



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Wednesday, December 20, 2017 – 1:00 p.m.

All Times are Estimates

1:00 p.m.	Call to Order		
1:02 p.m.	Approval of Agenda <i>Mrs. Darcey Fugman-Small, Chair</i>	Action	
1:03 p.m.	Consent Agenda <i>Mrs. Fugman-Small</i>	Action	
	<ul style="list-style-type: none">• October 18, 2017 Board Meeting Minutes• November 15, 2017 Board Meeting Minutes• 2018 WWCC Board of Trustees Meeting Schedule• Personnel Update• Enrollment Report• October Financial Report• November Financial Report		Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 Tab 6 Tab 7
1:05 p.m.	Recognition of WWCC/Walla Walla Chamber of Commerce Community Service Award Recipient, Dr. Marleen Ramsey <i>Mr. Doug Bayne</i>	Discuss	
1:10 p.m.	Introductions <u>Stephanie Macon-Moore</u> <ul style="list-style-type: none">• Kelsey Fox, Office Assistant 3 <u>Robin Sisson</u> <ul style="list-style-type: none">• Michele Hansell, Fiscal Technician 3 <u>Brian Thorne</u> <ul style="list-style-type: none">• Robert Davis, Custodian 2	Discuss	Tab 8
1:15 p.m.	Report on Trip to China <i>Dr. Derek Brandes, Mr. Jerry Anhorn, Mr. Dave Stockdale, Ms. Darlene Snider, Ms. Lindsey Williams</i>	Discuss	
1:45 p.m.	President's Report <i>Dr. Derek Brandes</i> <ul style="list-style-type: none">• Outdoor Power Equipment Program• ctcLink	Discuss	
1:55 p.m.	Leadership Priorities: <ul style="list-style-type: none">1. Mission-Driven<ul style="list-style-type: none">a. Student Successb. Strong Communitiesc. Resource Stewardship2. Strengthen Institutional Preparedness for and Increase	Discuss	

Student Diversity and Access

- 3. Strengthen Student Enrollment – Retention and Outcomes**
- 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources**
 - a. Review WWCC Budget Values and Principles**
 - b. Planning & Budget Calendar**
 - c. Budgeting Facts & Assumptions**
- 5. Develop Clarkston Campus Facilities Master Plan**
- 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities**
- 7. Improve Risk Management**

Discuss	Tab 9
Discuss	Tab 10
Discuss	Tab 11

2:10 p.m.	ACT Conference Report <i>Mr. Don McQuary, Mr. Tim Burt</i>	Discuss
2:20 p.m.	Board Reports / Remarks	Discuss
2:25 p.m.	New and Unscheduled Business	Discuss
2:30 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>	
2:45 p.m.	Adjourn	

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

October 18, 2017

The Board of Trustees of Community College District No. 20 met in regular session on October 18, 2017, in the Board Room of Walla Walla Community College. Mrs. Darcey Fugman-Small called the meeting to order at 1:00 p.m.

Trustees present: Mrs. Darcey Fugman-Small
Mr. Tim Burt
Mr. Donald McQuary
Mr. Miguel Sanchez

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Administrative Services
Dr. Marleen Ramsey, Vice President, Instruction
Ms. Kathy Adamski, Dean, Health Science Education
Ms. Melissa Andrewjeski, Dean, Corrections Education, CRCC
Mr. Jerry Anhorn, Dean, Workforce Education
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Mr. Shane Loper, Executive Director, Facilities and Capital Projects
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences
Dr. Chad Miltenberger, Dean, Clarkston Campus
Ms. Stacy Prest, Dean, Library Services and eLearning
Ms. Darlene Snider, Dean, Transitional Studies
Dr. Nick Velluzzi, Executive Director, Institutional Effectiveness
Ms. Kristi Wellington-Baker, Executive Director, Strategic Initiatives

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

Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Faculty Negotiations. The Board recessed to Executive Session at 1:02 p.m. to review the performance of a public employee and to discuss faculty negotiations, with an anticipated return time of 2:00 p.m. At 2:00 p.m., the Board extended the Executive Session to 2:10 p.m. The Board returned to open session at 2:10 p.m. and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

Approval of Agenda.

Mr. McQuary moved and Mr. Burt seconded to approve the agenda for the October 18, 2017 Board of Trustees meeting as presented. *Motion carried.*

MOU Between WWCC and AHE.

Mr. Sanchez moved and Mr. McQuary seconded to approve the Memorandum of Understanding (MOU) between WWCC and AHE as presented and as attached and made a part of these minutes. *Motion carried.*

Mr. Burt moved and Mr. McQuary seconded that the Board reaffirm the appointment of Derek Brandes as President and Chief Executive Officer of Walla Walla Community College to continue through and including June 30, 2020 and further, to increase his salary to \$193,800 effective July 1, 2017. *Motion carried.*

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

- Melany Coronado, Nursing Instructor, Clarkston
- Kara Caicedo, ABE, GED Instructor, CRCC
- Joseph Gonzalez, Electrical Instructor
- Dennis Richardson, Computer Science Instructor
- James Little, Catering Chef
- Matt Banderas, Development Specialist, Foundation
- Judy Jones, Development Specialist, Foundation
- Tessa Kimball, Director, Advising and Counseling Center
- Araceli Romero, Office Assistant 3, High School Programs
- Caley Moyer, Counselor
- Matthew Stacey, Coordinator, Tutoring & Learning Center
- Michael Sholar, Natural Science Instructor
- Travis Noble, Program Assistant, Testing, and Sports Information Officer
- Jacquelyn Meier, Office Assistant 3, Safety and Security

Consent Agenda.

Mr. Sanchez moved and Mr. McQuary seconded that the consent agenda items be approved or accepted, as appropriate: 1) September 20, 2017 Board Meeting Minutes and 2) Personnel Update. *Motion carried.*

Standing Oral Reports

- **Student Government – Clarkston Campus.**

- o **Campus Associated Student Body Activity Report.** Clarkston Campus ASB President Edie Abney reported on recent ASB activities, including 1) the opening of the Learning Center; 2) increased number of movie nights; 3) Win it Wednesdays social media is very popular; 4) volunteered at the Nez Perce County Fair; and 5) assisted at the grand opening of the Workforce and Business Development Center.

- **Interim Fall Quarter Enrollment Report.** Research Analyst Joshua Slepín provided background information on the enrollment report, i.e., the majority of WWCC students now are part-time – both on campus and online; the number of online students continues to increase; and, online students take fewer credits and persist at lower rates. Dr. Velluzzi presented census day and final enrollments for 2011-2017 fall quarters.

President's Report. Kristi Wellington-Baker provided information on the October 21, 2017 Alumni Basketball Game to be played in the Dietrich Dome, noting it is hoped to make this an annual event.

Dr. Brandes reported, for the second time in three years, WWCC had won the 2016-17 NWAC President's Award which is awarded to institutions based on the academic performance of their athletic teams. Dr. Brandes also reported the NATEF accreditation site visits for Diesel Technology and Collision Repair were excellent.

Leadership Priorities

1. **Mission-Driven**

- a. **Student Success**

- i. **Student Affairs Update.**

- a) **Office of Admissions and Registrar.** Carlos Delgadillo and Erika Bockmann provided data from the Office of Admissions and Registrar, including applications, completions, number of exams proctored, and types of exams.

- b) **Advising and Counseling Center.** Tessa Kimball reviewed the number of students that participated in new student orientations and the number of students and the amount of money provided under emergency funding.

- c) **TRiO Student Support Services.** Rosa Rivera explained the origin of TRiO, i.e., that it was created by the Department of Education in order to designate resources to address inequities in enrollment, persistence, and completion among degree-seeking first-generation students, low income students, and students with disabilities. TriO has been a part of WWCC since the late 1980s and is currently serving 288 students annually.

- d) **Financial Aid Office.** Danielle Hodgen provided the year-end Financial Aid report, including the number of applications received, the number of financial aid recipients, and reported financial aid for all programs for the 2016-17 year totaled \$17,606,925.

- b. Strong Communities**
- c. Resource Stewardship**

i. 2016-17 Year-End Financial Report. Mrs. Fogg provided a detailed report and highlighted the 2016-17 year-end financial report, including budget changes totaling \$700,599; total actual revenue was at 98.85% of budget and total expenditures were at 99.12% of budget.

ii. September Financial Report. Mrs. Fogg reviewed the September Financial Report, noting total actual revenue was at 23.23% of the budget and total actual expenditures were at 22.39% of the budget.

iii. 2019-21 Capital Budget Minor Project Request. Mrs. Fogg and Dr. Brandes explained, after weighing all factors, the decision had been made to not submit an application for a 2019-21 Capital Budget Minor Project.

2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access

a. Resolution to Support College Spark Guided Pathways Initiative. Dr. Marleen Ramsey reviewed the proposed resolution to be included as part of an application for a College Spark Guided Pathways grant.

Mr. McQuary moved and Mr. Sanchez seconded to approve Resolution No. 10-17-02 – Guided Pathways Initiative for Student Success, Educational Attainment, and Increased Transfer Numbers. *Motion carried.*

3. Strengthen Student Enrollment – Retention and Outcomes

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

a. Update on Student Housing. Ms. Jessica Cook explained the Foundation's preliminary work toward consideration of a student housing project; with the first step to be the completion of a market demand study to determine the feasibility of such a project. Ms. Cook noted the study will be undertaken by the Scion Group and it is anticipated to be completed and ready to present to the Trustees and the Foundation Board of Governors in January 2018.

5. Support Clarkston Facilities Expansion as Education Activity Hub

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

7. Improve Risk Management

2018 WWCC Board of Trustees Meeting Schedule – First Reading. Dr. Brandes presented the proposed 2018 WWCC Board of Trustees Meeting schedule, noting it included holding two meetings on the Clarkston Campus – in April and October. The Trustees agreed to place the schedule on the next consent agenda.

Board Reports / Remarks. Ms. Fugman-Small and Mr. McQuary both noted they would be unable to attend the November 15, 2017 Board meeting.

New and Unscheduled Business. None

Public Comment. None

Adjourn. The meeting adjourned at 4:30 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Chair
Board of Trustees

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

Faculty Salary Improvement

Whereas the Legislature has enacted legislation that allows the opportunity to improve faculty salaries with a cost of living adjustment of 2.3 percent and the use of Turnover Savings to fund increments, and

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

Whereas available Turnover Savings is insufficient to fund all earned increments.

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2017-2018 academic year. Effective July 1, 2017:

1. A 2.3 percent cost of living adjustment will be applied to the Full-Time Faculty Salary Schedule;
2. A 2.3 percent cost of living adjustment will be applied to the adjunct salary schedule;
3. Step 15B will be added to the Full-Time Faculty Salary Schedule;
4. Eligible faculty will receive one (1) increment for seniority;
5. Professional Improvement increments will not be funded;
6. Any excess Turnover Savings will be banked.

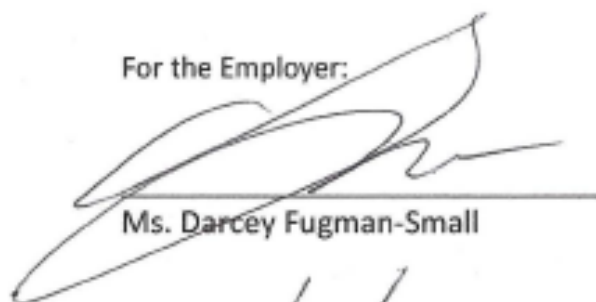
As such, effective July 1, 2017, the Part Time, Moonlight/Overload Faculty Salary Schedule, Appendix D, is as follows:

<i>Mode of Instruction</i>	<i>Full enrollment and Overload rate</i>	<i>Benefits Eligible for 3 years Full enrollment rate</i>	<i>Low enrollment rate</i>
<i>1 Lecture</i>	\$61.30	\$64.40	\$49.35
<i>2 Lecture/Lab</i>	\$53.45	\$56.15	\$43.15
<i>3 Lab</i>	\$46.60	\$49.00	\$38.55
<i>4 Clinical</i>	\$42.00	\$44.10	\$38.55
<i>5 Other</i>	\$26.00	\$27.40	

Effective July 1, 2017, the Full-Time Faculty Salary Schedule, Appendix C, will be as follows:

STEP	SALARY (176- DAYS)	DAILY RATE	STEP	SALARY (176-DAYS)	DAILY RATE	STEP	SALARY (176- DAYS)	DAILY RATE
3A	\$ 52,184	\$ 296.50	7A	\$ 57,392	\$ 326.09	11A	\$ 62,599	\$ 355.68
B	\$ 52,511	\$ 298.36	B	\$ 57,717	\$ 327.94	B	\$ 62,925	\$ 357.53
C	\$ 52,836	\$ 300.20	C	\$ 58,044	\$ 329.80	C	\$ 63,251	\$ 359.38
D	\$ 53,160	\$ 302.05	D	\$ 58,368	\$ 331.64	D	\$ 63,576	\$ 361.23
4A	\$ 53,486	\$ 303.90	8A	\$ 58,696	\$ 333.50	12A	\$ 63,901	\$ 363.07
B	\$ 53,813	\$ 305.76	B	\$ 59,018	\$ 335.33	B	\$ 64,228	\$ 364.93
C	\$ 54,137	\$ 307.60	C	\$ 59,345	\$ 337.19	C	\$ 64,552	\$ 366.77
D	\$ 54,465	\$ 309.46	D	\$ 59,670	\$ 339.03	D	\$ 64,878	\$ 368.63
5A	\$ 54,787	\$ 311.29	9A	\$ 59,997	\$ 340.89	13A	\$ 65,203	\$ 370.47
B	\$ 55,114	\$ 313.15	B	\$ 60,321	\$ 342.73	B	\$ 65,529	\$ 372.32
C	\$ 55,438	\$ 314.99	C	\$ 60,647	\$ 344.59	C	\$ 65,855	\$ 374.18
D	\$ 55,766	\$ 316.85	D	\$ 60,972	\$ 346.43	D	\$ 66,181	\$ 376.03
6A	\$ 56,090	\$ 318.69	10A	\$ 61,298	\$ 348.28	14A	\$ 66,506	\$ 377.88
B	\$ 56,415	\$ 320.54	B	\$ 61,623	\$ 350.13	B	\$ 66,831	\$ 379.72
C	\$ 56,742	\$ 322.40	C	\$ 61,948	\$ 351.98	C	\$ 67,156	\$ 381.57
D	\$ 57,067	\$ 324.24	D	\$ 62,275	\$ 353.84	D	\$ 67,482	\$ 383.42
						15A	\$ 67,807	\$ 385.27
						B	\$ 68,133	\$ 387.12

For the Employer:



Ms. Darcey Fugman-Small

Date

10/18/17

For the Union:



Mr. James Peitersen

Date

10/19/17

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

November 15, 2017

The Board of Trustees of Community College District No. 20 met in regular session on November 15, 2017, in the Board Room of Walla Walla Community College. Dr. Derek Brandes called the meeting to order at 11:00 a.m.

Trustees present: Mr. Tim Burt
Mr. Sergio Hernandez
Mr. Bill Warren

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Administrative Services
Dr. Marleen Ramsey, Vice President, Instruction
Mrs. Melissa Thiessen, Executive Director, Communications
& Marketing

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

Elect Chair Pro-Tem.

Mr. Hernandez moved and Mr. Warren seconded to elect Trustee Tim Burt as Chair Pro-Tem for the November 15, 2017 Board of Trustees meeting.
Motion carried.

Approval of Agenda.

Mr. Warren moved and Mr. Hernandez seconded to approve the agenda for the November 15, 2017 Board of Trustees meeting as presented. *Motion carried.*

Introduction of New Trustees. Dr. Brandes introduced and welcomed Mr. Sergio Hernandez and Mr. William (Bill) Warren as newly-appointed Trustees to the WWCC Board. Mr. Hernandez and Mr. Warren each presented brief biographical information.

Trustees Tour Campus. Dr. Brandes led the Trustees on a tour of the WWCC Walla Walla Campus.

Board Work Session. Each of the Vice Presidents – Sherry Hartford, Vice President of Human Resources; Marleen Ramsey, Vice President of Instruction; Jose da Silva, Vice President of Student Affairs; Doug Bayne, Vice President of Advancement; and Davina Fogg, Vice President of Administrative Services, presented the Board with an overview of their areas of responsibilities and duties.

Bryan Ovens, Assistant Attorney General, introduced himself and explained his role as general counsel for Walla Walla Community College.

Public Comment. None

Adjourn. The meeting adjourned at 3:15 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Chair Pro-Tem
Board of Trustees



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 3

MEMORANDUM

TO: WWCC Board of Trustees

DATE: December 14, 2017

FROM: Derek Brandes, President

RE: 2018 WWCC Board of Trustees Meeting Schedule

The following represent the proposed dates for the 2018 Walla Walla Community College Board of Trustees meetings. This schedule was presented for a first reading at the October 18, 2017 Board of Trustees meeting and it was agreed to place it on the consent agenda for the December 20, 2017 Board meeting. Thank you.

Date	Time	Location
Wednesday, January 17, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, February 21, 2018	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, March 21, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, April 18, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Clarkston Campus
Wednesday, May 16, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, June 27, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, July 18, 2018*	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, August 15, 2018*	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, September 19, 2018	1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, October 17, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Clarkston Campus
Wednesday, November 14, 2018	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, December 19, 2018	1:00 p.m. Board Meeting	WWCC Walla Walla Campus

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: December 14, 2017
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, September 2017

Gibby, David – Instructional & Classroom Support Technician 1

Senderhauf, Terye – Data Assessment Specialist

Current Recruitments

1. Automotive Technology Instructor, Coyote Ridge Corrections Center
2. Adult Basic Education Instructor, Clarkston
3. Recruitment & Outreach Specialist, Water & Environmental Center

Other News

Five college employees completed Level One Civil Rights Investigator Training from the Association of Title IX Administrators on November 29 & 30, 2017.



Walla Walla Community College

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

DATE: December 13, 2017

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Fall Quarter 2017

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

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

Interim Fall Enrollment Board Report

December 12, 2017

State Supported FTE Enrollment 2017-18

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

Contract FTE Enrollment 2017-18

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

Self-Support/Community Service FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total Self-Support	43.7	29.4	-14.3	-32.7%	29.07	32.5	3.4	11.8%	19.29				17.2				36.4267			

Unduplicated Headcount 2017-18

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

Running Start and AEP FTE Enrollment 2017-18

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

Tab 6

WALLA WALLA COMMUNITY COLLEGE - October 2017

2017-2018 Approved Budget	September Adjusted Budget	October Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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REVENUE:

State Funds:								
Base Allocation	\$14,339,015	\$14,956,795	\$14,956,795	\$0	\$4,338,275	29.01%	\$4,289,166	29.25%
Opportunity Grant	461,412	461,412	461,412	0	151,049	32.74%	129,513	28.07%
Worker Retraining	2,073,823	2,073,823	2,007,198	(66,625)	505,557	25.19%	605,690	27.83%
Total State:	\$16,874,250	\$17,492,030	\$17,425,405	(\$66,625)	\$4,994,881	28.66%	\$5,024,369	29.04%
Local Funds:								
General:								
Operating Fees	\$8,103,963	\$8,253,963	\$8,253,963	\$0	\$2,790,706	33.81%	\$2,880,235	35.62%
General Local	1,675,400	1,675,400	1,675,400	0	574,636	34.30%	539,173	35.27%
Alternative Education Program	510,000	510,000	510,000	0	0	0.00%	0	0.00%
Running Start	1,003,400	1,003,400	1,003,400	0	0	0.00%	0	0.00%
Foundation Support	200,000	330,000	330,000	0	82,500	25.00%	50,000	25.00%
Corrections Ed.-Indirect	644,897	661,410	661,410	0	153,610	23.22%	166,989	24.95%
Carry-Forward & Use of Reserves	760,784	760,784	760,784	0	253,595	33.33%	164,525	33.33%
Total General:	\$12,898,444	\$13,194,957	\$13,194,957	\$0	\$3,855,047	29.22%	\$3,800,922	30.92%
Self-Support:								
Community Service	75,000	75,000	75,000	0	53,843	71.79%	83,048	110.73%
Ancillary Programs	300,000	300,000	300,000	0	44,866	14.96%	107,550	35.85%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$98,709	26.32%	\$190,598	50.83%
Total Local Funds	\$13,273,444	\$13,569,957	\$13,569,957	\$0	\$3,953,756	29.14%	\$3,991,520	31.51%
TOTAL REVENUE	\$30,147,694	\$31,061,987	\$30,995,362	(\$66,625)	\$8,948,637	28.87%	\$9,015,889	30.09%

2017-2018 Approved Budget	September Adjusted Budget	October Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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EXPENDITURES:

By Object										
Salaries and Wages	\$18,293,162	\$18,707,361	\$18,748,259	\$40,898	\$5,159,649	\$0	\$5,159,649	27.52%	\$4,937,124	26.97%
Benefits	6,168,647	6,347,634	6,341,752	(5,882)	1,949,454	0	1,949,454	30.74%	1,891,687	31.06%
Rents	173,128	173,128	173,128	0	50,644	101,289	151,933	87.76%	165,983	92.61%
Utilities	895,130	895,130	895,130	0	215,764	0	215,764	24.10%	197,165	23.60%
Goods and Services	2,646,307	2,969,909	2,869,816	(100,093)	878,467	733,224	1,611,691	56.16%	1,725,949	66.08%
Travel	272,810	272,810	283,056	10,246	171,025	900	171,925	60.74%	151,170	62.55%
Equipment	328,553	328,553	344,657	16,104	68,867	16,870	85,737	24.88%	232,909	56.73%
Subsidies/Transfers/Debt Service	1,369,957	1,367,462	1,339,564	(27,898)	345,006	0	345,006	25.76%	410,450	31.65%
Total by Object	\$30,147,694	\$31,061,987	\$30,995,362	(\$66,625)	\$8,838,876	\$852,283	\$9,691,159	31.27%	\$9,712,437	32.41%
By Program										
Instruction	\$12,670,352	\$12,868,390	\$12,902,099	\$33,709	\$3,269,704	\$99,399	\$3,369,103	26.11%	\$3,441,410	27.26%
Community Service	75,000	75,000	75,000	0	58,277	0	58,277	77.70%	44,483	59.31%
Instructional Computing	419,017	419,017	412,168	(6,849)	127,544	32,889	160,433	38.92%	175,007	40.28%
Ancillary Programs	300,000	300,000	300,000	0	38,815	4,906	43,721	14.57%	93,332	31.11%
Academic Administration	2,939,582	2,948,849	3,040,936	92,087	1,009,091	761	1,009,852	33.21%	1,018,203	33.86%
Library Services	633,862	633,862	646,375	12,513	225,863	19,726	245,589	37.99%	230,962	37.18%
Student Services	3,920,195	3,924,215	3,920,973	(3,242)	1,213,953	7,004	1,220,957	31.14%	1,318,793	33.16%
Institutional Support	5,806,045	6,509,013	6,272,729	(236,284)	1,830,840	395,504	2,226,344	35.49%	2,081,894	35.75%
Facility Services	3,383,641	3,383,641	3,425,082	41,441	1,064,789	292,094	1,356,883	39.62%	1,308,353	42.18%
Total by Program	\$30,147,694	\$31,061,987	\$30,995,362	(\$66,625)	\$8,838,876	\$852,283	\$9,691,159	31.27%	\$9,712,437	32.41%

WALLA WALLA COMMUNITY COLLEGE - November 2017

2017-2018 Approved Budget	October Adjusted Budget	November Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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REVENUE:

State Funds:								
Base Allocation	\$14,339,015	\$14,956,795	\$14,956,795	\$0	\$5,525,562	36.94%	\$5,445,551	37.14%
Opportunity Grant	461,412	461,412	461,412	0	161,452	34.99%	138,376	29.99%
Worker Retraining	2,073,823	2,007,198	2,007,198	0	643,297	32.05%	728,250	33.46%
Total State:	\$16,874,250	\$17,425,405	\$17,425,405	\$0	\$6,330,311	36.33%	\$6,312,177	36.48%
Local Funds:								
General:								
Operating Fees	\$8,103,963	\$8,253,963	\$8,253,963	\$0	\$2,994,589	36.28%	\$3,058,670	37.83%
General Local	1,675,400	1,675,400	1,675,400	0	660,773	39.44%	606,975	39.70%
Alternative Education Program	510,000	510,000	510,000	0	0	0.00%	0	0.00%
Running Start	1,003,400	1,003,400	1,003,400	0	0	0.00%	0	0.00%
Foundation Support	200,000	330,000	330,000	0	165,000	50.00%	100,000	50.00%
Corrections Ed.-Indirect	644,897	661,410	655,904	(5,506)	208,588	31.80%	223,906	33.46%
Carry-Forward & Use of Reserves	760,784	760,784	760,784	0	316,993	41.67%	205,656	41.67%
Total General:	\$12,898,444	\$13,194,957	\$13,189,451	(\$5,506)	\$4,345,943	32.95%	\$4,195,207	34.13%
Self-Support:								
Community Service	75,000	75,000	75,000	0	54,709	72.95%	91,811	122.41%
Ancillary Programs	300,000	300,000	300,000	0	85,137	28.38%	125,747	41.92%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$139,846	37.29%	\$217,558	58.02%
Total Local Funds	\$13,273,444	\$13,569,957	\$13,564,451	(\$5,506)	\$4,485,789	33.07%	\$4,412,765	34.84%
TOTAL REVENUE	\$30,147,694	\$30,995,362	\$30,989,856	(\$5,506)	\$10,816,101	34.90%	\$10,724,942	35.79%

2017-2018 Approved Budget	October Adjusted Budget	November Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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EXPENDITURES:

By Object										
Salaries and Wages	\$18,293,162	\$18,748,259	\$18,711,157	(\$37,102)	\$6,776,670	\$0	\$6,776,670	36.22%	\$6,506,065	35.61%
Benefits	6,168,647	6,341,752	6,356,535	14,783	2,518,589	0	2,518,589	39.62%	2,417,223	39.50%
Rents	173,128	173,128	173,128	0	66,105	102,628	168,733	97.46%	165,983	92.61%
Utilities	895,130	895,130	895,130	0	285,476	0	285,476	31.89%	267,607	32.04%
Goods and Services	2,646,307	2,869,816	2,895,435	25,619	1,119,715	653,492	1,773,207	61.24%	1,850,192	70.80%
Travel	272,810	283,056	274,279	(8,777)	195,077	900	195,977	71.45%	173,208	71.12%
Equipment	328,553	344,657	344,657	0	85,754	9,330	95,084	27.59%	252,596	61.44%
Subsidies/Transfers/Debt Service	1,369,957	1,339,564	1,339,535	(29)	438,614	0	438,614	32.74%	466,370	35.99%
Total by Object	\$30,147,694	\$30,995,362	\$30,989,856	(\$5,506)	\$11,486,000	\$766,350	\$12,252,350	39.54%	\$12,099,244	40.37%
By Program										
Instruction	\$12,670,352	\$12,902,099	\$12,853,582	(48,517)	\$4,443,101	\$91,232	\$4,534,333	35.28%	\$4,564,680	36.00%
Community Service	75,000	75,000	75,000	0	66,913	0	66,913	89.22%	59,642	79.52%
Instructional Computing	419,017	412,168	412,147	(21)	156,405	37,868	194,273	47.14%	195,826	44.86%
Ancillary Programs	300,000	300,000	300,000	0	72,439	5,359	77,798	25.93%	135,131	45.04%
Academic Administration	2,939,582	3,040,936	3,075,831	34,895	1,282,711	0	1,282,711	41.70%	1,274,044	41.37%
Library Services	633,862	646,375	650,394	4,019	276,001	1,860	277,861	42.72%	277,737	44.35%
Student Services	3,920,195	3,920,973	3,918,207	(2,766)	1,457,032	0	1,457,032	37.19%	1,613,823	40.27%
Institutional Support	5,806,045	6,272,729	6,294,009	21,280	2,384,885	356,927	2,741,812	43.56%	2,454,611	43.45%
Facility Services	3,383,641	3,425,082	3,410,686	(14,396)	1,346,513	273,104	1,619,617	47.49%	1,523,750	48.93%
Total by Program	\$30,147,694	\$30,995,362	\$30,989,856	(\$5,506)	\$11,486,000	\$766,350	\$12,252,350	39.54%	\$12,099,244	40.37%



**Walla Walla Community College
Board of Trustees Meeting
December 20, 2017**

Introductions

Stephanie Macon-Moore

- **Kelsey Fox – Office Assistant 3, Health Science Education-Clarkston Campus**

Kelsey Fox has a B.A. in Hospitality Management and an A.A. in Liberal Arts, both from Lewis and Clark State College (LCSC). Kelsey has over four years working in customer service, the past 2 1/2 years serving as an Office Assistant in the Office of Registrar and Records at LCSC.

Robin Sisson

- **Michele Hansell – Fiscal Technician 3**

Michelle recently relocated to Walla Walla from Port Orchard. She has experience in a variety of fields including various accounting positions, para-educator, and activities coordinator.

Brian Thorne

- **Robert Davis – Custodian 2**

Robert has almost 15 years of experience in the custodial/maintenance field in the Walla Walla area working for WalMart and most recently General Hospital before they closed their doors.



Walla Walla Community College Budget Values and Principles

Board Expectations (copied over from prior year for 1st draft)

- The budget will align with the College's mission, vision, core themes, and objectives.
- The budget process reflects WWCC's values of Learning, Community, Diversity, Health and Humor, Excellence, Integrity, Teamwork, Innovation, Personal and Professional Growth, and Sustainability.
- The budget will foster a college environment that supports quality instruction, student learning, and student success.
- The budget will consider student and community needs.
- The budget must comply with legal, contractual and accreditation requirements, and Board and College policies.
- The budget responds to or anticipates external factors specific to each budget development cycle.
- The budget positions WWCC for long-term financial sustainability and maintains reserve funds to deal with emergencies or unanticipated expenses.

Our Expectations of Ourselves

- We will be good stewards of our resources.
- We will conduct ourselves as a community of learners during all phases of budget development -- working within a shared governance framework, while treating people with dignity and respect at all times.
- We will improve the transparency and inclusiveness of the budget process by maintaining open, honest, and clear communication.
- We will develop mechanisms for stakeholders to receive and respond to budget information.
- We will involve and inform programs and individuals who will be directly impacted, as plans evolve and before making final budget recommendations.
- We will use evidence to inform the budget process. The budget process and outcomes of budgeting decisions will be assessed and evaluated.
- We will plan for the impacts of projected resource declines in future years in order to right size the budget now; hoping to avoid what has become a constant cycle of budget reduction work.

Walla Walla Community College
Planning & Budget Calendar for FY19 Budget Development

Revision Date: 12/11/17

December 2017	
13th	Budget Instructions sent out
	Establish Budget Principles & Expectations
	Budget Proposals developed by Planning Groups
20th	Board of Trustees Meeting
January 2018	
	Campus Budget Presentations
Whole month	Budget Proposals developed by Planning Groups
17th	Board of Trustees Meeting
	1st day of Legislative Session
February 2018	
5th	Budget Increase, Decrease and Overview forms due to Budget Office
6th - 20th	Budget Office checks data and verifies coding
21st	Board of Trustees Meeting
21st-4th	Planning Groups present initial proposal to President & Vice-Presidents
March 2018	
4th - 23rd	Budget Planning Group presentations - Increase, Decrease & Overview forms are given to College Council
15th - 2nd	College Council reviews Planning Group proposals
21st	Board of Trustees Meeting
April 2018	
2nd - 13th	College Council Provide President with Recommendation
18th	Board of Trustees Meeting
	Last day of regular session under State constitution
May 2018	
1st	Budget Narratives Due to Finance Staff
1st - 25th	Budget Finalized by Finance Staff to begin document preparation
16th	Board of Trustees Meeting
June 2018	
1st	Budget mailed to Board of Trustees
27th	Board of Trustees Meeting (Full Budget Approval)

**2018 – 2019
Budgeting Facts and Assumptions**

1. The 2018-19 Budget Instructions were distributed to all employees on 12/13/17. The instructions explain a budget shortfall of \$1.2 million that will need to be resolved.
2. For the second year, the process will include several new ways to be heard and participate. The Budget website will be used to capture and communicate facts, assumptions, schedules, presentations, etc. The website also has a “Suggestions” page as well as an option to send an email directly so employees can provide feedback throughout the planning and budget process.
3. Planning Groups were used to work across large sections of the operating budget to prioritize new funding requests and to identify potential reductions under various scenarios. The four Planning Groups for 2017-18’s process are Instruction, Student Affairs, Administrative Services and the Advancement & Human Resources group.
4. It is assumed that the State’s supplemental budget for 2018-19 will have no direct financial impact on the operating budget other than the already approved changes in salaries and tuition noted in #5 and #6 below.
5. Salary increases of 2.7% for faculty and 2% for non-faculty will take effect on July 1, 2018. An additional 1% for faculty and 2% for non-faculty will take effect on January 1, 2019 bringing all employee groups to a total increase of 6% over the 2017-19 biennial budget period. These increases were not fully funded by the state so the operating budget will need to absorb around \$120,000 in additional costs for the upcoming year.
6. Student tuition rates are expected to increase approximately 2% starting Fall Quarter 2018.
7. A 13.94% increase in the Basic Education Allotment rate starting Fall Quarter 2018 will generate \$200,000 in additional revenue for students enrolled in the Running Start and Alternative Education Programs. This increase will help offset an overestimate of \$78,500 from 2017-18.
8. Running Start and Alternative Education Program enrollments increased by around 25% each for Fall Quarter 2017 generating additional revenues of \$245,000 and \$120,000 respectively for these two programs. The 25% enrollment increase is assumed sustainable and ongoing.
9. SBCTC’s final enrollment target for state allocated funding is _____ AAFTES, down ____ from 2017-18’s target of 3,207 AAFTES. A projected allocation of 350 Worker Retraining AAFTES is 50 less than projections used in previous budget development processes.
10. The new allocation funding model will again reduce our share of state funds by \$174,829. This is the third of a four-year phased-in reduction that was equal to 4.1% of the College’s total state allocation as of June 30, 2016.
11. The Enrollment Plan for 2018-19 projects net state supported enrollment of _____. The plan includes the Worker Retraining AAFTES.
12. The operating fee (tuition) revenue budget for 2017-18 assumed 133 new student AAFTES generating almost \$500,000 in new revenue while at the same time a reduction of \$480,000 in

tuition revenue was made to match actual revenues generated during 2016-17. Using Fall Quarter 2017 collections, it is assumed that current year operating fee (tuition) revenues will be short by around \$700,000 or 8.5%, and that that shortfall will need to be absorbed during the 2018-19 planning and budget process.

13. A Fee Study Task Force will study best practices, fairness in application, revenue generation, and the structural options and limitations of assessing student fees. It is assumed that the results of the study will require some restructuring on how fees are assessed and that, overall, the total amount of fee revenues generated will most likely remain at the current level.
14. Reduction decisions from prior budget years were allocated out to individual budgets. A \$50,000 reduction for adjunct funding from the 2016-17 budget process and a \$40,000 reduction affecting student help and/or hourly budgets from last year's process have been distributed out and are no longer held in holding accounts.
15. Funding strategies using several grants including Passport to College, Perkins and the Basic Food and Employment (BFET) grant to cover allowable operating expenditures will be adjusted to a level of support that is sustainable long-term. *(NOTE: Current amounts for the 2017-18 budget were \$10,000, \$35,000 and \$50,000 respectively.)*
16. The 2018-19 budget will be balanced without relying on the use of Fund Balance. For the 2017-18 fiscal year a total of \$500,000 was needed to get to achieve a balanced budget.
17. Another Washington State minimum wage increase will take effect January 2018 affecting all student help positions as well as some of the part-time hourly staff. This unfunded increase will result in approximately \$???? less in funding being available to hire these employees.
18. Funding for several new full-time positions were added early in the 2017-18 fiscal year. A full time Assistant Dean of Art & Sciences was added and around \$27,000 in new funding was used to create a full-time position that works in a Testing/Sports Information role in Student Affairs.
19. For Spring Quarter 2018, funding for a full-time faculty position in Criminal Justice was added.
20. More to come: Planning around changes related to the addition of BAS degrees, international students, potential housing for WWCC students, etc is still needed and will be addressed during this planning and budget process.