



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
500 Tausick Way; Walla Walla, WA
Wednesday, February 15, 2017

1:00 p.m. – Board Meeting

All Times Are Estimates

1:00 p.m.	Call to Order		
	Approval of Agenda	Action	
	<i>Dr. Roland Schirman, Chair</i>		
1:05 p.m.	Introductions	Discuss	Tab 1
	<u>Jerry Anhorn</u>		
	<ul style="list-style-type: none">• Debra Erikson, Director of Workforce Education Services		
	<u>Samantha Bowen</u>		
	<ul style="list-style-type: none">• Megan Brock, Program Assistant		
	<u>Lori Carambot</u>		
	<ul style="list-style-type: none">• Kevin Knapp, Purchasing Manager		
	<u>Jess Gilmore</u>		
	<ul style="list-style-type: none">• Marcus Rafanelli, Instruction and Classroom Support Technician 1		
	<u>Davina Fogg</u>		
	<ul style="list-style-type: none">• Lori Carambot, Director of Special Fiscal Services		
	<u>Shane Loper</u>		
	<ul style="list-style-type: none">• Johnny Watts, Assistant Director of Facility Services		
	<u>Robin Sisson</u>		
	<ul style="list-style-type: none">• Kathleen Scott, Travel Accountant		
	<u>Tessa Kimball</u>		
	<ul style="list-style-type: none">• Caley Moyer, Counselor		
	<u>Lauren Hemenway</u>		
	<ul style="list-style-type: none">• Maria Alonso, TRiO Advisor		
1:15 p.m.	Consent Agenda		
	<i>Dr. Schirman</i>	Action	
	<ol style="list-style-type: none">1. Minutes – December 21, 2016 Board Meeting		Tab 2
	<ol style="list-style-type: none">2. Personnel Update		Tab 3

1:18 p.m.	Employee Recognition <i>Dr. Derek Brandes, Mr. Doug Bayne</i>	Discuss	
1:25 p.m.	Oral Reports <ul style="list-style-type: none"> Associated Student Body Activity Report – Clarkston and Walla Walla Campuses <i>Angela Wakefield and Beth Meyer, Presidents</i> Legislative Update <i>Dr. Brandes</i> WWCC Foundation Activities Report <i>Mr. Bayne</i> Enrollment Reports: <ol style="list-style-type: none"> Final Fall Quarter Interim Winter Quarter <i>Dr. Nick Velluzzi</i> Student Affairs <i>Dr. Jose da Silva</i> 	Discuss Discuss Discuss Discuss Discuss	 Tab 4 Tab 5
2:15 p.m.	President's Report <i>Dr. Brandes</i> <ul style="list-style-type: none"> Budget and Planning Process 	Discuss	Tab 6
2:25 p.m.	Recess to Executive Session to Review the Performance of a Public Employee		
3:25 p.m.	Board Reports/Remarks <ul style="list-style-type: none"> ACT Conference 	Discuss	
3:35 p.m.	New and Unscheduled Business	Discuss	
3:45 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>		
4:00 p.m.	Adjourn		



**Walla Walla Community College
Board of Trustees Meeting
February 15, 2017**

Introductions

Jerry Anhorn

- **Debra Erikson, Director of Workforce Education Services**

Debra began at Walla Walla Community College in the spring of 2006 as the WorkFirst Coordinator. She soon expanded her WorkFirst grant responsibilities, as well as adding some supervision of the Worker Retraining Program, and was promoted to WorkFirst Program Manager. In the spring of 2013, Debra developed WWCC's Basic Food Employment & Training grant and has been growing that program for the college for the past four years. In the spring of 2015, in addition to her grant management responsibilities, Debra developed the college and community partnerships that established Warrior Resources, a campus-based food pantry. This past fall, Debra's passion for serving students experiencing challenges and connecting them to needed supports, and her dedication to collaboratively maximize campus and community resources, led to the development of a new department that brings together BFET, WorkFirst, Worker Retraining, Perkins, and TAACCCT Grant: Workforce Education Services. Debra has been appointed to the position of Director of Workforce Education Services.

Samantha Bowen

- **Megan Brock, Program Assistant**

Megan graduated from WWCC in 2013 and is currently finishing on her bachelor's degree in Business Management at WGU. Megan has an extensive history with the WWCC Parenting Education Program; she was enrolled as a child in the Waitsburg Cooperative Preschool and, more recently, worked as the Student Helper at the Parent Child Center. In addition to her coursework in Business, Megan has gained experience in Customer Service while working at Baker Boyer Bank and the Marcus Whitman Hotel. Megan's references spoke highly of her welcoming personality, collaborative nature, and ability to provide excellent customer service. Megan is eager to utilize her knowledge and experience at Walla Walla Community College.

Lori Carambot

- **Kevin Knapp, Purchasing Manager**

Kevin Knapp joined the Business Service's team starting 12/6/16 as Purchasing Manager. He has 17 years of experience in purchasing, procurement, bid development and inventory control positions with Boise Cascade and Calpine Corporation. He also managed and provided oversight for contracts including structuring, negotiation, awarding, and compliance. He has 15 years of supervisory experience in the areas of procurement and warehouse management. For the past 2.5 years, Kevin had returned to Calpine Corporation in the position of Business Manager/Materials Technician III where he was responsible for reporting, budgeting and forecasting as well as managing procurement and inventory.

Jess Gilmore

- **Marcus Rafanelli, Instruction and Classroom Support Technician 1**

Marcus Rafanelli, while new to WWCC in his role of Instruction and Classroom Support Technician 1 in the EV program, he is not new to the business of wine. Marcus grew up in a wine family but hoped to pursue education as a career. After receiving his bachelors from Boise State in biology his grandfather encouraged him to think about winemaking as a career. Marcus made the wise decision to enter the new WWCC Enology & Viticulture program graduating in 2008 while learning hands on at his job at L'Ecole No. 41. After graduation, he moved to the west side to work for William Church Winery in Woodinville where he honed his craft making award-winning wines. To broaden his exposure, Marcus traveled to Australia working harvest at Two Hands Wines and then traveled Europe and California exploring various wine regions. His experiences spans small and large wineries but upon his return to the US, he was seeking to give back to the industry. Lucky for WWCC Marcus's love of teaching, winemaking, and the WWCC EV program created a perfect fit. Marcus now assists our program in producing great wines and ensures students have a safe environment to learn their craft.

Davina Fogg

- **Lori Carambot, Director of Special Fiscal Services**

Lori Carambot's title has changed to the Director of Special Fiscal Services reflecting the significant change in her role with the college that has occurred over the last couple of years. Effective 12/1/16 Lori Carambot assumed full oversight, supervision and leadership of the purchasing and stockroom department. Lori will directly supervise Kevin Knapp who started 12/6/16 in the exempt Purchasing Manager position and the department also includes a classified Stockroom Attendant 3 position reporting to Kevin. This puts purchasing, inventory control, shipping, receiving, stockroom, and overall procurement and surplus of property functions under Lori's direction. Another significant change in duties occurred in July of 2015 when Lori assumed full responsibility for directing, monitoring, and oversight of the accounting functions for the WWCC Foundation and College Cellars. That change included supervision of the Fiscal Analyst 4 whose primary duty is to the Foundation and College Cellars. Both of these areas Lori now directs had been reporting directly to the VP of Financial and Administrative Services.

Shane Loper

- **Johnny Watts, Assistant Director of Facility Services**

Johnny Watts came to Walla Walla Community College in the spring of 2014 as the Maintenance Supervisor. His previous experience in Industrial Safety, Construction, Custodial, and leadership roles within the Dept. of Corrections culminate his effective managerial skills. His hard work, "can do attitude," tenacity, and drive for excellence not only ensures efficiency and high-level achievements within his maintenance department, but it raises the expectation level of his entire maintenance staff. As a result of Johnny's leadership qualities, promoting him to Assistant Director of Facility Services was an excellent decision.

Robin Sisson

- **Kathleen Scott, Travel Accountant**

Ms. Scott has an AA degree in Accounting Technology from Walla Walla Community College. For the past eighteen (18) years, she has been a valuable member of the Farmer's Co-op team and has worked in every office position possible including payroll and accounts payable and receivable and was eventually promoted to the position of assistant controller. Her experience and knowledge in office procedures will make her an excellent addition to the Business Services team.

Tessa Kimball

- **Caley Moyer, Counselor**

Ms. Caley Moyer accepted a temporary position of Counselor effective January 19, 2017. She received her Bachelor's degree in English and Philosophy from Gonzaga and MA in Counseling Psychology at Walla Walla University. Caley has been living in England since 2007, working both as a Clinical Manager of a counseling charity and Senior Wellbeing Practitioner at the University of the West of England. Caley is passionate about working with students, and supporting their success.

Lauren Hemenway

- **Maria Alonso, TRiO Advisor**

Maria Alonso is a former TRiO Student and graduate of Eastern Washington University (EWU) with a Bachelor's degree in Criminal Justice and a minor in Chicano Studies. Maria is passionate about serving underserved students and/or the first in their family to attend college, as she was. TRiO connected Maria with CAMP (College Assistance Migrant Program) at EWU, critical support she needed in college. Maria went on to work for CAMP at EWU as a Retention Specialist and tutor program coordinator. Maria has most recently been employed by the Blue Mountain Action Council in their Commitment to Community program as the Neighborhood Outreach Coordinator. Maria brings to Walla Walla Community College's TRiO program experience in advising, retention, a depth of knowledge of our local community and culture and a strong personal commitment to student success as well creative approaches to identifying and solving student issues.

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

December 21, 2016

The Board of Trustees of Community College District No. 20 met in regular session on December 21, 2016, in the Board Room of Walla Walla Community College. Mrs. Fugman-Small called the meeting to order at 1:00 p.m.

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

Administrators present: Dr. Derek Brandes, President
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Financial & 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
Dr. Chad Miltenberger, Dean, Clarkston Campus
Ms. Stacy Prest, Director, Library Services
Ms. Darlene Snider, Dean, Transitional Studies
Mr. Dave Stockdale, Director, Water & Environmental Center
Ms. Loretta Taylor, Interim Dean, Corrections Education
Mrs. Melissa Thiessen, Director, Marketing, Media & Graphics

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

Approval of Agenda. Mrs. Fugman-Small noted the recipient of the WWCC/Walla Walla Valley Chamber of Commerce Community Service Award was unable to attend the meeting so that agenda item would be delayed until the January Board meeting.

Mr. Sanchez moved and Mr. McQuary seconded to approve the agenda for the December 21, 2016 Board of Trustees meeting, with the elimination of the item "Recognition of WWCC/Walla Walla Valley Chamber of Commerce Community Service Award Recipient. *Motion carried.*

Consent Agenda.

Mr. McQuary moved and Mr. Sanchez seconded the consent agenda items be approved or accepted, as appropriate: 1) Approval of Minutes; 2) Budget Status Report; 3) Personnel Update; and 4) Enrollment Report. *Motion carried.*

Oral Reports.

- **Student Affairs.**

1. Associated Student Body Activity Report. Angela Wakefield, Clarkston ASB President, provided the ASB Activity Report, including the following highlights: ASB sponsored thirteen Thanksgiving baskets for needy students; participated in the annual Lighted Parade; and delivered donated paper products to area food banks and community organizations.

India Update. Dr. Brandes, Dr. Ramsey, Mr. Anhorn, and Mr. Stockdale reported on their recent 11-day trip to India to meet with potential partners and discuss possible opportunities in a variety of skills training. Dr. Brandes noted meetings would be scheduled in the near future with the two businesses – Blutre Strategies and India Redefined – that coordinated the India meetings to determine and map out the next steps.

President's Report. Dr. Brandes presented the Trustees with his Leadership Agenda, outlining his activities and meetings, connected to the College's core themes, for the period of October-November 2016, and noted he had worked his 100th day the previous week. Dr. Brandes also touched briefly on the Governor's recently released budget and reported each of the community and technical colleges were expected to visit the legislature twice during the session accompanied by a student and a trustee.

Approve Six-Month Presidential Evaluation Survey Form. Mrs. Hartford reviewed the six-month presidential evaluation survey document, noting after presenting it to the Board the previous month, Dr. Schirman had requested the addition of item #16 - An ongoing dialog with key leaders in setting goals and priorities. After additional discussion, it was mutually agreed the survey would be distributed to college deans, directors, heads of units, and the President's direct reports for their input, the results would be compiled by Mrs. Hartford, and then presented to the Board during an executive session at the January 18, 2017 Board meeting.

Mr. McQuary moved and Mr. Sanchez seconded to accept the Six-Month Presidential Evaluation Survey Form with the addition of item #16 and that it be submitted to the college deans, directors, heads of units, and the President's direct reports for input. *Motion carried.*

Board Reports/Remarks. None.

New and Unscheduled Business. Mrs. Fugman-Small and the Trustees thanked everyone for their enthusiasm and work over the past year. In addition, special thanks went to the Facilities Department staff for all their work and efforts during the bad weather in maintaining the sidewalks and parking lots.

Public Comment. None.

Adjournment. The meeting adjourned at 2:05 p.m.

Derek R. Brandes, President

ATTEST:

Darcey Fugman-Small, Vice Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: February 9, 2017
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Classified Employee Seniority Report

The HR Office annually prepares and posts a Classified Employee Seniority List. The list is required to contain each classified employee's name, job classification and the total amount of seniority. Collectively, our current WWCC Classified staff have provided over 1.9 million hours of service to our students and the communities we serve.

Retirements/Resignations/Separations, January 2017

Kaitlin Duke, Waitsburg Preschool Teacher, Early Childhood Education
Rebecca Furstenberg, Credentials Evaluator 3, Office of Admissions/Registrar
Sharon Jones, Custodian 3, Facility Services

Current Recruitments

- 1) English Faculty, Tenure Track, Arts & Sciences
- 2) Director of Safety and Security
- 3) Secretary Senior, Workforce Education
- 4) Instructional Technologist, eLearning



Walla Walla Community College

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Tab 4

DATE: February 10, 2017

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Final Enrollment Report, Fall Quarter, 2016

Attached is the Final 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 also included.

- State funded enrollment closed at 2,690.9 FTEs, down -7.2% or -210.1 FTEs from the **close** of Fall Quarter 2015. Unduplicated headcount closed at 3,789, down -176 or -4.4% from last fall.
- Contract enrollment is reporting 1,290.8 FTEs, up 49.8 FTEs or 4.5 from the **close** of last Fall Quarter. Corrections is reporting 1,225.1 FTEs, which is up by 42.3 FTEs from last fall.
- Self-support enrollment is currently reporting 29.1 FTEs, down -4.3 FTEs or -13.0% from the **close** of Fall Quarter 2015.
- Running start is reporting 160.4 FTEs, up 24.2 FTEs or 17.8% from the **close** of last Fall Quarter. AEP is reporting 78.8 FTEs, down -18.7 FTEs or -19.2% from the **close** of last Fall Quarter.

Final Fall Enrollment Board Report

February 10, 2017

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 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
C Prof. Tech	55.3	46.5	-8.8	-15.9%	247.7	242.46	-5.3	-2.1%	244.9				247.44				265.1			
D Transitional	71.3	64.5	-6.8	-9.6%	379.2	317.11	-62.1	-16.4%	501.3				280.58				410.8			
H Extended Learning	175.9	197.2	21.3	12.1%	298.9	293.03	-5.9	-2.0%	325.8				326.77				375.8			
J Clarkston	66.3	52.6	-13.6	-20.6%	294.7	246.3	-48.4	-16.4%	265.7				260.0				295.5			
K Academic Transfer	92.2	95.4	3.2	3.4%	869.2	776.9	-92.3	-10.6%	801.3				718.9				827.2			
M Nursing/Allied Health	96.4	85.1	-11.3	-11.7%	264.7	265.7	1.0	0.4%	270.2				283.7				305.0			
P Business/Entre	103.2	89.2	-14.0	-13.6%	322.1	330.7	8.6	2.7%	336.2				300.0				353.8			
R Ag/Water/Energy	55.8	68.8	13.0	23.3%	224.5	218.8	-5.7	-2.5%	234.2				218.0				244.2			
Total	716.4	699.1	-17.2	-2.4%	2901.0	2690.91	-210.1	-7.2%	2979.7				2635.3				3077.4			

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	1050.45	-89.3	-0.1	1182.8	1225.1	42.3	3.6%	1160.9				1197.9				1560.4			
Other Contract	0.8	0.4	-0.4	-0.5	58.2	65.7	7.5	13.0%	57.4											
Total Contract	1140.4	1050.9	-89.6	-0.1	1241.0	1290.8	49.8	4.0%	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	43.7	3.77	9.4%	33.4	29.1	-4.3	-13.0%	13.3				31.0				39.2			

Unduplicated Headcount 2016-17

State Support	2300	2325	25	1.1%	3965	3789	-176	-4.4%	4086				3990							
Contract	1694	1469	-225	-13.3%	1737	1661	-76	-4.4%	1722				1650							
Undup Headcount	3994	3794	-200	-5.0%	5702	5450	-252	-4.4%	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	160.4	24.2	17.8%	133.8				127.2				134.9			
AEP "billable" FTEs					97.5	78.8	-18.7	-19.2%	88.8				85.5				90.6			



Walla Walla Community College

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Tab 5

DATE: February 10, 2017

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Winter Quarter, 2017

Attached is the Interim Enrollment Report for Winter Quarter, 2017. 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 also included.

- State funded enrollment is reporting 2,598.3 FTEs, down -12.8% or -381.4 FTEs from the **close** of Winter Quarter 2016. Unduplicated headcount is currently 3,669, down -417 or -10.2% from last winter.
- Contract enrollment is reporting 1,178.5 FTEs, down -39.8 FTEs or -3.3% from the **close** of last Winter Quarter. Corrections is reporting 1090.6 FTEs, down -70.3 FTEs or -6.1% from last winter.
- Self-support enrollment is currently reporting 14.7 FTEs, which is essentially flat from the **close** of Winter Quarter 2016.
- Running start is reporting 160 FTEs, up 26.2 FTEs or 19.6% from the **close** of last Winter Quarter. AEP is reporting 82.2 FTEs, down -6.6 FTEs or -7.5% from the **close** of last Winter Quarter.

InterimWinter Enrollment Board Report

February 11, 2017

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 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
C Prof. Tech	55.3	46.5	-8.8	-15.9%	247.7	242.46	-5.3	-2.1%	244.9	223.87	-21	-8.6%	247.44				265.1			
D Transitional	71.3	64.5	-6.8	-9.6%	379.2	317.11	-62.1	-16.4%	501.3	344.83	-156.5	-31.2%	280.58				410.8			
H Extended Learning	175.9	197.2	21.3	12.1%	298.9	293.03	-5.9	-2.0%	325.8	315.42	-10.34	-3.2%	326.77				375.8			
J Clarkston	66.3	52.6	-13.6	-20.6%	294.7	246.3	-48.4	-16.4%	265.7	221.6	-44.1	-16.6%	260.0				295.5			
K Academic Transfer	92.2	95.4	3.2	3.4%	869.2	776.9	-92.3	-10.6%	801.3	738.0	-63.3	-7.9%	718.9				827.2			
M Nursing/Allied Health	96.4	85.1	-11.3	-11.7%	264.7	265.7	1.0	0.4%	270.2	249.7	-20.5	-7.6%	283.7				305.0			
P Business/Entre	103.2	89.2	-14.0	-13.6%	322.1	330.7	8.6	2.7%	336.2	295.5	-40.7	-12.1%	300.0				353.8			
R Ag/Water/Energy	55.8	68.8	13.0	23.3%	224.5	218.8	-5.7	-2.5%	234.2	209.3	-25.0	-10.7%	218.0				244.2			
Total	716.4	699.1	-17.2	-2.4%	2901.0	2690.91	-210.1	-7.2%	2979.7	2598.3	-381.4	-12.8%	2635.3				3077.4			

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	1050.45	-89.3	-0.1	1182.8	1225.1	42.3	3.6%	1160.9	1090.6	-70.3	-6.1%	1197.9				1560.4			
Other Contract	0.8	0.4	-0.4	-0.5	58.2	65.7	7.5	13.0%	57.4	87.9	30.5	53.2%								
Total Contract	1140.4	1050.9	-89.6	-0.1	1241.0	1290.8	49.8	4.0%	1218.3	1178.5	-39.8	-3.3%	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	43.7	3.77	9.4%	33.4	29.1	-4.3	-13.0%	13.3	14.7	1.4	10.2%	31.0				39.2			

Unduplicated Headcount 2016-17

State Support	2300	2325	25	1.1%	3965	3789	-176	-4.4%	4086	3669	-417	-10.2%	3990							
Contract	1694	1469	-225	-13.3%	1737	1661	-76	-4.4%	1722	1511	-211	-12.3%	1650							
Undup Headcount	3994	3794	-200	-5.0%	5702	5450	-252	-4.4%	5808	5180	-628	-10.8%	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	160.4	24.2	17.8%	133.8	160.0	26.2	19.6%	127.2				134.9			
AEP "billable" FTEs					97.5	78.8	-18.7	-19.2%	88.8	82.2	-6.6	-7.5%	85.5				90.6			

2017 Budget and Planning Process

Board of Trustees
February 15, 2017

Comments on Budget Process at WWCC

► Fear

- “It seems like every year I have been here we have been in a budget crisis”
- “There is always the “fear” of losing staff due to cuts, talks of what we can live without, we are already as lean as we can get which means we now lose people. This does not create a great culture to work in.”

► Inclusiveness

- “Be more intentional about including others, aside from the usual individuals selected.”
- “Decisions are made at level where most are affected rather than from the business office perspective.”
- “More inclusive leadership.”
- “Consider mechanisms for enhancing voice opportunities for staff and students across all employment categories.”

Comments on Budget Process at WWCC

► Transparency

- “Increased transparency across the hierarchy of the system when able.”
- “Transparent budgeting.”

Best Practices – Government Finance Officers Association

- ▶ **Step 1 – Prepare and Develop Inputs to the Budget Process**
 - Establish principles and policies to guide the process
 - Gain a better understanding of the forces that shape the budget
- ▶ **Step 2 – Define Goals and Identify the Gaps**
 - Well-developed goals
 - Gap analysis of current state of the academic achievement
- ▶ **Step 3 – Develop Strategies to Close the Gaps**
 - Strategies should be adopted and implemented to achieve goals by closing identified gaps

Best Practices - Government Finance Officers Association

- ▶ **Step 4 - Prioritize Spending to Enact the Strategies and Allocate Resources**
 - Well-crafted budget results from prioritization and allocation of expenditures that align with the college's goals
- ▶ **Step 5 - Check Performance**
 - Is progress towards goals being made
- ▶ **Step 6 - Other Integrated Budgeting Practices to Increase Transparency and Accountability in the Budget Process**
 - Defining roles
 - Defining criteria
 - Defining measures of success and allocation methodologies

Best Practices

- ▶ WWCC 2004 - 2005
- ▶ Pierce 2016
- ▶ Portland CC
- ▶ Lane CC
- ▶ Lassen CC

Budget Element #1 - Preparation

- ▶ **Budget Guidelines**
 - Values – Expectations of ourselves
 - Board Interests and Priorities
 - Institutional Priorities
- ▶ **Planning Assumptions**
- ▶ **Planning and Budget Calendar**
- ▶ **Review Policies Related to Budget**
- ▶ **Campus Presentations – Budget 102 sessions**

Budget Element #2 - Budget Instructions

- ▶ Budget instructions would be sent out to college faculty and staff and would contain:
 - Planning Assumptions
 - A Budget Increases/Investment scenario
 - Budget Decreases scenarios - 3 scenarios - 5%, 8%, & 11%
 - Budget Overview Form - For requests of reallocations of funds
 - Student Fee Questionnaire

Budget Element #3 - Planning Groups

Department and unit responses to the budget instructions would be submitted to Planning Groups. Planning groups will prioritize and present responses to the budget scenarios.

▶ Instruction

- Instruction, Instructional Support, Library Operations, Extended Learning and Clarkston Campus Instruction and Instructional Support

▶ Student Services

- Student Affairs Division and Clarkston campus student affairs

▶ Institutional Support Services

- Business Services, Human Resources, Information Technology, Advancement, Marketing, Planning and Research, President and Vice Presidents

▶ Facilities and Security

- Grounds, maintenance and custodial operations and campus safety

▶ New and Alternative Revenue Sources

- Alternative Education Program, Running Start, Corrections, grants and contracts, Café, Bookstore, ancillary and self-support programs

Budget Element #4 - Planning Group Present/Budget Deliberations

- ▶ Planning Groups will present to Vice-Presidents and President
- ▶ Vice-Presidents and President begin budget deliberations

Budget Element #5 - Budget Finalized, Board of Trustees Action

- ▶ May Board Meeting
- ▶ June Board Meeting

Budget Element #6 - Check Performance

- ▶ Are the priorities being accomplished?
- ▶ Evaluate budget process

Budget Calendar - Board Trustees

- ▶ February - Presentation on 2017 Budget Process, Feedback on draft of Budget Guidelines
- ▶ March - Budget and Planning Update; Approve Budget Guidelines
- ▶ April - Budget and Planning Update
- ▶ May - Monitoring Report