



Board of Trustees, District No. 20
Walla Walla Community College
Board Room
WWCC Walla Walla Campus
Wednesday, December 18, 2019 | 1:00 p.m.

Board Meeting

All Times Are Estimates

1:00 p.m.	Call to Order		
1:02 p.m.	Approval of Agenda <i>Mr. Tim Burt, Chair</i>	Action	
1:03 p.m.	Introductions <u>Brent Caulk</u> <ul style="list-style-type: none"> Jacob Waddell, Welding Instructor, WSP <u>Carol Fitzgerald</u> <ul style="list-style-type: none"> Kim Lawbaugh, Program Assistant, WSP 	Discuss	Tab 1
1:05 p.m.	Consent Agenda <i>Mr. Burt</i> <ol style="list-style-type: none"> November 13, 2019 Board Meeting Minutes Personnel Update Enrollment Reports: <ol style="list-style-type: none"> Interim Fall Quarter Preliminary Winter Quarter 	Action	Tab 2 Tab 3 Tab 4 Tab 5
1:07 p.m.	Oral Reports <ul style="list-style-type: none"> Student Government Association Activity Report Walla Walla Campus <i>Ana Carvajal, SGA President</i> Faculty Senate Update <i>Mike Rostollan</i> Last Day to Register Report <i>Mr. Joshua Slepín, Ms. Erika Bockmann</i> Outreach Update <i>Dr. Nick Velluzzi, Ms. Melissa Rodriguez</i> Budget Update <i>Ms. Peggy Lauerman</i> ctcLink Update <i>Ms. Lisa Chamberlin</i> 	Discuss Discuss Discuss Discuss Discuss	 Tab 6

2:10 p.m.	Adjourn to Executive Session to Discuss Faculty Negotiations	Discuss	
2:40 p.m.	Consider Approval of Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education <i>Ms. Sherry Hartford</i>	Action	Tab 7
2:45 p.m.	College Governance <i>Dr. Brandes</i>	Discuss	
2:55 p.m.	President's Report <i>Dr. Brandes</i>	Discuss	
3:05 p.m.	Board Reports / Remarks	Discuss	
3:10 p.m.	New and Unscheduled Business	Discuss	
3:15 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>		
3:30 p.m.	Adjourn		



**Walla Walla Community College
Board of Trustees Meeting
December 18, 2019**

Introductions

Brent Caulk

- **Jacob Waddell, Welding Instructor, WSP**

Jacob is a welding professional with over 17 years of industry experience and has recently filled the night welding instructor position at North Campus. During his professional career he has been involved with fabrication, all types of welding processes, training of employees, and inventory control. He has experience with welding for international orders through Key Technology as well as working as a foreman for a private company. Jacob is well rounded and experienced and will be an asset to our faculty.

Carol Fitzgerald

- **Kim Lawbaugh, Program Assistant, WSP**

Kim is an experienced educator with 26 years of experience. She has recently moved from the classroom after a highly successful career and joined the College in 2018 in support roles. She will use her years of experience in teaching to supervise the new South Complex study lab and her organization skills to support office data entry needs. Kim brings a wealth of experience and energy to a vital area of education in the new South Complex programming building.

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

The Board of Trustees of Community College District Number 20 met in regular session on Wednesday, November 13, 2019, on the Walla Walla Community College Walla Walla Campus. Mr. Tim Burt called the meeting to order at 1:00 p.m.

Trustees present:

Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Michelle Liberty
Mr. Bill Warren

Administrators present:

Dr. Derek Brandes, President
Mr. Jerry Anhorn, Acting VP of Strategic Initiatives, Workforce,
And Operations
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Chad Hickox, Executive Vice President/Provost
Ms. Peggy Lauerma, Interim Vice President, Business Services
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal
Justice, Early Childhood & Parenting Education, and Human &
Social Services
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Ms. Susie Pearson, Dean, Transitional Studies
Dr. Nick Velluzzi, Vice President, Enrollment Services
Ms. Cindy Walker, Dean, Workforce Education

Also present:

Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Lisa Chamberlin, Director, eLearning
Mr. Steven Foster, Assistant Attorney General
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary
Ms. Jacquelyn Ray, Director, Library Services
Ms. Nadine Stecklein, Director, Student Life

Introduce and Welcome | Michelle Liberty, Trustee. Dr. Brandes introduced and welcomed Michelle Liberty who was recently appointed by Governor Inslee as a trustee on the Walla Walla Community College Board of Trustees.

Approval of Agenda.

Mr. Hernandez moved and Mr. Warren seconded to approve the agenda for the November 13, 2019 Board of Trustees meeting as presented. *Motion carried.*

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

- Trina McCoon, Nursing Instructor, Walla Walla Campus
- Jennifer Gonthier, Educational & Career Navigator, Transitional Studies
- Laurie Kalhar, Perkins Program Coordinator
- Adam Andreassen, Custodian 2

Consent Agenda.

Mr. Hernandez moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate: 1) October 16, 2019 Board Meeting Minutes; 2) Personnel Update; 3) Interim Fall Enrollment Report; and 4) 2020 WWCC Board of Trustees Meeting Schedule. *Motion carried.*

Oral Reports

- **Student Government Association Activity Report | Clarkston Campus.** Emily Saltzberg, President of the Clarkston Campus SGA, reported SGA: had presented to FYE classes about SGA and how students can get involved; are putting together Thanksgiving baskets for students in need; holding monthly free movie nights; sponsored a blood drive; held a Trunk or Treat event; participated in the Veteran's Day parade; are preparing a float for the Christmas parade; and students clubs are holding various fund-raising events.
- **Finance Report.** Peggy Lauerman provided financial information for the four-month period ending October 31, 2019 – approximately 33% of the fiscal year – including operating budget reconciliation, revenue, expenditures, grants and contracts, and a 6-year comparison of the reliance on reserves. Ms. Lauerman presented information on the system operating budget and allocation model – including the history of the model, the principles that guided its development, key features, and a breakdown of the 2019-20 operating budget allocation for the system. Ms. Lauerman then provided information on WWCC's state allocation for the period 2013-2020, and its DEAB (District Enrollment Allocation Base) three-year average.

College Governance. By consensus, it was agreed to table the College Governance item until the December Board meeting.

President's Report. Dr. Brandes reported: The women's soccer team had been named the Eastern Regional Champions, coach Jordan Hacker was named Eastern Region Coach of the Year, and five members of the team were named All Stars; and work was scheduled to start soon to convert the Safety and Security Counter to a new Welcome Center. Dr. Brandes also reported on the recommendation submitted by OSPI, as required by the legislature, for all dual credit programs to be free of cost, meaning colleges would have to cover the cost of Running Start students, i.e., fees, S&A and student-voted fees, books, and materials. The impact to the state system would be \$15-20 million. Dr. Brandes noted the system would be submitting its edits to the recommendation as well as a letter of concern and would be contacting legislators.

Board Reports / Remarks.

- **LAC Retreat and ACT Fall Conference.** The Trustees reviewed the recent LAC Retreat and ACT Fall Conference, which included a presentation about on-boarding new trustees.

New and Unscheduled Business. By consensus, the Board agreed to change the date of the January 2020 Board of Trustees meeting from January 15 to January 16, 2020 (Thursday).

Public Comment. Jim Peitersen, AHE President, provided the following comments:

- That he was mirroring previous comments he had made to the Board, noting general frustration that the comments had to be repeated because the questions hadn't been answered in the past.
- That there was a general conversation among faculty of a lack of communication and that, at four months into the fiscal year, \$1.6 million still needed to be cut from the budget.
- Because it wasn't known how those cuts would be made, there was a lot of fear and frustration which hadn't helped morale.
- From his observations, the frustrations were not limited to President Brandes but also to the Board of Trustees because of their approval of six years of deficit budgets; that the argument could be made the Board hadn't met its fiduciary responsibility.
- That there was a feeling of a general lack of oversight.
- Asked if the Board performed a self-evaluation and, if so, why these self-evaluations were not published and/or on the website.

Recess to Executive Session to Review the Performance of a Public Employee. At 2:30 p.m. the Board recessed to Executive Session to review the performance of a public employee with an anticipated return time of 3:15 p.m. At 3:20 p.m. the Board extended the Executive Session to 3:35 p.m. The Board returned to open session at 3:35 p.m. and Mr. Burt reported no action had been taken during the Executive Session.

New and Unscheduled Business. None.

Adjournment. The meeting adjourned at 3:37 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: December 12, 2019
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, November 2019

McCauley-Heimbigner, Karen – Fiscal Analyst 4

Scott, Kathy – Fiscal Analyst 1

Current Full-Time Recruitments (In Process)

Electrical Instructor

Human & Social Services Program Specialist

Welcome Center Coordinator



Walla Walla Community College

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

DATE: December 12, 2019

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Fall Quarter Enrollment

The corresponding tab provides an interim enrollment report for Fall Quarter 2019. A final report for the quarter will be presented at the regular Board of Trustees meeting in January.

- State-supported enrollment for Fall Quarter is reporting 2,306 FTE, a decline of 61 FTE (about 2.5%) from the **close** of Fall Quarter 2018.
- Contract enrollment, the majority of which is corrections education, is reporting 1,365 FTE, an increase of 18 FTE (1.3%) from the **close** of Fall Quarter 2018. Corrections Education is reporting 1,077 FTE.
- Self-support enrollment is reporting 43 FTE, which is up from 12 FTE at the **close** of Fall Quarter 2018.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 49 FTE, up from three FTE last fall.
- International Student enrollment is reporting 18 FTE, down from two from last fall.
- Running Start is reporting 232 FTE, up 33 FTE from the **close** of Fall Quarter 2018.
- AEP is reporting 49 FTE, down 48 FTE from the **close** of Fall Quarter 2018.

WWCC Enrollment Report for Fall 2019

As of December 12, 2019

All current and future quarter FTEs are estimates and subject to change. Historical FTEs match SBCTC official records.

FTE by Funding Source

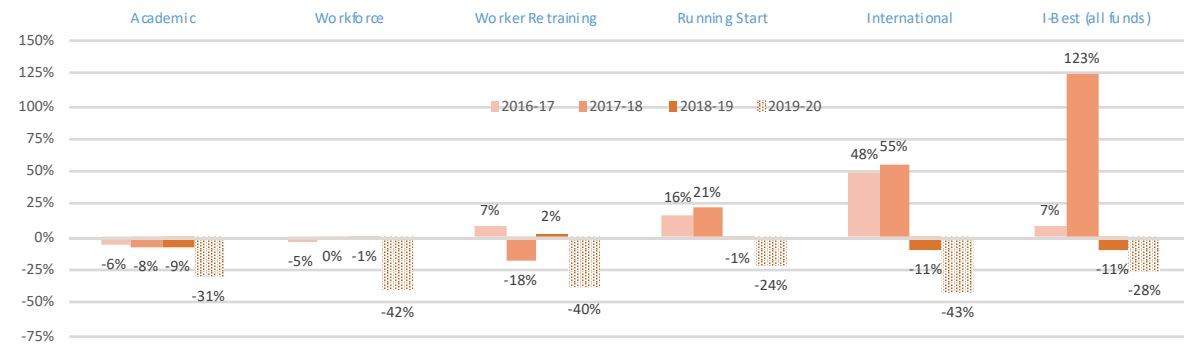
	2016-17				2017-18				2018-19				2019-20			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569
fall	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,306	1,365	43	3,714
winter	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,353	29	3,753	1,742	269	10	2,021
spring	2,473	1,408	17	3,898	2,402	1,381	19	3,802	2,199	1,341	40	3,580				
Total	8,500	5,380	109	13,989	8,344	5,267	110	13,721	7,626	4,930	141	12,697	4,609	2,606	89	7,304
AAFTI	2,833	1,793	36	4,663	2,781	1,756	37	4,574	2,542	1,643	47	4,232	1,536	869	30	2,435

State Allocation Plan for 2019-20: 3,155 -51% from target

Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-19%	-20%	-23%
	fall	-3%	-14%	-9%
	winter	-27%	-34%	-31%
	spring			
	annual			
Contract	summer	9%	-8%	-3%
	fall	1%	-8%	-3%
	winter	-80%	-81%	-81%
	spring			
Self Support	summer	-12%	-18%	-5%
	fall	40%	48%	39%
	winter	-66%	-47%	-61%
	spring			

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Program

Duplicative. Do not sum to totals		2016-17				2017-18				2018-19				2019-20			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	270	1,027	1,014	977	285	959	933	851	237	851	859	814	240	871	784	
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,120	846	
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	90	297	150	
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	102	355	273	
	I-Best**		19	34	42		35	38	29		30	21	47		42		
	BAS										3	7	9	4	49	47	
	International	3	13	13	20	11	20	23	22	8	20	19	21	4	18	17	
	Contract																
	DOC	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,077	3	
	Running Start		169	166	153		211	200	181		199	202	183		232	214	
	Alternative HS		72	75	75		85	95	97		97	93	86	9	49	38	
	College in HS		15		13		19		12		14		10				
	I-Best**	22	22	19	22	82	73	98	46	63	60	70	68	123	95		

*Based on course CIP. Transitional studies includes both pre-college and Basic Education for Adults (BEA) courses.

**All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract-funded courses began in 2017-18.



Walla Walla Community College

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

DATE: December 12, 2019

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Winter Quarter Enrollment

The corresponding tab provides a preliminary enrollment report for Winter Quarter 2020. Given the timing and subsequent levels of enrollment, a comprehensive report will be presented in January.

- State-supported enrollment for Winter Quarter is reporting 1,742 FTE, a difference of 629 FTE from the **close** of Winter Quarter 2019.
- Contract enrollment is reporting 269 FTE. We anticipate a significant increase in contract enrollment by the regular Board of Trustees meeting in January.
- Self-support enrollment is reporting 10 FTE.

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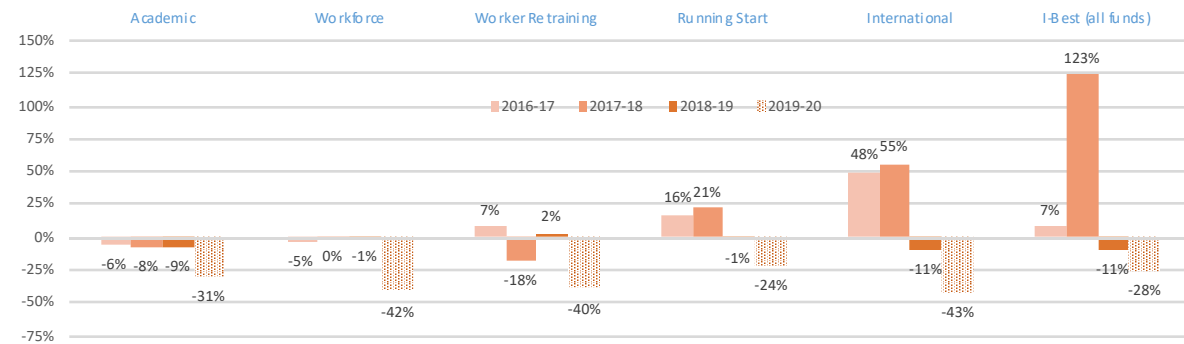
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Revenue, through period ending 11/30/2019

	2019-2020 Adjusted Budget	% of Total	2019-2020 YTD Actuals	% of Budget	2018-2019 YTD Actuals	Difference over Prior Year
State Allocation						
Base Allocation	\$17,355,446	52%	\$6,097,737	35%	\$5,638,241	\$459,496
Opportunity Grant	461,412	1%	164,117	36%	195,410	-31,293
Worker Retraining	1,986,698	6%	640,366	32%	750,661	-110,295
Total State Revenue	\$19,803,556	59%	\$6,902,220	35%	\$6,584,312	\$317,908
						0
Tuition & Other Revenue						0
Tuition	\$6,439,342	19%	\$2,916,680	45%	\$2,863,329	\$53,351
Course/Program Fees	1,097,432	3%	404,193	37%	-	404,193
Student Fees/Other Misc Rev	1,181,428	4%	574,159	49%	895,970	-321,811
Alternative Education Program	710,000	2%	-	0%	-	0
Running Start	1,500,000	4%	-	0%	-	0
Foundation Support	200,000	1%	100,000	50%	132,500	-32,500
Corrections Ed.-Indirect	673,830	2%	212,256	31%	190,656	21,600
Community Service	300,000	1%	92,570	31%	79,459	13,111
Ancillary Programs	175,000	1%	41,387	24%	52,072	-10,685
Total Tuition & Other Revenue	\$12,277,032	36%	\$4,341,244	35%	\$4,213,986	\$127,258
<i>Use of Fund Balance</i>	\$1,593,184	5%	\$611,670	38%	\$326,410	-\$285,260
						-
TOTAL REVENUE	\$33,673,772	100%	\$11,855,135	35%	\$11,124,708	\$730,427



By Category

Expenditures, through period ending 11/30/2019

	2019-2020 Adjusted Budget	% of Total	2019-2020 YTD Actuals	% of Budget	2018-2019 YTD Actuals	Difference over Prior Year
Salaries and Wages	\$20,124,693	60%	\$7,014,301	35%	\$6,893,271	-\$121,030
Benefits	6,877,218	20%	2,555,928	37%	2,513,842	-42,087
Rents	52,628	0%	85,856	163%	154,733	68,878
Utilities	887,730	3%	203,554	23%	238,924	35,370
Goods and Services	3,082,713	9%	1,244,141	40%	1,379,536	135,395
Travel	279,465	1%	46,183	17%	223,877	177,693
Equipment	714,026	2%	233,023	33%	99,417	-133,606
Fin Aid, Debt Service, Transfers*	1,655,299	5%	472,149	29%	711,711	239,562
TOTAL EXPENSE	\$33,673,772	100%	\$11,855,135	35%	\$12,215,310	\$360,175

*Aid to students includes only Opportunity Grant & Worker Retraining



By Functional Area

Expenditures, through period ending 11/30/2019

	2019-2020 Adjusted Budget	% of Total	2019-2020 YTD Actuals	% of Budget	2018-2019 YTD Actuals	Difference over Prior Year
Instruction	\$14,947,825	44%	\$4,319,349	29%	\$4,346,884	\$27,535
Community Service	300,000	1%	111,576	37%	106,241	-5,336
Instructional Computing	666,865	2%	246,672	37%	147,454	-99,218
Ancillary Programs	175,000	1%	53,458	31%	44,572	-8,887
Academic Administration	2,741,361	8%	1,190,104	43%	1,371,320	181,216
Library Services	691,617	2%	291,978	42%	525,839	233,861
Student Services	4,378,089	13%	1,657,788	38%	1,929,198	271,409
Institutional Support	6,367,315	19%	2,590,369	41%	2,354,819	-235,550
Facility Services	3,405,700	10%	1,393,841	41%	1,388,985	-4,856
TOTAL EXPENSE	\$33,673,772	100%	\$11,855,135	35%	\$12,215,310	\$360,175

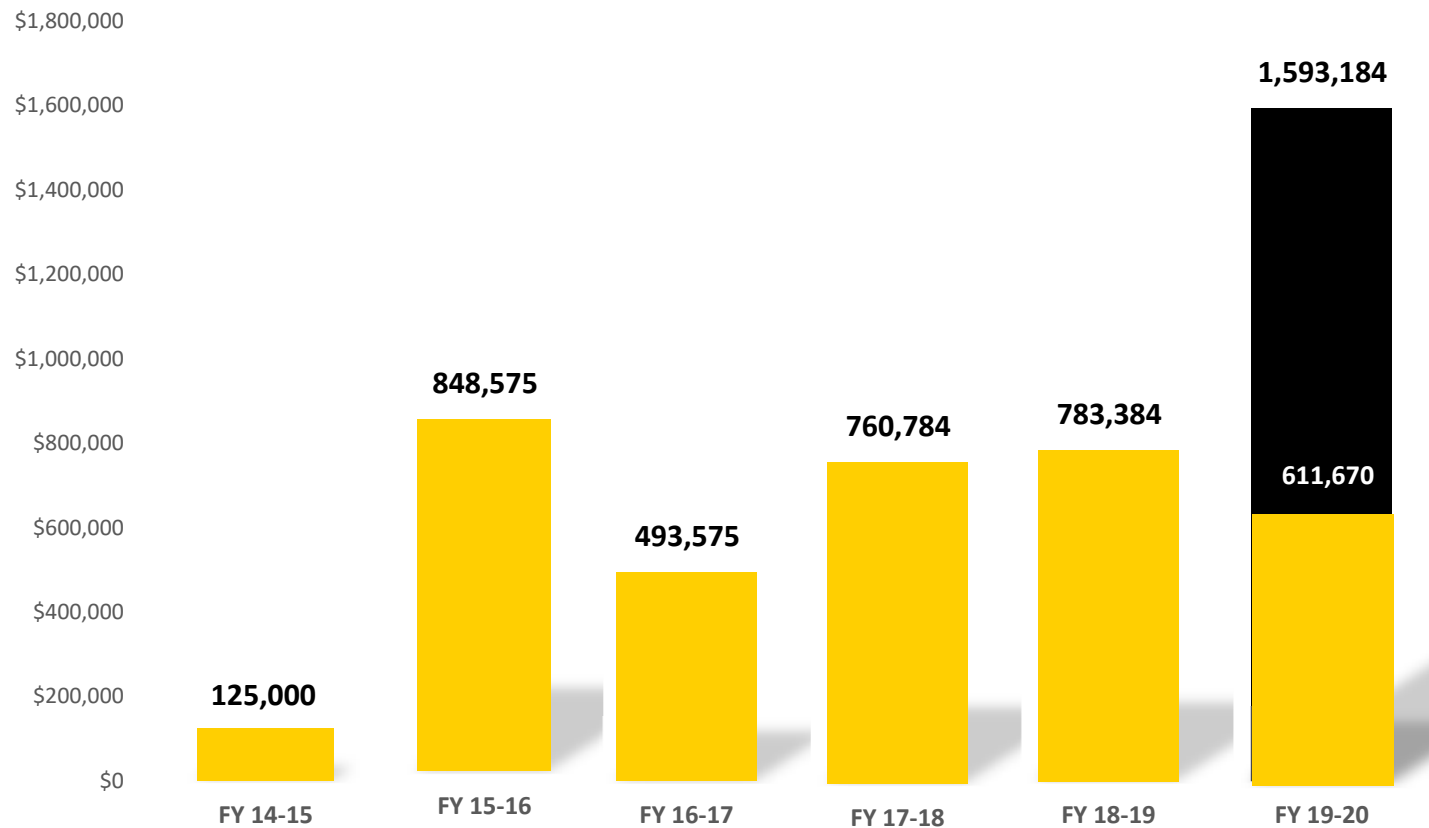


Grants & Contracts, through period ending 11/30/2019

	Current Month Budget Changes	2019-2020 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education		\$6,550,337	\$2,626,159	40%
State Funded Grants		2,136,828	583,657	27%
Federally Funded Grants		1,334,605	255,598	19%
Privately Funded Grants	9,184	765,653	169,102	22%
Fiscal Agent Grants		804,907	310,053	39%
TOTAL GRANTS & CONTRACTS	<u>\$9,184</u>	<u>\$11,592,330</u>	<u>\$3,944,569</u>	<u>34%</u>



Reliance on Reserves, through period ending 11/30/2019



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 20
AND THE
WALLA WALLA COMMUNITY COLLEGE ASSOCIATION FOR HIGHER EDUCATION

Nurse Educator Funding

Whereas HB2158 has authorized and appropriated dollars for the 2019-2020 academic year “solely to increase nurse educator salaries” and

Whereas Walla Walla Community College was allocated \$1,233,199 for that purpose, and

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2019-2020 academic year. Effective July 1, 2019:

1. Nurse educator is defined as those employees in positions that require a current Registered Nurse license in the job description.
2. Nursing faculty increases provided July 1, 2019 will be off-set with HB2158 funds, allowing \$27,577 to be set aside for future salary negotiations.
3. Full time nursing faculty will receive a retention stipend in the amount of 26% of Step 1 of the full-time faculty salary schedule (Appendix C). For the 2019-2020 academic year, this stipend amounts to \$14,043.00.
4. The practice of compensating adjunct nursing faculty will be adjusted to Mode 4 compensation only, plus a stipend of \$43.55 per clinical hour. The practice of paying Mode 5 for teaching related responsibilities will discontinue. Mode 5 will still be paid for administrative related duties (new faculty orientation, faculty orientation, faculty meetings, canvas training and workshop training).
5. Two 70% nursing faculty positions will be increased to 100%.
6. Up to six (6) new full-time nursing faculty will be hired.
7. Money will be set aside to pay any legislative approved cost of living increases for the next two (2) academic years (2020-21 and 2021-22).
8. Funds will be used to support increasing non-faculty nurse educators not to exceed \$80,000.
9. Current and/or potential nursing faculty leadership positions/duties will be reviewed as part of the Task Force work being completed related to faculty leadership roles. Nursing faculty leadership roles determined to be compensable will be funded with HB2158 funds.

Nursing Faculty Workload

Whereas the nursing faculty workload has historically not conformed to the traditional workloads contemplated in the negotiated agreement, and

Whereas the parties desire to have a recognized workload standard for nursing faculty, and

Whereas the parties have engaged in negotiations,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding to be effective July 1, 2019:

Article 28.4 will be amended to include:

E. Nursing Faculty*	Combo	Simulation	Level Leads
1. Direct Teaching	148 hrs	180	60
Theory	28	28	28
Practicum	120	152	32
2. Indirect Teaching	112 hrs	80	180
Theory	32	32	104
Practicum	80	48	76

*Workload is defined per quarter, annualized over the academic year. Overloads to be paid Spring Quarter.

IN WITNESS WHEREOF, the Board and AHE have executed this memorandum of understanding in accordance with Article 42, this 18th day of December, 2019.

President, WWCC Association for
Higher Education

Chair, for and on behalf of the
Board of Trustees of Community College
District No. 20