



**Agenda**  
Regular Meeting  
Board of Trustees, District No. 20  
Walla Walla Community College  
Wednesday, April 17, 2019

All Times Are Estimates

**Study Session**

11:00 a.m.	Call to Order Approval of Agenda <i>Mr. Don McQuary, Chair</i>	Action	
11:02 a.m.	Budget Gap <i>Mrs. Davina Fogg</i>	Discuss	Tab 1
	Enrollment Update <i>Dr. Nick Velluzzi</i>	Discuss	Tab 2
	Budget Development Update <i>Dr. Derek Brandes</i>	Discuss	

12:15 p.m. Lunch Break

All Times Are Estimates

**Board Meeting**

1:00 p.m.	Recognition of All-Washington Academic Team <i>Ms. Staci Simmelink-Johnson</i>	Discuss	
1:05 p.m.	Introductions <u>Jerry Anhorn</u> <ul style="list-style-type: none"><li>• Stephen Wilson, Instructor, Energy Systems Technology-WW</li></ul> <u>Erika Bockmann</u> <ul style="list-style-type: none"><li>• Shauna Brunea, Program Assistant, Office of Admissions and Registrar and Testing</li><li>• Frieda Mara Palumbo, Program Specialist 2</li></ul> <u>Dr. Chad Miltenberger</u> <ul style="list-style-type: none"><li>• Allen Sonnen, Instructor, Energy Systems Technology; Industrial Mechanics Concentration – Clarkston Campus</li></ul> <u>Lindsey Williams</u> <ul style="list-style-type: none"><li>• Ceana Pacheco, Coordinator, Agricultural &amp; Natural Resources Center of Excellence</li></ul>	Discuss	Tab 3
1:15 p.m.	Consent Agenda <i>Mr. McQuary</i> <ol style="list-style-type: none"><li>1. March 20, 2019 Board Meeting Minutes</li><li>2. March 25, 2019 Board Meeting Minutes</li><li>3. Interim Spring Quarter Enrollment Report</li><li>4. February 2019 Financial Report</li><li>5. Personnel Update</li></ol>	Action	Tab 4 Tab 5 Tab 6 Tab 7 Tab 8

1:18 p.m.	Recognition of Achieving the Dream/ASPIRE Committee <i>Dr. Derek Brandes</i>	Discuss	
1:25 p.m.	Recognition of Newly-Tenured Faculty <i>Dr. Chad Hickox</i>	Discuss	
1:30 p.m.	Oral Reports <ul style="list-style-type: none"> <li>• Student Government Association Activity Reports <ul style="list-style-type: none"> <li>Ø Clarkston Campus <i>Ms. Sally Kirchoff</i></li> <li>Ø Walla Walla Campus <i>Mr. Rick Aguilar</i></li> </ul> </li> <li>• March 2019 Financial Report <i>Mrs. Davina Fogg</i></li> </ul>	Discuss	Tab 9
1:45 p.m.	Consider Approval of 2018-19 Athletics Budget <i>Mrs. Fogg</i>	Action	Tab 10
1:55 p.m.	President's Report <i>Dr. Derek Brandes</i> <ul style="list-style-type: none"> <li>• Legislative Update</li> <li>• Diversity, Equity, and Inclusion</li> <li>• Strategic Plan</li> </ul>	Discuss	
2:15 p.m.	Leadership Priorities: <ol style="list-style-type: none"> <li>1. Mission-Driven <ol style="list-style-type: none"> <li>a. Student Success <ol style="list-style-type: none"> <li>i. Guided Pathways <i>Dr. Chad Hickox</i></li> </ol> </li> </ol> </li> <li>3. Strengthen Student Enrollment – Retention and Outcomes <ol style="list-style-type: none"> <li>a. Non-traditional Student <i>Ms. Lisa Chamberlin; Non-Traditional Enrollment Task Force</i></li> </ol> </li> <li>5. Advocate and Prepare for Upcoming WWCC Capital Projects <ol style="list-style-type: none"> <li>a. Capital Projects Follow-Up <i>Mrs. Fogg</i></li> </ol> </li> </ol>	Discuss	
3:15 p.m.	Board Reports/Remarks	Discuss	
3:20 p.m.	New and Unscheduled Business	Discuss	
3:25 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes</i>		
3:40 p.m.	Adjourn		

**Walla Walla Community College**

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

DATE: April 11, 2019

TO: Board of Trustees

FROM: Davina Fogg  
Vice President of Administrative Services

RE: Budget Gap Update

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The size of the College's overall budget gap for the 2019-20 Operating Budget continues to hover at or above \$2 million dollars.

At the December 2018 Trustees meeting we reviewed the projections and assumptions that led to this significant budget deficit. At that time, the projected shortfall was \$2,045,000. At the April study session, I will provide an update on the changes that have occurred over the past few months and the resulting \$2,170,000 gap.

# Budget Gap Update

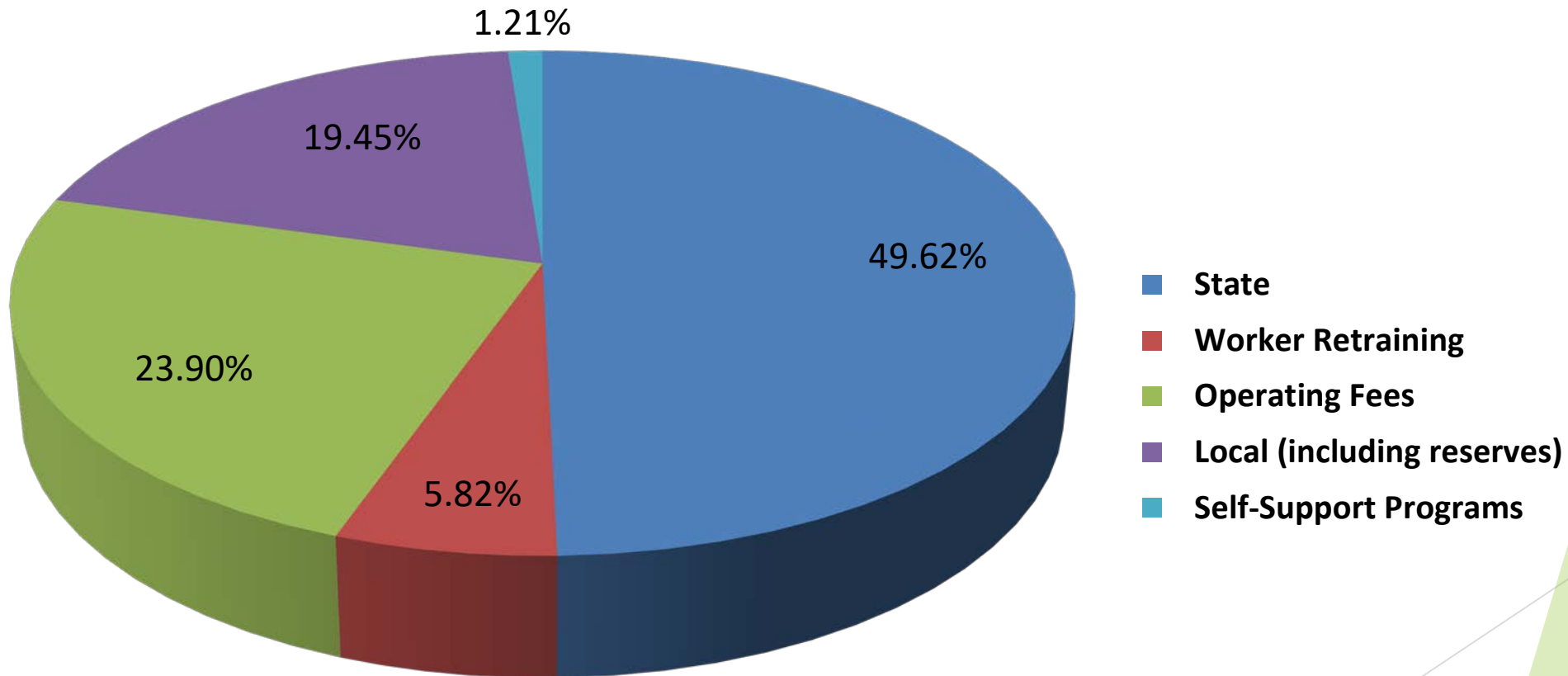
Board of Trustees Meeting

April 17, 2019

# Presentation Summary

- ▶ The first few slides are not new information. These were presented at the September 19, 2018 Board Meeting as an overall indicator of fiscal health.
- ▶ The remaining slides briefly summarize what was presented in December, 2018 as the projected Budget Gap and what is projected as of today.
- ▶ A number of suggested changes are currently under consideration or in motion to bridge the gap. Those changes will be reviewed and discussed during the study session.
- ▶ One last caveat - there is a constant reassessment of the financial operating environment during the budget development process. The Legislature is still in session and the potential exists for some additional revenues as well as the potential for a statewide “efficiency” reduction. Enrollment planning isn’t complete yet which will affect these revenue projections. Personnel changes are ongoing, some of which have not been quantified as to their impacts. Student fee assessments are still in process and may affect overall revenues. In short - these numbers will most definitely change, but the overall magnitude of the Budget Gap for FY20 continues to be at least \$2 million.

# Budgeted Operating Revenue



# Local Funds Operating Margin

(As shown on Board Reports)

Fiscal Year	Operating Funds Revenues	Operating Funds Expenditures	Margin/Income (Loss)
2011	29,883,603	28,555,215	1,328,388
2012	28,216,719	27,780,851	435,868
2013	28,230,284	27,571,629	658,655
2014	29,253,352	28,725,776	527,576
2015	28,797,140	28,771,376	25,764
2016	30,759,004	30,698,261	60,743
2017	30,402,871	30,485,222	(82,351)
2018	31,042,812	31,128,495	(85,683)

# Local Funds Operating Margin

(Excluding Reserves and Carry-Forward)

Fiscal Year	Revenues without the use of Reserves	Expenditures without Carry- Forward	Income (Loss) based only on Revenues & Expenditures
2011	29,307,846	27,858,912	1,448,934
2012	27,520,416	27,139,700	380,716
2013	27,589,133	27,446,629	142,504
2014	29,128,352	28,600,776	527,576
2015	28,672,140	28,646,376	25,764
2016	29,910,429	30,373,261	(462,832)
2017	29,909,296	30,360,222	(450,926)
2018	30,282,028	31,003,495	(721,467)



# Operating Funds Reserves to Operating Expenditures

Fiscal Year	Operating Funds Reserves	Operating Funds Expenditures	Operating Ratio	Operating Ratio as a % of Budget
2011	5,605,361	28,555,215	0.20	19.6%
2012	5,707,722	27,780,851	0.21	20.5%
2013	6,012,758	27,571,629	0.22	21.8%
2014	6,254,394	28,725,776	0.22	21.8%
2015	6,395,556	28,771,376	0.22	22.2%
2016	5,832,699	30,698,261	0.19	19.0%
2017	5,363,692	30,485,222	0.18	17.6%
2018	4,558,944	31,128,495	0.15	14.6%

# Budget Gap

- ▶ As of 4/12/19, the Budget Gap for 2019-20 planning & budget work has grown to \$2,170,000.
- ▶ On 12/19/18 the Budget Gap was estimated at \$2,045,000.

# Budget Gap Summary

(as of December 2018 Board Meeting)

- ▶ New Allocation Model - (\$175,000)
- ▶ Decline in Tuition Revenue - (\$260,000)
- ▶ High School Programs revenue - (\$80,000)
- ▶ Current Year Personnel Changes for FY19 - (\$210,000)
- ▶ Known Personnel Changes for FY20 - (\$295,000)
- ▶ Current Year Program Changes for FY19 - (\$285,000)
- ▶ Known Program Changes for FY20 - (\$240,000)
- ▶ Projected 35% share of salary & benefit costs - (\$500,000)
  
- ▶ **Total Estimated Budget Gap at 12/19/18 \$2,045,000**

# Budget Gap Summary

(as of 4/12/19)

- ▶ New Allocation Model - (\$125,000)
- ▶ Decline in Tuition Revenue (enrollments) - (\$270,000)
- ▶ High School Programs revenue (net) - (\$10,000)
- ▶ Current Year Personnel Changes for FY19 - (\$210,000)
- ▶ Known Personnel Changes for FY20 - (\$295,000)
- ▶ AHE Faculty Contract Increase for FY20 (net of 3% COLA) - (\$400,000)
- ▶ Current Year Program Changes for FY19 - (\$285,000)
- ▶ Known Program Changes for FY20 - (\$240,000)
- ▶ Absorb New Initiatives currently funded by reserves - (\$335,000)
- ▶ Assumption on local share of salary & benefit costs - (\$0 impact)
  
- ▶ **Total Estimated Budget Gap at 4/12/19 \$2,170,000**

# Revenue Decrease - SBCTC Allocation Model

- ▶ a. Performance in Student Achievement Initiative increased from 2.3 to 2.6%
- ▶ b. Share of Weighted (.3) FTES grew from 32% to 35%
- ▶ c. Final year of four-year phased-in reduction to implement the new allocation model is (\$174,812)
- ▶ d. DEAB funded FTES hold for another year at a funding level of 2,807 - actual FTES generated for DEAB calculation for FY20 were 2,495 (uses a 3 year average)
- ▶ Safe Harbor impacts of Earmarks “rolling-in”

Total net reduction from just the model = (\$125,000)

# Other Revenue Changes - Highlights

- ▶ Current year operating fee (tuition) revenues will be short by around \$270,000 due to an ongoing decline in enrollments.
- ▶ The State Legislature is expected to raise student tuition rates by around 2.2% starting Fall Quarter 2019. All revenues generated would be used to fund the 15% that the State is not funding to cover I-732 and negotiated compensation & benefit packages.

# Other Revenue Changes - Highlights

- ▶ Contracted enrollments in High School Programs have declined during 2018-19 resulting in decreased revenues of about \$50,000. A small increase in the Basic Education Allotment rate starting Fall Quarter 2019 should offset almost all of that enrollment decline so there should be very little change in these revenues for FY20.

# Expenditure Changes - Highlights

Two updates to the expenditure projections are:

- ▶ Contract negotiations with the faculty union have concluded resulting in a net increased cost to the operating budget of around \$400,000.
- ▶ The Legislature hasn't wrapped up the 2019-21 operating budget, but it appears likely that the College will not have to fund the full 35% share of compensation & benefit changes for FY20.





## **Walla Walla Community College**

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

## **Tab 2**

DATE: April 10, 2019

TO: Board of Trustees

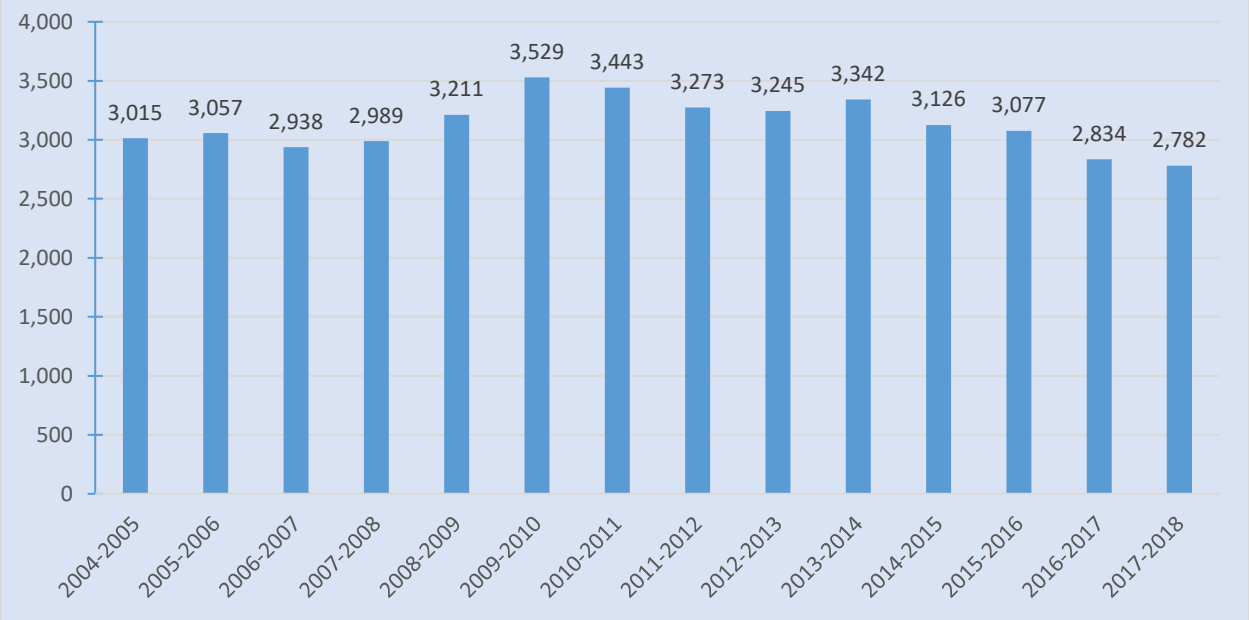
FROM: Dr. Nick Velluzzi

RE: Historical state supported AAFTE

The chart titled WWCC: State Supported AAFTE provides an official historical accounting of annualized full time equivalent (AAFTE) students. The data source is the Washington State Board for Community and Technical Colleges. The time-series begins with the 2004-2005 academic year and concludes with 2017-2018, the most recent year on record. The purpose of providing this data is to provide historical context and show the arc of state supported enrollment at WWCC since the mid-2000s.

Academic year 2004-2005 was selected to provide substantial context for enrollment leading up to the Great Recession. WWCC enrollment was initially impacted by the recession in 2009-2010. That pattern is sustained until the 2014-2015 academic year, which was the beginning the college's enrollment decline. Last year, academic year 2017-2018, AAFTE was 2,782, the lowest of those years captured by the chart.

WWCC: State Supported AAFTE





Walla Walla Community College  
Board of Trustees Meeting  
April 17, 2019

Introductions

Jerry Anhorn

• **Stephen Wilson, Instructor, Energy Systems Technology, Walla Walla**

Steve Wilson has worked on the engineering and maintenance of a local grocery store's heating, cooling, refrigeration, and electrical-mechanical systems for the last 15 years. Notably, he has only held two other positions in his career – both relevant to the EST Instructor position at WWCC – where he worked for two manufacturing facilities as: 1) a plant engineer for four years, and 2) a machine/industrial maintenance technician for 13 years. Steve has a Mechanical Engineering degree from Walla Walla University. Steve is a humble team player who is able to consider others' input with an honest, yet even-keel attitude and a good sense of humor. Steve attended an eastern Washington community college for over two years while working full-time, so he not only understands what it means to be a community college student, but is also keen to give back to the CTC system by sharing his skills and knowledge with EST students at WWCC.

Erika Bockmann

• **Shauna Brunea, Program Assistant, Office of Admissions and Registrar and Testing**

Shauna comes to us from Southern California, where for the past several years she has been working for the USDA Forest Service in Mammoth Lakes, CA. Her primary responsibilities included working at the Information Services Desk, an office that serves approximately 1,000 people a day. Shauna attended State University of New York and earned her Baccalaureate in Mass Communication and Broadcasting. As part of her internship in college, she edited artists' interviews to contribute to the Living Legacy Project.

• **Frieda Mara Palumbo, Program Specialist 2**

Mara has served in a variety of roles, providing services to diverse populations to include veterans, Native Americans, low-income, and Spanish speaking individuals. Being bilingual in English and Spanish, Mara has sought positions where she could use those skills to work with native Spanish speakers. She has a BA in Latin American Studies and a Masters in English/Teaching English as a Second or other language. Mara has also worked in higher education within Records, Student Retention and Financial Aid departments. Most recently, she had the position of Lead Social Services Coordinator for Catholic Charities where she helped coordinate and lead the Southern Region of Catholic Charities.

Dr. Chad Miltenberger

• **Allen Sonnen, Instructor, Energy Systems Technology; Industrial Mechanics Concentration – Clarkston Campus**

Allen comes to WWCC with 30 years of experience as a Utility Craftsman most recently employed at the North Idaho Correctional Institute as an Electrician. He has experience as a Plant Operator, Electrician, and a HVAC technician. His experience combined with his education has provided him with a wide variety of skills. He graduated from Lewis Clark State College earning a Welding degree and engaged in some coursework in HVAC. He is a licensed Electrician in the State of Idaho and also has experience in machining from working in a machine shop.

Lindsey Williams

· **Ceana Pachelo, Coordinator, Agriculture & Natural Resources Center of Excellence**

Ceana is a recent graduate of Portland State University, with a degree in Environmental Studies and a minor in Geography, focusing in fresh water resource management and GIS. Previously, she worked for the USDA ARS, and Johnson Creek Watershed Council. She is originally from Weston, Oregon, and grew up on a farm.

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

The Board of Trustees of Community College District Number 20 met in regular session on Wednesday, March 20, 2019, in the Board Room of Walla Walla Community College Walla Walla Campus. Mr. Don McQuary called the meeting to order at 11:00 a.m.

**Trustees present:** Mr. Don McQuary  
Mr. Tim Burt  
Mrs. Darcey Fugman-Small  
Mr. Sergio Hernandez  
Mr. Bill Warren

**Administrators present:** Mr. Doug Bayne, Vice President, Advancement  
Mrs. Davina Fogg, Vice President, Administrative Services  
Mrs. Sherry Hartford, Vice President, Human Resources  
Dr. Chad Hickox, Vice President, Instruction  
Ms. Kathleen Adamski, Dean, Health Science Education  
Mr. Brent Caulk, Dean, Corrections Education, WSP  
Ms. Lisa Chamberlin, Director, eLearning  
Ms. Jessica Cook, Executive Director, WWCC Foundation  
Ms. Carol Fitzgerald, Assistant Dean, Corrections Education, WSP  
Ms. Denise Kammers, Interim Dean, Corrections Education, CRCC  
Mr. Shane Loper, Executive Director, Facilities and Capital Projects  
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Extended Learning, Human & Social Services, & Criminal Justice  
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus  
Ms. Susan Pearson, Interim Dean, Transitional Studies  
Ms. Jacquelyn Ray, Director of Library Services  
Ms. Jodi Worden, Director, Continuing Education & Campus Events

**Also present:** Mr. Rick Aguilar, President, Walla Walla Campus SGA  
Mr. Steven Foster, Assistant Attorney General  
Mr. Brent Hinshaw, Supervisor, Graphics Department  
Mr. Jon Johnson, Treasurer, Walla Walla Campus SGA  
Mr. Bryan Ovens, Assistant Attorney General  
Ms. Jerri Ramsey, Recording Secretary

## **Approval of Agenda.**

Mrs. Fugman-Small moved and Mr. Warren seconded to approve the agenda for the March 20, 2019 Board of Trustees meeting as presented. *Motion carried.*

**Capital Projects Update.** Representatives of NAC Architecture presented current information on the status of the Walla Walla Campus Student Recreation Center, including the history of the project, the program options to be included, and the proposed site. It was also reported that the project schedule is on track with a completed schematic design and design development was underway.

Shane Loper provided an update on all the current and recently completed capital projects. Mrs. Fogg reported information would be presented at the March 25, 2019 Board of Trustees meeting on the Clarkston Student Legacy project and the Walla Walla Science & Technology Building project.

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

- André Demers, Automotive Technology Instructor
- Dan Aschenbrenner, Welding Instructor, WSP
- William "Paul" Forney, Diesel Mechanic Technology Instructor, WSP
- Danielle Combs, Office Assistant 3, WSP
- John Powell, Instruction & Classroom Support Tech 1, CRCC
- Hayley Shepard, Corrections Education Navigator, CRCC
- Wade Bennett, Maintenance Mechanic 2
- Lee Grubb, Fiscal Analyst 3
- Tracey Edwards, Event Coordinator 1

## **Consent Agenda.**

Mr. Hernandez moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate: 1) December 13, 2018 Board of Trustees Meeting Minutes; 2) Personnel Update; 3) December Financial Report; 4) January Financial Report; 5) Final Fall Quarter Enrollment Report; and 6) Interim Winter Quarter Enrollment Report. *Motion carried.*

**Public Comment.** The following students and citizens addressed the Board regarding the possibility the Farrier program would be discontinued; to express their support of the program and urge the Board to consider its continuation:

Darnelle Larish  
Antony Pedrini  
Meagan Maillet  
Brandon Garrison  
Jacob Lancaster  
Anthony Moore  
Matt Stephens  
Kameron Dockins  
Connie & Walter Bosley

Flint Adams  
Halé Adams  
Jay Adams  
David Jones  
Lonnie Emergy  
Lisa Thonney  
Diana Clark  
Sue Westergard  
Becky Martin

Ike Maxwell  
Clark Hansen  
Ted Millgard  
Jean Dolling  
Lorraine Literal  
Meade Neal  
R.L. McFarland  
Jered Armstrong

**AAG Presentation.** Mr. Bryan Ovens, Assistant Attorney General, provided an overview of the role of the Board of Trustees with regard to student services and activities fees funds that are collected from the student body; noting, as per RCW 28B.15.045, they are public funds for a specific purpose, i.e., for the use of the student body; the Board has the ultimate authority in the expenditure of the funds; however, considerations must be afforded to the student body on how those funds are expensed.

#### **Leadership Priorities:**

##### **1. Mission-Driven**

- Ø **Athletics Update.** Mr. Jeff Reinland provided an overview of the Athletics Department, including annual number of student athletes; credit hours and FTEs; revenue from tuition and fees; athletic waivers; team head counts; and reported that for 2017/18, the average student athlete GPA was 2.95.

§ **RCW 28B.15.120 – Board of Trustees – Annual Budget Requirements.** Ms. Sue Willis reviewed recent legislation (RCW 28B.15.120) requiring colleges to 1) prepare an annual athletics department budget for board approval, noting an athletics department budget has always been embedded in the annual WWCC budget approved by the Board; 2) if the athletics department shows an operating deficit at the end of any fiscal year, the board must: a) approve a plan to reduce operating deficits in future fiscal year; b) post the athletic department financial statements for the prior three years on the college website, along with the approved plan (see a above) and; c) if not already included in the approved annual budget, approve in advance any transfer exceeding \$250,000 and any expenditure over \$250,000. Further, Ms. Willis reviewed the proposed 2018-19 Athletics Budget and Athletics Program Financial Statement, prepared following the SBCTC guidelines, that would be presented to the Board for approval at a future meeting.

##### **7. Improve Risk Management, Policy Development, and Emergency Preparedness**

- Ø **Second Read and Adoption: WAC 132T-175 Public Records.** Mrs. Sherry Hartford reviewed the need for the College to update and codify its Public Records policies; reported the College had proceeded with an expedited rule making process to update WAC 132T-175; reported no public comments had been received; and requested the Board's approval of WAC 132T-175 Public Records as presented.

Mr. Burt moved and Mrs. Fugman-Small seconded to approve the amended WAC 132T-175 Public Records as presented following an expedited rule making process. *Motion carried.*

### Oral Reports

- **Student Government Association Activity Report**

Ø **Walla Walla Campus.** Mr. Rick Aguilar, President of the Walla Walla Campus SGA, provided an update of recent activities, including a ski trip and hockey trip, and noted applications for student government elections were available.

### **Consider Approval of Addition of 2% COLA and Family Medical Leave to President's Contract.**

Mrs. Hartford requested the Board consider amending the President's contract to include a 2% COLA increase, retroactive to January 1, 2019, to be in line with all other employees, and; requested a further amendment to the President's contract to grant the President twelve weeks of paid leave for personal medical reasons, separate and aside from the current leave.

Mrs. Fugman-Small moved and Mr. Burt seconded to adopt the Addendum to Walla Walla Community College District No. 20 Presidential Contract as presented. *Motion carried.*

**Recess to Executive Session to Discuss Faculty Negotiations.** At 3:05 p.m. the Board recessed to Executive Session to discuss faculty negotiations with an anticipated return time of 3:35 p.m. At 3:35 p.m. the Board announced the Executive Session would be extended to 3:45 p.m. The Board returned to open session at 3:45 p.m. and Mr. McQuary reported no action had been taken during Executive Session.

**Consider Approval of 2019-2022 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education.** On behalf of the Board, Mr. McQuary thanked the faculty and committee for their work to finalize the contract.

Mr. Burt moved and Mr. Warren seconded to approve the 2019-2022 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education as presented. *Motion carried.*

### Board Reports/Remarks

- **ACT Winter Conference.** The Trustees reported on the ACT Winter Conference.



**New and Unscheduled Business.** Dr. Richard Middleton-Kaplan reported two WWCC students – Derek Shanks and Malorie Wilwand – had been selected as All-Washington State Team scholars and would be honored the following day in Olympia.

**Adjourn.** The meeting adjourned at 3:50 p.m.

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Derek R. Brandes, President

ATTEST:

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Mr. Don McQuary, Chair  
Board of Trustees

## 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 Monday, March 25, 2019 in the Workforce Center on the Walla Walla Community College Clarkston Campus. Mr. Don McQuary called the meeting to order at 11:00 a.m.

### Trustees present:

Mr. Don McQuary  
Mr. Tim Burt  
Mrs. Darcey Fugman-Small  
Mr. Sergio Hernandez  
Mr. Bill Warren

### Administrators present:

Mr. Doug Bayne, Vice President, Advancement  
Mrs. Davina Fogg, Vice President, Administrative Services  
Mrs. Sherry Hartford, Vice President, Human Resources  
Dr. Chad Hickox, Vice President, Instruction  
Ms. Kathleen Adamski, Dean, Health Science Education  
Mr. Jerry Anhorn, Dean, Workforce Education & BAS Programs  
Mr. Brent Caulk, Dean, Corrections Education, WSP  
Ms. Lisa Chamberlin, Director, eLearning  
Ms. Jessica Cook, Executive Director, WWCC Foundation  
Ms. Cheryl Hansen, Director, International Programs  
Mr. Shane Loper, Executive Director, Facilities and Capital Projects  
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Extended Learning, Human & Social Services, & Criminal Justice  
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus  
Ms. Susan Pearson, Interim Dean, Transitional Studies  
Mr. Dave Stockdale, Director, Water & Environmental Center and Workforce Initiatives  
Dr. Nick Velluzzi, Acting Assistant Vice President, Enrollment Management

### Also present:

Mr. Bryan Ovens, Assistant Attorney General  
Ms. Jerri Ramsey, Recording Secretary  
Mr. Joshua Slepín, Research Analyst

## Approval of Agenda.

Mr. Burt moved and Mr. Warren seconded to approve the agenda for the March 25, 2019 Board of Trustees meeting as presented. *Motion carried.*

## Capital Projects Update.

Clarkston Campus Student Legacy Project Student Rec Center. Mrs. Fogg introduced Mr. Jeff Warner, ALSC Architects, for his presentation on the status of the Clarkston Student Legacy Project Student Activity Center. Mr. Warner outlined the goals of the Center, the proposed layout and campus site, current cost estimates, and Mrs. Fogg reviewed the funding, noting again it is student-voted and student-funded.

Walla Walla Campus Science and Tech Center. Mrs. Fogg and Mr. Warner provided an update on the Walla Walla Campus Science and Tech Center, including the project status. Mrs. Fogg explained the next phase in the project was a pre-design report; explaining the estimated cost of the fully-designed project option was \$11.6 million with \$9.9 million in state capital funds, supplemented with \$1.7 million in local funds. Mrs. Fogg reviewed the potential sources of local funds; that the design process would continue to move forward; construction funding would be delayed until the 2021-23 biennium; and assured the Board the final project would be built without using college reserves as the local fund source, i.e., that there was no commitment to use college reserves as a funding source. It was the consensus of the Board to proceed with the pre-design phase for the fully developed \$11.6 million facility option with the understanding there was no commitment for the use of local funds should the need arise.

## Oral Reports

### • Student Government Association Activity Report.

Ø **Clarkston Campus.** Ms. Sally Kirchoff, President of the SGA Clarkston Campus, provided a report on recent and upcoming activities, including their work with the Walla Walla SGA and Business Office on the S&A fees 2019-20 budget.

**Clarkston Campus Report.** Dr. Miltenberger reported the Clarkston Campus had been selected by the Washington High School Council for High School-College Relations to be one of a select number of colleges as a site for a 2019 College Planning Day and were expecting approximately 200 regional high school students on campus later that week to learn about higher education options. Dr. Miltenberger also reported, through a partnership with Avista and Impact Washington, and in an effort to provide industry-specific job skills training, an open forum would be held on campus to introduce Lean Manufacturing 101.

Dr. Miltenberger introduced and congratulated Linda Lane as the 2019 recipient of the Anna Sue McNeill Assessment, Teaching and Learning Award in recognition of an individual's contributions to assessment, teaching, and student learning.

Kt Peterson reported on the Clarkston Campus Sub-Council of the WWCC Governance Council; noting its focus is to be inclusive, encourage diversity, transparency, and serve as a conduit for the college community to communicate concerns which, in turn, may produce recommendations from the Council to the President.

Emma Carpenter explained the history and purpose of PBL, reported the Clarkston Campus had hosted one of the two statewide competitions with winners proceeding to the national competition in San Antonio in June. Ms. Carpenter also reported on the CARE Team (Campus Assessment Response and Education); the goal of the CARE team is caring for the college community – students, staff, and faculty -- in a proactive vs reactive manner.

**Recognition of Tim Winter, Superintendent, Clarkston School District.** Mr. McQuary and Dr. Miltenberger presented Clarkston School District Superintendent Tim Winter with a gift in recognition and appreciation for his partnership efforts with WWCC as he leaves the area for a new position.

**Enrollment Update | New Enrollment Report Form.** Dr. Velluzzi reviewed the Winter Quarter Interim Enrollment Report, noting, compared to the close of the previous Winter Quarter: State funded enrollment was down 208 FTE; unduplicated headcount was down 68; contract enrollment down 71.1 FTE; Corrections down 65.7 FTE; self-support up slightly; and Running Start and AEP both down slightly.

In an effort to provide information that is meaningful to the Trustees, Josh Slepik presented a proposed new enrollment reporting format, including both current and three-year information; relation to current allocation; and percent change from previous year and three years previous to show trends over time.

**Audit Update.** Mrs. Fogg reported the College had another clean audit covering the previous fiscal year.

**Athletics Budget – First Read.** Mrs. Fogg followed-up the discussion from the March 20, 2019 Board of Trustees meeting on the newly-enacted RCW 28B.15.120 requiring boards of trustees to specifically approve annual budgets for athletics; if the athletics programs experience an operating deficit at the end of any fiscal year, the board must approve a plan to reduce similar deficits in future years, post financial statements for the three prior years athletic programs, and if not included in its approved annual budget, the board must approve any transfer exceeding \$250,000 in advance as well as any expenditure over \$250,000. Mrs. Fogg reviewed the two documents – Athletics Budget and Athletics Program Financial Statement -- that,

together, satisfy the requirements of the legislation. Mrs. Fogg noted this item would be presented to the Board at the next meeting as an action item.

#### **Leadership Priorities:**

##### **1. Mission-Driven**

##### **3. Strengthen Student Enrollment – Recruitment, Retention, and Outcomes and Improve Student Intake and Financial Aid Processes.**

Ø **International Student Program.** Cheryl Hansen, Jerry Anhorn, and Dave Stockdale provided an update on the International Programs, including goals, recent recruitment efforts in various countries; the outcomes and next steps for each country; and enrollment data.

Ø **Financial Aid/OAR Update.** Dr. Velluzzi highlighted the plan to merge the Financial Aid, Enrollment, and Registrar departments into one Enrollment Services department to increase efficiency and service to students. To-date there has been a significant increase in completed financial aid applications and the processing award date has been moved up to May 1.

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

Ø **Foundation 2018 Activity Report.** Jessica Cook highlighted the WWCC Foundation's 2018 Activity Report, including: Securing over \$1 million in gifts and grants; total revenue of nearly \$1.6 million; providing almost \$790,000 in direct support to WWCC students; awarding over 500 student scholarships; and provided support for over 600 students with emergency funding.

**2019-20 Sabbatical Request.** Dr. Hickox reviewed the application from Jesse Burgess for a two-quarter (Winter and Spring 2020) sabbatical and reported the request had been recommended for approval by the Professional Development Committee, the Vice President of Instruction, and the President.

Mrs. Fugman-Small moved and Mr. Warren seconded to approve the application from Jesse Burgess for a two-quarter (Winter and Spring 2020) sabbatical. *Motion carried.*

**Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status.** At 3:05 p.m., the Board recessed to Executive Session to review performance of probationary faculty relative to tenure status with an anticipated return time of 3:30 p.m. At 3:30 p.m., the Board announced the Executive Session would be extended to 3:35 p.m. The Board returned to open session at 3:35 p.m. and Mr. McQuary reported no action had been taken during Executive Session.

#### **• Tenure Recommendations**

Mr. Burt moved and Mr. Warren seconded that the Board

accept the Tenure Review Committee's recommendation to approve granting tenure to: Jodi Bice, Nursing Instructor, Clarkston Campus, and Curtis Phillips, Human Services Instructor. *Motion carried.*

• **Continued Full-Time Probationary Employment Recommendations**

Mr. Hernandez moved and Mr. Burt seconded that the Board approve continued full-time probationary employment for the following faculty pursuing tenure: Erin Anders, Sustainable Agriculture Systems Instructor; Dan Aschenbrenner, Welding Instructor, WSP; Melany Coronado, Nursing Instructor, Clarkston Campus; Dale Chapman, Digital Design Instructor, WSP; Paris Davis, Counselor; Dahood El-Oqla, English Instructor; and William (Paul) Forney, Diesel Mechanic Technology Instructor, WSP. *Motion carried.*

**Board Reports/Remarks.** None.

**Public Comment:** Mr. Dave Waldron expressed his desire to see the Farrier Program continued and urged the Board to consider options to maintain the program.

**New and Unscheduled Business.**

Chad Hickox and Jerry Anhorn reviewed historical data for the Farrier program, including enrollment, marketing, program usage, as well as possible future options. Research will continue.

**Adjourn.** The meeting adjourned at 4:20 p.m.

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Derek R. Brandes, President

ATTEST:

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Mr. Don McQuary, Chair  
Board of Trustees



### Walla Walla Community College

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

DATE: April 10, 2019

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Spring Quarter Enrollment

The corresponding tab provides the enrollment report for Spring Quarter 2019. Note, Winter Quarter remains italicized until final processing occurs, after which it will appear in “normal” font.

The data currently shows state supported FTE for Spring Quarter at 2,076 FTE. Contract enrollment is reporting 561 FTE, though that is expected to change as enrollment in corrections increases. Self-support enrollment is reporting 25 FTE.

At the time of creating this report, there were standardized, early quarter processes unfolding. We may anticipate the state supported enrollment to decline and then rebound marginally as students enroll in “continuous enrollment” courses.

There are eight BAS students and 17 international students.

Running Start is reporting 187 FTE and EAP is reporting 99 FTE.

# WWCC Enrollment Report for Spring 2019

As of April 10, 2019

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

## FTE by Funding Source

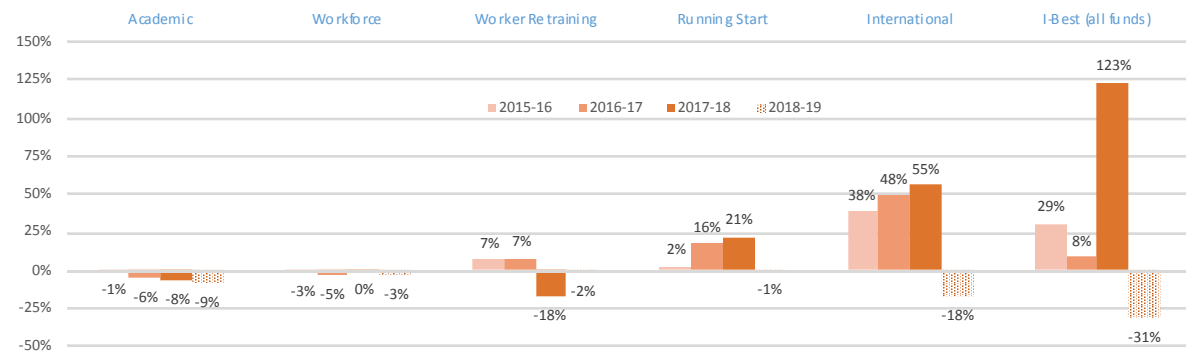
	2015-16				2016-17				2017-18				2018-19			
	Contract		Self support	Total FTE	Contract		Self support	Total FTE	Contract		Self support	Total FTE	Contract		Self support	Total FTE
	State FTE	FTE	FTE		State FTE	FTE	FTE		State FTE	FTE	FTE		State FTE	FTE	FTE	
summer	716	1,159	40	1,915	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619
fall	2,901	1,434	33	4,368	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745
winter	2,980	1,396	13	4,389	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,352	29	3,752
spring	2,635	1,422	31	4,088	2,473	1,408	17	3,898	2,402	1,381	19	3,802	2,076	651	25	2,753
<b>Total</b>	<b>9,232</b>	<b>5,411</b>	<b>117</b>	<b>14,760</b>	<b>8,500</b>	<b>5,380</b>	<b>109</b>	<b>13,989</b>	<b>8,344</b>	<b>5,267</b>	<b>110</b>	<b>13,721</b>	<b>7,503</b>	<b>4,240</b>	<b>126</b>	<b>11,868</b>
<b>AAFTI</b>	<b>3,077</b>	<b>1,804</b>	<b>39</b>	<b>4,920</b>	<b>2,833</b>	<b>1,793</b>	<b>36</b>	<b>4,663</b>	<b>2,781</b>	<b>1,756</b>	<b>37</b>	<b>4,574</b>	<b>2,501</b>	<b>1,413</b>	<b>42</b>	<b>3,956</b>

State Allocation Plan for 2018-19: 3,159 -21% from target

## Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-13%	-4%	-6%
	fall	-8%	-18%	-13%
	winter	-8%	-20%	-13%
	spring	-14%	-21%	-17%
	annual	-10%	-19%	-14%
Contract	summer	-18%	-23%	-19%
	fall	-4%	-6%	-6%
	winter	-4%	-3%	-4%
	spring	-53%	-54%	-54%
Self Support	summer	41%	3%	9%
	fall	-7%	-7%	-3%
	winter	-1%	120%	41%
	spring	33%	-19%	13%

## Annual Change in FTE by Class Intent and Program



## FTE Highlights by Class Intent and Funding Program

Duplicative. Do not sum to totals		2015-16				2016-17				2017-18				2018-19			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
Intent*	<b>State</b>																
	Academic	269	1,124	1,068	1,022	270	1,027	1,014	977	285	959	933	851	237	851	859	814
	Workforce	343	1,220	1,254	1,202	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,139	1,043
	Transitional Studies	104	557	658	412	83	478	471	345	142	459	486	402	142	302	363	205
	Worker Retraining	138	392	451	374	130	403	470	449	154	312	371	354	93	380	374.6	321.57
	I-Best**		36	19	25		19	34	42		35	38	29		30	20	33
	BAS														5	7	8
	International	1	8	12	12	3	13	13	20	11	20	23	22	8	20	17	17
	<b>Contract</b>																
	DOC	1,157	1,183	1,161	1,199	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	372
	Running Start		146	139	134		169	166	153		211	200	181		199	203	187
	Alternative HS		96	88	79		72	89	87		10	89	110		19	114	97
	College in HS		5	5	5		15		13		19		12		14		
	I-Best**	20	19	22	26	22	22	19	22	82	73	98	46	63	60	69	

\*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 - February 2019

	2018-2019 Approved Budget	January Adjusted Budget	February Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
<b>REVENUE:</b>								
<b>State Funds:</b>								
Base Allocation	\$15,112,261	\$15,125,748	\$15,125,748	\$0	\$9,119,610	60.29%	\$9,014,437	60.25%
Opportunity Grant	461,412	461,412	461,412	0	320,472	69.45%	290,832	59.55%
Worker Retraining	1,827,823	2,058,448	2,076,393	17,945	1,272,410	61.28%	1,102,052	54.90%
<b>Total State:</b>	<b>\$17,401,496</b>	<b>\$17,645,608</b>	<b>\$17,663,553</b>	<b>\$17,945</b>	<b>\$10,712,492</b>	<b>60.65%</b>	<b>\$10,407,321</b>	<b>59.62%</b>
<b>Local Funds:</b>								
<b>General:</b>								
Operating Fees	\$7,501,963	\$7,501,963	\$7,501,963	\$0	\$5,098,466	67.96%	\$5,277,690	63.94%
General Local	2,222,900	2,222,900	2,222,900	0	1,557,566	70.07%	1,170,575	69.87%
Alternative Education Program	714,240	714,240	714,240	0	238,236	33.36%	194,315	38.10%
Running Start	1,453,714	1,453,714	1,453,714	0	498,919	34.32%	407,809	40.64%
Foundation Support	265,000	265,000	265,000	0	198,750	75.00%	247,500	75.00%
Corrections Ed.-Indirect	665,285	665,285	665,285	0	344,506	51.78%	350,363	53.42%
Carry-Forward & Use of Reserves	783,384	783,384	783,384	0	522,256	66.67%	507,189	66.67%
<b>Total General:</b>	<b>\$13,606,486</b>	<b>\$13,606,486</b>	<b>\$13,606,486</b>	<b>\$0</b>	<b>\$8,458,699</b>	<b>62.17%</b>	<b>\$8,155,441</b>	<b>61.83%</b>
<b>Self-Support:</b>								
Community Service	100,000	100,000	100,000	0	105,170	105.17%	73,549	98.07%
Ancillary Programs	275,000	275,000	275,000	0	110,145	40.05%	163,418	54.47%
<b>Total Self Support:</b>	<b>\$375,000</b>	<b>\$375,000</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$215,315</b>	<b>57.42%</b>	<b>\$236,967</b>	<b>63.19%</b>
<b>Total Local Funds</b>	<b>\$13,981,486</b>	<b>\$13,981,486</b>	<b>\$13,981,486</b>	<b>\$0</b>	<b>\$8,674,014</b>	<b>62.04%</b>	<b>\$8,392,408</b>	<b>61.87%</b>
<b>TOTAL REVENUE</b>	<b>\$31,382,982</b>	<b>\$31,627,094</b>	<b>\$31,645,039</b>	<b>\$17,945</b>	<b>\$19,386,506</b>	<b>61.26%</b>	<b>\$18,799,729</b>	<b>60.60%</b>

	2018-2019 Approved Budget	January Adjusted Budget	February Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
<b>EXPENDITURES:</b>										
<b>By Object</b>										
Salaries and Wages	\$18,774,743	\$19,045,924	\$18,934,883	(\$111,041)	\$11,706,596	\$0	\$11,706,596	61.83%	\$11,519,821	61.64%
Benefits	6,512,944	6,538,439	6,492,090	(46,349)	4,165,796	0	4,165,796	64.17%	4,155,423	65.39%
Rents	168,628	168,628	168,628	0	112,489	53,444	165,933	98.40%	168,733	97.46%
Utilities	887,730	887,730	887,730	0	500,045	0	500,045	56.33%	572,792	63.99%
Goods and Services	2,854,090	2,707,838	2,871,696	163,858	1,719,732	551,942	2,271,674	79.11%	2,162,807	74.57%
Travel	297,238	325,541	325,541	0	277,086	279	277,365	85.20%	247,719	82.59%
Equipment	561,740	566,552	561,259	(5,293)	140,968	6,669	147,637	26.30%	106,841	30.73%
Subsidies/Transfers/Debt Service	1,325,869	1,386,442	1,403,212	16,770	916,569	0	916,569	65.32%	655,417	48.17%
<b>Total by Object</b>	<b>\$31,382,982</b>	<b>\$31,627,094</b>	<b>\$31,645,039</b>	<b>\$17,945</b>	<b>\$19,539,281</b>	<b>\$612,334</b>	<b>\$20,151,615</b>	<b>63.68%</b>	<b>\$19,589,553</b>	<b>63.15%</b>
<b>By Program</b>										
Instruction	\$13,275,681	\$13,445,620	\$13,233,409	(212,211)	\$7,604,215	\$115,318	\$7,719,533	58.33%	\$7,792,970	60.72%
Community Service	100,000	100,000	100,000	0	94,050	0	94,050	94.05%	89,567	119.42%
Instructional Computing	614,637	614,637	614,599	(38)	404,980	31,038	436,018	70.94%	270,953	64.61%
Ancillary Programs	275,000	275,000	275,000	0	100,548	1,774	102,322	37.21%	140,206	46.74%
Academic Administration	2,980,960	3,114,983	3,210,946	95,963	2,116,287	11,848	2,128,135	66.28%	2,123,528	68.10%
Library Services	645,455	653,376	653,376	0	405,278	2,115	407,393	62.35%	418,806	63.88%
Student Services	4,085,813	4,337,102	4,345,187	8,085	2,913,392	39	2,913,431	67.05%	2,327,805	58.41%
Institutional Support	5,975,334	5,688,651	5,818,837	130,186	3,714,030	269,726	3,983,756	68.46%	3,994,822	64.19%
Facility Services	3,430,102	3,397,725	3,393,685	(4,040)	2,186,501	180,476	2,366,977	69.75%	2,430,896	71.26%
<b>Total by Program</b>	<b>\$31,382,982</b>	<b>\$31,627,094</b>	<b>\$31,645,039</b>	<b>\$17,945</b>	<b>\$19,539,281</b>	<b>\$612,334</b>	<b>\$20,151,615</b>	<b>63.68%</b>	<b>\$19,589,553</b>	<b>63.15%</b>

# WALLA WALLA COMMUNITY COLLEGE

## Grants and Contracts

February 2019

	Current Month Changes	2018-2019 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
<b>Corrections Education</b>	<b>\$0</b>	<b>6,463,816</b>	<b>\$3,823,627</b>	<b>\$94,534</b>	<b>\$3,918,161</b>	<b>60.6%</b>	<b>\$2,545,655</b>	<b>\$3,278,969</b>	<b>\$639,192</b>
<b>State Funded</b>									
Carl Perkins Federal Vocational	\$0	\$446,468	\$173,476	\$89,110	\$262,586	58.8%	\$183,882	\$151,746	\$110,840
Perkins-Leadership Block Grant	0	20,400	15,567	0	15,567	76.3%	4,833	15,567	0
Perkins-Special Projects	0	8,300	214	0	214	2.6%	8,086	0	214
Workfirst	0	239,718	149,537	0	149,537	62.4%	90,181	135,927	13,610
Water Management Center	0	363,750	205,760	0	205,760	56.6%	157,990	181,875	23,885
State Work Study	0	44,171	21,366	0	21,366	48.4%	22,805	20,000	1,366
Early Achiever Opportunity Grant	0	66,500	44,418	0	44,418	66.8%	22,082	12,761	31,657
Adult Basic Education	0	114,012	51,087	0	51,087	44.8%	62,925	43,418	7,669
El Civics	0	25,737	15,132	0	15,132	58.8%	10,605	14,875	257
Basic Food Employment & Training	0	323,002	275,725	0	275,725	85.4%	47,277	240,194	35,531
Interstate Passport	0	9,809	2,298	0	2,298	23.4%	7,511	2,298	0
ABE Leadership Block Grant	0	4,840	2,119	0	2,119	43.8%	2,721	2,119	0
Miscellaneous SBCTC Grants	0	7,250	3,290	0	3,290	45.4%	3,960	3,138	152
<b>Total State Funded</b>	<b>\$0</b>	<b>\$1,673,957</b>	<b>\$959,989</b>	<b>\$89,110</b>	<b>\$1,049,099</b>		<b>\$624,858</b>	<b>\$823,918</b>	<b>\$225,181</b>
<b>Federal Funded</b>									
Student Support Services (SSS) FY 15-20	\$0	\$453,975	\$286,041	\$2,285	\$288,326	63.5%	\$165,649	\$253,458	\$34,868
National Science Foundation	0	122,580	65,649	6,500	72,149	58.9%	50,431	64,577	7,572
College Work Study	0	103,553	36,584	0	36,584	35.3%	66,969	28,419	8,165
<b>Total Federal Funded</b>	<b>\$0</b>	<b>\$680,108</b>	<b>\$388,274</b>	<b>\$8,785</b>	<b>\$397,059</b>		<b>\$283,049</b>	<b>\$346,454</b>	<b>\$50,605</b>
<b>Private Funded</b>									
Customized Contract Training	\$0	\$25,000	\$11,588	\$0	\$11,588	46.4%	\$13,412	\$4,838	\$6,750
EMS Trauma Training	0	7,000	4,010	0	4,010	57.3%	2,990	2,024	1,986
Parent Co-op	0	30,000	16,199	0	16,199	54.0%	13,801	16,276	(77)
Child Care Aware	0	199,136	132,561	230	132,791	66.7%	66,345	123,366	9,425
Corrections Ed AA Degree - Seattle Foundatior	0	34,441	0	0	0	0.0%	34,441	34,441	(34,441)
Corrections Ed - Open Doors	0	117,459	29,795	0	29,795	25.4%	87,664	94,927	(65,132)
Corrections Ed AA Degree - Sunshine Lady	0	43,298	15,263	0	15,263	35.3%	28,035	43,298	(28,035)
NW Wine Benefit Foundation	0	15,000	402	0	402	2.7%	14,598	3,750	(3,348)
Wine Cluster Study	0	23,295	7,884	2,221	10,105	43.4%	13,190	23,295	(13,190)
Blue Mountain Community Foundation	0	10,575	10,245	0	10,245	96.9%	330	10,575	(330)
<b>Total Private Funded</b>	<b>\$0</b>	<b>\$505,204</b>	<b>\$227,947</b>	<b>\$2,451</b>	<b>\$230,398</b>		<b>\$274,806</b>	<b>\$356,790</b>	<b>(\$126,392)</b>
<b>Fiscal Agent Contracts</b>									
Early Learning Coalition (ELC)	\$0	\$28,000	\$15,766	\$0	\$15,766	56.3%	\$12,234	\$10,746	\$5,020
Snake River Salmon Recovery Board (SRSRB)	0	616,031	226,646	52,996	279,642	45.4%	336,389	137,654	141,988
Bonneville Power Administration (SRSRB)	0	142,768	107,630	477	108,107	75.7%	63,415	75,103	33,004
<b>Total Fiscal Agent Contracts</b>	<b>\$0</b>	<b>\$786,799</b>	<b>\$350,042</b>	<b>\$53,473</b>	<b>\$403,515</b>		<b>\$412,038</b>	<b>\$223,503</b>	<b>\$180,012</b>
<b>Grand Total of All Grants &amp; Contracts</b>	<b>\$0</b>	<b>\$10,109,884</b>	<b>\$5,749,879</b>	<b>\$248,353</b>	<b>\$5,998,232</b>	<b>59.3%</b>	<b>\$4,140,406</b>	<b>\$5,029,634</b>	<b>\$968,598</b>

**WALLA WALLA COMMUNITY COLLEGE**

**MEMORANDUM**

**DATE:** April 11, 2019  
**TO:** Board of Trustees  
**FROM:** Sherry Hartford, Vice President of Human Resources  
**SUBJECT:** Personnel Update

Retirements/Resignations/Separations, February and March 2019

Harder, Patricia – Coordinator of Testing/Student Programs, Coyote Ridge Corrections Center  
Lund, Paul – Program Assistant, Workforce Education Services, Walla Walla

Current Full-Time Recruitments

Education and Career Navigators (2), Basic Food Employment and Training (BFET) &  
WorkFirst Programs, Walla Walla  
Perkins Program Coordinator, Walla Walla

## WALLA WALLA COMMUNITY COLLEGE - March 2019

	2018-2019 Approved Budget	February Adjusted Budget	March Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
<b>REVENUE:</b>								
<b>State Funds:</b>								
Base Allocation	\$15,112,261	\$15,125,748	\$15,125,748	\$0	\$10,269,672	67.90%	\$10,093,564	67.46%
Opportunity Grant	461,412	461,412	495,162	33,750	395,806	79.93%	427,583	84.06%
Worker Retraining	1,827,823	2,076,393	2,076,393	0	1,453,641	70.01%	1,310,811	65.31%
<b>Total State:</b>	<b>\$17,401,496</b>	<b>\$17,663,553</b>	<b>\$17,697,303</b>	<b>\$33,750</b>	<b>\$12,119,119</b>	<b>68.48%</b>	<b>\$11,831,958</b>	<b>67.70%</b>
<b>Local Funds:</b>								
<b>General:</b>								
Operating Fees	\$7,501,963	\$7,501,963	\$7,501,963	\$0	\$6,820,589	90.92%	\$7,086,773	85.86%
General Local	2,222,900	2,222,900	2,222,900	0	2,055,685	92.48%	1,551,851	92.63%
Alternative Education Program	714,240	714,240	714,240	0	238,236	33.36%	194,315	38.10%
Running Start	1,453,714	1,453,714	1,453,714	0	519,021	35.70%	510,162	50.84%
Foundation Support	265,000	265,000	265,000	0	198,750	75.00%	247,500	75.00%
Corrections Ed.-Indirect	665,285	665,285	665,285	0	408,448	61.39%	404,709	61.70%
Carry-Forward & Use of Reserves	783,384	783,384	783,384	0	587,538	75.00%	570,588	75.00%
<b>Total General:</b>	<b>\$13,606,486</b>	<b>\$13,606,486</b>	<b>\$13,606,486</b>	<b>\$0</b>	<b>\$10,828,267</b>	<b>79.58%</b>	<b>\$10,565,898</b>	<b>80.11%</b>
<b>Self-Support:</b>								
Community Service	100,000	100,000	100,000	0	126,290	126.29%	94,087	125.45%
Ancillary Programs	275,000	275,000	275,000	0	122,135	44.41%	180,877	60.29%
<b>Total Self Support:</b>	<b>\$375,000</b>	<b>\$375,000</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$248,425</b>	<b>66.25%</b>	<b>\$274,964</b>	<b>73.32%</b>
<b>Total Local Funds</b>	<b>\$13,981,486</b>	<b>\$13,981,486</b>	<b>\$13,981,486</b>	<b>\$0</b>	<b>\$11,076,692</b>	<b>79.22%</b>	<b>\$10,840,862</b>	<b>79.92%</b>
<b>TOTAL REVENUE</b>	<b>\$31,382,982</b>	<b>\$31,645,039</b>	<b>\$31,678,789</b>	<b>\$33,750</b>	<b>\$23,195,811</b>	<b>73.22%</b>	<b>\$22,672,820</b>	<b>73.04%</b>

	2018-2019 Approved Budget	February Adjusted Budget	March Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
<b>EXPENDITURES:</b>										
<b>By Object</b>										
Salaries and Wages	\$18,774,743	\$18,934,883	\$18,938,759	\$3,876	\$13,336,353	\$0	\$13,336,353	70.42%	\$13,129,453	70.23%
Benefits	6,512,944	6,492,090	6,497,431	5,341	4,718,567	0	4,718,567	72.62%	4,704,709	73.97%
Rents	168,628	168,628	168,628	0	127,950	37,983	165,933	98.40%	165,933	95.84%
Utilities	887,730	887,730	887,730	0	589,055	0	589,055	66.36%	642,343	71.76%
Goods and Services	2,854,090	2,871,696	2,853,910	(17,786)	1,900,704	512,421	2,413,125	84.56%	2,280,537	78.90%
Travel	297,238	325,541	325,541	0	301,226	177	301,403	92.59%	275,989	91.00%
Equipment	561,740	561,259	577,328	16,069	150,676	23,498	174,174	30.17%	128,423	36.78%
Subsidies/Transfers/Debt Service	1,325,869	1,403,212	1,429,462	26,250	1,033,117	0	1,033,117	72.27%	877,289	63.82%
<b>Total by Object</b>	<b>\$31,382,982</b>	<b>\$31,645,039</b>	<b>\$31,678,789</b>	<b>\$33,750</b>	<b>\$22,157,648</b>	<b>\$574,079</b>	<b>\$22,731,727</b>	<b>71.76%</b>	<b>\$22,204,676</b>	<b>71.53%</b>
<b>By Program</b>										
Instruction	\$13,275,681	\$13,233,409	\$13,160,214	(73,195)	\$8,696,517	\$127,593	\$8,824,110	67.05%	\$8,920,527	69.31%
Community Service	100,000	100,000	100,000	0	106,590	0	106,590	106.59%	95,529	127.37%
Instructional Computing	614,637	614,599	614,599	0	444,626	27,503	472,129	76.82%	292,648	69.78%
Ancillary Programs	275,000	275,000	275,000	0	117,466	1,218	118,684	43.16%	168,011	56.00%
Academic Administration	2,980,960	3,210,946	3,309,939	98,993	2,401,116	12,723	2,413,839	72.93%	2,398,309	76.91%
Library Services	645,455	653,376	634,531	(18,845)	454,063	2,099	456,162	71.89%	469,396	71.60%
Student Services	4,085,813	4,345,187	4,367,336	22,149	3,287,783	3,059	3,290,842	75.35%	2,795,541	69.79%
Institutional Support	5,975,334	5,818,837	5,782,518	(36,319)	4,155,793	259,215	4,415,008	76.35%	4,390,045	71.05%
Facility Services	3,430,102	3,393,685	3,434,652	40,967	2,493,694	140,669	2,634,363	76.70%	2,674,670	78.25%
<b>Total by Program</b>	<b>\$31,382,982</b>	<b>\$31,645,039</b>	<b>\$31,678,789</b>	<b>\$33,750</b>	<b>\$22,157,648</b>	<b>\$574,079</b>	<b>\$22,731,727</b>	<b>71.76%</b>	<b>\$22,204,676</b>	<b>71.53%</b>

# WALLA WALLA COMMUNITY COLLEGE

## Grants and Contracts

March 2019

	Current Month Changes	2018-2019 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
<b>Corrections Education</b>	<b>\$0</b>	<b>6,463,816</b>	<b>\$4,331,261</b>	<b>\$276,418</b>	<b>\$4,607,679</b>	<b>71.3%</b>	<b>\$1,856,137</b>	<b>\$3,872,448</b>	<b>\$735,231</b>
<b>State Funded</b>									
Carl Perkins Federal Vocational	\$0	\$446,468	\$225,075	\$121,806	\$346,881	77.7%	\$99,587	\$173,479	\$173,402
Perkins-Leadership Block Grant	0	20,400	15,067	0	15,067	73.9%	5,333	15,567	(500)
Perkins-Special Projects	0	8,300	1,035	0	1,035	12.5%	7,265	0	1,035
Workfirst	(20,000)	219,718	183,137	0	183,137	83.4%	36,581	149,533	33,604
Water Management Center	0	363,750	225,354	0	225,354	62.0%	138,396	181,875	43,479
State Work Study	0	44,171	25,077	0	25,077	56.8%	19,094	20,000	5,077
Early Achiever Opportunity Grant	0	66,500	45,000	0	45,000	67.7%	21,500	44,417	583
Adult Basic Education	0	114,012	60,327	0	60,327	52.9%	53,685	51,088	9,239
EI Civics	0	25,737	16,840	0	16,840	65.4%	8,897	15,132	1,708
Basic Food Employment & Training	0	323,002	292,132	0	292,132	90.4%	30,870	279,170	12,962
Interstate Passport	0	9,809	2,298	0	2,298	23.4%	7,511	2,298	0
ABE Leadership Block Grant	0	4,840	2,404	0	2,404	49.7%	2,436	2,119	285
Miscellaneous SBCTC Grants	0	7,250	3,350	0	3,350	46.2%	3,900	3,289	61
<b>Total State Funded</b>	<b>(\$20,000)</b>	<b>\$1,653,957</b>	<b>\$1,097,096</b>	<b>\$121,806</b>	<b>\$1,218,902</b>		<b>\$435,055</b>	<b>\$937,967</b>	<b>\$280,935</b>
<b>Federal Funded</b>									
Student Support Services (SSS) FY 15-20	\$0	\$453,975	\$324,089	\$2,285	\$326,374	71.9%	\$127,601	\$288,644	\$37,730
National Science Foundation	0	122,580	66,875	6,500	73,375	59.9%	49,205	65,649	7,726
College Work Study	0	103,553	44,192	0	44,192	42.7%	59,361	41,014	3,178
<b>Total Federal Funded</b>	<b>\$0</b>	<b>\$680,108</b>	<b>\$435,156</b>	<b>\$8,785</b>	<b>\$443,941</b>		<b>\$236,167</b>	<b>\$395,307</b>	<b>\$48,634</b>
<b>Private Funded</b>									
Customized Contract Training	\$0	\$25,000	\$11,641	\$0	\$11,641	46.6%	\$13,359	\$5,328	\$6,313
EMS Trauma Training	0	7,000	4,794	0	4,794	68.5%	2,206	2,024	2,770
Parent Co-op	0	30,000	19,436	0	19,436	64.8%	10,564	18,443	993
Child Care Aware	0	199,136	148,644	121	148,765	74.7%	50,371	123,366	25,399
Corrections Ed AA Degree - Seattle Foundation	0	34,441	0	0	0	0.0%	34,441	34,441	(34,441)
Corrections Ed - Open Doors	0	117,459	30,855	0	30,855	26.3%	86,604	103,234	(72,379)
Corrections Ed AA Degree - Sunshine Lady	0	43,298	34,421	0	34,421	79.5%	8,877	43,298	(8,877)
NW Wine Benefit Foundation	0	15,000	639	0	639	4.3%	14,361	3,750	(3,111)
Wine Cluster Study	0	23,295	7,884	2,221	10,105	43.4%	13,190	23,295	(13,190)
Blue Mountain Community Foundation	0	10,575	10,245	0	10,245	96.9%	330	10,575	(330)
<b>Total Private Funded</b>	<b>\$0</b>	<b>\$505,204</b>	<b>\$268,559</b>	<b>\$2,342</b>	<b>\$270,901</b>		<b>\$234,303</b>	<b>\$367,754</b>	<b>(\$96,853)</b>
<b>Fiscal Agent Contracts</b>									
Early Learning Coalition (ELC)	\$0	\$28,000	\$18,002	\$0	\$18,002	64.3%	\$9,998	\$16,269	\$1,733
Snake River Salmon Recovery Board (SRSRB)	0	616,031	247,480	53,909	301,389	48.9%	314,642	188,627	112,762
Bonneville Power Administration (SRSRB)	175,500	318,268	125,740	8,400	134,140	42.1%	63,415	75,103	59,037
<b>Total Fiscal Agent Contracts</b>	<b>\$175,500</b>	<b>\$962,299</b>	<b>\$391,222</b>	<b>\$62,309</b>	<b>\$453,531</b>		<b>\$388,055</b>	<b>\$279,999</b>	<b>\$173,532</b>
<b>Grand Total of All Grants &amp; Contracts</b>	<b>\$155,500</b>	<b>\$10,265,384</b>	<b>\$6,523,294</b>	<b>\$471,660</b>	<b>\$6,994,954</b>	<b>68.1%</b>	<b>\$3,149,717</b>	<b>\$5,853,475</b>	<b>\$1,141,479</b>

# Memo

To: Board of Trustees

From: Davina Fogg, Vice President of Administrative Services

Date: 4/12/19

Re: Recommended Approval of the 2018-19 Athletics Budget

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At this time, we recommend approval of the 2018-19 Athletics Budget as required under RCW 28B.15.120 Section (1). The interpretation and guidance regarding implementation of this new RCW was not received until January 2019. A comprehensive presentation on the Athletics Program's outcomes and budget history was discussed at the March 20, 2019 meeting, which was then followed with a first reading of the attached documents at the March 25, 2019 meeting. There are no changes to the attached documents. Jeff Reinland, WWCC Athletics Director, will have a 2019-20 Athletics Budget ready for Board approval at the June 2019 board meeting.

The new requirements were codified as RCW 28B.15.120 and are summarized as follows:

- 1) The college's Board of Trustees must specifically approve an annual budget for its athletic programs.
- 2) If the athletic programs experience an operating deficit at the end of any fiscal year, the Board must:
  - a. Approve a plan to reduce operating deficits in future fiscal years;
  - b. Conspicuously post on its website the financial statements for its programs for the prior three consecutive years along with the "plan" identified in 2a;
  - c. Approve in advance any transfer exceeding \$250,000 (if not already included in the approved annual budget); and
  - d. Approve in advance any expenditure over \$250,000 that was not included in the approved annual budget.

Historically, the Board approves a balanced athletics program budget as shown on the attached document titled 2018-2019 Athletics Budget. Approval of the Athletics Budget satisfies Section (1) and Section (2)a of the RCW.

Conspicuously posting on the WWCC website the Athletics Budget and the second document attached to this memo will satisfy Section (2)b of the RCW. The Athletics Program Financial Statement reflects an unusual presentation approach that complies with the new reporting requirements. Guidance from the State Board of Community and Technical Colleges (SBCTC) states that colleges should not count any of the operating fees/tuition paid by student athletes as a revenue source, which automatically creates the operating deficit as shown.

Sections (2)c and (2)d have not been and should never be additional steps that the College would need to take due to the fact that an accurate and balanced Athletics Budget is part of the Annual Plan & Operating Budget approved each fiscal year in June.

## 2018-2019 ATHLETICS BUDGET

### REVENUES AND OTHER SUPPORT

	Budget 2017-2018	Budget 2018-2019	Difference
<b>Student Activities and Intercollegiate Athletics</b>			
Service and Activity Fee (Approved by ASB Senate)	\$443,000	\$376,561	(\$66,439) (1)
ID Card Fee	22,550	0	(22,550) (2)
User Fee	7,230	7,230	0
Sports Revenue - Admission Fees and Fund Raisers	7,436	7,436	0
Sub Total:	\$480,216	\$391,227	(\$88,989)
<b>Local Funds</b>			
Goods and Services/Travel/Insurance	\$44,740	\$223,729	\$178,989 (1,2)
Salaries/Stipends - Coaching/Athletic Director/Support Staff	400,327	437,007	36,680 (3)
WWCC Foundation Warrior Club	12,450	12,450	0
Sub Total:	\$457,517	\$673,186	\$215,669
Grand Total Revenue:	\$937,733	<b>\$1,064,413</b>	\$126,680

### EXPENDITURES

Sport: Activity/Program:	Volleyball	Men's Basketball	Women's Basketball	Baseball	Softball	Rodeo	Women's Soccer	Men's Soccer	M & W Golf	Recruiting	AD* Contingency	Total
Number of Athletes	15	15	15	35	25	35	20	20	20			200
Number of Grants	8	8	8	11	11	15	11	11	12			95
Tuition/Grants @ \$1,086	12,792	12,792	12,792	17,589	17,589	15,850	17,589	17,589	14,924			139,506
Recruitment										50,720		50,720
Total Direct Student Support	\$12,792	\$12,792	\$12,792	\$17,589	\$17,589	\$15,850	\$17,589	\$17,589	\$14,924	\$50,720		\$190,226
Goods & Services	14,412	14,412	14,412	17,362	17,362	38,900	14,412	14,412	11,282		10,801	167,767
Travel	13,837	13,837	13,837	14,837	14,837	18,250	13,837	13,837	11,406		14,900	143,415
Insurance	1,106	3,959	3,959	2,970	1,428	0	8,927	8,927	1,285		3,437	35,998
Total Operations	\$29,355	\$32,208	\$32,208	\$35,169	\$33,627	\$57,150	\$37,176	\$37,176	\$23,973		\$29,138	\$347,180
Local Funded Coaching & Support Personnel	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$18,000	\$11,300	\$11,300	\$11,300	Trainer \$41,282	\$287,325	\$437,007
Chartered Bus Services											\$90,000	\$90,000
<b>GRAND TOTAL</b>	<b>\$53,447</b>	<b>\$56,300</b>	<b>\$56,300</b>	<b>\$64,058</b>	<b>\$62,516</b>	<b>\$91,000</b>	<b>\$66,065</b>	<b>\$66,065</b>	<b>\$50,197</b>	<b>\$92,002</b>	<b>\$406,463</b>	<b>\$1,064,413</b>

By adopting this budget, the Board of Trustees satisfies RCW 28B.15.120(1) and (2)a requiring approval of a budget for the intercollegiate athletic program and the plan to reduce any program operating deficit.

- (1) Reduction in funding from S&A fees.
- (2) Increase transfer to support athletics expenditures due to decreased funding from S&A fees, loss of revenues and increased costs for chartered bus services.
- (3) Increase of \$36,680 reflects changes that have occurred in the College's athletic operating budget.

\*AD = Athletic Director

**Walla Walla Community College  
Athletics Program Financial Statement**

As Required by RCW 28B.15.120

	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018
<b>Revenue</b>			
Gate Receipts	8,806	8,965	8,287
Spirit Package	7,125	7,850	7,740
Warrior Club	12,566	7,767	10,177
Team Fundraisers	120,129	110,432	119,930
<b>Total Revenue</b>	<b>148,625</b>	<b>135,014</b>	<b>146,135</b>
<b>Expenditures</b>			
Tuition Waivers	72,433	69,974	72,488
<b><u>Operating Budget</u></b>			
Athletic Director/Coaches/Support	424,389	443,268	457,815
Field Maintenance	16,777	15,211	15,131
Insurance	1,229		967
<b>Total Operating Budget</b>	<b>442,395</b>	<b>458,480</b>	<b>473,912</b>
<b><u>Services &amp; Activities Fees and Motorpool</u></b>			
Womens' Athletic Teams	157,518	160,497	183,481
Mens' Athletic Teams	139,940	145,599	135,147
Coed Athletic Teams	91,706	84,396	108,753
Scholarships	174,157	179,484	178,069
Chartered Bus Services	56,509	80,125	93,082
Student Help/Work Scholarships	2,344	3,190	
<b>Total Services &amp; Activities Fees and Motorpool</b>	<b>622,174</b>	<b>653,291</b>	<b>698,532</b>
Team Fundraisers	111,223	135,840	97,871
<b>Total Expenditures</b>	<b>1,248,226</b>	<b>1,317,585</b>	<b>1,342,803</b>
<b>Net Profit/Loss</b>	<b>(1,099,601)</b>	<b>(1,182,571)</b>	<b>(1,196,668)</b>

*The Board approved Athletics budget serves as the College's plan to comply with RCW 28B.15.120 (2)a.*