



Board of Trustees, District No. 20
Walla Walla Community College
Board Room (Room #161)
WWCC Walla Walla Campus
Wednesday | February 12, 2020 | 11:00 a.m.

Study Session

All Times Are Estimates

11:00 a.m.	Call to Order <i>Mr. Tim Burt, Chair</i> Approval of Agenda <i>Mr. Burt</i>	Action
11:05 a.m.	Board Self-Evaluation <i>Mr. Burt</i>	Discuss
12:15 p.m.	Lunch Break	

Board Meeting

All Times Are Estimates

1:00 p.m.	Board Meeting Resumes		
1:00 p.m.	Consent Agenda <i>Mr. Burt</i> <ol style="list-style-type: none"> January 16, 2020 Board Meeting Minutes January 28, 2020 Special Board Meeting Minutes Personnel Update Interim Winter Quarter Enrollment Report 	Action	Tab 1 Tab 2 Tab 3 Tab 4
1:02 p.m.	President's Report <i>Dr. Derek Brandes</i>	Discuss	
1:17 p.m.	Oral Reports <ul style="list-style-type: none"> Student Government Association Activity Report Walla Walla Campus <i>Ana Carvajal, Walla Walla SGA President</i> 	Discuss	
1:20 p.m.	<ul style="list-style-type: none"> First Read – Consider Approval of Annexing WWCC Walla Walla Acreage into City of Walla Walla <i>Ms. Davina Fogg</i> 	Discuss	Tab 5
1:30 p.m.	<ul style="list-style-type: none"> Financial Report <i>Ms. Peggy Lauerman</i> 	Discuss	
1:40 p.m.	<ul style="list-style-type: none"> Approval of Resolution 20-01-01 Authorizing Investment of WWCC Monies in the Local Government Investment Pool <i>Ms. Lauerman</i> 	Action	Tab 6
1:50 p.m.	Approval to Close Residential Construction/Carpentry and Office Technology Programs <i>Dr. Chad Hickox</i>	Action	

2:05 p.m.	Review Reserves Policy	Discuss	Tab 7
2:15 p.m.	Board Reports / Remarks	Discuss	
2:20 p.m.	Recess to Executive Session to Review the Performance of a Public Employee		
3:05 p.m.	New and Unscheduled Business	Discuss	
3:10 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>		
3:25 p.m.	Adjourn		

**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 Thursday, January 16, 2020, on the Walla Walla Community College Walla Walla Campus. Mr. Tim Burt called the meeting to order at 11:00 a.m.

Trustees present:

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

Administrators present:

Dr. Derek Brandes, President
Ms. Davina Fogg, Vice President, 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

Also present:

Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Lisa Chamberlin, Director, eLearning
Ms. Cheryl Hansen, Director, International Programs
Jacquelyn Meier, Director, Campus Security & EHS
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary
Ms. Jacquelyn Ray, Director, Library Services
Ms. Cindy Walker, Dean, Workforce Education
Ms. Jodi Worden, Executive Director, Continuing Education
& Community Engagement

Approval of Agenda.

Mr. Hernandez moved and Mr. McQuary seconded to approve the agenda for the January 16, 2020 Board of Trustees meeting as presented. *Motion carried.*

Tour of Science Labs. Dr. Richard Middleton-Kaplan and Mr. Keenan Failing led the Board on a tour of the various science labs in the Main Administration Building followed by a discussion of the proposed Science and Technology Building vs other options.

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

- Kerri Finkbiner, Acting Nursing Assistant Administrative Program Coordinator
- Sandra Graham, Nursing Faculty, Walla Walla Campus
- Lara-ly Hendrickson, Nursing Faculty, Clarkston Campus
- Brandom Price, Nursing Faculty, Walla Walla Campus
- Kim Lawbaugh, Program Assistant, Corrections Ed, WSP
- Craig Richards, Human & Social Services Program Specialist
- Glenda Lamas, Welcome Center Coordinator

Consent Agenda. Mr. Burt requested that item #1 of the Consent Agenda – December 18, 2019 Board Meeting Minutes – be removed from the consent agenda for discussion.

Mr. McQuary moved and Mr. Hernandez seconded that the amended consent agenda items be approved or accepted, as appropriate: 2) Personnel Update; 3) Final Fall Enrollment Report; and 4) Interim Winter Quarter Enrollment Report. *Motion carried.*

- Mr. Burt noted that during his Faculty Senate Update at the December 18, 2019 Board of Trustees meeting, Mr. Rostollan accidentally reported incorrect results from the Presidential Confidence Poll and, as the minutes must reflect what was reported vs what was intended, it was necessary to amend the December 18, 2019 Board Meeting minutes to make this correction. Mr. Burt explained that Mr. Rostollan had made the following report, as noted in the December 18, 2019 Minutes: "*Mr. Rostollan reviewed the Presidential Confidence Poll, noting: 1) the Poll was distributed to all 405 faculty – 98 full-time and 307 part-time; 2) a total of 133 responses were received – 82 from full-time faculty, 32 from part-time, and 18 who did not vote but submitted comments; 3) the single question was: "Do you feel confident that President Brandes can effectively lead the college moving forward." Mr. Rostollan reported the results indicated 30 of the fulltime faculty answered "no;" 20 expressed confidence; and of the part-time faculty that responded, 20 indicated no confidence and 12 had some confidence.*" Mr. Burt reported the correct results were that 52 fulltime faculty answered "no" vs 30 and that instead of 20 expressing confidence, it should have been 30.

Mr. Hernandez moved and Mr. McQuary seconded to approve amending the December 18, 2019 Board of Trustees Meeting minutes as noted by Mr. Burt. *Motion carried.*

Recognize Tony McGuire, Walla Walla Community College Community Service Award

Recipient. Mr. Brent Caulk introduced and congratulated Mr. Tony McGuire for his selection as the College's recipient of the annual Walla Walla Valley Chamber of Commerce WWCC Community Service Award.

Oral Reports

- **Student Government Association Activity Report | Clarkston Campus.** Emily Saltzberg, President of the Clarkston Campus SGA, reported: 1) plans were underway for the convocation with climate change as the topic; 2) free bowling nights, a movie night, and an upcoming ice-skating night were planned; 3) and there would be an event honoring Dr. Martin Luther King, Jr.
- **Capital Projects Update.** Ms. Fogg presented information on the proposed Science & Technology Building capital project, including current status and options for consideration, i.e., additional square footage, renovating existing science labs in the Administration Building, or a combination. After a thorough discussion, it was agreed to reconvene the project Steering Committee to review options that would accomplish the overarching objectives and fit within the project budget. The Steering Committee would then present their findings to the architects to determine feasibility and, from there, make a recommendation to the Board of Trustees.
- **Financial Report.** Ms. Lauerman presented the current financial report, including Operating Budget Reconciliation, Revenue, Expenditures by Object and Function, and a summary of Grants and Contracts. Ms. Lauerman noted after additional allocations from the state to-date, the updated revenue operating budget was now \$33,752,772.
- **First Read – Resolution 20-01-01 Authorizing Investment of WWCC Monies in the Local Government Investment Pool.** Ms. Lauerman reviewed the proposed resolution authorizing investment of WWCC funds in the LGIP (Local Government Investment Pool), explaining that the LGIP was created by the Legislature in 1986, is operated by the Office of the State Treasurer to provide local governments a means to invest their funds safely and enjoy the economies of scale available from a \$10-16 billion pooled fund investment portfolio. Further, that the LGIP's objectives, in priority order, are: 1) safety of principal; 2) maintaining adequate liquidity to meet cash flows, and; 3) providing a competitive interest rate relative to other comparable investment alternatives. Ms. Lauerman reported the College's investment account is currently yielding .54% while the LGIP had a 30-day yield rate of 1.75% currently. Ms. Lauerman also pointed out there was an existing WWCC Resolution authorizing investment in the LGIP from June 26, 1996, however the Office of the State Treasurer required an updated resolution. This proposal will be presented to the Board for approval at the February 12, 2020 Board of Trustees meeting.

- **International Students Program Update.** Ms. Cheryl Hansen provided an update of the International Students Program, including outreach and engagement efforts, applications, enrollment, and new offerings. Ms. Hansen also introduced two international students who described their backgrounds and how they learned about, and chose to enroll, at WWCC. Ms. Lauerma presented a report on the financial impacts of the International Students Program, including revenues and expenses for the period of 2015-16 through 2018-19.

President's Report. Dr. Brandes reported on his State of the College addresses to-date, noting he would be presenting at North Campus and Coyote Ridge in the next week; reported the Legacy Project on the Clarkston Campus had been delayed possibly two weeks due to materials damaged in shipment but hopefully would be completed by the last week of February, and; highlighted current legislative activity.

Board Reports / Remarks. None.

New and Unscheduled Business. None.

Public Comment.

- Adjunct faculty member Kendra Coffeen spoke in support of the International Students and study abroad programs; sharing comments from currently enrolled international students on their positive experiences with WWCC.

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

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Chair
Board of Trustees

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

January 28, 2020

The Board of Trustees of Community College District No. 20 met in special session on January 28, 2020, in the Shepherd Room of the Pomeroy (WA) Elementary School. Mr. Tim Burt called the meeting to order at 9:00 a.m.

Trustees present: Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Michelle Liberty
Mr. Don McQuary
Mr. Bill Warren

Also present: Dr. Derek Brandes
Dr. Mary Spilde

The Board discussed the following topics:

- Fiduciary responsibilities, including the anticipated upcoming budget cuts
- Identifying priorities and direction for 2020
- Strategic enrollment and retention
- Organizational development
- Expectations for the president
- Best practices in board/president relationships
- Communication with the board
- Board policy review
- Board self-evaluation review

No action was taken.

Adjourn: The meeting adjourned at 4:00 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: February 6, 2020
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, January 2020

Brunea, Shauna – Program Coordinator

Taylor, Anna – Athletic Trainer

Current Full-Time Recruitments (In Process)

ctcLink Project Manager/Organizational Change Manager

Librarian (Tenure-Track Faculty)



Walla Walla Community College

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

DATE: February 5, 2020

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Winter Quarter Enrollment

Enclosed is an interim enrollment report for Winter Quarter 2020.

- State-supported enrollment for Winter Quarter is reporting 2,141 FTE, a decline of 230 FTE (9.7%) from the **close** of Winter Quarter 2019.
- Contract enrollment is reporting 1,306 FTE, a decline of 47 FTE from the **close** of Winter Quarter 2019. DOC enrollment comprises 1,020 FTE of contract enrollment. DOC enrollment is down 32 FTE from the **close** of last winter.
- Self-support enrollment is reporting 43 FTE, up 14 FTE from the **close** of Winter Quarter 2019.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 49 FTE, up from nine FTE at the **close** of last winter.
- International Student enrollment is reporting 23 FTE, up four FTE from the **close** of last Winter Quarter.
- Running Start is reporting 235 FTE, up 33 FTE from the **close** of last Winter Quarter.
- AEP is reporting 44 FTE, down 59 FTE from the **close** of last Winter Quarter.
- Unduplicated headcount on the Walla Walla campus and Clarkston Center is 2,741 students.

WWCC Enrollment Report for Winter 2019

As of February 5, 2020

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

FTE by Funding Source

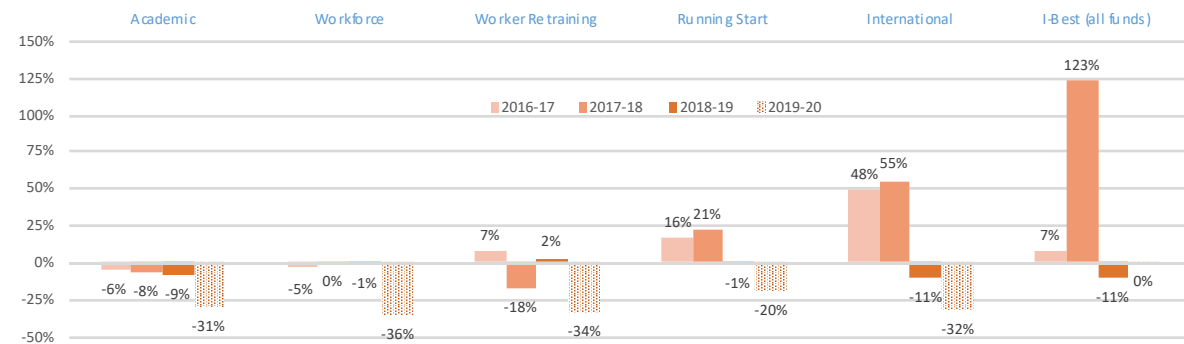
	2016-17				2017-18				2018-19				2019-20			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	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	2,277	1,362	75	3,714
winter	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,353	29	3,753	2,141	1,306	43	3,490
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	4,979	3,640	154	8,773
AAFTI	2,833	1,793	36	4,663	2,781	1,756	37	4,574	2,542	1,643	47	4,232	1,660	1,213	51	2,924

State Allocation Plan for 2019-20: 3,155 -47% from target

Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-19%	-20%	-23%
	fall	-4%	-15%	-11%
	winter	-10%	-19%	-15%
	spring			
	annual			
Contract	summer	9%	-8%	-3%
	fall	1%	-8%	-3%
	winter	-3%	-9%	-7%
	spring			
Self Support	summer	-12%	-18%	-5%
	fall	145%	159%	143%
	winter	48%	126%	68%
	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	870	808	
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,111	1,075	
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	90	295	255	
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	102	352	347	
	I-Best**		19	34	42		35	38	29		30	21	47		44	11	
	BAS										3	7	9	4	49	49	
	International	3	13	13	20	11	20	23	22	8	20	19	21	4	19	23	
	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	1,074	1,020	
	Running Start		169	166	153		211	200	181		199	202	183		232	235	
	Alternative HS		72	75	75		85	95	97		97	93	86	9	42	44	
	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	85	

*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**

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

DATE: February 5, 2020
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Operations
RE: First Review – Annexation of 10.5 acres into City of Walla Walla

Annexation into the City of Walla Walla is the last step of a lengthy land use process that started in November 2017 when an application was submitted to the Walla Walla County Community Development Department to amend the Walla Walla County Comprehensive Plan.

Throughout this process, the College has successfully partnered with Sheryl Cox on a 27 acre parcel to move both lots through the required land use application processes. Ms. Cox represents the Klicker family and their 16.5 acres of land immediately adjacent to the College's 10.5 acres at the East end of the current campus.

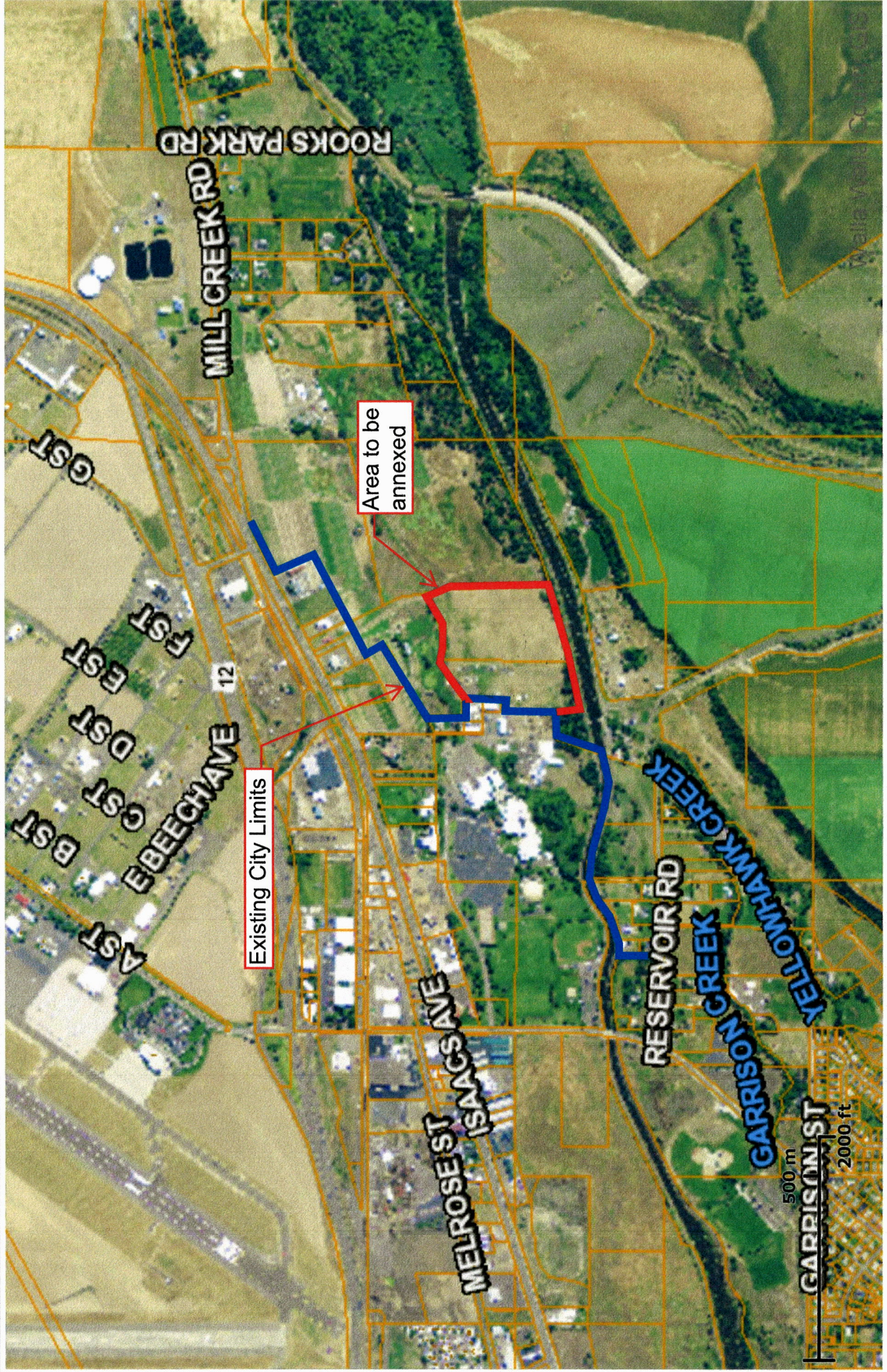
As of January 2020, the parcel officially became part of the Walla Walla Urban Growth Area with a zoning and land use designation of Public Reserve.

The proposed timeline for the annexation petition includes this first consideration by the WWCC Board on 2/12/2020, followed by approval at their 3/25/2020 board meeting, and final approval by the State Board of Community and Technical Colleges (SBCTC) on 5/7/2020. Assuming those approvals occur as planned, the College/SBCTC will sign off on the 60% petition drafted by the City of Walla Walla and that petition will proceed through City processes and a final public hearing conducted by the City.

Subject to your approval at the March 25, 2020 board meeting, college staff will request approval to sign off on the annexation petition at the May 2020 SBCTC board meeting.

We will present this agenda item for your review and questions at the February meeting and expect to recommend approval of the annexation petition at the March 25, 2020 meeting. Enclosed with this memo are two drawings depicting the land referenced above.

Vicinity Map Exhibit C





Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
Phone: 509/527.4274
Fax: 509/527.4249

MEMORANDUM

TO: Board of Trustees

DATE: February 6, 2020

FROM: Peggy Lauerman, Interim Vice President of Business Services

RE: Amended Resolution – Local Government Investment Pool (LGIP)

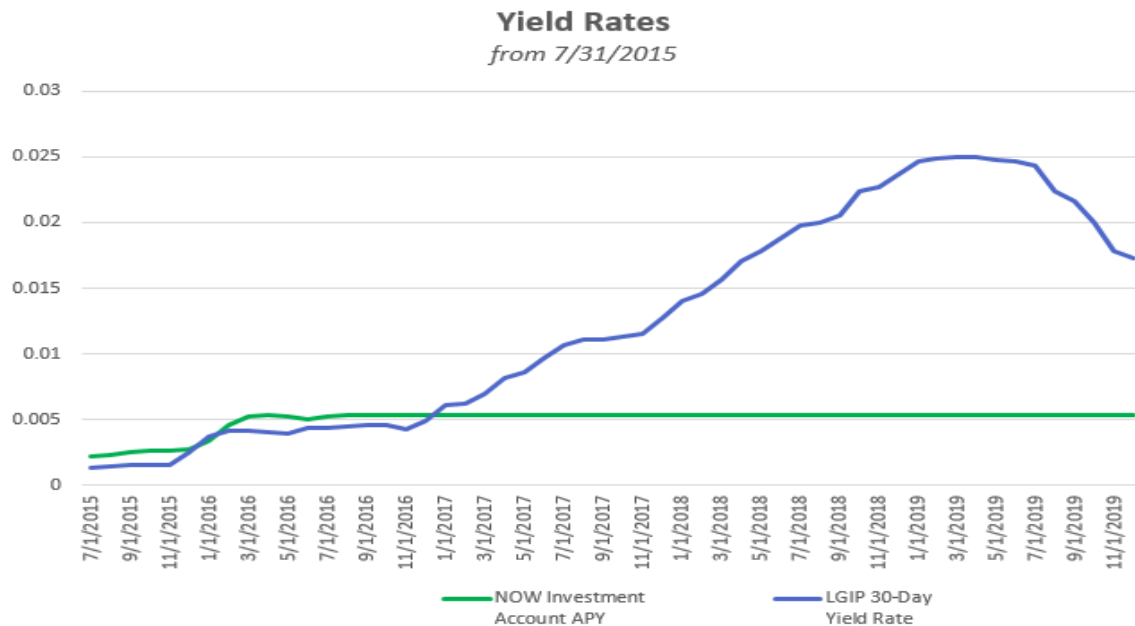
In order to update the authorized signature form to invest money in the Local Government Investment Pool (LGIP), the College is required to have a current resolution in place as prescribed by the Office of the State Treasurer. At the January 9, 2020 Board meeting, the first reading of Proposed Resolution 20-01-01 was presented. This resolution is now presented for approval and adoption and would rescind Resolution 96-4.

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to RCW 43.250.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$10-16 billion pooled fund investment portfolio.

LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The College has an opportunity to improve the amount of interest earned on its investment account which is currently yielding .54%. The LGIP has a true 30-day yield rate of 1.75% as of January 8th. The graph below shows a historical prospective of the rates between the College's investment account with the bank and the LGIP.





Walla Walla Community College
Resolution 20-01-01
Authorizing Investment of Walla Walla
Community College Monies in the Local
Government Investment Pool

This Resolution replaces and supersedes Walla Walla Community College Resolution No. 96-4 dated June 26, 1996.

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Washington State Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)), for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Walla Walla Community College, "WWCC" hereinafter, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of WWCC shall be first duly authorized by the Walla Walla Community College Board of Trustees, the "Governing Body" hereinafter, or any designee of the Governing Body, pursuant to this resolution, or a subsequent resolution; and

WHEREAS, WWCC will cause to be filed a certified copy of this resolution with the Office of the State Treasurer; and

WHEREAS, the Governing Body and any designee appointed by the Governing Body with authority to contribute or withdraw funds of WWCC has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the Governing Body attests by the signature of its Chair that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the Governing Body does hereby authorize the contribution and withdrawal of WWCC monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the Governing Body has approved the Local Government Investment Pool Transaction Authorization Form, "Form" hereinafter, as completed and incorporates said Form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that WWCC designates Derek Brandes, President, the "authorized individual" hereinafter, to authorize all amendments, changes, or alterations to the Form or any other documentation, including the designation of other individuals to make contributions and withdrawals on behalf of WWCC.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the Governing Body that the authorized individual has been terminated or that their delegation has been revoked. The Office of the State Treasurer will rely solely on the Governing Body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by the delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of WWCC. No amendments, changes, or alterations shall be made to the Form or any other documentation until WWCC passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the Governing Body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the Governing Body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Passed and Adopted in Open Meeting by the Board of Trustees of Walla Walla Community College, District No. 20, this _____ day of _____, 2020.

Board of Trustees
Walla Walla Community College

Chair of the Board



Walla Walla Community College

Policy: Reserves

Adopted: April 20, 2005

Revised: April 19, 2017

RESERVES

The President shall ensure the College maintains a reserve fund balance of at least twenty percent (20%) of general operating revenues. The reserve will ensure that sufficient funds are available to deal with fluctuations in revenue and expenditures. The Board may approve spending resulting in lower reserve balances in an emergency situation or when they believe it to be in the best interests of the College's immediate or long-term needs. The President will notify the Board at any time the reserve balance is less than twenty percent (20%).

The status of the College's reserve will be reported to the Board of Trustees at least annually.