, a significant portion of which has been in community college library systems. She has received several accolades for her service to supporting student success through library services, most notably the “Staff Person of the Year” award chosen and awarded by TRiO students at BMCC. Her professional involvement in higher education and impact on student success reaches far beyond library services. She has been involved with college-wide, state-wide, regional, and national initiatives and projects, including strategic planning to meet and maintain NWCCU accreditation standards, participation in ACRL’s Assessment in Action project, and collaborating with other institutions to develop and adopt open educational resources on behalf of Oregon’s Higher Education Coordinating Commission. She is an active leader in her field, serving as President Elect for the Oregon Community College Library Association, serving as a board member and on the OER taskforce of the Oregon branch of the Association of College and Research Libraries, chairing the BMCC College Coordinating Council, co-chairing the Diversity, Equity, and Inclusion Committee, and implementing innovative campus-wide programs to support student success. Driven by intellectual curiosity and commitment to professional growth, she has published and presented widely within the overlapping disciplines of library services, learning and student support services, and information literacies.

#### Denise Kammers

- **Hayley Shepard, Corrections Education Navigator, CRCC**

Hayley Shepard has worked at Tri Cities Work Release (TCWR) for the past 15 years as the administrative support for Work Release. Prior to that, she worked at the Washington State Penitentiary and at Coyote Ridge Corrections Center. At Work Release, Haley established a relationship with community members to help develop clear pathways for offenders back into the Tri Cities area. She was actively involved in the community screening committee and continues to develop a thorough process and screening of possible residents. Hayley worked with department staff, residents, and community members for employment and education placement. She has positive connections throughout the State of Washington and has fostered relationships with the local community. She has extensive history working with the offender population and is extremely familiar with the parameters to which staff working in this environment must adhere.

- **Loretta Taylor, Interim Dean, Corrections Education, CRCC**

Loretta was formerly the Dean of Corrections at Coyote Ridge, reduced that position to less-than-full-time to transition-in her successor, then left the college entirely. She has agreed to come back to fill the Interim Assistant Dean of Corrections position at Coyote Ridge at 60% of full-time. Loretta has extensive experience within higher education and correctional education as well as being recognized as a leader in her field

#### Tessa Kimball

- **Paris Davis, Counselor**

Paris Davis is a Mental Health Therapist and Designated Crisis Responder, working at Blue Mountain Counseling in Dayton, Washington. Paris has worked as a Client Services Coordinator where she performed utilization reviews for prospective and concurrent treatment and recovery support services. Paris has an AA degree from Walla Walla Community College, a Bachelor’s degree in Psychology from Washington State University, and a MSW from Eastern Washington University. Paris is collaborative and compassionate in her work and is ardent about the right to education. As a WWCC alumna, she excited about the opportunity to return and positively influence the trajectory of current students.

## Shane Loper

- **Ray Warnberg, Grounds & Nursery Services Specialist 4**

Ray came to WWCC in 1996. Since that time, Ray has been a critical component on the WWCC Grounds Crew. His knowledge and ability to repair irrigation systems are second to none. Ray obtained an AA in Turf Management here at WWCC several years ago and he puts it to use on a daily basis. His impeccable work ethic, attention to detail and understanding of our campus's grounds made his promotion to Grounds & Nursery Services Specialist 4 an easy choice to make.

## Dr. Richard Middleton-Kaplan

- **Logan Higgins, Microbiology Instructor**

Dr. Logan Higgins comes to us from Northeastern University, where she has been working since 2017 as an Assistant Teaching Professor for Biology Project Lab—a research methods class required of all students there. She earned a Ph.D. in Microbiology from the Massachusetts Institute of Technology in 2017 and a B.A. in Biology and Mathematics from Lewis & Clark College in 2011. Before her teaching at Northeastern University, she was a graduate instructor and T.A. for Introductory Biology at MIT. From 2013–2017 she was a curriculum development volunteer and workshop teaching assistant for MassBioEd Foundation in Cambridge, MA. Logan is committed to the practice of continually seeking input from students and modifying her practices to meet intended learning outcomes for the students. She will expand our offerings by designing and teaching a class on research methods which has been requested by our transfer institutions.

- **Wesley Maier, Criminal Justice Instructor**

Dr. Wesley Maier received his doctorate in Criminal Justice and Criminology with a focus on higher education in prisons from Washington State University. He began his educational trajectory at Wenatchee Valley Community College on a soccer scholarship, and he holds a B.A. in Pre-Law/Paralegal with a minor in Communications from WSU. In 2015-2016, he taught as an adjunct for WWCC's Coyote Ridge Corrections Center. He taught in WSU's Department of Criminal Justice and Criminology from 2010 to 2017 at both the Pullman and Vancouver campuses. He is highly proficient as an online educator. His creation of a private tutoring company, Discover Knowledge Tutoring, further demonstrates his commitment to education as well as his entrepreneurial capability, and it served more than 150 low-achieving K-12 students between 2015 and 2017. Wesley has a strong interest in expanding our CJ curriculum by developing easily transferable practical knowledge courses including Criminal Justice Policy, Criminal Justice Research Methods, Criminological Theory, Introduction to Law and Justice, Justice in a Multicultural Society, and Policing in a Contemporary Society.

- **Dr. Anthony Smith, Physical Science Instructor**

Dr. Tony Smith comes to us from Central Washington University where he taught both Algebra- and Calculus-based Physics classes (online and in a face-to-face format). He received his Ph.D. (2014) and Master's degree (2009) from Washington State University, both in Physics. He also holds two Bachelor's degrees—a Bachelor of Science degree in Physics and a Bachelor of Arts degree in Chemistry; he earned both at Central Washington University. He has taught Astronomy at Washington State University (Summer 2015); he worked as an instructor in the Math Center at Yakima Valley Community College (Fall 2014); before that, he was a Teaching Assistant for Astronomy and Physics labs and a grader and tutor for Astronomy, Physics, and Astrobiology labs. He has multiple publications that stem from his research. He also created a series of Math primers for use in Pearson online homework systems. In his short career, he has presented many talks at national meetings of the American Association of Physics Teachers, the American Physical Society, the Acoustical Society of America, as well as a symposium at CWU on University Research & Creative Expression (SOURCE). He is very interested in outreach to the community; he has demonstrated that by being a mentor for the College-in-the-High-School program at CWU and presenting a number of talks about Astronomy and "star parties" to the general public. He is excited about the potential for collaboration with Whitman College faculty in Astronomy and with local groups interested in Astronomy. Tony considers himself a teacher, first and foremost; but he is motivated to continually improve through research on methods that help him reach his intended learning outcomes. He expects to continue to do pedagogical research his entire career. He has written a number of PhET (Physics Interactive Technology) simulations for online physics courses. He is student-centered and outcomes-based.

- **Justin Speer, Head Baseball Coach/HPER Instructor**

Justin received a B.S. Degree in Exercise Science with a minor in Health in 2009 from Western Oregon University, and in 2011 received a M.S. Degree in Exercise Science in Fitness & Wellness from California University-Pennsylvania. Justin has been an HPER Instructor/Head Softball Coach at Walla Walla Community College since 2015. Prior to this experience, Justin was the Head Baseball Coach at Sam Barlow High School in Gresham, OR, as well as an Assistant Baseball Coach at Walla Walla Community College. He is also currently an Assistant Baseball Coach for the Walla Walla Sweets organization.

#### Tim Toon

- **Craig Richards, Human & Social Services Coordinator of Recruitment & Outreach, Educational and Career Planning, and Practicums**

Craig was one of our first HSS graduates. In the two years since graduation, he has worked for Walla Walla Community College, with increasing responsibility each year. He is coordinating the HSS practicums, serves on several HSS related advisory boards, and has embraced community outreach. His expanded job duties will bring much needed help to HSS in the areas of recruiting and career planning.

#### Cindy Walker

- **Erin Anders, Sustainable Agriculture Systems Instructor**

Dr. Anders recently completed a Ph.D. in Crop and Soil Science with a specialization in Ecological Food and Farming Systems at Michigan State University. She has a Bachelor of Science in Agroecology with minors in Anthropology and Soil Science from the University of Wyoming. Her teaching experience ranges from undergraduate students and adult learners to primary school students. Erin has spent time in Kenya and Malawi teaching agroecological principles to illiterate adult learners and children. With her experience and passion for Sustainable Agriculture Systems, she is able to take the lead in developing the BAS in Sustainable Agriculture Systems program.

#### Johnny Watts

- **Nicholas Elgin, Custodian 2**

Recently hired as a Custodian, I see Nick having an impact far beyond the daily work he performs. In his words, he has a passion for the cultivation of human well-being. In 2017, Nick earned a Master's degree in Social Work from Walla Walla University, which focused on training clinicians in the fields of mental health, counseling, and case management. Nick believes that his degree has expanded his understanding of the fine nuances that contribute to an individual's success, or failure. Growth or degeneration. He is energized when he is able to assist others in developing insight into their own struggles. He advocates for the development of personal responsibility, pro-social behaviors, mapping out basic needs, and staying vigilantly mindful of our patterns of thought. In the past he has been closely connected to the Lincoln High School community, spending multiple years at Lincoln as an assistant basketball coach and volunteer for after school programs. Additionally, he spent two of these years as a practicum student and intern counselor, providing individual and group therapy with a primary focus on anger, anxiety, and building social skills.

#### Andy Winnett

- **Zachary Knappenberger, John Deere Technology Instructor**

Zach graduated from the WWCC John Deere Technology program in June of 2003. After graduating he began working for a dealership in the John Deere dealership network and at the same dealership while working his way up from entry level tech to service supervisor. We are extremely lucky to welcome Zach to our team.



Jodi Worden

- **Tracey Edwards, Events Coordinator 1**

Tracey spent the last three years at Gesa Power House Theatre organizing their events. Her official title there was Technical Director, however, she took on additional duties which included event permitting, rental contracts and insurance. She remains confident and calm in fast-paced, stressful environments and has the ability to work well in a “boots on the ground” environment where she meets with the guests and works with them all the way until the event is over, she is responsible for moving and setting up the tables, decorating, and making last minute decisions....a perfect fit for what we do here.

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

September 19, 2018

The Board of Trustees of Community College District No. 20 met in regular session on September 19, 2018, in the Workforce Building on the Walla Walla Community College Clarkston Campus. Mrs. Darcey Fugman-Small called the meeting to order at 1:00 p.m.

**Trustees present:** Mrs. Darcey Fugman-Small  
Mr. Tim Burt  
Mr. Sergio Hernandez  
Mr. Don McQuary  
Mr. Bill Warren

**Administrators present:** Dr. Derek Brandes, President  
Mrs. Davina Fogg, Vice President, Administrative Services  
Mrs. Sherry Hartford, Vice President, Human Resources  
Dr. Chad Hickox, Vice President, Instruction  
Ms. Kathy Adamski, Dean, Health Science Education  
Mr. Jerry Anhorn, Dean, Workforce Education  
Mr. Brent Caulk, Dean, Corrections Education, WSP  
Mr. Rod Lipscomb, Director, Campus Life  
Mr. Shane Loper, Executive Director, Facilities & Capital Projects  
Ms. Susan Pearson, Interim Dean, Transitional Studies  
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus  
Dr. Nick Velluzzi, Executive Director, Institutional Effectiveness

**Also present:** Mr. Rick Aguilar, President, Walla Walla Campus ASG  
Mr. Matt Banderas, Development Specialist, WWCC Foundation  
Mr. Steven Foster, Assistant Attorney General  
Mr. Jon Johnson, Treasurer, Walla Walla Campus ASG  
Ms. Sally Kirchoff, President, Clarkston Campus ASG  
Mr. Bryan Ovens, Assistant Attorney General  
Ms. Jerri Ramsey, Recording Secretary  
Mr. Vince Ruzicka, Assistant Director, Student Activities

**Approval of Agenda.**

Mr. McQuary moved and Mr. Warren seconded to approve the agenda for the September 19, 2018 Board of Trustees meeting as presented. Motion carried.

**Introductions.** The following new employees and employees in new positions were introduced to the Board:

- Melany Coronado, Nursing Instructor, Clarkston Campus
- Debra Thomas, Instruction & Classroom Support Tech 2
- Cathryn Kenyon, Mathematics and Physical Science Instructor, Clarkston Campus

**Clarkston Campus Report.** Dr. Miltenberger provided an update on the WWCC Clarkston Campus, covering staffing changes; efficiency efforts such as Guided Pathways; the messaging used about the Campus to engage the community, including value; efforts underway on the facilities and landscape, including a new location for the ASG and the campus image; and measuring enrollment for Fall Quarter and engaging students to discuss enrolling for Winter Quarter.

### **Consent Agenda.**

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

1) June 27, 2018 Board Meeting Minutes; 2) July 30, 2018 Board Retreat Meeting Minutes; and 3) Personnel Update.

*Motion carried.*

**Approve Reclassifying Board Policies as Administrative Policies.** Dr. Brandes highlighted the information he reviewed with the Board at the July 30, 2018 Board Retreat Meeting, explaining staff was reviewing all current policies from the College's inception and were finding many that were not truly Board policies but that needed to be reclassified as Administrative policies. Dr. Brandes also indicated he would prepare a timeline on this review and other policy work for the Board.

Mr. Hernandez moved and Mr. McQuary seconded to approve reclassifying existing Board policies as Administrative policies, as presented, attached, and made a part of these minutes.

*Motion carried.*

**Approve 2018-19 Walla Walla Campus Student Activity and Service Fee Budget.** Mr. Rick Aguilar, President, WWCC Walla Walla Campus Associated Student Government, presented the 2018-19 Walla Walla Student Services and Activities Fee Budget, noting both campuses had switched from ASB to ASG for a stronger governance model.

Mr. Burt moved and Mr. Warren seconded to approve the 2018-19 Walla Walla Student Services and Activities Fee Budget as presented. *Motion carried.*

**Approve 2018-19 Clarkston Campus Student Activity and Service Fee Budget.** Ms. Sally Kirchoff, President, WWCC Clarkston Campus Associated Student Government, presented the 2018-19 Clarkston Student Services and Activities Fee Budget, noting some changes were mandated by the new constitution.

Mr. McQuary moved and Mr. Hernandez seconded to approve the 2018-19 Clarkston Student Services and Activities Fee Budget as presented. *Motion carried.*

### **Oral Reports**

- **Student Government | Clarkston Campus**

1. **Clarkston Campus Associated Student Body Activity Report.** Clarkston Campus ASG President Sally Kirchoff reported on the recent Leadership Retreat held at Camp Wooten and attendance at the CUSP (Council of Unions and Student Programs) Leadership Conference.

- **Enrollment Reports:**

1. **Final Summer Quarter.** Dr. Velluzzi presented the Final Summer Quarter Enrollment report noting the quarter closed with State funded enrollment at 689 FTE, down 13%, and headcount at 1,620, down 10 1/2%.

2. **Preliminary Fall Quarter.** Dr. Velluzzi reported preliminary State supported enrollment as of that morning was 2,376 FTE.

- **2017-18 Year-End Financial Report.** Mrs. Fogg reviewed the final 2017-18 year-end financial report, including the performance of revenue sources, total actual expenditures compared to budget, operating margins from 2011 to 2018, and operating reserves to operating expenditures.

- **Accreditation Mid-Cycle Site Visit.** Dr. Hickox highlighted the upcoming accreditation mid-cycle evaluation site visit, noting two evaluators would be on campus October 17 for review, followed by an October 18 exit interview.

### **President's Report.**

- **Request from Blue Mountain Land Trust.** Dr. Brandes reported on a request from the Blue Mountain Land Trust for the College to use its property adjacent to Mill Creek as a riparian area. Dr. Brandes recommended the Board consider responding to the request with a commitment, in line with the College's Master Plan, to not do anything within 100 yards of Mill Creek and that the College's priority at this time is Titus Creek. By consensus, the Board concurred with Dr. Brandes' recommended response.

Dr. Brandes also reported that, as the policy review progressed, it was immediately apparent the College did not have a current workplace violence policy. Mrs. Hartford reported on the progress of preparing a policy, noting it would be presented to various College groups for input.

Mr. Anhorn reported, with support and assistance from the local industry, steps were being taken to rebuild the Automotive Program, including hiring two faculty members.

**Addition of Faculty Lay-Off Unit.** Dr. Brandes explained that with the addition of the BAS in Sustainable Agriculture, it is necessary to add a faculty lay-off unit for the new faculty member in that area, noting AHE is in support of this addition.

It was moved and seconded to approve the addition of a Sustainable Agriculture faculty lay-off unit. *Motion carried.*

### **Board of Trustees Election of 2018-19 Officers.**

Mr. Burt moved and Mr. Warren seconded to elect Don McQuary as Chair of the WWCC Board of Trustees. *Motion carried.*

Mr. McQuary moved and Mr. Hernandez seconded to elect Tim Burt as Vice Chair of the WWCC Board of Trustees. *Motion carried.*

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

- **Retreat Follow-Up.** Dr. Brandes presented a list of Board Goals summarized from the Board's recent retreat meeting:

1. Improve on-boarding and mentoring of new trustees
2. Develop annual and five year plans
3. Improve communication between meetings
4. Formalize relationship between the WWCC Foundation and the Board of Trustees
5. Review and revise Board policies

- **Leadership Agenda.** Dr. Brandes reviewed proposed changes to the Leadership Agenda, as follows (changes/additions underlined and italicized):

Leadership Agenda:

1. Mission Driven
  - A. Student Success
  - B. Strong Communities
  - C. Resource Stewardship
2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access
3. Strengthen Student Enrollment – **Recruitment**, Retention and Outcomes **and Improve Student Intake and Financial Aid Processes**
4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources
5. **Advocate and Prepare for Upcoming WWCC Capital Projects**
6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities
7. Improve Risk Management, **Policy Development, and Emergency Preparedness**

By consensus, the Board approved proceeding with these revisions.

**Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Faculty Negotiators.** At 2:55 p.m. the Board recessed to Executive Session to review the performance of a public employee and to discuss faculty negotiations, with an anticipated return time of 3:10 p.m. At 3:10 p.m. the Board announced the Executive Session would be extended to 3:30 p.m. The Board returned to open session at 3:30 p.m. and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

**Sabbatical Recommendation.** Dr. Brandes recommended approval of rescinding the one-quarter sabbatical that had been granted to Dr. Andrew Gallagher, noting Dr. Gallagher was in support of this action.

Mr. McQuary moved and Mr. Burt seconded to approve the rescinding of one-quarter sabbatical previously granted to Dr. Andrew Gallagher. *Motion carried.*

**New and Unscheduled Business.** None.

**Public Comment.** None.

**Adjourn.** The meeting adjourned at 3:05 p.m.

---

Derek R. Brandes, President

ATTEST:

---

Mrs. Darcey Fugman-Small, Chair  
Board of Trustees

Retain as Board of Trustees Policies		
	<u>Title</u>	<u>Adopted</u>
1	Philosophy Statement	August 17, 1967
16	Education Philosophy and Purposes, New Campus, Phase I	March 19, 1970
103	WWCC By-Laws	April 20, 2005
105	Board of Trustees Code of Ethics	April 20, 2005
106	Delegation of Authority	April 20, 2005
116	Vision, Mission, Core Themes, Institutional Values	February 19, 2014
120	WWCC President Emeritus Policy	June 29, 2016
123	WWCC Reserves Policy	April 19, 2017
Classify as Administrative Policies		
2	Auto Mechanics and Auto Body Fees	October 26, 1967
5	Adoption and Evaluation of Vo-Tech Program	January 18, 1968
8	Sick Leave Benefits	February 27, 1969
9	Speakers Policy	April 17, 1969
10	Creation of Faculty Senate	December 18, 1969
13	Retirement	February 26, 1970
14	Participation in TIAA-CREF	March 19, 1970
17	Student Loan Fund	March 19, 1970
18	Scholarship Fund	April 16, 1970
26	Vending Machine Proceeds	September 22, 1970
34	Affirmative Action Program for Equal Employment Opportunity	May 10, 1973
39	Library Selection	November 21, 1974
40	Senior Citizen Special Tuition	November 21, 1974
45	Implementation of the Civil Rights Act of 1964, Executive Order #11246 and 11375 and OFCC Order #4 - Affirmative Action Program for Equal Employment Opportunity	August 22, 1975
48	Staff Development and Training Program - Classified Employees	June 24, 1976
49	Suspended Operation	November 17, 1976
50	WWCC High School Diploma Program re: Procedure for Obtaining a Community College High School Diploma (CCHSD)	January 27, 1977
51	Continuing Education Unit Study Project 1976-77 Specific Minimal Criteria Administrative Requirements	April 27, 1977
52	Retirement Policy Amended	September 22, 1977
53	Walla Walla Community College Shop Policy Regarding Vehicles Accepted for Student Work Experiences in the Automotive and Agricultural Mechanics Program	September 22, 1977
54	Facilities Fee Schedule	October 20, 1977
59	Waiving Charges for Transcripts (under certain conditions)	October 26, 1978

<b>Classify as Administrative Policies</b>		
	<u>Title</u>	<u>Adopted</u>
60	Washington State Penitentiary, Withdrawal and Unassigned Students Policy	January 18, 1979
61	Staff Development and Training Program - Classified Employees - Tuition & Fee Waiver	August 30, 1979
64	Sick Leave Remuneration Attendance Incentive Program	January 24, 1980
65	Annual Leave Extension for Non-Tenurable Administrative and Exempt Employees	January 24, 1980
66	Attendance Incentive Program, Implementing	May 29, 1980
67	Annual Leave Policy for Full-Time Faculty, Administrative and Exempt Personnel for Illness, Injury, Bereavement and Emergencies	May 29, 1980
68	Policy for Master's Degree	July 15, 1980
74	Alcoholism and Drug Dependency	January 20, 1983
75	Sabbatical Leave for WWCC Faculty	May 26, 1983
76	Sabbatical Leave for WWCC Administrative / Exempt Personnel	May 26, 1983
78	Commercial Activities Policy	November 30, 1987
83	Shared Leave	June 27, 1990
85	Use and Possession of Steroids	October 3, 1990
86	Drug-Free Workplace Policy and Drug Prevention Program	December 2, 1992
88	Parking Policy	June 22, 1994
89	Federal Highway Administration Mandated Drug and Alcohol Testing Program	March 26, 1996
92	Affirmative Action Policy	September 1, 2001
94	Nepotism Policy	June 25, 2003
95	Underage Admission Policy	June 25, 2003
96	WWCC Tuition and Fee Waiver Policy for WWCC Employees, Other State Employees, and Members of the Washington State National Guard	June 25, 2003
97	Amendments to Shared Leave Policy	October 15, 2003
98	Delegation of Authority to President to Exempt Positions	November 19, 2003
99	Information Resources Acceptable Use Policy	November 19, 2003
100	Amendments to Sexual Harassment Policy and Grievance Procedure	January 21, 2004
102	Constitution and By-Laws of the Associated Students of Walla Walla Community College	March 16, 2005
107	Cash Management Policy	April 20, 2005
109	Use of Debt Policy	April 20, 2005
111	Investments Policy	May 18, 2005
112	Grade Exclusion Policy	March 15, 2006



WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

**DATE:** October 4, 2018  
**TO:** Board of Trustees  
**FROM:** Sherry Hartford, Vice President of Human Resources  
**SUBJECT:** Personnel Update

Retirements/Resignations/Separations, September 2018

Brock, Megan – Program Assistant, Early Childhood Education  
Scott, Claude – Grounds & Nursery Specialist 6  
Reed, Danielle – Program Assistant, OAR

Current Full-Time Recruitments

Grounds & Nursery Services Specialist 2, Walla Walla  
Medical Assisting Practicum Coordinator, Walla Walla

Employee Assistance Program Utilization Report

WWCC provides a comprehensive Employee Assistance Program through First Choice Health. Our employees and their dependents can receive up to three free counseling visits per year, access to financial counseling, legal assistance, childcare and eldercare resources, on line wellness assessments, and assistance with home ownership. Additionally, we receive monthly newsletters in both English and Spanish as well as a Supervisor's Newsletter and access to informational webinars. A copy the year's utilization report is attached.

**First Choice Health™**

Healthy Employees. Healthy Companies.™

**Employee Assistance Program**  
**UTILIZATION REPORT**

FOR



**Walla Walla Community College**

September 01, 2017 - August 31, 2018

September 01, 2017 - August 31, 2018 on New Cases

## UTILIZATION RATE SUMMARY

Type	Count	Individuals Served	Sessions / Activities	Hours
EAP Cases	26	26	114	35.05
Mandatory Referrals	0	0	0	0
Information Calls	0	0	0	0
Supervisor Consultations	2	2	2	0.75
Account Management	N/A	N/A	5	1.83
Organizational Services & CISD	12	0	12	4.17
<b>Total</b>	<b>40</b>	<b>28</b>	<b>133</b>	<b>41.8</b>

<b>Population / Utilization Rate</b>	<b>Weighted Population Of:</b>	<b>320</b>
<b>Total Current Period Rate (EAP Cases + Mandatory Referral Cases / Weighted Population)</b>		<b>8.13%</b>
Total Annualized Utilization Rate (projected if applicable)		8.13%

<b>New/Ongoing Cases Summary</b>		<b>Referral/Closed Cases Count</b>	
Total New Cases	26	Total Cases Closed	17
Total Cases To 8/31/2018	109		

**Notes:**

- Hours for services provided before 4/1/13 were not counted by our former system so are not included.
- "Total Cases To ..." outlined above represent the total number of cases seen since inception of contract.

If you have any questions on this Utilization Report, please call your Account Executive!

UTILIZATION REPORT  
**Walla Walla Community College**  
 September 01, 2017 - August 31, 2018

**Client Type**



Client Type	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Dependent	0	0.00%	0	0.00%	2	20.00%	3	27.27%	5	17.86%
Employee	2	100.00%	5	100.00%	7	70.00%	7	63.64%	21	75.00%
Supervisor	0	0.00%	0	0.00%	1	10.00%	1	9.09%	2	7.14%
Total	2	100 %	5	100 %	10	100 %	11	100 %	28	100 %

UTILIZATION REPORT  
**Walla Walla Community College**  
 September 01, 2017 - August 31, 2018

**Gender**



Gender	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Female	2	100.00%	3	60.00%	7	70.00%	5	45.45%	17	60.71%
Male	0	0.00%	2	40.00%	3	30.00%	6	54.55%	11	39.29%
Total	2	100 %	5	100 %	10	100 %	11	100 %	28	100 %

UTILIZATION REPORT  
**Walla Walla Community College**

September 01, 2017 - August 31, 2018

**Service Type**

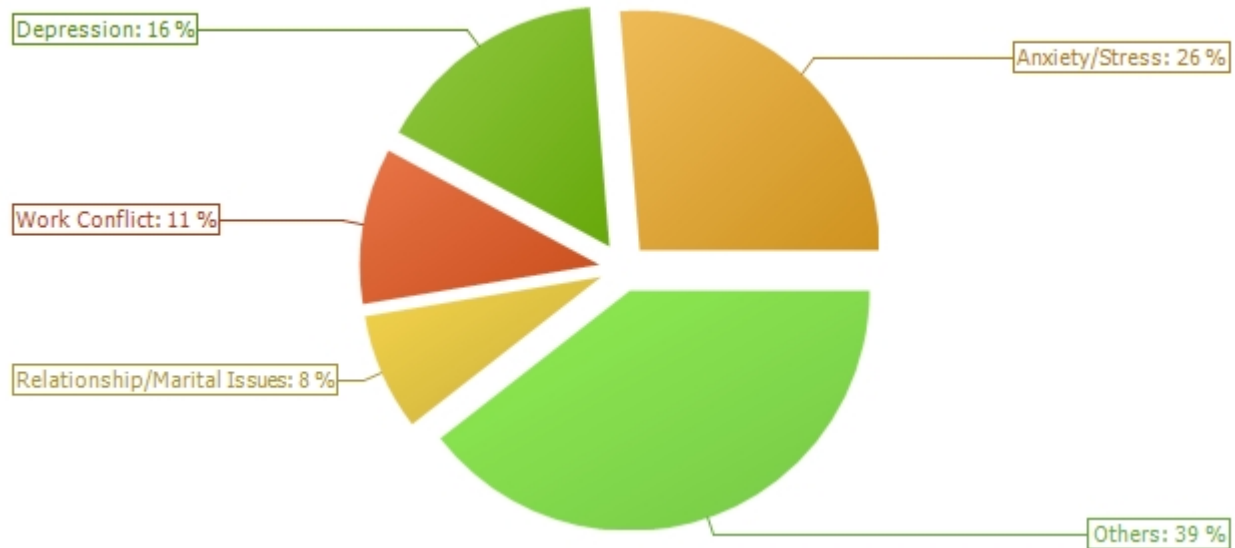


Service Type	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
EAP Assessment/Referral	1	50.00%	2	40.00%	7	77.78%	9	90.00%	19	73.08%
Financial Consultation	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	3.85%
Home Ownership Consultation	0	0.00%	1	20.00%	0	0.00%	0	0.00%	1	3.85%
In The Moment Support	0	0.00%	2	40.00%	2	22.22%	1	10.00%	5	19.23%
Total	2	100 %	5	100 %	9	100 %	10	100 %	26	100 %

UTILIZATION REPORT  
**Walla Walla Community College**

September 01, 2017 - August 31, 2018

**Presenting Issue Summary (Self-Reported at Intake Call)**



Presenting Issue Summary (Self-Reported at Intake Call)	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Anger Issues	0	0.00%	0	0.00%	0	0.00%	2	12.50%	2	5.26%
Anxiety/Stress	0	0.00%	2	28.57%	3	23.08%	5	31.25%	10	26.32%
Bullying	0	0.00%	0	0.00%	0	0.00%	1	6.25%	1	2.63%
Change/Life Transitions	0	0.00%	0	0.00%	1	7.69%	1	6.25%	2	5.26%
Depression	0	0.00%	0	0.00%	3	23.08%	3	18.75%	6	15.79%
Drug/Alcohol Issues	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	2.63%
Financial	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	2.63%
Health Related	0	0.00%	0	0.00%	1	7.69%	0	0.00%	1	2.63%
Home Ownership Assistance	0	0.00%	1	14.29%	0	0.00%	0	0.00%	1	2.63%
Other	0	0.00%	0	0.00%	1	7.69%	1	6.25%	2	5.26%
Relationship/Marital Issues	0	0.00%	1	14.29%	0	0.00%	2	12.50%	3	7.89%
School Concerns	0	0.00%	0	0.00%	1	7.69%	0	0.00%	1	2.63%
Stress Management	0	0.00%	0	0.00%	1	7.69%	0	0.00%	1	2.63%
Trauma/PTSD	0	0.00%	0	0.00%	0	0.00%	1	6.25%	1	2.63%
Work Conflict	0	0.00%	3	42.86%	1	7.69%	0	0.00%	4	10.53%
Work Performance	0	0.00%	0	0.00%	1	7.69%	0	0.00%	1	2.63%
<b>Total</b>	<b>2</b>	<b>100 %</b>	<b>7</b>	<b>100 %</b>	<b>13</b>	<b>100 %</b>	<b>16</b>	<b>100 %</b>	<b>38</b>	<b>100 %</b>

UTILIZATION REPORT  
**Walla Walla Community College**

September 01, 2017 - August 31, 2018

**Assessed Issue Summary (Assessed by Provider)**



Assessed Issue Summary (Assessed by Provider)	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Anxiety/Stress	0	0.00%	1	25.00%	4	57.14%	3	33.33%	8	36.36%
Change/Life Transitions	0	0.00%	0	0.00%	0	0.00%	1	11.11%	1	4.55%
Depression	0	0.00%	0	0.00%	1	14.29%	2	22.22%	3	13.64%
Drug/Alcohol Issues	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	4.55%
Financial	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	4.55%
Health Related	0	0.00%	0	0.00%	0	0.00%	1	11.11%	1	4.55%
Home Ownership Assistance	0	0.00%	1	25.00%	0	0.00%	0	0.00%	1	4.55%
Relationship/Marital Issues	0	0.00%	0	0.00%	0	0.00%	1	11.11%	1	4.55%
Trauma/PTSD	0	0.00%	0	0.00%	0	0.00%	1	11.11%	1	4.55%
Work Conflict	0	0.00%	2	50.00%	2	28.57%	0	0.00%	4	18.18%
Total	2	100 %	4	100 %	7	100 %	9	100 %	22	100 %



UTILIZATION REPORT  
**Walla Walla Community College**  
 September 01, 2017 - August 31, 2018

**Case Resolution/Outcome**



Case Resolution/Outcome	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Administrative Closure	1	50.00%	0	0.00%	1	25.00%	2	25.00%	4	23.53%
Referred for Additional Services in addition to EAP	0	0.00%	0	0.00%	1	25.00%	3	37.50%	4	23.53%
Resolved Within EAP	1	50.00%	3	100.00%	2	50.00%	3	37.50%	9	52.94%
Total	2	100 %	3	100 %	4	100 %	8	100 %	17	100 %

UTILIZATION REPORT  
**Walla Walla Community College**  
 September 01, 2017 - August 31, 2018

**Organizational Service Type**

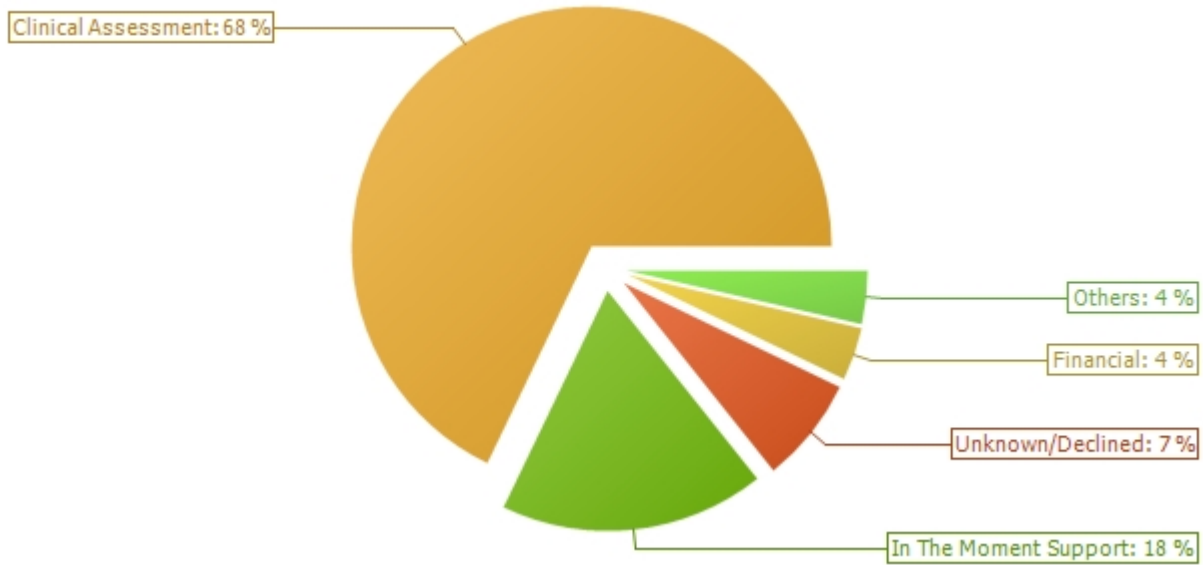
Distribution of Newsletters and Webinar Flyer: 100  
%



Organizational Service Type	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Distribution of Newsletters and Webinar Flyer	3	100.00%	3	100.00%	3	100.00%	3	100.00%	12	100.00%

UTILIZATION REPORT  
**Walla Walla Community College**  
 September 01, 2017 - August 31, 2018

**Referred To**



Referred To	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Clinical Assessment	1	50.00%	2	40.00%	7	70.00%	9	81.82%	19	67.86%
In The Moment Support	0	0.00%	2	40.00%	2	20.00%	1	9.09%	5	17.86%
Financial	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	3.57%
Home Ownership Assistance	0	0.00%	1	20.00%	0	0.00%	0	0.00%	1	3.57%
Unknown/Declined	0	0.00%	0	0.00%	1	10.00%	1	9.09%	2	7.14%
Total	2	100 %	5	100 %	10	100 %	11	100 %	28	100 %

UTILIZATION REPORT  
**Walla Walla Community College**  
 September 01, 2017 - August 31, 2018

**Account Management Summary**



Account Management Summary	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Renewal Letter Distribution	0	0.00%	0	0.00%	0	0.00%	1	50.00%	1	20.00%
Utilization Report Distribution	1	100.00%	1	100.00%	1	100.00%	1	50.00%	4	80.00%
Total	1	100 %	1	100 %	1	100 %	2	100 %	5	100 %

UTILIZATION REPORT  
**Walla Walla Community College**

September 01, 2017 - August 31, 2018

**Referral Source**



Referral Source	9/1 - 11/30		12/1 - 2/28		3/1 - 5/31		6/1 - 8/31		9/2017 - 8/2018	
	#	%	#	%	#	%	#	%	#	%
Self	2	100.00%	5	100.00%	9	90.00%	10	90.91%	26	92.86%
Unknown/Declined	0	0.00%	0	0.00%	1	10.00%	1	9.09%	2	7.14%
Total	2	100 %	5	100 %	10	100 %	11	100 %	28	100 %



## Walla Walla Community College

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

DATE: October 3, 2018

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Fall Quarter 2018

Attached is the Interim Enrollment Report for Fall Quarter, 2018. The report presents enrollment by funding source, and is reported by FTE and unduplicated headcount. Due to when this report was created, an update of the key data points will be provided to the Board at the Regular Meeting in October.

- State funded enrollment is reporting 2,291 FTEs, which is down 270 FTEs (-7.3%) from the **close** of Fall Quarter 2017 (2,561 FTEs). Unduplicated headcount is 3,206, down 603 (15.8%) from the **close** of last fall (3,809).
- Contract enrollment is reporting 808.1 FTEs, which is down 339.3 FTEs (29.3%) from the **close** of last Fall Quarter (1157.4 FTEs). Corrections is reporting 732.8 FTEs, down 345.6 FTEs (32%) from the **close** of last fall (1078.4 FTEs).
- Self-support enrollment is currently reporting 29.1 FTEs, which is down 3.4 FTEs from the **close** of Fall Quarter 2017.
- Running start and AEP will be reported at the October Board of Trustees meeting.

# Interim Fall Quarter Enrollment Report

October 3, 2018

## State Supported FTE Enrollment 2018-19

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19	Nom Change	% Change
<b>C</b> Prof. Tech	60.9	65.6	4.7	7.7%	200.1	230.5	30.4	15.2%	237.2				232.94				243.7			
<b>D</b> Transitional	120.0	104.9	-15.1	-12.6%	332.5	185.6	-146.9	-44.2%	392.8				312.42				385.9			
<b>H</b> Extended Learning	215.1	4.3	-210.8	-98.0%	286.3	18.2	-268.1	-93.6%	259.5				260.27				340.4			
<b>J</b> Clarkston	66.5	50.1	-16.3	-24.6%	238.5	184.3	-54.3	-22.8%	205.3				185.6				232.0			
<b>K</b> Academic Transfer	84.7	248.1	163.4	193.0%	725.5	821.5	96.0	13.2%	696.3				640.3				715.6			
<b>L</b> Academic Workforce	NA	8.6	NA	NA	NA	92.9	NA	NA	NA				NA				NA			
<b>M</b> Nursing/Allied Health	98.5	97.6	-0.9	-0.9%	278.0	287.5	9.5	3.4%	254.1				274.3				301.6			
<b>P</b> Business/Entre	91.2	78.0	-13.2	-14.5%	287.5	264.1	-23.4	-8.1%	327.7				264.8				323.7			
<b>R</b> Ag/Water/Energy	55.7	31.6	-24.2	-43.4%	212.5	206.5	-6.0	-2.8%	206.7				201.8				225.6			
<b>Total</b>	<b>792.6</b>	<b>688.8</b>	<b>-103.8</b>	<b>-13.1%</b>	<b>2561.0</b>	<b>2291.0</b>	<b>-270.0</b>	<b>-10.5%</b>	<b>2579.5</b>				<b>2372.4</b>				<b>2768.5</b>			

## Contract FTE Enrollment 2018-19

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19	Nom Change	% Change
Total DOC	1076.1	854.9	-221.2	-21%	1078.4	732.8	-345.6	-32.0%	1,108.2				1071.7				1444.8			
Other Contract	0.1	1.0	0.8	646%	79.0	85.3	6.3	7.9%	61.7				83.8				74.9			
<b>Total Contract</b>	<b>1076.2</b>	<b>855.9</b>	<b>-220.3</b>	<b>-20%</b>	<b>1157.4</b>	<b>818.1</b>	<b>-339.3</b>	<b>-29.3%</b>	<b>1,169.9</b>				<b>1155.5</b>				<b>1519.7</b>			

## Self-Support/Community Service FTE Enrollment 2018-19

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19	Nom Change	% Change
<b>Total Self-Support</b>	<b>29.4</b>	<b>36.0</b>	<b>6.5</b>	<b>22.2%</b>	<b>32.51</b>	<b>29.1</b>	<b>-3.4</b>	<b>-10.5%</b>	<b>26.0</b>				<b>19.2</b>				<b>35.7</b>			

## Unduplicated Headcount 2018-19

State Support	1806	1619	-187	-10.4%	3809	3206	-603	-15.8%	3742				3236				4198			
Contract	1532	1175	-357	-23.3%	1436	846	-590	-41.1%	1477				1496				1980			
<b>Undup Headcount</b>	<b>3338</b>	<b>2794</b>	<b>-544</b>	<b>-16.3%</b>	<b>5245</b>	<b>4052</b>	<b>-1193</b>	<b>-22.7%</b>	<b>5219</b>				<b>4732</b>				<b>6178</b>			

## Running Start and AEP FTE Enrollment 2018-19

	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19 To Date	Nom Change	% Change	17-18 Final	18-19	Nom Change	% Change
RS "billable" FTEs					200.0	TBD			194.6				173.5				189			
AEP "billable" FTEs					98.9	TBD			91.3				93.6				95			



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 5**

## **MEMORANDUM**

**TO:** Board of Trustees

**DATE:** October 4, 2018

**FROM:** Derek Brandes, President

**RE:** Addition of Lay-Off Unit

---

The Reduction-In-Force policy requires that all tenured and probationary employees be assigned a lay-off unit per Article 35 of the Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, 2016-2019.

It is necessary to add one new lay-off unit to which full-time instructors can be assigned, in accordance with Article 35.3 of the Contract:

- 1) Sustainable Agriculture

I recommend the addition of the above-noted lay-off unit to the negotiated lay-off units in the Contract. The President of the local Association for Higher Education agrees with this recommendation.

Thank you.



Walla Walla Community College

Board Policy Process Tracker

DRAFT

Type	Title	1 <sup>st</sup> Reading	Consent Agenda	Reviewed or Date Completed
Executive Limitations	General Executive Accountability	Nov 2018		
	Treatment of Community Members and Students			
	Treatment of Employees			
	Compensation and Benefits			
	Financial Planning/Forecasting			
	Fiduciary Responsibility/Financial Condition			
	Communication/Counsel to the Board			
	Emergency Executive Session			
	Reserves			2016
Governance Process	Governance Commitment	Jan 2019		
	Governing Style			
	Bylaws	Review 100.500		
	Participatory Governance	Jan 2019		
	Board Job Description			
	Chairperson's Role			

	Board Code of Ethics	Review 200.100		
	Naming of Facilities	Jan 2019		
	Emeritus Designation			
Board Staff Relationships	Delegation to the President	Review 200.300		
	President’s Job Description	March 2019		
	Monitoring Presidential Performance			
	Other Board Interactions			
College Outcomes	College Mission	Review 100.100		
	College Vision	100.150		
	College Values	100.200		
	Core Theme: Student Success	100.250		
	Core Theme: Strong Communities	100.275		
	Core Theme: Resource Stewardship			

Created: 10/4/18



**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:** October 4, 2018

**FROM:** Derek Brandes, President

**RE:** 2019 WWCC Board of Trustees Meeting Schedule – First Reading

The following represent the proposed dates for the 2019 Walla Walla Community College Board of Trustees meetings. This schedule is for your review only and, with your approval, will be placed on the Consent Agenda for the November 21, 2018 Board Meeting. Thank you.

Date	Time	Location
Wednesday, January 16, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, February 20, 2019	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Monday, March 25, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC <b>Clarkston</b> Campus
Wednesday, April 17, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, May 15, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, June 26, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, July 17, 2019	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, August 21, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, September 18, 2019	1:00 p.m. Board Meeting	WWCC <b>Clarkston</b> Campus
Wednesday, October 16, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, November 20, 2019	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, December 18, 2019	1:00 p.m. Board Meeting	WWCC Walla Walla Campus