



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Wednesday, November 14, 2018, 11:00 a.m.

All Times Are Estimates

Study Session

- | | | |
|-------------------|--|---------------|
| 11:00 a.m. | Call to Order
Approval of Agenda
<i>Mr. Don McQuary, Chair</i> | Action |
| 11:02 a.m. | Presentation on Disabled Students Civil Rights – Sandra Schuster, J.D. | |
| 12:00 p.m. | Lunch Break | |
| 12:15 p.m. | Recess to Executive Session to Discuss Faculty Negotiations | |

All Times Are Estimates

Board Meeting

- | | | | |
|------------------|--|----------------|--------------|
| 1:00 p.m. | Consent Agenda
<i>Mr. McQuary</i> <ol style="list-style-type: none"> 1. October 10, 2018 Board Meeting Minutes 2. Personnel Update 3. 2019 WWCC Board of Trustees Meeting Schedule | Action | |
| | | | Tab 1 |
| | | | Tab 2 |
| | | | Tab 3 |
| 1:02 p.m. | Leadership Priorities: <ol style="list-style-type: none"> 1. Mission-Driven <ol style="list-style-type: none"> a. Student Success <ol style="list-style-type: none"> i. Transforming Lives
<i>Mr. Doug Bayne</i> 7. Improve Risk Management, Policy Development, and Emergency Preparedness <ol style="list-style-type: none"> a. Board Policy Development <ol style="list-style-type: none"> i. First Read: Executive Limitations
<i>Dr. Derek Brandes</i> b. Motor Pool
<i>Ms. Jessica Cook, Mrs. Davina Fogg</i> | Discuss | |
| | | Discuss | Tab 4 |
| 1:20 p.m. | President's Report
<i>Dr. Brandes</i> | Discuss | |
| 1:30 p.m. | Oral Reports <ul style="list-style-type: none"> • Clarkston Campus Associated Student Government Activity Report
<i>Ms. Sally Kirchoff</i> • Interim Fall Quarter Enrollment Report
<i>Dr. Nick Velluzzi</i> • Financial Report
<i>Mrs. Davina Fogg</i> | Discuss | Tab 5 |
| | | Discuss | Tab 6 |

2:15 p.m.	Board Development <ul style="list-style-type: none"> • College Cellars <i>Mrs. Jessica Cook, Mr. Bayne</i> 	Discuss
2:30 p.m.	Board Reports/Remarks <ul style="list-style-type: none"> • LAC/ACT Fall Conference <i>Trustees</i> 	Discuss
2:40 p.m.	New and Unscheduled Business	Discuss
2:50 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes</i>	
3:05 p.m.	Adjourn	

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

October 10, 2018

The Board of Trustees of Community College District No. 20 met in regular session on October 10, 2018, in the Board Room on the Walla Walla Community College Walla Walla Campus. Mr. Don McQuary called the meeting to order at 11:00 a.m.

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

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
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
Ms. Lisa Chamberlin, Director, eLearning
Mr. Jessica Cook, Executive Director, WWCC Foundation
Mr. Rod Lipscomb, Director, Campus Life
Mr. Shane Loper, Executive Director, Facilities & Capital Projects
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Ms. Susan Pearson, Interim Dean, Transitional Studies
Ms. Jacquelyn Ray, Director, Library Services

Also present: Mr. Rick Aguilar, President, Walla Walla Campus ASG
Ms. Sarah Benimana, Parliamentarian/Sergeant-at-Arms,
Walla Walla Campus ASG
Mr. Steven Foster, Assistant Attorney General
Mr. Jon Johnson, Treasurer, Walla Walla Campus ASG
Ms. Angel Liang, Secretary, Walla Walla Campus ASG
Ms. Jerri Ramsey, Recording Secretary
Mr. Max Titus, Vice President, Walla Walla Campus ASG

Approval of Agenda.

Mr. Burt moved and Mrs. Fugman-Small seconded to approve the agenda for the October 10, 2018 Board of Trustees meeting as presented. *Motion carried.*

Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Faculty Negotiations. At 11:02 a.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 12:30 p.m. The Board returned to open session at 12:30 p.m. and Mr. McQuary reported no action had been taken during the Executive Session.

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

- Tyler Cox, Agriculture Instructor
- Matthew Lyon, Automotive Technology Instructor
- Lindsey Williams, Director, Agriculture Center of Excellence
- Morna Golke-Bahnsen, Program Assistant
- David Meliah, Assistant Athletic Director/Transfer Advisor
- Logan Parker, Head Softball Coach/Academic Advisor
- Paris Davis, Counselor
- Bobbi Hazeltine, First Year Experience Program Director
- Susan Pearson, Interim Dean, Transitional Studies
- Jacquelyn Ray, Director, Library Services
- Ray Warnberg, Grounds & Nursery Services Specialist 4
- 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

Consent Agenda.

Mr. Burt moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate:
1) September 19, 2018 Board Meeting Minutes; 2) Personnel Update; 3) Interim Fall Quarter Enrollment Report; and 4) Addition of Sustainable Agriculture Lay-Off Unit. *Motion carried.*

Leadership Priorities:

1. Mission-Driven

a. Student Success

i. **First Year Experience.** Karen Kirkwood and Bobbi Hazeltine provided an overview of the First Year Experience program (FYE) debuting Fall Quarter; explaining FYE uses a variety of methods and resources that promote student success and, upon completion, students will have a demonstrated understanding of strategies to meet life goals.

5. Advocate and Prepare for Upcoming WWCC Capital Projects

a. Capital Projects Update. Davina Fogg and Shane Loper provided a recap and highlights of the 2015-17 biennium minor projects completed; the 2017-19 biennium minor projects completed and in the process; and the proposed 2019-21 biennium minor projects.

7. Improve Risk Management, Policy Development, and Emergency Preparedness

a. Board Policy Development Calendar. Dr. Brandes presented a Board Policy Process Tracker, including the Board policies to be focused on for the next few months and noting work sessions may need to be scheduled.

President's Report.

- Dr. Brandes reported enrollment as of that day had increased by 50 FTE over the report included in the Board packet.
- Dr. Brandes highlighted the recent WACTC Presidents meeting, noting discussions focused on regional pay and efforts to publicize the need for the legislature to invest in higher education.

Standing Oral Reports

- **Walla Walla Campus Associated Student Government Activity Report.** Rick Aguilar, President of the Walla Walla Campus ASG, introduced the 2018-19 Executive Officers: Max Titus, Vice President; Angel Liang, Secretary; Jon Johnson, Treasurer; and Sarah Benimana, Parliamentarian/Sergeant-at-Arms. Mr. Aguilar noted there were changes required due to the transition from Associated Student Body to Associated Student Government, particularly in the area of budgets, constitution, and by-laws. Mr. Aguilar also reported the students had been holding a voter registration drive on campus.

MOU Between WWCC and AHE. Mrs. Hartford reviewed the proposed MOU between WWCC and AHE; explaining it represented what the parties had tentatively agreed to during negotiations and that AHE membership had ratified, as follows:

1. 3% COLA adjustment for fulltime faculty
2. Turn-over savings to be equally distributed to fulltime faculty
 - a. To accomplish 1 and 2, a 3.5% adjustment applied to the fulltime faculty salary schedule
3. 3% COLA adjustment to adjunct faculty
4. Awarding of professional development units that have not been funded for the prior three years
5. Paying a one-step salary increment for those faculty that become certified advisors
6. An additional 0.7% COLA increase effective January 1, 2019

Mr. Burt moved and Mr. Warren seconded to approve the Memorandum of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education as presented and made a part of these minutes.

Motion carried.

Board Reports/Remarks. None.

2019 WWCC Board of Trustees Meeting Schedule - First Reading. Dr. Brandes reviewed the proposed 2019 WWCC Board meeting schedule and pointed out meetings would be held in March and September on the Clarkston Campus on days when no classes were scheduled. This schedule will be placed on the consent agenda for the November 14, 2018 Board of Trustees meeting.

New and Unscheduled Business.

Mrs. Fugman-Small moved and Mr. Burt seconded that in accordance with the contract between the WWCC Board of Trustees and Dr. Derek Brandes, having evaluated President Brandes, that the Board: 1) Reaffirm the appointment of Dr. Brandes as the President and Chief Executive Officer of the college to continue through and including June 30, 2021; and 2) increase his salary to \$197,676 effective July 1, 2018; and 3) increase his vacation leave accrual to 16.67 hours per month. *Motion carried.*

Public Comment. None.

Adjourn. The meeting adjourned at 2:25 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Don McQuary, Chair
Board of Trustees

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

Faculty Salary Improvement

Whereas the Legislature has enacted legislation that allows the opportunity to improve faculty salaries with a cost of living adjustment of 3.0 percent effective July 1 2018, and a cost of living adjustment of 0.7 percent effective January 1, 2019, and the use of Turnover Savings to fund increments, and the use of other college funds,

Whereas the parties have engaged in negotiations in accordance with Article 38.5 of the Contract,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2018-2019 academic year. Effective July 1, 2018:

1. A 3.0 percent cost of living adjustment will be distributed to the Full-Time faculty;
2. Turnover Savings will be equally distributed to the Full-Time Faculty;
3. To accomplish 1 and 2 above, a 3.5 percent adjustment will be applied to the Full-Time Faculty Salary Schedule;
4. A 3.0 percent cost of living adjustment will be applied to the adjunct salary schedule with rates rounded to the nearest nickel;
5. Professional Improvement increments earned in 2015/16, 2016/17, and 2017/18 will be funded;
6. Full-Time Faculty who became certified advisors will be paid one salary increment.

As such, effective July 1, 2018, the Part Time, Moonlight/Overload Faculty Salary Schedule, Appendix D, is as follows:

<i>Mode of Instruction</i>	<i>Full enrollment and Overload rate</i>	<i>Benefits Eligible for 3 years Full enrollment rate</i>	<i>Low enrollment rate</i>
<i>1 Lecture</i>	\$63.15	\$66.35	\$50.85
<i>2 Lecture/Lab</i>	\$55.05	\$57.85	\$44.45
<i>3 Lab</i>	\$48.00	\$50.50	\$39.70
<i>4 Clinical</i>	\$43.25	\$45.45	\$39.70
<i>5 Other</i>	\$26.80	\$28.20	

Effective July 1, 2018, the Full-Time Faculty Salary Schedule, Appendix C, will be as follows:

Faculty Salary Schedule								
<i>(3.5% Effective 7/1/18-12/31/18)</i>								
STEP	176-DAYS	DAILY RATE	STEP	SALARY 176-DAYS	DAILY RATE	STEP	SALARY 176-DAYS	DAILY RATE
3A	\$54,010	\$306.88	7A	\$59,401	\$337.51	11A	\$64,790	\$368.13
B	\$54,349	\$308.80	B	\$59,737	\$339.41	B	\$65,127	\$370.04
C	\$54,685	\$310.71	C	\$60,076	\$341.34	C	\$65,465	\$371.96
D	\$55,021	\$312.62	D	\$60,411	\$343.24	D	\$65,801	\$373.87
4A	\$55,358	\$314.53	8A	\$60,750	\$345.17	12A	\$66,138	\$375.78
B	\$55,696	\$316.45	B	\$61,084	\$347.07	B	\$66,476	\$377.70
C	\$56,032	\$318.36	C	\$61,422	\$348.99	C	\$66,811	\$379.61
D	\$56,371	\$320.29	D	\$61,758	\$350.90	D	\$67,149	\$381.53
5A	\$56,705	\$322.19	9A	\$62,097	\$352.82	13A	\$67,485	\$383.44
B	\$57,043	\$324.11	B	\$62,432	\$354.73	B	\$67,823	\$385.36
C	\$57,378	\$326.01	C	\$62,770	\$356.65	C	\$68,160	\$387.27
D	\$57,718	\$327.94	D	\$63,106	\$358.56	D	\$68,497	\$389.19
6A	\$58,053	\$329.85	10A	\$63,443	\$360.47	14A	\$68,834	\$391.10
B	\$58,390	\$331.76	B	\$63,780	\$362.39	B	\$69,170	\$393.01
C	\$58,728	\$333.68	C	\$64,116	\$364.30	C	\$69,506	\$394.92
D	\$59,064	\$335.59	D	\$64,455	\$366.22	D	\$69,844	\$396.84
						15A	\$70,180	\$398.75
						B	\$70,518	\$400.67

Effective January 1, 2019, Full-Time Faculty and Part Time will receive a 0.7 percent cost of living adjustment.

As such, effective January 1, 2019, the Part-Time, Moonlight/Overload Faculty Salary Schedule, Appendix D, is as follows:

<i>Mode of Instruction</i>	<i>Full enrollment and Overload rate</i>	<i>Benefits Eligible for 3 years Full enrollment rate</i>	<i>Low enrollment rate</i>
<i>1 Lecture</i>	\$63.60	\$66.80	\$51.20
<i>2 Lecture/Lab</i>	\$55.45	\$58.25	\$44.75
<i>3 Lab</i>	\$48.35	\$50.85	\$40.00
<i>4 Clinical</i>	\$43.55	\$45.80	\$40.00
<i>5 Other</i>	\$27.00	\$28.40	

Effective January 1, 2019, the Full-Time Faculty Salary Schedule, Appendix C, will be as follows:

(0.7% Effective 1/1/19-6/30/19)

STEP	NEW SALARY 176-DAYS W/0.7% eff. 1/1/19	NEW DAILY RATE W/0.7% eff. 1/1/19	STEP	NEW SALARY 176-DAYS W/0.7% eff. 1/1/19	NEW DAILY RATE W/0.7% eff. 1/1/19	STEP	NEW SALARY 176-DAYS W/0.7% eff. 1/1/19	NEW DAILY RATE W/0.7% eff. 1/1/19
3A	54,388	\$309.02	7A	59,817	\$339.87	11A	65,244	\$370.70
B	54,729	\$310.96	B	60,155	\$341.79	B	65,583	\$372.63
C	55,068	\$312.89	C	60,497	\$343.73	C	65,923	\$374.56
D	55,406	\$314.81	D	60,834	\$345.65	D	66,262	\$376.49
4A	55,746	\$316.74	8A	61,175	\$347.59	12A	66,601	\$378.41
B	56,086	\$318.67	B	61,512	\$349.50	B	66,941	\$380.35
C	56,424	\$320.59	C	61,852	\$351.43	C	67,279	\$382.27
D	56,766	\$322.53	D	62,190	\$353.35	D	67,619	\$384.20
5A	57,102	\$324.44	9A	62,532	\$355.30	13A	67,957	\$386.12
B	57,442	\$326.38	B	62,869	\$357.21	B	68,298	\$388.06
C	57,780	\$328.30	C	63,209	\$359.14	C	68,637	\$389.98
D	58,122	\$330.24	D	63,548	\$361.07	D	68,976	\$391.91
6A	58,459	\$332.15	10A	63,887	\$362.99	14A	69,316	\$393.84
B	58,799	\$334.09	B	64,226	\$364.92	B	69,654	\$395.76
C	59,139	\$336.02	C	64,565	\$366.85	C	69,993	\$397.69
D	59,477	\$337.94	D	64,906	\$368.78	D	70,333	\$399.62
						15A	70,671	\$401.54
						B	71,012	\$403.48

For the Employer:

For the Union:

Mr. Don McQuary

Mr. James Peitersen

Date

Date

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: November 8, 2018
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, October 2018

Hormel, Gretchen – Assistant Dean of Transitional Studies
Hurin, Patricia – Perkins Program Coordinator
Reed, Danielle – Program Assistant, Admissions

Current Full-Time Recruitments

Agriculture Center for Excellence Coordinator, Walla Walla
Catering Chef & Manager, Walla Walla
Director of Equity, Diversity & Inclusion, Walla Walla
Intermediate Accountant, Walla Walla
Purchasing Manager, Walla Walla

Professional Development

We have had several groups of employees attend professional development related to Student Conduct (Presiding Officers Academy), Title IX Investigator training, and CARE (Behavior Intervention Team) training. In November, we are providing all faculty and academic administrators with training related to Disability Services Civil Rights.



Office of the President
Walla Walla Community College
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Walla Walla, WA 99362-9267
Phone: (509)527-4274
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Tab 3

MEMORANDUM

TO: WWCC Board of Trustees

DATE: November 9, 2018

FROM: Derek Brandes, President

RE: 2019 WWCC Board of Trustees Meeting Schedule

The following represent the proposed dates for the 2019 Walla Walla Community College Board of Trustees meetings. This schedule was presented for a first reading at the October 10, 2018 Board of Trustees meeting and it was agreed to place it on the consent agenda for the November 14, 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 Clarkston 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 Clarkston 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

**Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Asset Protection
Policy Number: XXXX**

The President shall protect, maintain, and manage the risks of College assets.

The President shall:

1. Minimize the exposure of the organization, its Board, or employees, to claims of liability.
2. Receive, process, or disburse funds and use state resources under controls that can be successfully audited.
3. Safeguard the organization's public image and credibility to further the accomplishment of the College mission.
4. Provide adequate protection against theft and casualty.
5. Establish disaster- and emergency-management plans.
6. Reasonably maintain college facilities and equipment.
7. Invest funds in a manner that will provide maximum security with the highest investment return, while meeting the daily cash flow demands of the College and confirming to all state and local statutes governing the investment of public funds.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Communication/Counsel to the Board of Trustees
Policy Number: XXXX

The President shall keep the Board of Trustees adequately informed.

The President shall:

1. Submit monitoring reports and other key data in a timely, accurate, and understandable fashion, directly addressing provisions to the Board policies being monitored.
2. Keep the Board informed of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Advise the Board, if in the President's opinion the Board is not in compliance with its own policies on Governance, Process, and Board-Staff Relationships, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
4. Present accurate and complete information that is concise, current, and relevant.
5. Provide a mechanism for official Board communication.
6. Communicate with the Board as a whole, except when fulfilling individual requests for information.
7. Report in a timely manner any actual or anticipated noncompliance with any policy of the Board.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

**Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Compensation and Benefits
Policy Number: XXXX**

The President shall ensure the fiscal integrity and public image of the College with respect to compensation and benefits to employees, consultants, or contract workers.

The Board of Trustees reserves the authority to change the compensation and benefits of the President.

The President shall not promise or imply permanent or guaranteed employment to anyone in the College.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Emergency Succession Policy
Policy Number: XXXX

The Board and President shall periodically review and discuss an emergency presidential succession plan. The purpose of the plan is to ensure the president's duties in organizational leadership, program development, program administration, operations, board of trustee relations, financial operations, resource development, and community presence are performed during a significant absence.

In order to protect the Board from the sudden loss of presidential services, the President shall have at least two other executives familiar with board and presidential matters and processes in the event of a sudden loss of presidential services.

The President shall routinely furnish the board with the name(s) and title(s) of the executive(s) familiar with board and presidential matters and processes.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Fiduciary Responsibility/Financial Condition
Policy Number: XXXX

The Board of Trustees reserves the authority to set policies for and review the financials and associated status for the College, at a frequency determined by the Board. The President shall prevent the development of fiscal jeopardy or material deviations from the Board-approved budget.

The President shall:

1. Expend only those funds that have been approved by the Board (via policy decisions) in the fiscal year, unless the Board's approval to do otherwise has been obtained.
2. Not expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.
3. Not incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose.
4. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year.
5. Promote and drive payroll and debts to be settled in a timely manner.
6. Promote tax payments or other government-ordered payments or filings to be on-time and accurately filed.
7. Not acquire, encumber, or dispose of property without Board approval.
8. Promote and pursue receivables after a reasonable grace period.
9. Provide to the Board, at their designated frequency, reports on the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.
10. Alert the Board of significant financial circumstances that arise during the fiscal year.
11. Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Financial Planning/Forecasting
Policy Number: XXXX

Budgeting for any fiscal year shall follow the College Outcomes established by the Board, be fiscally responsible, and be realistic in projections of income and expenses. The budget will become effective after it is approved by the Board.

The President shall:

1. Put forward a budget with appropriate and thorough input.
2. Propose a budget with information that includes:
 - a. A projection of revenues and expenses;
 - b. Separation of capital and operational items; and
 - c. Disclosure of planning assumptions.
3. Plan a conservative budget that meets the College's annual goals and priorities and keeps planned expenditures within projected revenues and reserved.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

**Walla Walla Community College
Board of Trustees Policy
Executive Limitations
General Executive Accountability
Policy Number: XXXX**

The President shall only allow practices, activities, decisions, or situations that are lawful, prudent, comply with commonly accepted business and professional ethics, and conform to the provisions set forth in the State Board for Community and Technical College, Office of Financial Management, and Walla Walla Community College policies, and/or take into account any executive order of the Governor of the State of Washington.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Treatment of Employees
Policy Number: XXXX

The President may not cause or allow conditions which are unfair or undignified for paid and volunteer staff.

The President shall:

1. Operate with written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Not discriminate against any staff member for expressing an ethical dissent.
3. Not restrict the exercise of academic freedom.
4. Not prevent employees from using established grievance procedures.
5. Not hinder employees from becoming acquainted with their rights under this Policy

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:

Walla Walla Community College
Board of Trustees Policy
Executive Limitations
Treatment of People
Policy Number: XXXX

The President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality, and privacy of community members and students.

The President shall:

1. Ensure application forms or procedures are treated with the necessary confidentiality and privacy.
2. Not use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
3. Establish with the community members and students a clear understanding of what may be expected and what may not be expected from the service offered.
4. Encourage community members and students to use established grievance and complaint procedures.
5. Operate with written procedures which clarify the rules for students.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved:

Last Reviewed/Revised:



Walla Walla Community College

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

DATE: November 7, 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.

- State funded enrollment is reporting 2,360.5 FTEs, which is down 200.6 FTEs (7.8%) from the **close** of Fall Quarter 2017 (2,561 FTEs). Unduplicated headcount is 3,492, down 317 (8.3%) from the **close** of last fall (3,809).
- Contract enrollment is reporting 1,094.4 FTEs, which is down 63 FTEs (5.4%) from the **close** of last Fall Quarter (1,157.4 FTEs). DOC is reporting 1,003.7 FTEs, down 74.7 FTEs (6.9%) from the **close** of last fall (1,078.4 FTEs).
- Self-support enrollment is currently reporting 29 FTEs, which is down 3.6 FTEs from the **close** of Fall Quarter 2017 (32.5 FTEs).
- Running Start is reporting 196.3 FTEs, down 3.7 FTEs from the **close** of last fall. AEP is reporting 95.1 FTEs, down 3.8 FTEs from the **close** of last Fall Quarter.

Interim Fall Quarter Enrollment Report

November 7, 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
C Prof. Tech	60.9	65.6	4.7	7.7%	200.1	232.8	32.8	16.4%	237.2				232.94				243.7			
D Transitional	120.0	104.9	-15.1	-12.6%	332.5	223.7	-108.8	-32.7%	392.8				312.42				385.9			
H Extended Learning	215.1	4.3	-210.8	-98.0%	286.3	19.3	-267.1	-93.3%	259.5				260.27				340.4			
J Clarkston	66.5	50.1	-16.3	-24.6%	238.5	193.5	-45.1	-18.9%	205.3				185.6				232.0			
K Academic Transfer	84.7	248.1	163.4	193.0%	725.5	832.5	107.0	14.7%	696.3				640.3				715.6			
L Academic Workforce	NA	8.6	NA	NA	NA	97.2	NA	NA	NA				NA				NA			
M Nursing/Allied Health	98.5	97.6	-0.9	-0.9%	278.0	285.6	7.5	2.7%	254.1				274.3				301.6			
P Business/Entre	91.2	78.0	-13.2	-14.5%	287.5	267.0	-20.6	-7.1%	327.7				264.8				323.7			
R Ag/Water/Energy	55.7	31.6	-24.2	-43.4%	212.5	208.9	-3.6	-1.7%	206.7				201.8				225.6			
Total	792.6	688.8	-103.8	-13.1%	2561.0	2360.5	-200.6	-7.8%	2579.5				2372.4				2768.5			

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	1003.7	-74.7	-6.9%	1,108.2				1071.7				1444.8			
Other Contract	0.1	1.0	0.8	646%	79.0	90.7	11.6	14.7%	61.7				83.8				74.9			
Total Contract	1076.2	855.9	-220.3	-20%	1157.4	1094.4	-63.0	-5.4%	1,169.9				1155.5				1519.7			

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
Total Self-Support	29.4	36.0	6.5	22.2%	32.5	29.0	-3.6	-10.9%	26.0				19.2				35.7			

Unduplicated Headcount 2018-19

State Support	1806	1619	-187	-10.4%	3809	3492	-317	-8.3%	3742				3236				4198			
Contract	1532	1175	-357	-23.3%	1436	1231	-205	-14.3%	1477				1496				1980			
Undup Headcount	3338	2794	-544	-16.3%	5245	4723	-522	-10.0%	5219				4732				6178			

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	196.3	-3.7	-1.8%	194.6				173.5				189			
AEP "billable" FTEs					98.9	95.1	-3.8	-3.9%	91.3				93.6				95			

WALLA WALLA COMMUNITY COLLEGE - October 2018

2018-2019 Approved Budget	September Adjusted Budget	October Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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REVENUE:

State Funds:

Base Allocation	\$15,112,261	\$15,125,748	\$15,125,748	\$0	\$4,394,506	29.05%	\$4,338,275	29.01%
Opportunity Grant	461,412	461,412	461,412	0	187,616	40.66%	151,049	32.74%
Worker Retraining	1,827,823	1,827,823	2,058,448	230,625	617,935	30.02%	505,557	25.19%
Total State:	\$17,401,496	\$17,414,983	\$17,645,608	\$230,625	\$5,200,057	29.47%	\$4,994,881	28.66%

Local Funds:

General:

Operating Fees	\$7,501,963	\$7,501,963	\$7,501,963	\$0	\$2,695,577	35.93%	\$2,790,706	33.81%
General Local	2,222,900	2,222,900	2,222,900	0	800,803	36.03%	574,636	34.30%
Alternative Education Program	714,240	714,240	714,240	0	0	0.00%	0	0.00%
Running Start	1,453,714	1,453,714	1,453,714	0	0	0.00%	0	0.00%
Foundation Support	265,000	265,000	265,000	0	66,250	25.00%	82,500	25.00%
Corrections Ed.-Indirect	665,285	665,285	665,285	0	138,893	20.88%	153,610	23.22%
Carry-Forward & Use of Reserves	783,384	783,384	783,384	0	261,128	33.33%	253,595	33.33%
Total General:	\$13,606,486	\$13,606,486	\$13,606,486	\$0	\$3,962,651	29.12%	\$3,855,047	29.22%

Self-Support:

Community Service	100,000	100,000	100,000	0	76,132	76.13%	53,843	71.79%
Ancillary Programs	275,000	275,000	275,000	0	37,567	13.66%	44,866	14.96%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$113,699	30.32%	\$98,709	26.32%
Total Local Funds	\$13,981,486	\$13,981,486	\$13,981,486	\$0	\$4,076,350	29.16%	\$3,953,756	29.14%

TOTAL REVENUE

	\$31,382,982	\$31,396,469	\$31,627,094	\$230,625	\$9,276,407	29.33%	\$8,948,637	28.87%
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2018-2019 Approved Budget	September Adjusted Budget	October Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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EXPENDITURES:

By Object

Salaries and Wages	\$18,774,743	\$18,774,743	\$18,784,364	\$9,621	\$5,279,676	\$0	\$5,279,676	28.11%	\$5,159,649	27.52%
Benefits	6,512,944	6,512,944	6,524,455	11,511	1,965,659	0	1,965,659	30.13%	1,949,454	30.74%
Rents	168,628	168,628	168,628	0	50,644	101,289	151,933	90.10%	151,933	87.76%
Utilities	887,730	887,730	887,730	0	172,314	0	172,314	19.41%	215,764	24.10%
Goods and Services	2,854,090	2,859,077	2,998,932	139,855	882,133	782,173	1,664,306	55.50%	1,611,691	56.16%
Travel	297,238	304,511	312,128	7,617	186,886	1,000	187,886	60.20%	171,925	60.74%
Equipment	561,740	561,740	563,106	1,366	57,059	9,545	66,604	11.83%	85,737	24.88%
Subsidies/Transfers/Debt Service	1,325,869	1,327,096	1,387,751	60,655	535,604	0	535,604	38.60%	345,006	25.76%
Total by Object	\$31,382,982	\$31,396,469	\$31,627,094	\$230,625	\$9,129,975	\$894,007	\$10,023,982	31.69%	\$9,691,159	31.27%

By Program

Instruction	\$13,275,681	\$13,275,681	\$13,428,938	153,257	\$3,177,651	\$167,559	\$3,345,210	24.91%	\$3,369,103	26.11%
Community Service	100,000	100,000	100,000	0	53,949	0	53,949	53.95%	58,277	77.70%
Instructional Computing	614,637	614,637	614,637	0	118,000	34,850	152,850	24.87%	160,433	38.92%
Ancillary Programs	275,000	275,000	275,000	0	27,493	0	27,493	10.00%	43,721	14.57%
Academic Administration	2,980,960	2,994,460	3,005,780	11,320	1,089,183	603	1,089,786	36.26%	1,009,852	33.21%
Library Services	645,455	645,455	645,599	144	220,704	2,990	223,694	34.65%	245,589	37.99%
Student Services	4,085,813	4,085,813	4,157,872	72,059	1,589,913	3,077	1,592,990	38.31%	1,220,957	31.14%
Institutional Support	5,975,334	5,975,321	5,959,761	(15,560)	1,891,246	399,407	2,290,653	38.44%	2,226,344	35.49%
Facility Services	3,430,102	3,430,102	3,439,507	9,405	961,836	285,521	1,247,357	36.27%	1,356,883	39.62%
Total by Program	\$31,382,982	\$31,396,469	\$31,627,094	\$230,625	\$9,129,975	\$894,007	\$10,023,982	31.69%	\$9,691,159	31.27%

WALLA WALLA COMMUNITY COLLEGE

Grants and Contracts

October 2018

	Current Month Changes	2018-2019 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
Corrections Education	\$0	6,463,816	\$1,762,874	\$87,964	\$1,850,838	28.6%	\$4,612,978	\$1,321,972	\$528,866
State Funded									
Carl Perkins Federal Vocational	\$0	\$446,468	\$97,986	\$890	\$98,876	22.1%	\$347,592	\$66,149	\$32,727
Perkins-Leadership Block Grant	0	20,400	12,971	0	12,971	63.6%	7,429	9,179	3,792
Perkins-Special Projects	0	8,300	0	0	0	0.0%	8,300	0	0
Workfirst	0	239,718	88,017	0	88,017	36.7%	151,701	65,268	22,749
Water Management Center	0	363,750	103,439	0	103,439	28.4%	260,311	0	103,439
State Work Study	0	44,171	10,542	0	10,542	23.9%	33,629	0	10,542
Early Achiever Opportunity Grant	0	66,500	9,994	0	9,994	15.0%	56,506	8,744	1,250
Adult Basic Education	0	114,012	17,213	0	17,213	15.1%	96,799	9,286	7,927
El Civics	0	25,737	8,416	0	8,416	32.7%	17,321	5,656	2,760
Basic Food Employment & Training	0	323,002	157,470	0	157,470	48.8%	165,532	22,801	134,669
Interstate Passport	0	9,809	2,298	0	2,298	23.4%	7,511	2,298	0
ABE Leadership Block Grant	0	4,840	1,457	0	1,457	30.1%	3,383	1,457	0
Miscellaneous SBCTC Grants	0	7,250	2,181	0	2,181	30.1%	5,069	0	2,181
Total State Funded	\$0	\$1,673,957	\$511,984	\$890	\$512,874		\$1,161,083	\$190,838	\$322,036
Federal Funded									
Student Support Services (SSS) FY 15-20	\$0	\$453,975	\$140,537	\$0	\$140,537	31.0%	\$313,438	\$105,098	\$35,439
National Science Foundation	0	122,580	42,139	0	42,139	34.4%	80,441	39,996	2,143
College Work Study	0	103,553	7,467	0	7,467	7.2%	96,086	0	7,467
Total Federal Funded	\$0	\$680,108	\$190,143	\$0	\$190,143		\$489,965	\$145,094	\$45,049
Private Funded									
Customized Contract Training	\$0	\$25,000	\$2,563	\$0	\$2,563	10.3%	\$22,437	\$378	\$2,185
EMS Trauma Training	0	7,000	779	0	779	11.1%	6,221	157	622
Parent Co-op	0	30,000	5,191	0	5,191	17.3%	24,809	5,643	(452)
Child Care Aware	0	169,500	64,875	447	65,322	38.5%	104,178	36,982	28,340
Corrections Ed AA Degree - Seattle Foundatior	0	34,441	0	0	0	0.0%	34,441	34,441	(34,441)
Corrections Ed - Open Doors	0	117,459	6,775	0	6,775	5.8%	110,684	69,413	(62,638)
Corrections Ed AA Degree - Sunshine Lady	0	43,298	10,689	0	10,689	24.7%	32,609	43,298	(32,609)
Wine Cluster Study	0	23,295	3,573	4,875	8,448	36.3%	14,847	23,295	(14,847)
Blue Mountain Community Foundation	0	10,575	0	0	0	0.0%	10,575	10,575	(10,575)
Total Private Funded	\$0	\$460,568	\$94,445	\$5,322	\$99,767		\$360,801	\$224,182	(124,415)
Fiscal Agent Contracts									
Early Learning Coalition (ELC)	\$0	\$28,000	\$5,201	\$0	\$5,201	18.6%	\$22,799	\$2,795	\$2,406
Snake River Salmon Recovery Board (SRSRB)	0	398,588	103,770	31,064	134,834	33.8%	263,754	0	134,834
Bonneville Power Administration (SRSRB)	0	142,768	50,418	954	51,372	36.0%	91,396	24,014	27,358
Total Fiscal Agent Contracts	\$0	\$569,356	\$159,389	\$32,018	\$191,407		\$377,949	\$26,809	\$164,598
Grand Total of All Grants & Contracts	\$0	\$9,847,805	\$2,718,835	\$126,194	\$2,845,029	28.9%	\$7,002,776	\$1,908,895	\$936,134