



Agenda

Regular Meeting

Board of Trustees, District No. 20

Walla Walla Community College

500 Tausick Way; Walla Walla, WA

Wednesday, October 19, 2016 – **1:00 p.m.**

- | | | | |
|------------------|--|----------------|--|
| 1:00 p.m. | Call to Order
Approval of Agenda
<i>Dr. Roland Schirman, Chair</i> | Action | |
| 1:05 p.m. | Introductions
<u>Samantha Bowen</u> <ul style="list-style-type: none">• Kaitlin Duke, Lead Preschool Teacher, Waitsburg• Amanda Withers, Assistant Preschool Teacher, Waitsburg
<u>Chad Miltenberger</u> <ul style="list-style-type: none">• Heather Markwalter | Discuss | Tab 1 |
| 1:15 p.m. | Consent Agenda
<i>Dr. Schirman</i> <ol style="list-style-type: none">1. Approval of Minutes2. Title IX Policy3. Latino Student Access, Retention, and Completion Success Resolution4. Budget Status Report5. Personnel Update | Action | Tab 2
Tab 3

Tab 4
Tab 5
Tab 6 |
| 1:30 p.m. | Women's Basketball Team Community Service Presentation
<i>Ms. Bobbi Hazeltine and Team</i> | Discuss | |
| 1:45 p.m. | Oral Reports <ul style="list-style-type: none">• Student Affairs
<i>Mr. Jose da Silva</i><ol style="list-style-type: none">1. 2015 WWCC Annual Security Report2. Timely Warning Administrative Policy3. Associated Student Body Activity Report
<i>Angela Wakefield, Clarkston ASB President</i>• Enrollment
<i>Dr. Nick Velluzzi</i> | Discuss |

Tab 7
Tab 8

Tab 9 |

2:15 p.m.	President's Report <i>Dr. Derek Brandes</i> <ul style="list-style-type: none"> • Process for Trustees to Review Tenure Documents 	Discuss	
2:30 p.m.	Board Reports/Remarks	Discuss	
2:40 p.m.	New and Unscheduled Business <ul style="list-style-type: none"> • WWCC Board of Trustees 2016-17 Board Meeting Schedule – First Reading 	Discuss	Tab 10
2:50 p.m.	Recess to Executive Session to Discuss Faculty Negotiations		
3:15 p.m.	MOU between WWCC and AHE	Possible Action	
3:25 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>		
3:40 p.m.	Adjourn		



**Walla Walla Community College
Board of Trustees Meeting
October 19, 2016**

Introductions

Samantha Bowen

- **Kaitlin Duke**

Kaitlin Duke is a graduate of WWCC and earned a Bachelor's degree in Education at WGU. She is currently pursuing a Master's degree in Educational Technology. Kaitlin has experience working with young children in both a K-5 setting and Special Education preschool. Kaitlin understands developmentally appropriate practices and how to provide differentiated instruction. This varied background will serve the Early Childhood and Parenting Education department well as Kaitlin leads the preschool program in Waitsburg. Kaitlin is eager to utilize her knowledge and experience at Walla Walla Community College and improve early learning opportunities for children and families.

- **Amanda Withers**

Amanda Withers earned an Associates in Arts degree from Olympic College in 2015 and is currently pursuing a Bachelor's degree in Humanities from Washington State University. Prior to working in the Waitsburg Preschool, Amanda spent 6 months in a kindergarten program working closely with the lead teacher. Amanda is kind and patient; she works very well with the preschool children and program staff.

Chad Miltenberger

- **Heather Markwalter**

Heather Markwalter has worked as a TRiO Advisor at the Clarkston campus for the TRiO Student Support Services grant since 2004. This year she is decreasing her role as a TRiO advisor by 20% in order to expand her professional reach. In addition to her TRiO duties, Heather is taking on the roles of coordinator for Running Start/College in the High School programs and the Startup Washington 365 grant. This is a full time position. Heather is committed to the students of the Clarkston Campus and excited to be diversifying her professional experience.

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

September 21, 2016

The Board of Trustees of Community College District No. 20 met in regular session on September 21, 2016, in the Board Room of Walla Walla Community College. Mr. Sanchez called the meeting to order at 1:00 p.m.

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

Administrators present: Dr. Derek Brandes, President
Mr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Financial and Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Marleen Ramsey, Vice President, Instruction
Mrs. Kathy Adamski, Dean, Health Science Education
Ms. Melissa Andrewjeski, Dean, Corrections Education, CRCC
Mr. Jerry Anhorn, Dean, Workforce Education and Trades
Ms. Jessica Gilmore, Dean, Business, Entrepreneurial, and Extended Learning
Dr. Richard Middleton-Kaplan, Dean, Arts and Sciences
Dr. Chad Miltenberger, Interim Dean, Clarkston Campus
Ms. Darlene Snider, Dean, Transitional Studies
Ms. Loretta Taylor, Dean, Corrections Education
Ms. Melissa Thiessen, Director, Public Relations

Also present: Ms. Lisa Chamberlin, Director, eLearning
Mr. Steve Foster, Assistant Attorney General
Mr. Brad Mason, Coordinator, Allied Health and Safety Education
Mrs. Stacy Prest, Director, Library Services
Ms. Jerri Ramsey, Recording Secretary

Approval of Agenda.

Dr. Schirman moved and Mr. Burt seconded to approve the agenda for the September 21, 2016 Board of Trustees meeting as presented. *Motion carried.*

Introductions: Mrs. Hartford presented the Board with the Health and Wellness Award from the recent Walla Walla Valley Chamber of Commerce Business Awards Showcase.

Dr. Ramsey presented the first Recognition of Excellence award to Lisa Chamberlin, Director of eLearning, for producing the Parade of Programs video used during the recent Faculty In-Service.

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

William Baker, Custodian 2
Christopher Bigley, AEP Instructor
Jeffrey Bogenreif, Carpentry Instructor,
CRCC
Robert Brewer, Energy Systems Technology
Instructor, Clarkston
Emmalee Brice, Business/Office Technology
Instructor/Counselor
Lisa Chamberlin, Director of eLearning
Holly Cranston, Opportunity Grant
Coordinator/Retention Specialist
Cristina Crawford, Educational and Career
Navigator – Perkins
Susie Dandrea, Secretary Senior,
Transitional Studies
Trista Flores, Program Assistant, Financial
Aid
Shelley Franco, Nursing Clinical Educator
Angela Gomez, Director of High School
Programs

Lauren Hemenway, Director of TRiO,
Student Support Services
Gretchen Hormel, Assistant Dean,
Transitional Studies
David Houchin, High School 21+ Math
Instructor
Nicole McCauley, Completion Coach
Daryl Miller, Faculty Counselor/Interim
Equity and Inclusion Specialist
Joel Perez, Director of Viticulture/Vineyard
Manager
Curtis Phillips, Human Services Instructor
Kerri Polson, Interim Assistant Director of
Budget and Payroll
Melissa Rodriguez, Educational and Career
Navigator – Worker Retraining
Susan Spencer, Educational and Career
Navigator – WISE Grant

Approval of Minutes.

Mr. McQuary moved and Dr. Schirman seconded to approve the minutes of the August 17, 2016 Board of Trustees meeting as presented. *Motion carried.*

Standing Oral Reports.

Instruction – Faculty In-Service. Dr. Ramsey provided highlights of the September 8 and 9, 2016 Faculty In-Service.

Dr. Richard Middleton-Kaplan reported on the recommendation from the seven-year accreditation team; the College is to implement a college-wide general education outcomes program through a regular and systematic assessment review to ensure that students have achieved learning outcomes at the course and degree level. The results would be utilized to enhance student learning. It was determined that every student that earns a certificate or degree from the College, whether workforce or academic transfer, shall achieve knowledge, skills, and abilities in: 1) Communication; 2) Community Engagement; 3) Critical Thinking; and 4) Information and Technology Literacy. Dr. Middleton-Kaplan noted the goal for the current year is to determine which of the outcomes are covered in which courses through a course-by-course curriculum mapping.

Student Government – Walla Walla Campus

Walla Walla Campus Associated Student Body Activity Report. Beth Meyer, Walla Walla ASB President, reported on the following ASB activities: Attended the Washington Community and Technical College Student Association leadership training seminar; attended the Council of Union and Student Programs Leadership Conference; will hold two voter registration drives during Fall Quarter; sponsored Warrior Expo; will be hosting the first outdoor movie session; and have begun efforts to establish a campus-wide book loan program.

President's Report.

Enrollment Report. Dr. Brandes reviewed the current enrollment report; noting the report indicated state support enrollment was down about 11%, however the report as of the morning of the meeting indicated enrollment was down about 4%.

Dr. Brandes reported a job description for a Campus Safety and Security position was nearing completion; a campus-wide "Dialogue with Derek" meeting would be held the day after the Board meeting to review the Board meeting and also to provide a draft of the Campus Safety and Security position before it is posted.

Dr. Brandes provided the Trustees with a Leadership Agenda for his first three months as President and highlighted items relevant to the College's core themes, including the Facilities Department re-siding the Clarkston Child Care Center resulting in a major cost savings; continued dialogue with the Foundation around campus housing, noting Walla Walla County has the highest housing cost in the state; and meetings he had attended throughout the District.

Board of Trustees Election of Officers.

Mr. McQuary moved and Mrs. Fugman-Small seconded to elect Dr. Roland Schirman as chair of the WWCC Board of Trustees. *Motion carried.*

Mr. McQuary moved and Dr. Schirman seconded to elect Mrs. Darcey Fugman-Small as vice chair of the WWCC Board of Trustees. *Motion carried.*

Board Reports/Remarks.

Dr. Schirman reported on the meeting held with newly-tenured faculty and the Board's desire to continue the practice.

The Board discussed the current method of their review of tenure candidates' documents and requested that staff look into a means for Trustees to have additional time throughout the year vs. the current limited opportunity for review just prior to making decisions to grant tenure.

New and Unscheduled Business.

Title IX Policy – First Reading. Mrs. Hartford reviewed the draft Title IX Equal Opportunity Policy, presented as a First Reading; noting the policy would apply to all faculty, students, employees, and visitors and complies with all federal, and state laws. Further, that she had been designated as the College's Title IX Official, as required by law.

Dr. Schirman moved and Mrs. Fugman-Small seconded that the Title IX Policy, as presented, be considered for adoption at the next regular Board meeting. *Motion carried.*

Latino Male Student Access, Retention, and Completion Success Resolution – First Reading. Dr. Brandes reviewed the draft Latino Male Student Access, Retention, and Completion Success Resolution, presented as a First Reading; noting leading indicators would be developed to show progress over time. The Trustees agreed the resolution was necessary in the effort to improve completion rates for Latino males and further agreed it should be presented at the next regular Board meeting for adoption.

Recess to Executive Session to Discuss Faculty Negotiations. The Board recessed to Executive Session at 2:15 p.m. to discuss faculty negotiations, with an anticipated return time of 2:30 p.m. The Board returned to open session at 2:30 p.m. and reported no action had been taken during Executive Session.

Public Comment. None.

Adjourn: The meeting adjourned at 2:30 p.m.

Derek R. Brandes

ATTEST:

Dr. Roland Schirman, Chair
Board of Trustees



Walla Walla Community College

Title IX Equal Opportunity Policy

Policy Background/Purpose

Walla Walla Community College is committed to ensuring faculty, staff, students and campus visitors work and learn in an environment where mutual respect and consideration are demonstrated by all. It is important that everyone understand that discrimination and harassment are unacceptable and will be dealt with promptly and effectively.

Authority

This policy is required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

Scope of Policy

This policy applies to faculty, staff, students and campus visitors.

Policy

Walla Walla Community College prohibits discrimination and/harassment on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex (gender), sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. The President will designate a Title IX/Equal Opportunity Officer to coordinate efforts to comply with and carry out the institution's obligations. The designee will be responsible for ensuring that an internal complaint procedure(s) is implemented and ensuring this policy and related complaint procedures are generally known to employees and students.

Any individual found to be in violation of this policy may be subject to disciplinary action and/or sanctioning up to and including dismissal/expulsion from the College and/or from employment. Such individuals may also be prohibited from being on campus and/or at college related events.

Policy Contact: Vice President of Human Resources	
Board Approval on: ____/____/____	Last Reviewed/Revised on: ____/____/____
Applicability: This policy applies to all faculty, staff, students and visitors.	

Walla Walla Community College

Resolution: 09-2016-1

Latino Male Student Access, Retention, and Completion Success

Whereas, the Mission Statement of Walla Walla Community College is to inspire all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services;

Whereas, Walla Walla Community College is committed to student success and building strong communities, as reflected in our core themes;

Whereas, Walla Walla Community College values diversity, excellence, innovation and a sense of community;

Whereas, Walla Walla Community College is an Achieving the Dream institution whose goals are to improve student success and close gaps in educational attainment;

Whereas, Walla Walla Community College recognizes current cohort data on student success indicates Latino males at Walla Walla Community College have the lowest completion rates;

Whereas, Walla Walla Community College is an emerging Hispanic-serving Institution with Hispanics representing 23 percent of the overall college level enrollment population and desires to become a federally recognized Hispanic-serving institution;

Whereas, there is a pervasive gender gap in educational attainment for Latino males nationally where Latino males earn 37 percent of the undergraduate degrees earned by Latina/os;

Whereas, 41 percent of Latino male students enrolled in workforce programs at Walla Walla Community College will complete in four years;

Whereas, 19 percent of Latino male students enrolled in transfer pathways at Walla Walla Community College will complete in four years;

Whereas, Latino males are 1.7 times more likely to take pre-college coursework at Walla Walla Community College;

Therefore, be it resolved that the Board of Trustees of Walla Walla Community College District 20 direct the College President to expand awareness of the Latino male achievement gap, create and utilize external partnerships, and take action by prioritizing and funding Latino male access and success strategies in order to increase student recruitment and retention for Latino male students and apply for Hispanic-serving status spring 2018;

Be it further resolved, that the Board of Trustees directs the College President to provide annual reports of the retention rates of this cohort.

Done in Open Meeting by the Board of Trustees of Walla Walla Community College District No. 20 this

_____ day of _____, 2016.

Chair of the Board, Walla Walla Community College

WALLA WALLA COMMUNITY COLLEGE - September 2016

	2016-2017 Approved Budget	August Adjusted Budget	September Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
REVENUE:								
State Funds:								
Base Allocation	\$14,522,811	\$14,663,244	\$14,663,244	\$0	\$3,134,071	21.37%	\$2,980,359	21.03%
Opportunity Grant	461,412	461,412	461,412	0	115,843	25.11%	127,429	27.62%
Worker Retraining	2,073,823	2,073,823	2,073,823	0	446,154	21.51%	546,333	26.34%
Total State:	\$17,058,046	\$17,198,479	\$17,198,479	\$0	\$3,696,068	21.49%	\$3,654,121	21.88%
Local Funds:								
General:								
Operating Fees	\$8,085,000	\$8,085,000	\$8,085,000	\$0	\$2,678,438	33.13%	\$2,783,950	32.63%
General Local	1,528,900	1,528,900	1,528,900	0	495,193	32.39%	464,892	29.44%
Alternative Education Program	530,000	530,000	530,000	0	0	0.00%	0	0.00%
Running Start	785,000	785,000	785,000	0	0	0.00%	0	0.00%
Foundation Support	200,000	200,000	200,000	0	50,000	25.00%	50,000	25.00%
Corrections Ed.-Indirect	669,228	669,228	669,228	0	115,035	17.19%	103,131	16.18%
Carry-Forward & Use of Reserves	493,575	493,575	493,575	0	123,394	25.00%	87,144	25.00%
Total General:	\$12,291,703	\$12,291,703	\$12,291,703	\$0	\$3,462,060	28.17%	\$3,489,117	27.93%
Self-Support:								
Community Service	75,000	75,000	75,000	0	75,379	100.51%	44,038	58.72%
Ancillary Programs	300,000	300,000	300,000	0	78,181	26.06%	77,309	38.65%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$153,560	40.95%	\$121,347	44.13%
Total Local Funds	\$12,666,703	\$12,666,703	\$12,666,703	\$0	\$3,615,620	28.54%	\$3,610,464	28.28%
TOTAL REVENUE	\$29,724,749	\$29,865,182	\$29,865,182	\$0	\$7,311,688	24.48%	\$7,264,585	24.65%

	2016-2017 Approved Budget	August Adjusted Budget	September Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
EXPENDITURES:										
By Object										
Salaries and Wages	\$18,330,139	\$18,324,509	\$18,307,166	(\$17,343)	\$3,415,771	\$0	\$3,415,771	18.66%	\$3,419,327	18.76%
Benefits	6,086,087	6,088,433	6,084,873	(3,560)	1,364,673	0	1,364,673	22.43%	1,313,838	22.25%
Rents	179,228	179,228	179,228	0	37,983	113,950	151,933	84.77%	140,706	82.66%
Utilities	835,355	835,355	835,355	0	129,179	0	129,179	15.46%	124,386	14.89%
Goods and Services	2,531,721	2,528,535	2,544,085	15,550	658,200	688,879	1,347,079	52.95%	1,321,538	55.56%
Travel	233,836	233,836	241,689	7,853	139,021	2,483	141,504	58.55%	147,034	60.04%
Equipment	256,335	405,735	405,735	0	47,472	155,642	203,114	50.06%	188,220	61.87%
Subsidies/Transfers/Debt Service	1,272,048	1,269,551	1,267,051	(2,500)	365,164	0	365,164	28.82%	376,286	26.66%
Total by Object	\$29,724,749	\$29,865,182	\$29,865,182	\$0	\$6,157,463	\$960,954	\$7,118,417	23.84%	\$7,031,335	23.86%
By Program										
Instruction	\$12,392,947	\$12,546,446	\$12,557,886	\$11,440	\$1,979,644	\$341,195	\$2,320,839	18.48%	\$2,288,061	19.37%
Community Service	75,000	75,000	75,000	0	34,078	0	34,078	45.44%	22,534	30.05%
Instructional Computing	435,482	434,513	434,513	0	113,851	16,835	130,686	30.08%	180,322	46.37%
Ancillary Programs	300,000	300,000	300,000	0	59,955	6,426	66,381	22.13%	111,237	55.62%
Academic Administration	2,997,266	3,007,155	3,007,155	0	754,412	1,399	755,811	25.13%	720,148	23.91%
Library Services	621,882	621,196	621,196	0	180,689	3,917	184,606	29.72%	178,027	30.01%
Student Services	3,951,221	3,949,622	3,938,182	(11,440)	1,027,187	11,435	1,038,622	26.37%	1,033,769	27.39%
Institutional Support	5,845,595	5,828,186	5,828,186	0	1,261,014	251,109	1,512,123	25.95%	1,496,009	22.52%
Facility Services	3,105,356	3,103,064	3,103,064	0	746,633	328,638	1,075,271	34.65%	1,001,228	33.71%
Total by Program	\$29,724,749	\$29,865,182	\$29,865,182	\$0	\$6,157,463	\$960,954	\$7,118,417	23.84%	\$7,031,335	23.86%

WALLA WALLA COMMUNITY COLLEGE

Grants and Contracts

September 2016

	Current Month Changes	2016-2017 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
Corrections Education	\$0	\$6,507,718	\$1,537,439	\$168,571	\$1,706,010	26.2%	\$4,801,708	\$543,854	\$1,162,156
State Funded									
Carl Perkins Federal Vocational	\$0	\$383,994	\$40,527	\$0	\$40,527	10.6%	\$343,467	\$9,389	\$31,138
Perkins-Leadership Block Grant	0	16,000	5,065	0	5,065	31.7%	10,935	768	4,297
Perkins-Non-Traditional	0	5,000	0	0	0	0.0%	5,000	0	0
Workfirst	0	268,435	68,948	0	68,948	25.7%	199,487	18,900	50,048
Water Management Center	0	363,750	84,122	3,426	87,548	24.1%	276,202	0	87,548
Dept. of Ecology - Titus Creek Project	0	16,130	0	0	0	0.0%	16,130	0	0
State Work Study	0	41,645	10,410	0	10,410	25.0%	31,235	0	10,410
Ag Center USDA Grant	0	675,929	116,545	123,738	240,283	35.5%	435,646	14,266	226,017
TAACCCT Grant	0	818,837	76,435	0	76,435	9.3%	742,402	0	76,435
Early Achiever Opportunity Grant	0	66,400	19,728	0	19,728	29.7%	46,672	0	19,728
Department of Early Learning - ECEAP	0	199,049	13,132	4,063	17,195	8.6%	181,854	100,184	(82,989)
Adult Basic Education	0	113,555	11,036	0	11,036	9.7%	102,519	1,021	10,015
EI Civics	0	22,828	1,120	0	1,120	4.9%	21,708	275	845
Basic Food Employment & Training	0	329,283	76,435	0	76,435	23.2%	252,848	0	76,435
Central Washington University	0	20,752	1,987	0	1,987	9.6%	18,765	5,752	(3,765)
ABE Leadership Block Grant	0	4,968	1,749	0	1,749	35.2%	3,219	91	1,658
Miscellaneous SBCTC Grants	0	1,000	1,000	0	1,000	100.0%	0	0	1,000
Total State Funded	\$0	\$3,347,555	\$528,239	\$131,227	\$659,466		\$2,688,089	\$150,646	\$508,820
Federal Funded									
Student Support Services (SSS) FY 15-20	\$0	\$492,630	\$78,724	\$0	\$78,724	16.0%	\$413,906	\$49,870	\$28,854
College Work Study	0	102,345	1,797	0	1,797	1.8%	100,548	0	1,797
Total Federal Funded	\$0	\$594,975	\$80,521	\$0	\$80,521		\$514,454	\$49,870	\$30,651
Private Funded									
Customized Contract Training	\$0	\$50,000	\$2,167	\$0	\$2,167	4.3%	\$47,833	\$2,440	(\$273)
EMS Trauma Training	0	7,000	70	0	70	1.0%	6,930	0	70
Parent Co-op	0	40,000	3,252	0	3,252	8.1%	36,748	3,485	(233)
Child Care Aware	0	203,503	45,313	3,247	48,560	23.9%	154,943	0	48,560
Corrections Ed AA Degree - Seattle Foundation	0	19,848	0	0	0	0.0%	19,848	19,848	(19,848)
Working Families Support Network	0	75,678	21,590	0	21,590	28.5%	54,088	75,678	(54,088)
Project Finish Line	0	31,952	8,760	0	8,760	27.4%	23,192	31,952	(23,192)
Legacy for Health - Tobacco Free Initiative	0	5,000	298	0	298	6.0%	4,702	5,000	(4,702)
SE Washington Economic Development	0	22,405	5,169	0	5,169	23.1%	17,236	2,110	3,059
Avista	0	18,927	2,557	0	2,557	13.5%	16,370	18,927	(16,370)
Total Private Funded	\$0	\$557,950	\$97,773	\$3,247	\$101,020		\$456,930	\$183,078	(\$82,058)
Fiscal Agent Contracts									
Community Network	\$0	\$28,863	\$12,539	\$0	\$12,539	43.4%	\$16,324	\$22,030	(\$9,491)
Early Learning Coalition (ELC)	0	40,520	12,411	0	12,411	30.6%	28,109	8,601	3,810
Snake River Salmon Recovery Board (SRSRB)	0	361,376	72,174	60,786	132,960	36.8%	228,416	21,034	111,926
Bonneville Power Administration (SRSRB)	0	249,661	53,760	4,718	58,478	23.4%	191,183	11,523	46,955
Total Fiscal Agent Contracts	\$0	\$680,420	\$150,884	\$65,504	\$216,388		\$464,032	\$63,188	\$153,200
Grand Total of All Grants & Contracts	\$0	\$11,688,618	\$2,394,856	\$368,549	\$2,763,405	23.6%	\$8,925,213	\$990,636	\$1,772,769

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: October 12, 2016
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Human Resources Update

Labor Relations

Negotiations are complete and a contract ratified with our classified staff exclusive bargaining representative WPEA. The contract is to be effective 7/1/17 – 6/30/19. It has been submitted to the legislature for approval and includes cost of living increases of 2 percent on 7/1/17, 7/1/18 and 1/1/19.

We have completed negotiations with our faculty exclusive bargaining representative Walla Walla Community College Association for Higher Education. The proposed Memorandum of Understanding will be discussed with the Board of Trustees in Executive Session.

Retirements/Resignations/Separations, September 2016

Dawn Carrara, Program Assistant, Early Childhood Education
Anne Nelson, Business Instructor, Arts & Sciences
Pavel Semenko, Job Shop Coordinator, Workforce Education

Current Recruitments

- 1) Secretary Senior, Student Development Center
- 2) Secretary Senior, Arts & Sciences
- 3) Program Assistant, Cyclic, Early Childhood Education
- 4) Intermediate Accountant, Business Services
- 5) Payroll & Benefits Specialist, Business Services
- 6) Assistant Director of TRiO, Student Development Center
- 7) HVAC Instructor, Coyote Ridge Corrections Center
- 8) English Faculty, Tenure Track, Arts & Sciences
- 9) HVAC Instructor, Coyote Ridge Corrections Center
- 10) Purchasing Manager, Business Services

Walla Walla Community College Annual Security Report



2015

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Annual Reporting of Crime Statistics

In 1998, the Federal Government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This law requires that colleges and universities receiving federal funding disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics, the act requires timely warnings of criminal activity to the campus community as well as the disclosure of various campus policies. For more information on this legislation, please visit the Clery website at www.clerycenter.org. This report is prepared in cooperation with Student Affairs, Business Services (Risk Reporting), and local law enforcement agencies. Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies. Each year, an email notification is made to all WWCC enrolled students and employees that provides the web site to access this report.

Campus Safety and Security Education

Information on personal safety, crime prevention, reporting, and campus regulations are shared with students through New Student Orientation and via a yearly email notification. The online training provided to students is available 24-7 via web access. Similar information is presented to new employees and access information is shared via email from Human Resources. The Safety and Security Committee and/or designee also meets with campus departments and personnel to assist with planning related to crime prevention, safety, and security. The Safety and Security Committee meetings are open to the college community and welcome interested campus groups, student organizations, and others to discuss similar issues. All crime prevention education materials are also shared through the [New Employee Safety Orientation](#) and additional information can also be obtained by accessing the [Walla Walla Police Department Crime Prevention](#) website. WWCC provides a wide range of training opportunities for students, employees, and members of the community to participate in. These training materials can be found on the [Campus Safety and Security Training](#) website.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware and responsible for their own security and the security of others. Students and employees must also be aware of their responsibility to protect their personal property and property belonging to the college. Information is disseminated to students and employees through crime prevention awareness pamphlets, e-mails, security alert posters, displays, articles in the student newspaper, and specific student awareness programs. When time is of the essence, information is released to the college community through emergency notifications, timely warnings, and security alerts posted prominently throughout campus.

Incident Reporting & Timely Warnings

WWCC encourages all incidents to be reported in a timely fashion. The College community may report any incident that may have occurred on WWCC campus to any responsible employee. A *responsible employee* is any College employee who: has the authority to take action to redress misconduct; has been given the duty of reporting incidents of misconduct; or that could be reasonably perceived by students to have this authority or duty.

Incidents (including crimes and emergencies) should be reported to the following offices:

Walla Walla Campus	
Sherry Hartford , Vice President of Human Resources <i>Serves as WWCC Title IX Coordinator</i> Email: sherry.hartford@wwcc.edu Phone: (509) 527-4603	Jose E. da Silva , Vice President of Student Affairs <i>Serves as WWCC Title IX Deputy and Section 504</i> Email: jose.dasilva@wwcc.edu Phone: (509) 527-4300
Additional Contact Information: Campus Facility Contact: (509) 527-4686 (<i>Assistance provided M-F 8:00 AM – 5:00 PM</i>) Campus Safety Escorts after 5:00 PM: (509) 522-2500 or dial “0” from campus phones	
Clarkston Campus	
Chad Miltenberger , Interim Dir. of Clarkston Campus <i>Serves as Title IX Deputy</i> Email: chad.miltenberger@wwcc.edu Phone: (509) 758-1711	Katie Peterson , Clarkston Campus Manager Email: katie.peterson@wwcc.edu Phone: (509) 758-1701
Additional Contact Information: Campus Facility Contact: (509) 758-1711 or (509) 758-1703 (<i>Assistance provided M-F 8:00 AM – 5:00 PM</i>) Campus Safety Escorts after 5:00 PM: (509) 780-1125	

For emergency situations, please dial 911 (9-911 if using campus phone system). All emergencies should also be reported to the WWCC Facility Services Office at (509) 527-4686.

Timely Warnings

In the event that a situation arises on campus that in the judgment of the College President, Public Information Officer, Vice Presidents, and/or Director of Facility Services, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college email system and the emergency notification system to students and employees. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community, the notice may also be posted on the College’s website at www.wwcc.edu.

Per the Clery Act, timely warnings can be issued for the following crimes if: (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to WWCC students, employees, and/or visitors, and (3) the crime occurred on campus, in or on non-campus buildings or property owned by WWCC, or on public property that is within the campus or immediately adjacent to campus:

- Sex Offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft
- Arrests or Referrals for Disciplinary Action for Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession

- Hate Crimes, including the following listed below if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability:
 - Any crime listed above, as defined by the Clery Act;
 - Crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property; or
 - Any other crime involving bodily injury

A timely warning may be issued for any other crime or incident as deemed necessary or appropriate. The [Timely Warning Notification Policy](#) may be accessed through the College website.

Voluntary Confidential Reporting

If you are the victim of a crime on campus and do not want to pursue action within the College system or the criminal justice system, you may still consider making a confidential report. With your permission, the College will file a report on the details of the incident without revealing your identity to the public. Depending on the severity of the incident, the College may determine to proceed with an investigation if the reported offense has the potential to significantly impact the College or others within the College community. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. See the [Non-Discrimination & Harassment Grievance Procedure](#) for reference.

Confidential Reporting to a College Counselor

You are encouraged to speak to the counselors located in the Student Development Center at WWCC to report any incidents involving misconduct, sexual or non-sexual. Student/Client confidentiality is protected under Washington law ([RCW 18.225.100](#)) and information cannot be released except ([RCW 18.225.105](#)):

1. With the written authorization of that person or, in the case of death or disability, the person's personal representative;
2. If the person waives the privilege by bringing charges against the person licensed under this chapter;
3. In response to a subpoena from the secretary. The secretary may subpoena only records related to a complaint or report under [RCW 18.130.050](#);
4. As required under chapter [26.44](#) or [74.34 RCW](#) or [RCW 71.05.360](#) (8) and (9); or
5. To any individual if the person licensed under this chapter reasonably believes that disclosure will avoid or minimize an imminent danger to the health or safety of the individual or any other individual; however, there is no obligation on the part of the provider to so disclose.

See [Counseling Disclosure of Information Policy](#) for reference.

Emergency Response and Evacuation Procedures

WWCC's [Emergency Action Plan \(EAP-Clarkston Campus\)](#) and [Emergency Procedures Handbook \(EPH-Clarkston Campus\)](#) includes information about operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. WWCC conducts emergency response exercises each year and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Incident Commander or his/her designee and emergency services as deemed appropriate and work together to manage the incident. Depending on the nature of the incident, other WWCC departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for WWCC can be found in the [Emergency Action Plan \(EAP-Clarkston Campus\)](#) and is publicized via email notification to the campus community annually. If WWCC confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WWCC community, the College President, PIO, Vice Presidents and/or Director of Facility Services will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the WWCC community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The College President, PIO, Vice Presidents and/or Director of Facility Services will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the WWCC community, the college has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the WWCC campus community. These methods of communication include phone calls, emails, and text messages. Individuals can sign up for this service on the [Campus Safety and Security Alerts](#) website.

Facility Security and Access

During business hours, the College will be open to students, employees, and the community. During non-business hours, access to all college facilities is by key. Emergencies may necessitate changes or alterations to any posted schedules. Facility Services employees are alert to any breaches of security observed during the normal course of their duties. The buildings and grounds are periodically patrolled and breaches of security are reported to Facility Services. Individuals violating the building use rules adopted by the College may be subject to disciplinary proceedings and/or criminal prosecution. WWCC has no resident facilities and buildings are locked when the campus and grounds are closed and/or when the building is not used.

Although WWCC does not have campus law enforcement personnel, close coordination with local law enforcement agencies is maintained on a 24-hour basis. Local law enforcement agencies communicate regularly on the scene of incidents that occur in and around the College and exchange information as deemed necessary. In addition, security cameras are installed in and around college facilities. Presently, WWCC is in the process of finalizing a written memorandum of understanding between the College and local law enforcement agencies to formalize a commitment to work together to provide support required to aid in the prevention and resolution of sexual assault at the College.

Drug and Alcohol Policies

Drug and alcohol dependency is a very serious problem for abusers and their families. Confidential help is available from counselors located in the Student Development Center, in addition to various resources within the Walla Walla community. Information on referral, assessment, support groups, and treatment services may be found on the [WWCC Counseling Resources](#) website.

The College maintains a drug and alcohol free environment in accordance with Federal and State policies, in addition to a [Tobacco Free Campus](#). In accordance with the [Student Code of Conduct Policy](#), student discipline may be imposed for violation of the following alcohol and drug related offenses:

- The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, in classrooms, buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, parking lots, or any other college property or premises;
- The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, at any college sponsored activity, on or off campus;
- Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication;
- Violation of other College policy while under the influence of alcohol;
- Other violations of any College alcohol policies;
- Intent to or the actual possession, use, sale, manufacture and/or consumption of alcohol may only be allowed as part of the requirements of an academic program or with prior approval from the college President or designee.
- The use, possession, manufacture, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in [RCW 69.41](#), or any other controlled substance under [RCW 69.50](#), except as prescribed for a student's use by a licensed practitioner;
- The use or possession of prescription drugs or medications belonging to another person;
- The misuse or abuse of prescription drugs or medications;
- The manufacture, transmission, or sale of an illegal drug, controlled substance, prescription drug or medication, or other prohibited substances described in [RCW 69.41](#);

- The use, possession, control, manufacture, transmission, or sale of drug paraphernalia; The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form.

See additionally WWCC's [Drug Free Workplace Policy](#) and [Alcohol and Controlled Substance Testing Program Policy](#) applicable to employees and campus visitors.

Sex Offenses and Registered Sex Offenders

WWCC educates the college community about sexual assaults and date rape through online training available 24-7. Literature on date rape education, risk education, and College response is available through the Student Development Center.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. WWCC strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Incidents should be reported directly to local law enforcement and/or to the WWCC Title IX officer and/or to a student counselor. Filing a report with college personnel will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the [Student Code of Conduct Policy](#) and in the [Student Conduct Process](#). A student found responsible for violating the College's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

In accordance with the [Student Conduct Process](#), WWCC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, WWCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974, WWCC provides links to the Walla Walla and Asotin County Sheriff's Office Sex Offender Registries on the [Student's Right to Know and Campus Security](#) website. Information concerning registered sex offenders in the Walla Walla and Clarkston valleys can also be obtained at the [Washington Association of Sheriffs and Police Chiefs](#) website. Any questions can be directed to the Walla Walla County Sheriff's Office at (509) 524-5400 or the Asotin County Sheriff's Office at (509) 243-4717.

In the state of Washington, sex offenders who are enrolled in a public or private institution of higher education are required to notify the local county sheriff's office immediately. The Vice President of Student Affairs at WWCC provides information to departments on campus of any Level 3 sex offenders who are registered students. Use of this public information to threaten, intimidate, or harass sex offenders will not be tolerated by the College or law enforcement agencies. In addition, any student violating this provision could be subject to disciplinary action pursuant to the [Student Code of Conduct Policy](#).

Violence Against Women's Act (VAWA)

The Violence Against Women's Act (VAWA) is a federal law enacted to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault, and stalking and has imposed new reporting requirements. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The VAWA provision adds **domestic violence**, **dating violence**, and **stalking** to the categories. If the incident was reported to a campus authority or local police agency, it must be reported under Clery.

The following describes each of the new reportable offenses:

- **Domestic Violence** - asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Washington laws provide protection to people who are subjected to abuse. Washington law defines domestic violence as: physical harm, bodily injury, assault, including sexual assault, stalking, or the infliction of fear of imminent physical harm, bodily injury or assault. This includes a wide variety of abusive behavior. Pushing, shoving, hitting, slapping, biting, choking or other conduct which causes harm or puts you in fear of being hurt can be domestic violence. These actions must occur between family or household members. Under the domestic violence law, this includes:

- Spouses;
- Former spouses;
- Persons who have a child in common - whether or not they have been married or have lived together at any time;
- Adult persons related by blood or marriage;

- Adult persons residing together now or who have resided together in the past who reside together now or have in the past;
 - Persons 16 years of age or older who are residing together now or have resided together in the past and who have or had a dating relationship;
 - Persons 16 years of age or older who have or had a dating relationship;
 - Persons who have a biological or legal parent-child relationship, including step-parents and step-children and grandparents and grandchildren.
- *Dating Violence* - violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction between the persons involved in the relationship.
 - *Stalking* - Intentional and repeated harassment or following of another person which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

WWCC's [Student Code of Conduct Policy](#) prohibits dating violence, domestic violence, sexual assault, and stalking as they are defined for purposes of the Clery Act and also prohibits the following: assault, physical abuse, verbal abuse, threat, intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.

Annual Crime Report Statistics

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, WWCC prepares and distributes campus crime statistics annually for the most recent three-year period for Clery Act crimes, VAWA offenses, and arrests/referrals for disciplinary action for weapons, drug abuse, and liquor law violations.

The annual crime statistics are compiled from data provided by local law enforcement agencies and campus authorities in both the Walla Walla and Clarkston valley's. If you have questions regarding the statistics published in this report, please contact the Vice President of Student Affairs at Walla Walla Walla Community College.

The Hierarchy Rule

Per Clery Act requirements, when counting multiple offenses, WWCC uses the FBI's Uniform Crime Report Hierarchy Rule. This rule requires the College to count only the most serious offense when more than one offense was committed during a single incident. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant.

Beginning with the most serious offense, the following list shows the hierarchy for Clery Act reporting:

1. Murder and Non-negligent Manslaughter
2. Negligent Manslaughter
3. Forcible Sex Offenses
4. Non-Forcible Sex Offenses
5. Robbery
6. Aggravated Assault
7. Burglary
8. Motor Vehicle Theft
9. Arrests
10. Referrals for Disciplinary Action

Summary of Crime Reported at WWCC 2013-2015	2013		2014		2015	
	Walla Walla	Clarkston	Walla Walla	Clarkston	Walla Walla	Clarkston
Aggravated Assault	0	0	0	0	0	0
Arrests for Liquor Law Violations	0	0	0	0	0	0
Arrests for Drug Abuse Violations	0	0	0	0	0	0
Arrests for Weapons Violations	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	1	0	1	0	0	0
Dating Violence			0	0	0	0
Domestic Violence			0	0	0	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referral - Weapons Violations	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	1	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter						
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Stalking			1	0	3	0
Statutory Rape	0	0	0	0	0	0
Total Offenses	1	0	4	0	4	0

All incidents reported occurred on-campus property as opposed to other Clery Act reportable geographic locations. **There were no reported Hate Crimes for the years 2013, 2014, or 2015.**



Walla Walla Community College

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

Tab 8

Timely Warning Notification Administrative Policy

Policy Background/Purpose

Walla Walla Community College is committed to ensuring the safety of faculty, staff, students and campus visitors. In the event that a situation arises on campus that, in the judgment of the College President, Public Information Officer, Vice Presidents, and/or Director of Facility Services, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college email system and the emergency notification system to students, employees, and campus visitors. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the notice may also be posted on the College's web site at: www.wwcc.edu

Authority

In 1998, the Federal Government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This law requires that universities and colleges receiving federal funding disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics the act requires timely warnings of criminal activity to the campus community as well as the disclosure of various campus policies. For more information on this legislation, please visit the Clery Web Site at <http://www.clerycenter.org>.

Scope of Policy

This policy applies to faculty, staff, students and campus visitors.

Policy

Per the Clery Act, timely warnings can be issued for the following crimes, if (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to WWCC students, employees, and/or visitors, and (3) the crime occurred on campus, in or on non-campus buildings or property owned by WWCC or on public property that is within the campus or immediately adjacent to campus:

- Sex offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated assault
- Burglary
- Arson
- Motor vehicle theft
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including the following listed below, if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability:
 - Any crime listed above, as defined by the Clery Act,
 - Crimes of larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, or
 - Any other crime involving bodily injury

A timely warning may be issued for any other crime or incident as deemed necessary or appropriate.

Policy Contact: Vice President of Student Affairs	
President Approval on: 9 / 30 / 2016	Last Reviewed/Revised on: ____/ ____/ ____
Applicability: This policy applies to all WWCC students, faculty, staff, and campus visitors.	

Dr. Derek Brandes, President



Walla Walla Community College

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

DATE: October 13, 2016

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Fall Quarter 2016 Enrollment Report

Attached is the Interim Enrollment Report for Fall Quarter, 2016. The attached report presents enrollment by funding source: state funded, contract enrollment, and self-support. In those tables, 2015-16 enrollment data cites finalized enrollment for that year/quarter. Data for the 2016-17 academic year is either finalized or "live".

- State funded enrollment is currently 2,645.3 FTEs, down -8.8% or -255 FTEs from the **close** of Fall Quarter 2015. Unduplicated headcount is currently 3,629, down -336 or -8.5% from last fall.
- Contract enrollment, which includes corrections education, is reporting 1,139.3 FTEs, down -101.7 FTEs or -8.2% from the **close** of last Fall Quarter. Corrections is reporting 1,072.5 FTEs, which is down -110.3 FTEs or 9.3% from last year.
- Self-support enrollment is currently reporting 26.5 FTEs, down -6.9 FTEs or 20.5% from the **close** of Fall Quarter 2015.
- Running Start is reporting 163.4 FTEs, up 27.2 or 20% from the **close** of last Fall Quarter. AEP is reporting 80.2 FTEs, down -17.3 FTEs or -17.7% from the **close** of last Fall Quarter.

Interim Fall Enrollment Board Report

October 12, 2016

State Supported FTE Enrollment 2016-17

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	15-16 Final	16-17 Final	Nom Change	% Change	15-16 Final	16-17 To- Date	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change
C Prof. Tech	55.1	46.5	-8.6	-15.7%	247.5	243.0	-4.5	-1.8%	244.9				246.6				264.7			
D Transitional	71.3	64.5	-6.8	-9.6%	380.0	288.4	-91.6	-24.1%	501.3				280.7				411.1			
H Extended Learning	175.6	194.8	19.2	10.9%	298.6	293.5	-5.1	-1.7%	325.8				327.1				375.7			
J Clarkston	65.3	52.9	-12.4	-19.0%	294.4	226.3	-68.1	-23.1%	265.7				259.1				294.8			
K Academic Transfer	91.9	95.4	3.5	3.8%	869.1	777.6	-91.5	-10.5%	801.3				717.7				826.7			
M Nursing/Allied Health	96.4	85.5	-10.9	-11.3%	264.7	266.8	2.1	0.8%	270.2				282.3				304.5			
P Business/Entre	103.5	89.5	-14.0	-13.5%	321.5	329.8	8.3	2.6%	336.2				298.6				353.3			
R Ag/Water/Energy	55.8	68.8	13.0	23.3%	224.5	220.0	-4.5	-2.0%	234.2				217.6				244.0			
Total	714.9	697.8	-17.1	-2.4%	2900.2	2645.3	-255.0	-8.8%	2979.7				2629.7				3074.8			

Contract FTE Enrollment 2016-17

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	15-16 Final	16-17 Final	Nom Change	% Change	15-16 Final	16-17 To- Date	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change
Total DOC	1139.7	1028.39	-111.31	-9.8%	1182.8	1072.5	-110.3	-9.3%	1160.9				1197.9				1560.4			
Other Contract	0.8	0.4	-0.4	-50.0%	58.2	66.9	8.7	14.9%	57.4											
Total Contract	1140.4	1028.79	-111.61	-9.8%	1241.0	1139.3	-101.66	-8.2%	1218.3				1223.2				1607.6			

Self-Support/Community Service FTE Enrollment 2016-17

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	15-16 Final	16-17 Final	Nom Change	% Change	15-16 Final	16-17 To- Date	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change
Total Self-Support	39.9	43.0	3.14	7.9%	33.4	26.5	-6.9	-20.5%	13.3				31.0				39.2			

Unduplicated Headcount 2016-17

State Support	2300	2325	25	1.1%	3965	3629	-336	-8.5%	4086				3990							
Contract	1694	1469	-225	-13.3%	1737	1407	-330	-19.0%	1722				1650							
Self-Support																				
Undup Headcount	3994	3794	-200	-5.0%	5702	5036	-666	-11.7%	5808				5664							

Running Start and AEP FTE Enrollment 2016-17

	15-16 Final	16-17 Final	Nom Change	% Change	15-16 Final	16-17 To- Date	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change	15-16 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					136.2	163.4	27.2	20.0%	133.8				127.2				134.9			
AEP "billable" FTEs					97.5	80.2	-17.3	-17.7%	88.8				85.5				90.6			



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Tab 10

MEMORANDUM

TO: WWCC Board of Trustees

DATE: October 12, 2016

FROM: Derek Brandes, President

RE: 2017 WWCC Board of Trustees Meeting Schedule – First Reading

The following represent the proposed dates for the 2017 Walla Walla Community College Board of Trustees meeting schedule. This schedule is for your review only and, with your approval, will be placed on the Consent Agenda for the November 30, 2016 Board Meeting. Thank you.

Date	Time	Location
Wednesday, January 18, 2017	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, February 15, 2017	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, March 15, 2017	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, April 19, 2017	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Clarkston Campus
Wednesday, May 17, 2017	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, June 28, 2017	9:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, July 19, 2017	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, August 16, 2017	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, September 20, 2017	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, October 18, 2017	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, November 15, 2017	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, December 20, 2017	1:00 p.m. Board Meeting	WWCC Walla Walla Campus