



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Wednesday, January 17, 2018, 11:00 a.m.

All Times Are Estimates

Study Session

- | | | | |
|-------------------|--|----------------|--------------|
| 11:00 a.m. | Call to Order | | |
| | Approval of Agenda | Action | |
| | <i>Mrs. Darcey Fugman-Small, Chair</i> | | |
| 11:00 a.m. | Capital Projects Overview | Discuss | Tab 1 |
| | <i>Mrs. Davina Fogg, Mr. Shane Loper</i> | | |
| 12:15 p.m. | Lunch Break | | |

All Times Are Estimates

Board Meeting

- | | | | |
|------------------|--|----------------|--------------|
| 1:00 p.m. | Introductions | Discuss | Tab 2 |
| | <u>Kathy Adamski</u> | | |
| | <ul style="list-style-type: none">• Andrew Wade, Program Coordinator | | |
| | <u>Jerry Anhorn</u> | | |
| | <ul style="list-style-type: none">• Robin Leventhal, Culinary Arts Instructor• Lindsey Williams, Interim Director of Agriculture Center of Excellence | | |
| | <u>Brent Caulk</u> | | |
| | <ul style="list-style-type: none">• Dale Chapman, Digital Design Instructor, WSP | | |
| | <u>Tessa Kimball</u> | | |
| | <ul style="list-style-type: none">• Cynthia Ford, Counselor | | |
| | <u>Richard Middleton-Kaplan</u> | | |
| | <ul style="list-style-type: none">• Candace Whitaker, Early Achiever's Coach, Child Care Aware of Eastern Washington• Jodi Worden, Director of Continuing Education & Campus Events | | |
| 1:15 p.m. | Consent Agenda | Action | |
| | <i>Mrs. Fugman-Small</i> | | |
| | <ul style="list-style-type: none">1. December 20, 2017 Board Meeting Minutes | | Tab 3 |
| | <ul style="list-style-type: none">2. Personnel Update | | Tab 4 |
| | <ul style="list-style-type: none">3. Final Fall Quarter Enrollment Report | | Tab 5 |
| | <ul style="list-style-type: none">4. Interim Winter Quarter Enrollment Report | | Tab 6 |
| 1:15 p.m. | Standing Oral Reports | Discuss | |
| | <ul style="list-style-type: none">• Student Government – Walla Walla Campus | | |
| | <i>Dr. Jose da Silva</i> | | |
| | <ul style="list-style-type: none">○ Walla Walla Campus Associated Student Body Activity Report | | |
| | <i>Mr. Rick Aguilar, Walla Walla ASB President</i> | | |
| | <ul style="list-style-type: none">○ Military Friendly Designation | | |
| | <i>Dr. da Silva</i> | | |

	<ul style="list-style-type: none"> • WWCC Foundation Activity Report <i>Ms. Jessica Cook, Mr. Doug Bayne</i> • Student Recreation Center Project (Walla Walla) Approval <i>Mrs. Fogg</i> 	Discuss	
		Action	Tab 7
1:45 p.m.	President's Report <i>Dr. Brandes</i>	Discuss	
2:00 p.m.	Leadership Priorities:	Discuss	
	<ol style="list-style-type: none"> 1. Mission-Driven <ol style="list-style-type: none"> a. Student Success b. Strong Communities c. Resource Stewardship <ol style="list-style-type: none"> i. Approval of Capital Projects Plan <i>Mrs. Fogg</i> 2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access 3. Strengthen Student Enrollment – Retention and Outcomes <ol style="list-style-type: none"> a. Enrollment Projections <i>Dr. Nick Velluzzi</i> b. Non-Resident Fee Review <i>Mrs. Fogg</i> 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources <ol style="list-style-type: none"> a. Update on BAS Degree Programs <i>Mr. Jerry Anhorn, Ms. Cindy Walker</i> 5. Develop Clarkston Campus Facilities Master Plan <ol style="list-style-type: none"> a. Student Legacy Project (Clarkston) Approval <i>Mrs. Fogg</i> 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities 7. Improve Risk Management 	Action	Tab 8
		Discuss	Tab 9
		Discuss	Tab 10
		Discuss	
		Action	Tab 11
3:00 p.m.	Board Reports/Remarks	Discuss	
3:05 p.m.	New and Unscheduled Business	Discuss	
3:10 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>		
3:25 p.m.	Adjourn		



Walla Walla Community College

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DATE: January 12, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Capital Projects Planning Update

An update on the planning work and assumptions regarding capital project activity will be shared and discussed with the Board at a study session on 1/17/18. This memo highlights what we plan on covering including background information on several action items that are on the agenda for the January meeting. The update includes the usual types of capital work ranging from projects that are almost completely closed out to a timely request to be able to move forward ASAP with a few projects that were supposed to be funded in the State's Biennial Capital Budget.

1. Design and construct a Student Recreation Center in Walla Walla – action item on agenda
2. Update of the Clarkston Facility Master Plan
 - a. Start the process in January 2018 to include,
 - b. Identification of legacy project(s) funded by student-voted fees – action item
 - i. If borrowing funds, request approvals (SBCTC/Leg) by 3/31/18 deadline
 - ii. If doing a project without issuing debt, need SBCTC ok before starting design
3. 2017-19 State Capital budget may not get approved till 7/1/18
 - a. Various projects totaling \$1.4 million are delayed pending approval of the capital budget
 - b. Plus a Minor Program project of \$837,000 is also delayed
 - c. Plus \$527,000 in repairs, maintenance and improvements (RMI) is also delayed
 - d. It's hard to do a, b & c in a normal 2-year span – how will we do it in just 1 year?
 - e. Discuss advantages and risks involved with moving forward on 2 or 3 projects using local funds – this option is an action Item on the meeting agenda
4. Financial summary/closeout of Clarkston Workforce & Business Development Project
5. WWCC also has a Major Capital Project in the "pipeline" for a Science and Technology building. The 2017-19 budget requested approval for pre-design funding of \$1.13 million.
6. Minor Program options and planning work for the 2019-21 biennium – scope is due March 2018

As you can see from the above summary, capital project work at a state community college involves a considerable amount of planning work. A lot of the decision making pieces involve how to comply and navigate state laws, SBCTC rules, funding cycles, fund sources, institutional master planning work and then there is just the lingo itself. There are specific naming conventions and abbreviations so we'll start the study session with an overview of the terminology used throughout capital project planning work.



Walla Walla Community College
Board of Trustees Meeting
January 17, 2018

Tab 2

Introductions

Kathy Adamski

Andrew Wade, Program Coordinator

Andrew Wade graduated in 2015 with a Bachelor of Arts in Social Work with a Minor in Aging Studies from Eastern Washington University (EWU). While at EWU, Andrew worked as a student worker from 2009-2015 in the Admissions Office as an Assistant Event Planner/Tour Guide and as a Peer Advisor. After graduating, Andrew worked as a Credential Evaluator and Program Coordinator in the Office of Records & Registration (ORR) at EWU. In April, 2017, Andrew was hired as a Program Coordinator for the College of Veterinary Medicine at Washington State University.

Jerry Anhorn

Robin Leventhal, Culinary Arts Instructor

Joining WWCC with a Bachelor's degree from Bates College and an MFA from the University of Michigan – both as an Art Major -- Robin Leventhal solidified her love for Culinary Arts during a life changing experience in 2009 when she was a contestant on the TV series "Top Chef". Upon moving to WW, Robin joined WWCC in 2013 as a part-time instructor in the Culinary Arts program and has recently accepted a full time position with WWCC in the program. Because of Robin's experience and expertise owning and operating Crave, a popular bistro on Capitol Hill in Olympia, she has worked with administration, staff and students to develop a superior dining experience in the Capstone Kitchen here on the WWCC campus.

Lindsey Williams, Interim Director of Agriculture Center of Excellence

Lindsey has been with Walla Walla Community College since January 2014. She has a Bachelor's degree in Ag Forestry from Washington State University. Previously she served as Coordinator of Marketing and Communications for the Agriculture Center of Excellence. Lindsey is currently a member of class 40 of the Agriculture and Forestry Leadership Program, a Washington State Fellowship Training program.

Brent Caulk

Dale Chapman, Digital Design Instructor, WSP

Dale Chapman has over 25 years of extensive experience in the Digital Design industry. He has experience in industry as well as assisting in education at Walla Walla University. He has created many successful brand identities and product designs for wineries across the Northwest and in Walla Walla. He conceived and built an eCommerce software as a wine club management system. He has launched numerous mobile-friendly websites and taught clients how to maintain their websites.

Tessa Kimball

Cynthia Ford, Counselor

Cynthia has been working as a counselor/case manager and mental health professional in various capacities over the last several years. She has worked with at risk youth and their families, as well as a mental health liaison working with students in crisis. Cynthia has a master's in Counseling from Webster University, and is passionate about working with students, and supporting their success.

Richard Middleton-Kaplan

Candace Whitaker, Early Achiever's Coach, Child Care Aware of Eastern Washington

Candy's professional background began as a preschool teacher and preschool director at Mustard Seed Preschool for 10 years and most recently as child care center director of The Ark Day School for 17 years. As director of The Ark, Candy participated in the Early Achievers Quality Rating System twice, which positively impacted the quality of the program. Candy is looking forward to helping other child care providers complete the Early Achievers process.

Jodi Worden, Director of Continuing Education & Campus Events

Jodi was raised in the Walla Walla valley and is a graduate of WWCC. Her husband Chris is a paramedic/firefighter for the City of Walla Walla and she has three children, one who attends WWCC. She started her career at the college as the Extended Learning Coordinator in 2013 where she coordinated the Quest classes and was tasked to bring Community Education "back to life." She has succeeded and currently runs Quest, Community Education, Kids College, Leadership Walla Walla, Contract Training for local businesses, Ed2Go online classes, and most recently campus events. She is currently enrolled in online classes with a long term goal to earn her masters degree in Accounting. **Interesting Fact:** Before coming to the WWCC family she owned and operated a local restaurant on 2nd Ave called South Fork Grill for 5 years.

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

December 20, 2017

The Board of Trustees of Community College District No. 20 met in regular session on December 20, 2017, in the Board Room of Walla Walla Community College. 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. Donald McQuary
Mr. Bill Warren

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Marleen Ramsey, Vice President, Instruction
Ms. Melissa Andrewjeski, Dean, Corrections Education, CRCC
Mr. Jerry Anhorn, Dean, Workforce Education
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Lisa Chamberlin, Director, eLearning
Ms. Jessica Cook, Executive Director, WWCC Foundation
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences
Dr. Chad Miltenberger, Dean, Clarkston Campus
Ms. Stacy Prest, Dean, Library Services and eLearning
Ms. Darlene Snider, Dean, Transitional Studies & High School Programs
Mrs. Melissa Thiessen, Executive Director, Communications & Marketing
Dr. Nick Velluzzi, Executive Director, Institutional Effectiveness
Ms. Kristi Wellington-Baker, Executive Director, Strategic Initiatives

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

Approval of Agenda. Ms. Fugman-Small noted that Melissa Rodriguez would be introducing Kelsey Fox as part of the Introductions, in place of Stephanie Macon-Moore.

Mr. McQuary moved and Mr. Burt seconded to approve the agenda as amended for the December 20, 2017 Board of Trustees meeting. *Motion carried.*

Consent Agenda.

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

1) October 18, 2017 Board Meeting Minutes; 2) November 15, 2017 Board Meeting Minutes; 3) 2018 WWCC Board of Trustees Meeting Schedule; 4) Personnel Update; 5) Enrollment Report; 6) October Financial Report; and 7) November Financial Report.

Motion carried.

Recognition of WWCC/Walla Walla Chamber of Commerce Community Service Award

Recipient, Dr. Marleen Ramsey. Mr. Bayne congratulated Dr. Marleen Ramsey as the recipient of the 2017 Walla Walla Valley Chamber of Commerce/Walla Walla Community College Community Service Award and recognized Dr. Ramsey's community and college activities.

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

- Kelsey Fox, Office Assistant 3, Health Science Education – Clarkston Campus
- Michele Hansell, Fiscal Technician 3
- Robert Davis, Custodian 2

Report on Trip to China. Dr. Derek Brandes, Jerry Anhorn, Darlene Snider, Dave Stockdale, and Lindsey Williams reported on their recent trip to China to recruit students, develop partnerships, learn what opportunities could be available for international student recruitment, and reviewed the next steps to be taken.

President's Report.

- **Outdoor Power Equipment Program.** Dr. Brandes reported, after in-depth research and meetings with the instructor and with industry, it was determined the Outdoor Power Equipment program should be moved to the Continuing Ed program. Industry representatives indicated their preference was for short three- or four-day trainings vs quarter-long courses. A teach-out plan has been developed for the current OPE students.

- **ctcLink.** Dr. Brandes reviewed a summary of the investment plan developed by the State Board for the ctcLink projects; reported the "waves" were eliminated and new schools would have to pass two readiness assessments before being phased in; a contingency budget has been established; and a new governance structure defined.

Dr. Brandes provided information on EHB 1237 to modify collective bargaining to authorize additional compensation to CTC academic employees and the concerns of the system that the legislation, as currently written, does not provide a revenue source for increases that is controlled by the colleges, it could create disparities between colleges and faculty, and other issues. The WACTC Presidents have agreed that if the bill cannot be revised, they would submit their own legislation.

In response to a request from Mr. Burt, Dr. Ramsey presented information on the system-wide recommendations to improve math success for CTC students, including the primary goals and recommendations.

Leadership Priorities

- 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 – Retention and Outcomes**

- 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources**

- a. Review WWCC Budget Values and Principles.** Mrs. Fogg presented an overview of the Planning and Budget Process for 2018-19. Dr. Brandes reviewed the WWCC Budget Values and Principles, noting the recommended addition of the last bullet point, i.e., "We will plan for the impacts of projected resource declines in future years in order to right size the budget now; hoping to avoid what has become a constant cycle of budget reduction work." Dr. Brandes explained the intent is to eliminate what has become an annual need to reduce the budget by making greater reductions this year and not having to do so the following year. By consensus, the Board agreed to this addition to the Budget Values and Principles. Dr. Brandes also noted the idea of waiving fees for Oregon border county students was being reviewed, noting the potential exists to increase enrollment but it would negatively impact the budget.

- b. Planning and Budget Calendar.** Information provided in the Board packet.

- c. Budgeting Facts and Assumptions.** Mrs. Fogg highlighted the revisions to the Budgeting Facts and Assumptions since the Trustees had last reviewed them.

- 5. Support Clarkston Facilities Expansion as Education Activity Hub**

- 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities**

- 7. Improve Risk Management**

ACT Conference Report. Mr. McQuary and Mr. Burt reported on the recent ACT Legislative Action Committee Retreat and Fall Conference they attended.

Board Reports / Remarks. None.

New and Unscheduled Business. None

Public Comment. None

Adjourn. The meeting adjourned at 3:00 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: January 11, 2018
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, December 2017

Cervantes, Isabel – Administrative Assistant 3, WSP
Danley, Janet – Navigator/Retention Specialist, Clarkston
Griffith, Bill – Director, Agriculture Center of Excellence
Ramsey, Marleen – Vice President of Instruction
Sanders, Sonja – ABE/GED, Clarkston
Thiessen, Dan – Executive Director, Culinary Arts
Thiessen, Melissa – Executive Director, Communications & Marketing

Current Recruitments

Coordinator of Outreach, Advancement, Walla Walla
Recruitment & Outreach Specialist, Water & Environmental Center, Walla Walla

Other News

We are automating our adjunct and part-time hourly hiring process.
We are also implementing the new State sick leave law and implementing policies and procedures to facilitate the accrual and use of sick leave for our part-time hourly and student workers.



Walla Walla Community College

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Tab 5

DATE: January 11, 2018
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Final Enrollment Report, Fall Quarter 2017

Attached is the Final Enrollment Report for Fall Quarter, 2017. The report presents enrollment by funding source: state, contract, and self-support. Enrollment is reported by FTE and unduplicated headcount.

- State funded enrollment closed at 2,561 FTEs, down -129.9 FTEs (-4.8%) from the **close** of Fall Quarter 2016 (2,690.9 FTEs). Unduplicated headcount closed at 3,809, up 20 from the **close** of last fall (3,789).
- Contract enrollment reported 1,157.4 FTEs, which ended down -133.4 FTEs (-10.3%) from the **close** of last Fall Quarter. Corrections closed at 1,056.5 FTEs, which is also down -168.6 FTEs or -13.8% from the **close** of last fall.
- Self-support enrollment ended up at 32.5 FTEs, up 3.4 FTEs (11.8%) from the **close** of Fall Quarter 2016.
- Running start closed at 200 FTEs, up 63.8 FTEs or 46.8% from the **close** of last Fall Quarter. AEP reported 98.9 FTEs, up 1.4 FTEs or 1.5% from the **close** of last Fall Quarter.

Final Fall Enrollment Board Report

January 10, 2018

State Supported FTE Enrollment 2017-18

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
C Prof. Tech	46.5	60.9	14.4	31.0%	242.5	200.07	-42.4	-17.5%	223.3				230.96				247.7			
D Transitional	64.5	120.0	55.5	86.1%	317.1	332.53	15.4	4.9%	364.6				299.72				348.6			
H Extended Learning	197.2	215.1	17.9	9.1%	293.0	286.34	-6.7	-2.3%	318.2				295.32				367.9			
J Clarkston	52.6	66.5	13.8	26.3%	246.3	238.5	-7.7	-3.1%	228.4				214.8				247.4			
K Academic Transfer	95.4	84.7	-10.7	-11.2%	776.9	725.5	-51.4	-6.6%	739.3				661.0				757.5			
M Nursing/Allied Health	85.1	98.5	13.5	15.8%	265.7	278.0	12.4	4.7%	250.1				281.6				294.2			
P Business/Entre	89.2	91.2	2.1	2.3%	330.7	287.5	-43.2	-13.1%	300.9				305.6				342.1			
R Ag/Water/Energy	68.8	55.7	-13.1	-19.0%	218.8	212.5	-6.3	-2.9%	212.4				181.2				227.0			
Total	699.1	792.6	93.5	13.4%	2690.9	2561.01	-129.9	-4.8%	2637.2				2472.87				2833.4			

Contract FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total DOC	1050.85	1054.4	3.5	0%	1225.1	1056.5	-168.6	-13.8%	1483.39				1408.43				1722.6			
Other Contract	0.5	21.87	21.4	4274%	65.7	101.0	35.2	53.6%	84.0				25.3				58.5			
Total Contract	1050.9	1076.2	25.3	2%	1290.8	1157.4	-133.4	-10.3%	1218.3				1223.2				1594.4			

Self-Support/Community Service FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total Self-Support	43.7	29.4	-14.3	-32.7%	29.07	32.5	3.4	11.8%	19.3				17.2				36.4267			

Unduplicated Headcount 2017-18

State Support	2010	1806	-204	-10.1%	3789	3809	20	0.5%	4086	0	-4086	-100.0%	3990				4625			
Contract	1495	1532	37	2.5%	1661	1436	-225	-13.5%	1722				1650				2176			
Undup Headcount	3509	3338	-171	-4.9%	5450	5245	-205	-3.8%	5808				5664				6810			

Running Start and AEP FTE Enrollment 2017-18

	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					136.2	200.0	63.8	46.8%	133.8				127.2				134.9			
AEP "billable" FTEs					97.5	98.9	1.4	1.5%	88.8				85.5				90.6			

Tab 6



Walla Walla Community College

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DATE: January 11, 2018

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Winter Quarter 2018

Attached is the Interim Enrollment Report for Winter Quarter, 2018. The report presents enrollment by funding source: state, contract, and self-support. Enrollment is reported by FTE and unduplicated headcount.

- State-supported enrollment is reporting 2,439.6 FTEs, which is down –197.6 FTEs (-7.5%) from the **close** of Winter Quarter 2017 (2,637.2 FTEs). Unduplicated headcount is 3,209, down 877 from the **close** of last winter (4,086).
- Contract enrollment is reporting 208.4 FTEs, which is down -1,009.9 (-82.9%) from the **close** of last Winter Quarter. Due to differences in the quarterly schedule, it is standard for Corrections reporting to lag at the start of the quarter.
- Self-support enrollment is reporting 21.9 FTEs, which is up 2.6 FTEs (13.6%) from the **close** of Winter Quarter 2017.
- Running Start is reporting 199.5 FTEs, up 65.7 FTEs or 49.1% from the **close** of last Winter Quarter. AEP is reporting 93.7 FTEs, up 4.9 FTEs or 5.5% from the **close** of last Winter Quarter.

Interim Winter Enrollment Board Report

January 10, 2018

State Supported FTE Enrollment 2017-18

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
C Prof. Tech	46.5	60.9	14.4	31.0%	242.5	200.07	-42.4	-17.5%	223.3	243.66	20.36	9.1%	230.96				247.7			
D Transitional	64.5	120.0	55.5	86.1%	317.1	332.53	15.4	4.9%	364.6	238.98	-125.64	-34.5%	299.72				348.6			
H Extended Learning	197.2	215.1	17.9	9.1%	293.0	286.34	-6.7	-2.3%	318.2	265.92	-52.28	-16.4%	295.32				367.9			
J Clarkston	52.6	66.5	13.8	26.3%	246.3	238.5	-7.7	-3.1%	228.4	196.1	-32.3	-14.2%	214.8				247.4			
K Academic Transfer	95.4	84.7	-10.7	-11.2%	776.9	725.5	-51.4	-6.6%	739.3	706.5	-32.8	-4.4%	661.0				757.5			
M Nursing/Allied Health	85.1	98.5	13.5	15.8%	265.7	278.0	12.4	4.7%	250.1	254.5	4.4	1.7%	281.6				294.2			
P Business/Entre	89.2	91.2	2.1	2.3%	330.7	287.5	-43.2	-13.1%	300.9	328.1	27.2	9.0%	305.6				342.1			
R Ag/Water/Energy	68.8	55.7	-13.1	-19.0%	218.8	212.5	-6.3	-2.9%	212.4	205.9	-6.4	-3.0%	181.2				227.0			
Total	699.1	792.6	93.5	13.4%	2690.9	2561.01	-129.9	-4.8%	2637.2	2439.64	-197.6	-7.5%	2472.87				2833.4			

Contract FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total DOC	1050.85	1054.4	3.5	0%	1225.1	1056.5	-168.6	-13.8%	1483.39	134.0	-1349.4	-91.0%	1408.43				1722.6			
Other Contract	0.5	21.87	21.4	4274%	65.7	101.0	35.2	53.6%	84.0	-134.0	-218.0	-259.5%	25.3				58.5			
Total Contract	1050.9	1076.2	25.3	2%	1290.8	1157.4	-133.4	-10.3%	1218.3	FALSE	-1218.3	-100.0%	1223.2				1594.4			

Self-Support/Community Service FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total Self-Support	43.7	29.4	-14.3	-32.7%	29.07	32.5	3.4	11.8%	19.3	21.9	2.6	13.6%	17.2				36.4267			

Unduplicated Headcount 2017-18

State Support	2010	1806	-204	-10.1%	3789	3809	20	0.5%	4086	3209	-877	-21.5%	3990				4625			
Contract	1495	1532	37	2.5%	1661	1436	-225	-13.5%	1722	239	-1483	-86.1%	1650				2176			
Undup Headcount	3509	3338	-171	-4.9%	5450	5245	-205	-3.8%	5808	3448	-2360	-40.6%	5664				6810			

Running Start and AEP FTE Enrollment 2017-18

	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					136.2	200.0	63.8	46.8%	133.8	199.5	65.7	49.1%	127.2				134.9			
AEP "billable" FTEs					97.5	98.9	1.4	1.5%	88.8	93.7	4.9	5.5%	85.5				90.6			



Walla Walla Community College

500 Tausick Way
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(509) 522-2500
FAX (509) 527-4480

DATE: January 12, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Student Recreation Center construction project approvals

BOARD ACTION NEEDED:

Approval to construct a Student Recreation Center on the Walla Walla Campus including approval to secure up to \$7 million in debt for construction costs

PROJECT ASSUMPTIONS:

Source of funds: Walla Walla student's fees will fund 100% of the cost of the facility
Size/Scope: Approximately 17,700 GSF at a cost between \$7 and \$9 million
Financing Terms: A 20 year, 3.5% COP sold by State Treasurer's Office in August/September 2019
Debt Service: Annual debt service on a \$6.5 million COP is \$457,000
Fee Collections: Annual student fees generate approximately \$460,000 per year (\$7/credit);
balance in account as of 6/30/17 is \$1.13 million.
An additional \$1/credit generates around \$65,000 annually for operations
Tentative Timeline: Construction starting in May 2019, substantial completion June 2020

BACKGROUND:

During the 2015-16 academic year, the Associated Student Body Leadership Team and Student Senate on the Walla Walla Campus explored the feasibility of building a Student Recreation Center. The Board supported the concept of a recreation center if the students voted to approve it. In June 2016 the student body voted for the fees and collection began effective Fall Quarter 2016. Students were also actively engaged in the Facility Master Plan update that was approved by Trustees in May 2017. Master planning work included preliminary siting options for the student recreation center.

NEXT STEPS:

Although this project is funded through student fees, that doesn't change any of the standard capital construction project policies and procedures at the college, SBCTC, Legislative or State Department levels. A timeline covering next steps and when major project activities will take place is forthcoming.



Walla Walla Community College

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Tab 8

DATE: January 12, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Capital Project Planning for State Funded Projects – approval requested

There are several state funded capital projects that Shane and I believe are in jeopardy due to the delay in approving a State Capital Budget. We'd like to discuss with the Board the implications and risks involved with the ongoing delay of these projects vs using local funds to complete the work under the assumption that the state capital budget will reimburse those local funds at the point that a capital budget is approved.

During the Board's study session on January 17, Shane and I will provide more detailed information on the projects themselves as well as the various risks involved in either:

- A. Waiting on all state-funded projects until they approve a capital budget for the 2017-19 biennium, or
- B. Using local funds now to tackle 3 projects that would need to start right away due to limitations on when certain projects can occur (weather)

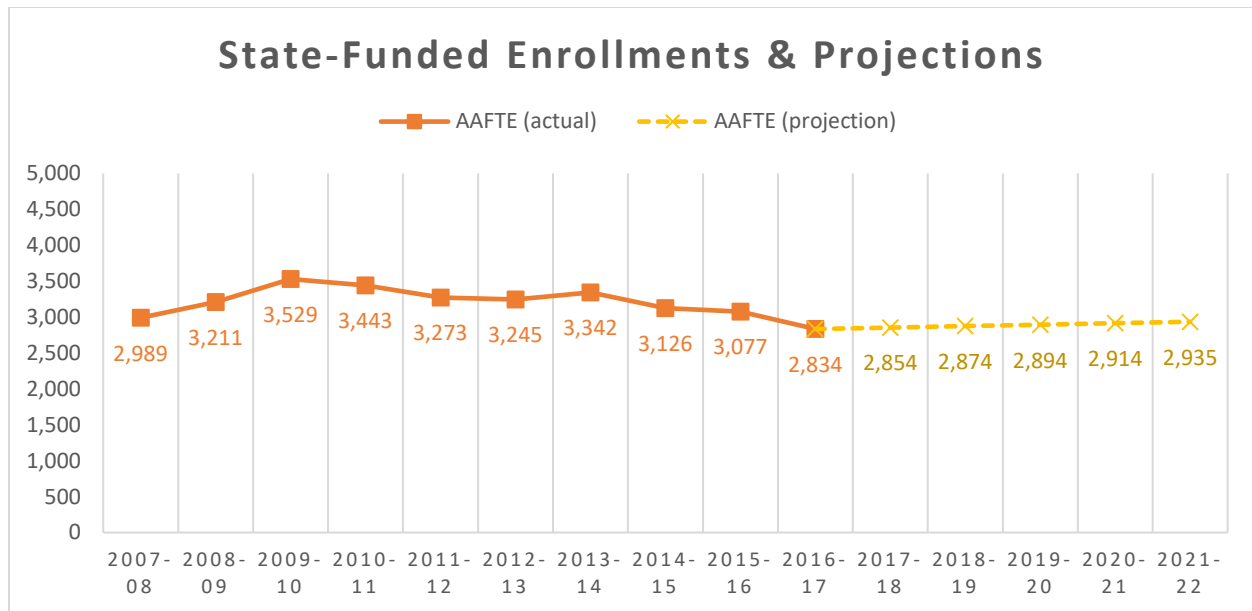
Out of the seven projects that were to take place this biennium, the following three will be discussed with a possible recommendation to the Board to proceed with some or all of them immediately.

Project 1: Remove and replace Roof Top Units (RTUs) that supply HVAC to rooms 241, 242, 243, Financial Aid/Human Resources, 2nd Floor Computer Lab, and Tutoring Center. The RTU's that supply 241, 242, 243 and Financial Aid/Human Resources are sitting on top of rubber roofing that is catastrophically failing. RTUs are currently failing and at the end of their life as well (over 20 years old). As both roofing and RTUs need to be replaced, it makes sense to do this at the same time that the RTUs have been removed. This is the last section of D-Building roofing that needs to be replaced at this time.

Project 2: Clarkston Heat pumps located on the 2nd floor of the Main Building are the last HVAC related pieces of equipment that are old, outdated and needing to be replaced. Currently these units' heat exchangers and compressors are failing routinely, rendering them useless. As an example, a year ago there were six (6) of these units needing to be replaced. In the past year, two (2) have catastrophically failed. We have replaced these failed units individually, but each time one fails it leaves a section of the Main building without heating and cooling.

Project 3: The Enology and Viticulture building's main chiller is failing and has been for years. This particular chiller used to work triple duty to cool the entire building, the chilled barrel storage room, and the fermentation tank room and barely remains on-line. It is nickel-and-diming us to death. In fact, this particular chiller currently needs \$3,000 in work that we are holding off on in the hope that we'll be able to replace the entire unit very soon.

Project costs for these three jobs are approximately \$260,000, \$80,000 and \$340,000 respectively.



The chart presents historical and projected state-funded enrollment for WWCC. Assumptions underpinning the projections are:

- The projection draws from data provided by the State Board for Community and Technical Colleges.
- The projection accounts for institution-wide enrollment.
- Enrollment runs inverse to economic performance. For example, a tight labor market affects enrollment in workforce education programs. The first seven years presented in the chart show the enrollment “bubble” shaped by the Great Recession.
- Running Start enrollment is robust in 2017-18 and is expected to remain so in the near future. Running Start growth can positively impact revenue and generate course demand while state-funded FTE is in decline.
- More students are enrolling in fewer credits, resulting in an increase in part-time enrollment.
- The WWCC student body is becoming “younger” in the post-recession environment.



Walla Walla Community College

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Tab 10

DATE: January 12, 2018

TO: Board of Trustees

FROM: Davina Fogg, Vice President of Administrative Services

RE: Review of the Non-Resident Student's Fee

At the December Board meeting there was some discussion about the \$300 Non-Resident Fee. Below, Lori Carambot has updated a financial summary that was originally done in the Spring of 2017 but now reflects actual revenues for 2016-17. Also attached to this memo is the 2017-18 Tuition Schedule showing the \$300 fee in the upper right (pink) section and how that fee falls into tuition calculations in Column B.

Summary of Non-Resident Fee Analysis	
Total Revenue - FY 16/17	\$ 463,673.15
93.5% ends up in Fund 149 as Operating Fee	433,534.40
Amount of Fees from Oregon Designated Border Counties	\$ 149,842.05
Amount of Fees from Oregon other than Border Counties	18,360.00
Amount of Fees from Idaho	122,580.00
Amount from non-resident students using WA addresses	143,911.10
Amounts from other states	28,980.00
	\$ 463,673.15

There are multiple options to consider in evaluating this fee and the Fee Study Task Force has included this fee in their review process. Evaluation of options must include impacts across a broad range of key areas including our mission, values, outreach, equity, competition, financial planning, enrollment planning, etc. Options include:

1. Leave the \$300 fee as is; continue charging all non-residents at the 11th credit.
2. Waive the fee for Oregon Border County residents only as allowed under state law. This means we'd continue current practice of charging all other non-resident students the fee. The Border County RCW states, in part, that:

RCW 28B.76.685 (2) Columbia Basin Community College, Clark College, Lower Columbia Community College, Grays Harbor Community College, and Walla Walla Community College may enroll students at resident tuition rates who:

- (a) Are currently domiciled in Washington;
- (b) Relocated to Washington from one of the thirteen counties identified in subsection (1)(a) of this section within the previous twelve months; and
- (c) Were domiciled in one of the thirteen counties identified in subsection (1)(a) of this section for at least ninety days immediately before relocating to Washington.

3. Eliminate the \$300 fee for all non-resident students.

Note: A previously utilized state reciprocity agreement that was negotiated by the (former) Higher Education Coordinating Board (HECB) under RCW 28B.15.750 granted authority to community college Board of Trustees to decide to offer Idaho State resident students a waiver of the \$300 non-resident fee. As of the 2010-11 fiscal year, that waiver authority was suspended and Washington does not currently have a reciprocity agreement with the State of Idaho. In past discussions of the non-resident fee, this change has complicated the analysis of fairness and equity in applying the \$300 fee.

2017-2018 Tuition Schedule

State Board Established - Resident - Approved by State Board 6/29/17

	2016-2017	2017-2018	Diff.	% Diff
1-10 Credits				
Operating Fee	81.40	83.19	1.79	2.20%
Building Fee	10.93	11.17	0.24	2.20%
S & A Fee	10.58	10.81	0.23	2.17%
	102.91	105.17	2.26	2.20%
11-18 Credits				
Operating Fee	40.95	41.85	0.90	2.20%
Building Fee	3.86	3.94	0.08	2.07%
S & A Fee	6.15	6.29	0.14	2.28%
	50.96	52.08	1.12	2.20%
Basic Skills (ABE, GED, ESL), per student/quarter				\$25.00

Local Board Established:

Non-Resident Special Fee	\$300.00
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Ungraded Courses (EMT, First Aid, Quest, Journey person)	\$41.00
Space Available for Senior Citizens, per class, limit 2 classes	\$2.50
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
H. S. Completion for non-res.- Nonresident differential waived	
Parent Ed Courses	\$16.00
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25.00%
Maximum \$328/quarter	

Credit Level Examples

Credit Level	"Tuition"	Fees			WA RES Total	B US Citizen Not WA Resident	C INTER- NATIONAL	D Resident Stu. HSC	E PARENT ED	F EMT, FA, Quest w/ FUF & Comp.
		Fac. Use	Tech	Comprehensive						
1	\$105.17	\$9.00	\$3.00	\$4.90	\$122.07	\$140.16	\$299.07	\$32.90	\$16.00	\$54.90
2	\$210.34	\$18.00	\$6.00	\$9.80	\$244.14	\$280.32	\$598.14	\$65.80	\$32.00	\$109.80
3	\$315.51	\$27.00	\$9.00	\$14.70	\$366.21	\$420.48	\$897.21	\$98.70	\$48.00	\$164.70
4	\$420.68	\$36.00	\$12.00	\$19.60	\$488.28	\$560.64	\$1,196.28	\$131.60	\$64.00	\$219.60
5	\$525.85	\$45.00	\$15.00	\$24.50	\$610.35	\$700.80	\$1,495.35	\$164.50	\$80.00	\$274.50
6	\$631.02	\$54.00	\$18.00	\$29.40	\$732.42	\$840.96	\$1,794.42	\$197.40	\$96.00	\$329.40
7	\$736.19	\$63.00	\$21.00	\$34.30	\$854.49	\$981.12	\$2,093.49	\$230.30	\$112.00	\$384.30
8	\$841.36	\$72.00	\$24.00	\$39.20	\$976.56	\$1,121.28	\$2,392.56	\$263.20	\$128.00	\$439.20
9	\$946.53	\$81.00	\$27.00	\$44.10	\$1,098.63	\$1,261.44	\$2,691.63	\$296.10	\$144.00	\$494.10
10	\$1,051.70	\$90.00	\$30.00	\$49.00	\$1,220.70	\$1,401.60	\$2,990.70	\$329.00	\$160.00	\$549.00
11	\$1,103.78	\$90.00	\$30.00	\$49.00	\$1,272.78	\$1,756.61	\$3,049.98	\$345.00	\$176.00	\$590.00
12	\$1,155.86	\$90.00	\$30.00	\$49.00	\$1,324.86	\$1,811.62	\$3,109.26	\$361.00	\$192.00	\$631.00
13	\$1,207.94	\$90.00	\$30.00	\$49.00	\$1,376.94	\$1,866.63	\$3,168.54	\$377.00	\$208.00	\$672.00
14	\$1,260.02	\$90.00	\$30.00	\$49.00	\$1,429.02	\$1,921.64	\$3,227.82	\$393.00	\$224.00	\$713.00
15	\$1,312.10	\$90.00	\$30.00	\$49.00	\$1,481.10	\$1,976.65	\$3,287.10	\$409.00	\$240.00	\$754.00
16	\$1,364.18	\$90.00	\$30.00	\$49.00	\$1,533.18	\$2,031.66	\$3,346.38	\$425.00	\$256.00	\$795.00
17	\$1,416.26	\$90.00	\$30.00	\$49.00	\$1,585.26	\$2,086.67	\$3,405.66	\$441.00	\$272.00	\$836.00
18	\$1,468.34	\$90.00	\$30.00	\$49.00	\$1,637.34	\$2,141.68	\$3,464.94	\$457.00	\$288.00	\$877.00
19+ (per cr.)	\$94.36	\$0.00	\$0.00	\$0.00	\$94.36	\$98.44	\$271.36	\$25.00	\$16.00	\$41.00

SBCTC Established Student Voted

Note: Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

Walla Walla Community College Board of Trustees



Walla Walla Community College

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

DATE: January 12, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Clarkston Campus Student Legacy Project(s) – approval requested

BOARD ACTION REQUESTED:

Approve Clarkston Campus student legacy project(s) identified through key stakeholder sessions with students as part of the Clarkston Facility Master Plan update. If one large construction project requiring debt issuance is chosen, approve a request to secure up to \$1.75 million in debt for construction costs. Action by the Board at this meeting ensures that project work will not be held up, especially if a large project requiring debt issuance is the final outcome of master planning work.

PROJECT ASSUMPTIONS:

Source of funds: Clarkston student's fees would fund 100% of the cost
Size/Scope: To be determined, but will need to know plan by 3/31/18 deadline
Financing Terms: A 20 year, 3.5% COP sold by State Treasurer's Office in August/September 2019; OR a pay-as-you-go option that avoids issuing debt and the added interest costs
Debt Service: If debt is used, a \$1.5 million COP would cost \$100,000 annually
Fee Collections: Annual student fees generate approximately \$100,000 per year (\$7/credit); balance in account as of 6/30/17 was \$0 after paying off a commitment towards the Workforce & Business Development Center (approx. \$210,000)
An additional \$1/credit generates around \$14,300 annually for operations
Tentative Timeline: To be determined, but students are eagerly anticipating various project options

BACKGROUND:

When Walla Walla Campus students wanted to vote on a higher fee to fund a recreation center, Clarkson Campus students were also interested in the opportunity for either a large legacy project or smaller projects without the extra financing costs of incurring debt. In June 2016 the Clarkston student body also approved the higher fee and collection began effective Fall Quarter 2016. A commitment to help fund the newly completed Workforce & Business center project was fully paid off as of 6/30/17.

NEXT STEPS:

Although these kinds of projects are funded through student fees, that doesn't change any of the standard capital construction project policies and procedures at the college, SBCTC, Legislative or State Departments levels. Once a project or projects are determined, a timeline covering the next steps in the process will be produced.