



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
500 Tausick Way; Walla Walla, WA
Wednesday, November 30, 2016

11:00 a.m. – Study Session

1:00 p.m. – Board Meeting

All Times Are Estimates

Study Session

- | | | | |
|-------------------|---|----------------|--------------|
| 11:00 a.m. | Call to Order | | |
| | Approval of Agenda | Action | |
| | <i>Dr. Roland Schirman, Chair</i> | | |
| | Corrections Education Report | Discuss | |
| | <i>Ms. Loretta Taylor, Ms. Melissa Andrewjeski, and
Mr. Brent Caulk</i> | | |
| 11:30 a.m. | Facility Master Plan Presentation | Discuss | Tab A |
| | <i>Mrs. Davina Fogg, Mr. Shane Loper and
ALSC Architects</i> | | |
| 12:40 p.m. | Break | | |

All Times Are Estimates

Board Meeting

- | | | | |
|------------------|--|----------------|--------------|
| 1:00 p.m. | Introductions | Discuss | Tab 1 |
| | <u>Brent Caulk</u> | | |
| | • Isabel Cervantes, Administrative Assistant 3 to the Dean of Education, WSP | | |
| | <u>Debra Erikson</u> | | |
| | • Cathy Goodall, Program Coordinator | | |
| | <u>Davina Fogg/Sue Willis</u> | | |
| | • Augusto Epa, Payroll & Benefits Specialist | | |
| | • Lori Peterson, Fiscal Analyst 3 | | |
| | <u>Richard Middleton-Kaplan</u> | | |
| | • Laura Wooster, Secretary Senior, Arts & Sciences | | |

All Times Are Estimates

Melissa Thiessen

- Caitlin Charnley-Ovens, Digital Media Technician
- Michael Dewey, Outreach Specialist

Kristi Wellington-Baker

- Katrina Schaeffer, Secretary Senior, Student Development Center

1:15 p.m.	Consent Agenda <i>Dr. Schirman</i>	Action	
	1. Approval of Minutes		Tab 2
	2. Personnel Update		Tab 3
	3. WWCC Board of Trustees 2017 Board Meeting Schedule		Tab 4
	4. Enrollment Report		Tab 5
1:20 p.m.	Oral Reports	Discuss	
	• Budget Status Report <i>Mrs. Fogg</i>		Tab 6
	• Associated Student Body Activity Report - Walla Walla Campus <i>Ms. Beth Meyer, President</i>	Discuss	
	• Achieving the Dream <i>Ms. Karen Kirkwood, Dr. Nick Velluzzi</i>	Discuss	
1:50 p.m.	President's Report <i>Dr. Derek Brandes</i>	Discuss	
	• Results of Audit > Recognize Davina Fogg, Sue Willis, Lori Carambot		Tab 7
2:00 p.m.	Board Reports/Remarks	Discuss	
	• Process for Evaluation of President		
	• ACT Fall Conference		
2:20 p.m.	New and Unscheduled Business		
2:25 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>		
2:40 p.m.	Adjourn		

November 7, 2016 (REV 11/17/16)

Tab A 203 North Washington
Suite 400
Spokane, WA 99201

Walla Walla Community College
500 Tausick Way
Walla Walla WA 99362

509.838.8568
fax 509.458.3710

ATTN: Davina Fogg
Financial and Administrative Services
davina.fogg@wwcc.edu

6500 Mineral Drive
Suite 101
Coeur d'Alene, ID 83815

RE: Walla Walla Community College
Board of Trustees Master Plan Workshop, November 30, 2016

208.676.8292
fax 509.458.3710

Dear Davina:

At the workshop, we will be seeking comment from the Board of Trustees on the 2014 Master Plan. This input will help guide us as we proceed with the 2017 Master Plan Update for the Walla Walla campus. Attached are the 11 Design Principles that led to the planning concepts found in the 2014 Master Plan.

www.alscarchitects.com

During the workshop, we will ask Board Members to confirm that each of these Design Principles are still valid or if they need modified. In addition, we would like the Board to weigh in on the following three questions:

1. Science and Technology Building – This proposed facility is closely connected to the programs in the existing main building. What do you feel are the important factors to be considered when locating the building?
2. Student Recreation Building – The students have voted to have a new student recreation center on Campus. What do you feel are the important factors to be considered when locating this building?
3. Student Housing – The possibility of student housing is under consideration. What do you feel are the important factors to be considered when locating student housing?

Since we have limited time with the Board at the workshop, we are requesting the Board have the opportunity to review the 2014 Master Plan, the Design Principles, and these three questions before the workshop. During the workshop, we will facilitate a discussion on each of these points and record the comments to help guide the 2017 Master Plan Update.

Please let me know if you have any questions.

Sincerely,



Jeffrey J. Warner, AIA

JJW:tmb:2016-053

Attachment

DESIGN PRINCIPLES – Walla Walla Campus Master Plan

1. Embrace & Preserve Natural Landscapes

One of the unique features of the WWCC Campus is the presence of Titus Creek and its riparian landscape as well as Mill Creek. Future development should take advantage of these assets as well as maintaining views to the Blue Mountains.

2. Connect to Titus Creek

Future buildings and pathways should provide visual links to Titus Creek and its natural riparian landscape to help it become a stronger part of the campus experience and WWCC's identity.

3. Preserve Central Parking & Distribute Future Parking

The existing fan shaped parking is an iconic element of the campus. It was determined that it should remain with landscaping and safe pedestrian pathways added. Future parking lots should be dispersed in and around campus buildings and their presence obscured by landscaping.

4. Future Campus Buildings to Front Campus Drive

Campus Drive is envisioned as the spine that links the campus buildings together. Extending Campus Drive to the east will provide a better connection to the John Deere Center and the Water Center as well as making them easier to find by first time visitors. Future buildings should have entries that are visible from Campus Drive.

5. Entrepreneurial / Community Outreach Buildings Face Isaacs Avenue

With the locations of the Center for Enology & Viticulture, Auto Training Center and the Technology Skill Center, Isaacs has become the public face of the campus. Future buildings that serve programs such as hospitality and the Entrepreneurial Center and others that have a community outreach component should also face Isaacs Avenue. This will make them easy to find for potential users/customers.

6. Main Building Stays Campus Center

As the campus grows, some functions currently housed in the Main Building will need to move out. It is recommended that Administration and Student Services such as financial aid, the bookstore, cafeteria and library remain in the building. These functions can expand in the building over time as academic classrooms move out. This will help retain the building's role as the campus center.

7. “Greening” Overall Campus

The current campus does not have a consistent level of landscaping throughout. The college should seek opportunities to add landscaping along roadways, pedestrian pathways and in parking lots.

8. Sustainable Site Design

As the campus is developed and grows, sustainable site concepts should be implemented. These include, but are not limited to shading asphalt with trees, controlling light pollution, treatment of storm water run-off, utilizing native plants for landscaping and preserving open space.

9. Encourage Healthy Behavior

The WWCC Strategic Plan lists wellness as a strategy. Campus planning can affect this goal by providing safe, pleasant and convenient pedestrian pathways throughout. When done well, this will encourage walking over driving as a means to get around the campus.

10. Stay Current with Changing Technology

New opportunities to use technology for improved delivery of quality education are constantly emerging. All future campus development and growth should provide the flexibility to include these technologies as they become available.

11. Maintain Existing Campus Entry

The existing campus entry off Tausick Way was determined to be the optimum location for the formal entry to the campus. The area around the entry should be preserved for this function. It should be kept free of structures and enhanced landscaping and improved campus identity signage should be considered in the near future.



**Walla Walla Community College
Board of Trustees Meeting
November 30, 2016**

Introductions

Brent Caulk

- **Isabel Cervantes**

Please join me in welcoming Ms. Isabel Cervantes who joined Walla Walla Community College on October 13 as an Administrative Assistant 3 to the Dean of Education at Washington State Penitentiary. Prior to accepting this position, Isabel worked as an Executive Assistant to the General Manager at PACLAB Network Laboratories and an Executive Assistant for PAML (Pathology Associates Medical Laboratories) in Renton, Washington. She brings 11 years of professional experience to the WWCC team, as well as a wealth of additional skills. Isabel has her Bachelor's degree in Marketing and General Management from Eastern Washington University.

Debra Erikson

- **Cathy Goodall**

Cathy Goodall has accepted the position of Data Specialist for the Basic Food Employment & Training and WorkFirst programs effective October 1, 2016. Cathy began working at Walla Walla Community College in 1999 before taking a full-time secretary senior position in April of 2000. She has an Associate of Arts degree from Spokane Falls Community College and an AAAS Medical Administrative Assistant degree from WWCC.

Davina Fogg/Sue Willis

- **Augusto Epa**

Mr. Augusto Epa was appointed to the Payroll and Benefits Specialist position and started working at the College on November 7. He is a recent graduate of Walla Walla University with a Bachelor's degree in Accounting. Augusto gained experience in data analysis in the Alumni Relations & Advancement Office of University. He has a desire to learn and grow professionally and will be a great addition to the Payroll staff.

- **Lori Peterson**

Ms. Lori Peterson accepted the position of Intermediate Accountant effective November 1, 2016. She comes to us with over eight years of experience in the accounting profession; seven years was spent in various accounting roles for Key Technology in areas from accounts payable to fixed assets and general ledger work. While at the Walla Walla Housing Authority, Lori gained experience in governmental accounting. Lori graduated from the University of Phoenix with a Bachelor's degree in Accounting.

Richard Middleton-Kaplan

- **Laura Wooster**

Laura Wooster joined Walla Walla Community College on October 24 as the new Secretary Senior for Arts & Sciences. Laura's family recently moved to Walla Walla from north central Iowa where she was the Assistant to the Assistant Superintendent for a K-12 public school district. Prior to that, she served as an instructional designer and training developer with additional experience working in financial education. Laura's husband, Tim, and their three children – Owen (14), Max (13), and Claire (10), are enjoying the region's great weather and friendly people. Her hobbies include home decorating and remodeling and she's looking forward to their first home purchase in Washington to put her skills to use.

Melissa Thiessen

- **Caitlin Charnley-Ovens**

Our new Digital Media Technician is a familiar face to WWCC as Caitlin's former professional role was eLearning/Evening College Program Assistant. She is a proud WWCC alumnus; earning both an Associate in Arts degree and an Associate in Applied Arts and Sciences degree in Digital Design from WWCC. Caitlin has great technical skills and a passion for creativity. She is continuing work on her Bachelor's degree on line while also being a wonderful mom to her two sons, Christopher (12) and Brendan (8).

- **Michael Dewey**

As our new Outreach Specialist, Michael Dewey comes to WWCC with five years of professional experience in recruitment at Walla Walla University. A Washington native, Michael has a family of educators and a strong belief in the benefits of post-secondary education. He holds a Bachelor's degree in Public Relations with a minor in Marketing. He is active in the community and the proud husband of Serena and father of Kahleah (2 1/2) and Brynlee (3 months).

Kristi Wellington-Baker

- **Katrina Schaeffer**

Katrina Schaeffer joined the Student Development Center as the Secretary Senior on October 24. She brings with her a wide range of experiences, including the last ten years in administrative assistant work at Western Washington University. Prior to her tenure at WWU, she worked in the hospitality industry and served in the US Navy for ten years. As a veteran, she brings an eye for detail and a heart of service to the role. Katrina is eager to share her experiences and passion for higher education access with students, faculty, and staff alike. In her leisure time, she enjoys time with her family, bike riding, and knitting. Please join us in welcoming her to WWCC and the Walla Walla Valley.

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

October 19, 2016

The Board of Trustees of Community College District No. 20 met in regular session on October 19, 2016, in the Board Room of Walla Walla Community College. Dr. Schirman called the meeting to order at 1:00 p.m.

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

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
Mr. Jerry Anhorn, Dean, Workforce Education and Trades
Mr. Brent Caulk, Dean, Corrections Education WSP
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
Dr. Nick Velluzzi, Director, Planning, Research & Assessment

Also present: Ms. Caitlin Fleming, Assistant Attorney General
Mr. Bryan Ovens, Assistant Attorney General
Mrs. Stacy Prest, Director, Library Services
Ms. Jerri Ramsey, Recording Secretary

Approval of Agenda.

Mr. McQuary moved and Mrs. Fugman-Small seconded to approve the agenda for the October 19, 2016 Board of Trustees meeting as presented. *Motion carried.*

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

- Kaitlin Duke, Lead Preschool Teacher, Waitsburg
- Heather Markwalter, TRiO Navigator/Retention Specialist/Running Start Advisor -- Clarkston Campus
- Amanda Withers, Assistant Preschool Teacher, Waitsburg

Consent Agenda. Dr. Schirman pointed out the minutes of the September 21, 2016 had indicated Dr. Schirman's name for approval; however, as Mr. Sanchez was Chair of the Board of the September 21, 2016 meeting, the final document had been corrected.

Mr. Sanchez moved and Mr. McQuary seconded the consent agenda items be approved with the correction to the signature line of the September 21, 2016 Board Meeting minutes:

1) Approval of Minutes; 2) Title IX Policy; 3) Latino Student Access, Retention, and Completion Success Resolution; 4) Budget Status Report; and 5) Personnel Report. *Motion carried.*

Women's Basketball Team Community Service Presentation. Coach Bobbi Hazeltine and members of the women's basketball team provided highlights of their community service activities, including working at the DeSales Sausage Fest, for the Christian Aid Center, for the flag display for the WWCC Veterans Day Tribute, holding Mitten Drives and Breast Cancer Fundraisers, assisting at the annual AAUW Book Sale, and providing manicures and pedicures for the residents of Brookdale Senior Living.

Oral Reports.

- **Student Affairs**

1. **2015 WWCC Annual Security Report.** Mr. da Silva reviewed the federally-mandated 2015 Walla Walla Community College Annual Security Report; noting rather than including entire policies as in past years, the new format embedded a policy statement with a link to the full policy.

2. **Timely Warning Administrative Policy.** Mr. da Silva presented the Timely Warning Administrative Policy; noting this document is federally mandated and requires the college to send out a timely warning notification of criminal activity, as outlined by the Clery Act, to the campus community. Mr. da Silva reported Dr. Brandes had approved and signed this administrative policy on September 30, 2016.

3. **Associated Student Body Activity Report.** Angela Wakefield, Clarkston ASB President presented the Clarkston ASB officers: Amy Williams, Vice President of Activities; Tim Burnight, Vice President of Media and Technology; and Kayla Albee, Vice President of Business is not able to be here. Ms. Wakefield thanked Dr. Brandes for speaking at convocation and noted the barbecue held afterwards was very successful. In addition, Ms. Wakefield highlighted Clarkston ASB activities: Will be participating in the Christmas lighted parade; assisted at the

Rotary Riverfest family event; held an elections forum with the Honors Club; free movie night will be continued; will assist the Nursing Club with Trunk or Treat; will honor Veterans during the week of November 7-10; will be partnering with clubs to prepare Thanksgiving baskets for needy students. Ms. Wakefield also provided the Walla Walla ASB report, including: Very successful Warrior Expo held September 22; first outdoor movie night with over 200 in attendance; first Trivia Night that filled the Student Activity Center; sponsored a Disability Awareness event at the October 7 volleyball match; voter registration drive; will be meeting with student leaders from Whitman College and Walla Walla University; will be holding a Bingo night, Free Bowling, and a Trunk or Treat on Halloween.

- **Enrollment.** Dr. Velluzzi highlighted the Interim Fall Quarter 2016 Enrollment information, noting the enrollment numbers were in comparison to the close of the previous Fall Quarter, not date-to-date: State funded enrollment was at 2,645.3 FTE, down 255 FTE, or 8.8%; Contract enrollment was at 1,140 FTE, down 102 FTE, or just over 8%; Self-support enrollment was 26.5 FTE, down 7 FTE, or 20 1/2%; Running Start was up 20% at 163.4 FTE; and AEP was down 17.3 FTE, at 80.2 FTE. Dr. Velluzzi also reviewed the Fall Quarter enrollments from 2006-07 to current and Census Day enrollments compared to final Fall Quarter enrollments from 2011 to current.

President's Report.

- **Process for Trustees to Review Tenure Documents.** In response to the Board's request to have more time to review faculty tenure files, Dr. Brandes reported a secure site would be developed to house all tenure materials and the Trustees would be assigned access codes. Training would be provided at a future meeting and then as materials are up-dated, the Trustees would be notified.
- **Facility Master Plan.** Dr. Brandes reported on the meeting he, Davina Fogg, and Shane Loper had with representatives of ALSC Architects to review the initial proposal by ALSC for an update to the WWCC Facility Master Plan. The proposed cost was greater than anticipated; therefore, it was agreed to remove the Clarkston Campus from the first Facility Master Plan and create a separate Clarkston Campus Facility Master Plan the following year. Dr. Brandes also noted the Walla Walla plan would start with input from the Board of Trustees and then include community engagement sessions with both the internal and external College community.
- **Title IX Training.** Dr. Brandes reported over 750 College employees had completed the Title IX Policy required training.

- **Facility Usage.** Dr. Brandes reported on changes to the use of College facilities, i.e., while existing commitments to external groups contracted to use the College facilities for events would be honored, there would be a freeze on any new contracts. Dr. Brandes explained the need to control access to the campus from a safety and security aspect as well as to ensure classroom usage is for instruction vs. other activities, that any external activities are in line with state ethics laws, and to remove the Foundation office from the facility usage business so staff can focus on Foundation functions.

Board Reports/Remarks. Mr. Sanchez reported on the recent Audit Entrance Conference and indicated no findings were anticipated.

There was discussion on the new Campus Safety and Security position; Dr. Brandes reported the Selection Committee would be scheduling their first meetings and the position would be posted in the near future.

New and Unscheduled Business

- **WWCC Board of Trustees 2017 Board Meeting Schedule – First Reading.** Dr. Brandes presented the proposed WWCC Board of Trustees 2017 Board Meeting Schedule for first reading; noting the business portion of the meetings would begin at 1:00 p.m. and for those months with a study session scheduled, the study sessions would begin at 11:00 a.m. The schedule is to be placed on the consent agenda for the November Board meeting.

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 2:40 p.m. The Board returned to open session at 2:40 p.m. and Dr. Schirman reported no action had been taken during Executive Session.

MOU Between WWCC and AHE.

Mr. Sanchez moved and Mr. Burt seconded to approve the MOU between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, as presented and as made a part of these minutes. *Motion carried.*

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 2:45 p.m.

Derek R. Brandes, President

ATTEST:

Dr. Roland Schirman, Chair
Board of Trustees

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

Faculty Salary Improvement

Whereas the Legislature has enacted legislation that allows Walla Walla Community College (WWCC) the opportunity to improve faculty salaries, and

Whereas the funds are identified as a 1.8 percent Cost of Living Adjustment (COLA) and Turnover Savings, and

Whereas the parties previously earmarked 0.8 percent to defray the cost of enacting 2015-2016 salary improvements, and

Whereas the parties previously agreed to reopen negotiations in 2016-17 (subject to legislative authorization) solely for the purpose of applying Turnover Savings and the remaining 1 percent of the COLA, and

Whereas the parties previously agreed that no Local Funds would be on the table for negotiations during 2016-17, and

Whereas there is a need for minor edits to some articles of the contract to clarify the parties intentions, and

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

Therefore, the Association of Higher Education and the Board of Trustees hereby enter into this memorandum of understanding for the 2016-2017 academic year (effective 7/1/2016):

- Two (2) additional steps will be added to the full-time faculty salary schedule (Steps 14D and 15A); and,
- One (1) Seniority increment will be awarded to each full-time faculty employed as such during the 2015-16 academic year; and
- An across the board 0.688 percent COLA will be added to each step of the full-time faculty salary schedule; and
- Professional Improvement Units (PIU's) earned this year will not be funded, however they remain "earned" and may be funded at a future date (subject to future negotiations); and,
- A 1.0 percent COLA will be applied to the Part-time, Moonlight/Overload faculty salary schedule in Modes 1, 2, 3, 4, and 5.

As such, Appendix C will be as follows effective 7/1/2016:

Appendix C: Full-time Faculty Salary Schedule

STEP	SALARY (176-DAYS)	DAILY RATE	STEP	SALARY (176-DAYS)	DAILY RATE	STEP	SALARY (176-DAYS)	DAILY RATE
3A	\$ 51,011	\$ 289.83	7A	\$ 56,102	\$ 318.76	11A	\$ 61,192	\$ 347.68
B	\$ 51,330	\$ 291.65	B	\$ 56,419	\$ 320.56	B	\$ 61,510	\$ 349.49
C	\$ 51,648	\$ 293.45	C	\$ 56,739	\$ 322.38	C	\$ 61,829	\$ 351.30
D	\$ 51,965	\$ 295.26	D	\$ 57,056	\$ 324.18	D	\$ 62,147	\$ 353.11
4A	\$ 52,283	\$ 297.06	8A	\$ 57,376	\$ 326.00	12A	\$ 62,464	\$ 354.91
B	\$ 52,603	\$ 298.88	B	\$ 57,691	\$ 327.79	B	\$ 62,784	\$ 356.73
C	\$ 52,920	\$ 300.68	C	\$ 58,011	\$ 329.61	C	\$ 63,101	\$ 358.53
D	\$ 53,240	\$ 302.50	D	\$ 58,328	\$ 331.41	D	\$ 63,419	\$ 360.34
5A	\$ 53,555	\$ 304.29	9A	\$ 58,648	\$ 333.23	13A	\$ 63,737	\$ 362.14
B	\$ 53,875	\$ 306.11	B	\$ 58,965	\$ 335.03	B	\$ 64,056	\$ 363.96
C	\$ 54,192	\$ 307.91	C	\$ 59,283	\$ 336.84	C	\$ 64,374	\$ 365.76
D	\$ 54,512	\$ 309.73	D	\$ 59,601	\$ 338.64	D	\$ 64,693	\$ 367.57
6A	\$ 54,829	\$ 311.53	10A	\$ 59,920	\$ 340.45	14A	\$ 65,011	\$ 369.38
B	\$ 55,147	\$ 313.33	B	\$ 60,238	\$ 342.26	B	\$ 65,328	\$ 371.18
C	\$ 55,466	\$ 315.15	C	\$ 60,555	\$ 344.06	C	\$ 65,646	\$ 372.99
D	\$ 55,784	\$ 316.95	D	\$ 60,875	\$ 345.88	D	\$ 65,965	\$ 374.80
						15A	\$ 66,282	\$ 376.60

Appendix D will be as follows:

Appendix D: Part-time, Moonlight/Overload Faculty Salary Schedule

Mode of Instruction	Full enrollment and overload rate	Benefits Eligible for 3 years full enrollment rate	Low enrollment rate
1 Lecture	\$59.90	\$62.95	\$48.20
2 Lecture/Lab	\$52.25	\$54.85	\$42.15
3 Lab	\$45.55	\$47.90	\$37.65
4 Clinical	\$41.05	\$43.10	\$37.65
5 Other	\$25.40	\$26.75	\$25.40

And the below Articles will be modified as follows:

Article 29.4.A.3

Select two peer evaluators, if probationary faculty. One evaluator shall be qualified to evaluate the discipline related course content (e.g. the faculty member's division chair or department lead, or a member of the faculty member's unit). The other evaluator shall be an instructor from any area of the college.

Article 29.4.A.4

Select one peer evaluator, if tenured or annual special funding faculty.

Article 29.5.A.1

- a) During the first quarter of the probationary faculty member's first year, he or she will meet with the Chair of the Tenure Committee to review the tenure process according to Article 33.4.A.

Article 30.6

H. A maximum of six (6) PIUs in this category may be earned in a three (3)-year compliance period. An employee shall not exceed three (3) PIUs in any one area of specialization in the same three (3)-year compliance period.

Article 30.8 Curriculum Development outside Contractual Obligations

B. Not more than three (3) PIUs may be earned in any one academic year.

Article 30.9

G. There is no limit to the number of PIUs that may be earned in this category, but there is a maximum of three (3) PIUs on any one subject in a three (3)-year compliance period.

Article 30.11

D. For each quarter in which a faculty member has an honor student or students enrolled in an honors module, the faculty member will earn one (1) PIU limited to no more than three (3) PIUs per compliance period or consecutive block of 15 PIUs.

Article 30.13

C. Not more than three (3) PIUs may be earned in this category per three (3)-year compliance period.

Article 33.4.A

... Upon referral by the President, the Chair of the Tenure Review Committee shall review the tenure process with probationary faculty.

Article 38.3

- B. Increments can be earned by:
1. Successfully completing an additional year of employment.
 2. Earning nine (9) Professional Improvement Units

Memorandum of Understanding
October 19, 2016
Page 4 of 4

And Appendix B: Lay-Off Units, Main Campus, will be amended to add an additional lay-off unit as follows:

48. Human Services

For the Employer:

Dr. Roland Schirman

Date

For the Union:

Dr. Ruth Russo

Date

WALLA WALLA COMMUNITY COLLEGE

Tab 3

MEMORANDUM

DATE: November 22, 2016

TO: Board of Trustees

FROM: Sherry Hartford, Vice President of Human Resources

SUBJECT: Human Resources Update

Washington's New Minimum Wage Law

The passage of Initiative Measure 1433 will increase the state-wide minimum wage to \$11.00/hr effective January 1, 2017 with yearly increases to \$13.50 by January 1, 2020. Additionally, beginning January 1, 2018 all Washington employers will be required to provide every employee mandated paid sick and safe leave.

Benefits Update

In October, Administrative Exempt employees voted to keep their 1% VEBA (HRA) salary reduction in place for 2017.

November is open enrollment month during which time employees are able to change health insurance plans. A copy of the 2017 employee contribution rate sheet is attached for your review.

The Public Employees Benefits Board changed to MetLife as the state's life insurance provider beginning January 1, 2017. Employee Basic Life Insurance will increase from \$25,000 to \$35,000 at no cost to the employee. During November, employees have a one-time opportunity to increase their Optional Life insurance up to the new guaranteed issue amount of \$500,000. All employees are required to update their beneficiaries.

Retirements/Resignations/Separations, October 2016

Mona Himmelberger, Assistant Director of Finance and Payroll

Current Recruitments

- 1) HVAC Instructor, Coyote Ridge Corrections Center
- 2) English Faculty, Tenure Track, Arts & Sciences
- 3) Purchasing Manager, Business Services
- 4) Director of Safety and Security
- 5) Travel Accountant, Business Services

2017 Employee Monthly Premiums

Listed below are the Public Employees Benefits Board (PEBB) Program medical plans offered for 2017. To the right of each plan are the monthly premiums for an individual employee, employee and spouse,* employee with child(ren), and full family.

These premiums apply to employees in state agencies, higher-education institutions, and community and technical colleges. School-district employees and employees who work for a city, county, port, water district, hospital, etc., need to contact their personnel, payroll, or benefits office for their monthly premiums.

Note: These premiums do not include the monthly premium surcharges, if applicable to your account (see below). There are no employee premiums for dental, basic life, and basic long-term disability insurance benefits.

PEBB Medical Plans	Employee	Employee & Spouse*	Employee & Child(ren)	Full Family
Group Health Classic	\$147	\$304	\$257	\$414
Group Health Consumer-Directed Health Plan (with a health savings account)	25	60	44	79
Group Health SoundChoice	46	102	81	137
Group Health Value	69	148	121	200
Kaiser Permanente Classic	131	272	229	370
Kaiser Permanente Consumer-Directed Health Plan (with a health savings account)	26	62	46	82
Uniform Medical Plan Classic	94	198	165	269
UMP Consumer-Directed Health Plan (with a health savings account)	25	60	44	79
UMP Plus-Puget Sound High Value Network	66	142	116	192
UMP Plus-UW Medicine Accountable Care Network	66	142	116	192

*or state-registered domestic partner

Monthly Premium Surcharges

You will pay the following surcharges in addition to your medical premium if they apply to you.

- A monthly \$25-per-account surcharge will apply if the subscriber or any family member (age 13 and older) enrolled in PEBB medical uses tobacco products.
- A monthly \$50 surcharge will apply if a subscriber enrolls a spouse or state-registered domestic partner in PEBB medical, and the spouse or state-registered domestic partner elected not to enroll in employer-based group medical that is comparable to Uniform Medical Plan (UMP) Classic.

For more guidance on whether these surcharges apply to you,
 see the *2017 Premium Surcharge Help Sheet* at www.hca.wa.gov/public-employee-benefits.

HCA is committed to providing equal access to our services.

If you need accommodation, please call 1-800-200-1004 or 711 for relay services.



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

Tab 4

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



Walla Walla Community College

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

Tab 5

DATE: November 22, 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. Enrollment is accounted for by FTE and unduplicated headcount. Running Start and Alternative Education Program enrollment is accounted for as well.

- State funded enrollment is currently 2,692.9 FTEs, down -7.1% or -207.4 FTEs from the **close** of Fall Quarter 2015. Unduplicated headcount is currently 3,783, down -182 or -4.6% from last fall.
- Contract enrollment is reporting 1,273.6 FTEs, up 32.6 FTEs, which is essentially flat from the **close** of last Fall Quarter. Corrections is reporting 1,207.85 FTEs, which is up 25 FTEs or 2.1% from last year.
- Self-support enrollment is currently reporting 29.2 FTEs, down -4.2 FTEs or -12.5% from the **close** of Fall Quarter 2015.
- Running start is reporting 161.9 FTEs, up 25.7 or 18.9% from the **close** of last Fall Quarter. AEP is reporting 80.1 FTEs, down -17.4 FTEs or -17.8% from the **close** of last Fall Quarter.

Interim Fall Enrollment Board Report

November 21, 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	245.1	-2.4	-1.0%	244.9				246.6				264.7			
D Transitional	71.3	64.5	-6.8	-9.6%	380.0	313.0	-67.0	-17.6%	501.3				280.7				411.1			
H Extended Learning	175.6	194.8	19.2	10.9%	298.6	294.1	-4.5	-1.5%	325.8				327.1				375.7			
J Clarkston	65.3	52.9	-12.4	-19.0%	294.4	246.5	-47.9	-16.3%	265.7				259.1				294.8			
K Academic Transfer	91.9	95.4	3.5	3.8%	869.1	777.5	-91.6	-10.5%	801.3				717.7				826.7			
M Nursing/Allied Health	96.4	85.5	-10.9	-11.3%	264.7	266.5	1.8	0.7%	270.2				282.3				304.5			
P Business/Entre	103.5	89.5	-14.0	-13.5%	321.5	331.2	9.7	3.0%	336.2				298.6				353.3			
R Ag/Water/Energy	55.8	68.8	13.0	23.3%	224.5	219.0	-5.5	-2.4%	234.2				217.6				244.0			
Total	714.9	697.8	-17.1	-2.4%	2900.2	2692.9	-207.4	-7.1%	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	1207.8	25.0	2.1%	1160.9				1197.9				1560.4			
Other Contract	0.8	0.4	-0.4	-50.0%	58.2	65.7	7.5	12.9%	57.4											
Total Contract	1140.4	1028.8	-111.6	-0.1	1241.0	1273.6	32.6	0.0	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	29.2	-4.2	-12.5%	13.3				31.0				39.2			

Unduplicated Headcount 2016-17

State Support	2300	2325	25	1.1%	3965	3783	-182	-4.6%	4086				3990							
Contract	1694	1469	-225	-13.3%	1737	1641	-96	-5.5%	1722				1650							
Self-Support																				
Undup Headcount	3994	3794	-200	-5.0%	5702	5424	-278	-4.9%	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	161.9	25.7	18.9%	133.8				127.2				134.9			
AEP "billable" FTEs					97.5	80.1	-17.4	-17.8%	88.8				85.5				90.6			

WALLA WALLA COMMUNITY COLLEGE - October 2016

	2016-2017 Approved Budget	September Adjusted Budget	October 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	\$4,289,166	29.25%	\$4,107,881	28.99%
Opportunity Grant	461,412	461,412	461,412	0	129,513	28.07%	146,439	31.74%
Worker Retraining	2,073,823	2,073,823	2,176,323	102,500	605,690	27.83%	737,736	35.57%
Total State:	\$17,058,046	\$17,198,479	\$17,300,979	\$102,500	\$5,024,369	29.04%	\$4,992,056	29.88%
Local Funds:								
General:								
Operating Fees	\$8,085,000	\$8,085,000	\$8,085,000	\$0	\$2,880,235	35.62%	\$3,027,755	35.48%
General Local	1,528,900	1,528,900	1,528,900	0	539,173	35.27%	521,179	33.01%
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	166,989	24.95%	155,041	24.56%
Carry-Forward & Use of Reserves	493,575	493,575	493,575	0	164,525	33.33%	116,192	33.33%
Total General:	\$12,291,703	\$12,291,703	\$12,291,703	\$0	\$3,800,922	30.92%	\$3,870,167	30.99%
Self-Support:								
Community Service	75,000	75,000	75,000	0	83,048	110.73%	48,089	64.12%
Ancillary Programs	300,000	300,000	300,000	0	107,550	35.85%	138,903	69.45%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$190,598	50.83%	\$186,992	68.00%
Total Local Funds	\$12,666,703	\$12,666,703	\$12,666,703	\$0	\$3,991,520	31.51%	\$4,057,159	31.79%
TOTAL REVENUE	\$29,724,749	\$29,865,182	\$29,967,682	\$102,500	\$9,015,889	30.09%	\$9,049,215	30.71%

	2016-2017 Approved Budget	September Adjusted Budget	October Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
EXPENDITURES:										
By Object										
Salaries and Wages	\$18,330,139	\$18,307,166	\$18,302,760	(\$4,406)	\$4,937,124	\$0	\$4,937,124	26.97%	\$4,920,439	26.98%
Benefits	6,086,087	6,084,873	6,089,499	4,626	1,891,687	0	1,891,687	31.06%	1,817,522	30.75%
Rents	179,228	179,228	179,228	0	50,944	115,039	165,983	92.61%	141,306	83.01%
Utilities	835,355	835,355	835,355	0	197,165	0	197,165	23.60%	190,991	22.86%
Goods and Services	2,531,721	2,544,085	2,611,790	67,705	978,647	747,302	1,725,949	66.08%	1,715,951	73.33%
Travel	233,836	241,689	241,689	0	148,687	2,483	151,170	62.55%	162,466	66.24%
Equipment	256,335	405,735	410,556	4,821	78,878	154,031	232,909	56.73%	223,343	71.27%
Subsidies/Transfers/Debt Service	1,272,048	1,267,051	1,296,805	29,754	410,450	0	410,450	31.65%	534,232	37.84%
Total by Object	\$29,724,749	\$29,865,182	\$29,967,682	\$102,500	\$8,693,582	\$1,018,855	\$9,712,437	32.41%	\$9,706,250	32.94%
By Program										
Instruction	\$12,392,947	\$12,557,886	\$12,626,686	\$68,800	\$3,116,407	\$325,003	\$3,441,410	27.26%	\$3,402,186	28.79%
Community Service	75,000	75,000	75,000	0	44,483	0	44,483	59.31%	25,221	33.63%
Instructional Computing	435,482	434,513	434,513	0	149,145	25,862	175,007	40.28%	200,717	51.61%
Ancillary Programs	300,000	300,000	300,000	0	87,436	5,896	93,332	31.11%	177,470	88.74%
Academic Administration	2,997,266	3,007,155	3,007,133	(22)	1,010,496	7,707	1,018,203	33.86%	981,640	32.61%
Library Services	621,882	621,196	621,196	0	229,238	1,724	230,962	37.18%	245,196	41.32%
Student Services	3,951,221	3,938,182	3,977,440	39,258	1,305,495	13,298	1,318,793	33.16%	1,394,909	36.98%
Institutional Support	5,845,595	5,828,186	5,824,112	(4,074)	1,771,004	310,890	2,081,894	35.75%	2,055,095	30.95%
Facility Services	3,105,356	3,103,064	3,101,602	(1,462)	979,878	328,475	1,308,353	42.18%	1,223,816	41.19%
Total by Program	\$29,724,749	\$29,865,182	\$29,967,682	\$102,500	\$8,693,582	\$1,018,855	\$9,712,437	32.41%	\$9,706,250	32.94%

WALLA WALLA COMMUNITY COLLEGE

Grants and Contracts

October 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	\$2,074,201	\$191,160	\$2,265,361	34.8%	\$4,242,357	\$1,094,895	\$1,170,466
State Funded									
Carl Perkins Federal Vocational	\$0	\$383,994	\$63,106	\$0	\$63,106	16.4%	\$320,888	\$40,528	\$22,578
Perkins-Leadership Block Grant	0	16,000	5,578	0	5,578	34.9%	10,422	5,065	513
Perkins-Non-Traditional	0	5,000	0	0	0	0.0%	5,000	0	0
Workfirst	0	268,435	85,641	0	85,641	31.9%	182,794	36,198	49,443
Water Management Center	0	363,750	108,614	6,424	115,038	31.6%	248,712	0	115,038
Dept. of Ecology - Titus Creek Project	0	16,130	0	0	0	0.0%	16,130	0	0
State Work Study	0	41,645	10,969	0	10,969	26.3%	30,676	0	10,969
Ag Center USDA Grant	0	675,929	136,685	122,577	259,262	38.4%	416,667	32,584	226,678
TAACCCT Grant	0	818,837	303,032	142,586	445,618	54.4%	373,219	0	445,618
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	25,335	3,295	28,630	14.4%	170,419	100,184	(71,554)
Adult Basic Education	0	113,555	25,405	0	25,405	22.4%	88,150	2,093	23,312
EI Civics	0	22,828	2,035	0	2,035	8.9%	20,793	653	1,382
I-DEA Grant	20,000	20,000	0	0	0	0.0%	20,000	0	0
Basic Food Employment & Training	14,677	343,960	99,251	0	99,251	28.9%	244,709	0	99,251
Central Washington University	0	20,752	4,005	0	4,005	19.3%	16,747	5,752	(1,747)
ABE Leadership Block Grant	0	4,968	1,749	0	1,749	35.2%	3,219	1,460	289
Miscellaneous SBCTC Grants	0	1,000	1,000	0	1,000	100.0%	0	0	1,000
Total State Funded	\$34,677	\$3,382,232	\$892,133	\$274,882	\$1,167,015		\$2,215,217	\$224,517	\$942,498
Federal Funded									
Student Support Services (SSS) FY 15-20	\$0	\$492,630	\$108,684	\$377	\$109,061	22.1%	\$383,569	\$81,030	\$28,031
College Work Study	0	102,345	10,686	0	10,686	10.4%	91,659	5,444	5,242
Total Federal Funded	\$0	\$594,975	\$119,370	\$377	\$119,747		\$475,228	\$86,474	\$33,273
Private Funded									
Customized Contract Training	\$0	\$50,000	\$2,345	\$0	\$2,345	4.7%	\$47,655	\$3,998	(\$1,653)
EMS Trauma Training	0	7,000	948	0	948	13.5%	6,052	0	948
Parent Co-op	0	40,000	6,071	0	6,071	15.2%	33,929	6,032	39
Child Care Aware	0	203,503	63,809	8,834	72,643	35.7%	130,860	0	72,643
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	24,791	12,000	36,791	48.6%	38,887	75,678	(38,887)
ESD 123 Consulting & Home Services	0	83,637	13,707	0	13,707	16.4%	69,930	28,638	(14,931)
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	7,819	0	7,819	34.9%	14,586	11,335	(3,516)
Avista	0	18,927	2,557	0	2,557	13.5%	16,370	18,927	(16,370)
Total Private Funded	\$0	\$557,950	\$133,589	\$20,834	\$154,423		\$403,527	\$201,408	(\$46,985)
Fiscal Agent Contracts									
Community Network	\$0	\$28,863	\$17,174	\$0	\$17,174	59.5%	\$11,689	\$28,863	(\$11,689)
Early Learning Coalition (ELC)	0	40,520	17,419	0	17,419	43.0%	23,101	12,791	4,628
Snake River Salmon Recovery Board (SRSRB)	0	361,376	100,990	62,884	163,874	45.3%	197,502	46,322	117,552
Bonneville Power Administration (SRSRB)	0	249,661	65,284	4,718	70,002	28.0%	179,659	34,721	35,281
Total Fiscal Agent Contracts	\$0	\$680,420	\$200,867	\$67,602	\$268,469		\$411,951	\$122,697	\$145,772
Grand Total of All Grants & Contracts	\$34,677	\$11,723,295	\$3,420,160	\$554,855	\$3,975,015	33.9%	\$7,748,280	\$1,729,991	\$2,245,024



Washington State Auditor's Office

Government that works for citizens

Financial Statements Audit Report **Walla Walla Community College**

For the period July 1, 2014 through June 30, 2015

Published November 17, 2016

Report No. 1017928





Washington State Auditor's Office

November 17, 2016

Board of Trustees
Walla Walla Community College
Walla Walla, Washington

Report on Financial Statements

Please find attached our report on the Walla Walla Community College's financial statements.

We are issuing this report in order to provide information on the College's financial condition.

Sincerely,

A handwritten signature in dark ink that reads "Troy X. Kelley".

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Walla Walla Community College
July 1, 2014 through June 30, 2015**

Board of Trustees
Walla Walla Community College
Walla Walla, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component units of the Walla Walla Community College, Walla Walla County, Washington, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated November 8, 2016. As discussed in Note 16 to the financial statements, during the year ended June 30, 2015, the College implemented Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*.

Our report includes a reference to other auditors who audited the financial statements of the Walla Walla Community College Foundation, as described in our report on the College's financial statements. This report includes our consideration of the results of the other auditor's testing of internal control over financial reporting and compliance and other matters that are reported on separately by those other auditors. However, this report, insofar as it relates to the results of the other auditors, is based solely on the reports of the other auditors.

The financial statements of the Walla Walla Community College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College and its aggregate discretely presented component units. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2015, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

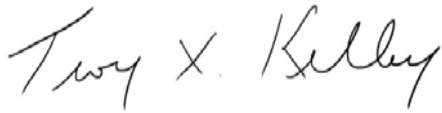
As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of the College's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit

performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Troy X. Kelley". The signature is written in a cursive, flowing style.

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

November 8, 2016

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Walla Walla Community College July 1, 2014 through June 30, 2015

Board of Trustees
Walla Walla Community College
Walla Walla, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Walla Walla Community College, Walla Walla County, Washington, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the College's basic financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Walla Walla Community College Foundation, which represents 100 percent of the assets, net position, and revenues of the aggregate discretely presented component units. Those statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it related to the amount included for the Walla Walla Community College Foundation, is based solely on the report of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Walla Walla Community College, as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 16 to the financial statements, in 2015, the College adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*. Our opinion is not modified with respect to this matter.

As discussed in Note 1, the financial statements of the Walla Walla Community College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College and its aggregate discretely presented component units. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2015, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

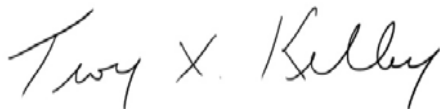
Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated November 8, 2016 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

November 8, 2016

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov