



Agenda

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

All Times Are Estimates

1:00 p.m.	Call to Order		
	Approval of Agenda	Action	
	<i>Mrs. Darcey Fugman-Small, Vice Chair</i>		
1:00 p.m.	Introductions	Discuss	Tab 1
	<u>Kathy Adamski</u>		
	<ul style="list-style-type: none">• Diana Griffin, Nursing Clinical Educator, Walla Walla Campus• Melissa Rodriguez, Director, Allied Health and Safety Education• Pamela Walton, Nursing Clinical Educator, Clarkston Campus		
	<u>Debra Erikson</u>		
	<ul style="list-style-type: none">• Rachael Bruce, Secretary Senior		
	<u>Luke Fidge</u>		
	<ul style="list-style-type: none">• Jesse Torres, Informational Technology Technician 2• Bradley Vance, Information Technology Technician 2		
	<u>Tessa Kimball</u>		
	<ul style="list-style-type: none">• Bobbie Sue Arias, Coordinator, Disability Support Services		
	<u>Stephanie Macon-Moore</u>		
	<ul style="list-style-type: none">• Darah Grogan, Instruction & Classroom Support Tech 2, Clarkston Campus		
	<u>Dr. Marleen Ramsey</u>		
	<ul style="list-style-type: none">• Dahood El-Oqla, English Instructor		
	<u>Robin Sisson</u>		
	<ul style="list-style-type: none">• BreAnna Wright, Fiscal Technician 3		
	<u>Cynthia Walker</u>		
	<ul style="list-style-type: none">• Brandy Bennett, Secretary Senior		
1:10 p.m.	Consent Agenda	Action	
	<i>Mrs. Fugman-Small</i>		
	<ol style="list-style-type: none">1. August 16, 2017 Board Meeting Minutes		Tab 2
	<ol style="list-style-type: none">2. Personnel Update		Tab 3
	<ol style="list-style-type: none">3. Preliminary Fall Enrollment Report		Tab 4
1:10 p.m.	Recognize Susan Palmer for NEA Foundation Award for Teaching Excellence		
	<i>Dr. Richard Middleton-Kaplan</i>		
1:15 p.m.	Standing Oral Reports	Discuss	
	<ul style="list-style-type: none">• Student Government – Walla Walla Campus		
	<i>Dr. Jose da Silva</i>		
	<ul style="list-style-type: none">○ Walla Walla Campus Associated Student Body Activity Report		
	<i>Mr. Rick Aguilar, Walla Walla ASB President</i>		

1:25 p.m.	President's Report <i>Dr. Brandes</i>	Discuss
1:35 p.m.	Leadership Priorities: <ul style="list-style-type: none"> • Review and Discuss • Updates: <ol style="list-style-type: none"> 1. Mission-Driven <ol style="list-style-type: none"> a. Student Success <ol style="list-style-type: none"> 1) AEP Update <i>Angela Gomez</i> b. Strong Communities c. Resource Stewardship <ol style="list-style-type: none"> 1) Discussion on Financial Status Reports <ol style="list-style-type: none"> i. Desired Information ii. Timing of Reports <i>Dr. Brandes, Davina Fogg</i> 2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access <ol style="list-style-type: none"> a. Search Advocate Training <i>Sherry Hartford, Nick Velluzzi</i> 3. Strengthen Student Enrollment – Retention and Outcomes 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources <ol style="list-style-type: none"> a. I-BEST At Work <i>Darlene Snider</i> 5. Develop Clarkston Campus Facilities Master Plan 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities 7. Improve Risk Management 	Discuss
2:20 p.m.	Board of Trustees Election of 2017-18 Officers	Action
2:30 p.m.	Board Reports/Remarks	Discuss
2:35 p.m.	New and Unscheduled Business	Discuss
2:40 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	
2:55 p.m.	Adjourn	



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

Introductions

Kathy Adamski

- **Diana Griffin, Nursing Clinical Educator, Walla Walla Campus**

Diana has been a Registered Nurse for seven years. After graduating from the nursing program at WWCC in 2010, she completed her Bachelor in Science in Nursing at WSU in 2011 and graduated in August 2017 with her Master of Science in Nursing, Nursing Community-Based Population with a minor in Nursing Education, from WSU. She will be continuing on to obtain a Doctorate in Nursing Practice, Psychiatric Mental Health Practitioner. Diana has worked as a Registered Nurse and has worked in nursing education at WWCC since 2013. She has also taught at WWCC as an Allied Health Instructor since 2014.

- **Melissa Rodriguez, Director, Health and Safety Education**

Melissa holds a Bachelor of Arts degree in Communication from California State University San Marcos and an Associate in Applied Arts & Sciences from WWCC (Cosmetology). She has worked at WWCC since 2014, beginning as a Senior Secretary for the Arts & Sciences division, and most recently, as an Education and Career Navigator for Worker Retraining. Prior to coming to WWCC, Ms. Rodriguez worked at Castañer General Hospital in Puerto Rico as the Administrative Assistant to the Chief Executive Officer. In addition to this hospital experience, Ms. Rodriguez has prior experience as a Certified Nursing Assistant. She is bilingual in Spanish and English and has been an active participant on many WWCC diversity initiatives (Achieving the Dream, Diversity Committee, Latino Student Success Taskforce, Hispanic Caucus).

- **Pamela Walton, Nursing Clinical Educator, Clarkston Campus**

Pamela Walton became a Registered Nurse in 1991 after being honorably discharged from The United States Navy. In her 22 years as a nurse she has worked in the following areas: Hospitals, long term care facilities, home health, a family practice office, and nursing education. She began teaching nursing students at Lewis Clark State College (LCSC) in 2008. There her roles ranged from the Director of the Practical Nursing Program and faculty member in theory, lab, and clinical courses in the Bachelor of Science in Nursing Program. She served as a lead faculty for courses, as well an advisor for students. Ms. Walton worked as an adjunct clinical faculty member for Walla Walla Community College during the 2016-2017 school year.

Debra Erikson

- **Rachael Bruce, Secretary Senior**

Rachel Bruce, Secretary Senior at the Professional Technical Center supporting Carpentry, Cosmetology, Culinary Arts and the Workforce Services group. Rachel is currently attending WWCC part time working towards her Associate in Arts - Direct Transfer Degree in Business. Rachel comes to us having worked as an Administrative Assistant at a local insurance agency.

Luke Fidge

- **Jesse Torres, Informational Technology Technician 2**

Jesse comes to us from Sharpstein Elementary where he worked as a Dual Immersion teacher since 2016. He has a Bachelor's of Elementary Education from Grand Canyon University (Phoenix AZ), and a Digital Media Associates from WWCC. Jesse loves technology and is very excited to be given the chance to showcase his abilities at Walla Walla Community College.

- **Bradley Vance, Information Technology Technician 2**

Brad comes to us from Community Bank in Walla Walla where he has worked since 2012. Brad is a long term resident of the valley and looks forward to growing his knowledge in technology as a member of the WWCC Technology Services Department.

Tessa Kimball

- **Bobbie Sue Arias, Coordinator, Disability Support Services**

Bobbie Sue was the Health and Wellness Coordinator and a Mental Health Counselor for Blue Mountain Community College. In addition, she has been facilitating Disability Services and arranging accommodations for students at BMCC. She has her Master's Degree in Social Work from Walla Walla University and her PhD in Social Work and Social Research from Portland State University.

Stephanie Macon-Moore

- **Darah Grogan, Nursing Skills Practice Lab Coordinator (Instruction & Classroom Support Tech 2)**

Darah is a former graduate of the WWCC Nursing Program. As a Registered Nurse, Darah has had experience working on the inpatient Medical Oncology unit and the outpatient Infectious Disease clinic, as well as experience as the Director of Surgery for an outpatient surgery center. She is currently enrolled in Western Governors University in the RN to MSN Nursing Management and Leadership program.

Dr. Marleen Ramsey

- **Dahood El-Oqla, English Instructor**

Dr. Dahood El-Oqla comes to us from Pocatella, Idaho, where he has taught as an adjunct faculty member in Idaho State University's Department of English and Philosophy since completing his doctorate there in 2013. He earned his Bachelor's degree at Yarmouk University, his Master's degree in English Literary Studies from the University of Colorado at Denver, and his Ph.D. in English and the Teaching of English at Idaho State U with a dissertation on the portrayal of African-Arab identities in African-Arab novels. He has taught in large cities and rural communities in the United States and Jordan, including courses on British and World Literature, Developmental English, and English Composition. He worked for the U.S. Peace Corps in Jordan as a Language and Cultural Facilitator, and he has a strong interest in international education and human rights—and in the study of composition and literature as a means of hearing silenced voices and building understanding across divides of gender, nationality, religions, and cultures. Writing from a human rights and post colonialist critical perspective, he has published articles in the Journal of Contemporary Thought and the book Postcolonial Literature Today (Delhi: Prestige International, 2015).

Robin Sisson

- **BreAnna Wright, Travel Accountant (Fiscal Technician 3)**

BreAnna Wright comes to Walla Walla Community College with her Associate of Applied Science in Accounting Technology and Human Resources from Montana Tech of the University of Montana. She has experience in a higher education setting at Montana Tech, where she planned and processed travel and maintained budget records for over 35 faculty members.

Cynthia Walker

- **Brandy Bennett, Secretary Senior Technology Center**

Brandy has a Bachelor's Degree in Business Administration from the University of South Dakota. She comes to us from a local accounting firm where she worked as a Client Accounting Specialist. Brandy brings a high level of computer skills and good communication skills. Brandy has also volunteered with Meals on Wheels.

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

August 16, 2017

The Board of Trustees of Community College District No. 20 met in regular session on August 16, 2017, in the Board Room of Walla Walla Community College. Mrs. Darcey Fugman-Small called the meeting to order at 11:00 a.m.

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

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

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

Approval of Agenda.

Mr. Sanchez moved and Mr. Burt seconded to approve the agenda for the August 16, 2017 Board of Trustees meeting. *Motion carried.*

Recess to Executive Session to Review the Performance of a Public Employee and to Discuss with Legal Counsel Potential Litigation to which the College may be a Party. The Board recessed to Executive Session at 11:00 a.m. to review the performance of a public employee and to discuss with legal counsel potential litigation to which the College may be a party, with an anticipated return time of 12:45 p.m. The Board returned to open session at 12:35 p.m. and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

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

- Mark Jurgens, Welding Instructor, CRCC
- Jennifer Goodwin, Retail Specialist
- Cynthia Walker, Assistant Dean, Applied Bachelor Programs, Business, Accounting, and Computer Science
- Ernie Anglin, Welding Instructor, WSP
- Kristopher Margert, Welding Instructor, WSP
- Luke Fidge, Interim Assistant Director of Technology Services
- Dr. Muaz Hijazin, Biology Instructor
- Echo Giesen, Custodian 2
- Darrell Wilbur, Custodian 2

Consent Agenda.

Mr. McQuary moved and Mr. Sanchez seconded that the consent agenda items be approved or accepted, as appropriate: 1) June 29, 2017 Board Meeting Minutes; 2) Personnel Update; 3) Interim Spring Quarter Enrollment Report; and 4) Preliminary Fall Quarter Enrollment Report. *Motion carried.*

Employee Recognition – Kelby Killgore. Mrs. Fugman-Small recognized Kelby Killgore with a Recognition of Excellence Award for developing and seeing through to completion the lighting retrofitting project in the Dietrich Dome that reduced power consumption and greatly improved the lighting.

President's Report.

- **Legislative Update.** Dr. Brandes reported on the impact to the College resulting from the failure of the Legislature to pass a capital budget. Dr. Brandes also noted the Governor's office had indicated the two new trustee appointments should be completed by the end of September.

Dr. Brandes presented a preliminary draft of a proposed Emergency Presidential Succession policy for future consideration.

Approve 2017-18 Tuition Schedule. Mrs. Fogg presented a proposed 2017-18 Tuition Schedule, noting the tuition represents a 2.2% increase, as passed by the Legislature and adopted by the State Board, with no other changes.

Mr. Sanchez moved and Mr. McQuary seconded to approve the 2017-18 Tuition Schedule as presented. *Motion carried.*

Leadership Priorities

- **Review and Discuss.** Dr. Brandes requested the Board review the seven leadership priorities to determine if they feel changes and/or additions are needed. Dr. Brandes noted staff had suggested changes to two of the priorities: Priority #2, Strengthen Student Diversity and Success – staff has suggested language be included around institutional preparedness and/or a culture that is inclusive for student diversity. Priority #5, Support Clarkston Facilities Expansion as Education Activity Hub – as the expansion is nearing completion and a Clarkston Facilities Master Plan, a student Legacy project, and other facilities-related items are anticipated, there was agreement to reword Priority #5 with language reflecting the Clarkston Facilities Master Plan.

Dr. Brandes also pointed out the Board meeting agenda, and future meeting agendas, would indicate reports reflecting the leadership priorities.

- **Updates:**

1. **Mission-Driven**

- a. **Student Success**
- b. **Strong Communities**
- c. **Resource Stewardship**

2. **Strengthen Student Diversity and Access**

3. **Strengthen Student Enrollment – Retention and Outcomes**

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

- a. **Student Housing.** Jessica Cook reported the Foundation Board of Governors had engaged Blue Rose Capital Advisors to guide the process for a proposed structured student housing project. Ms. Cook presented strategic objectives and a timeline, noting the first step would be the issuance of a comprehensive market study RFP.

- b. **International Program.** Jerry Anhorn presented some of students who came from Rwanda to attend WWCC as a result of Mr. Anhorn's trip to Rwandan schools. Mr. Anhorn also noted work continues on efforts to recruit students from India, particularly in the Water, Ag, Energy, and Welding programs. Mr. Anhorn reported efforts were currently underway to recruit students from China, noting interest had been shown by the headmaster of one of the schools to visit WWCC in the fall.

5. **Support Clarkston Facilities Expansion as Education Activity Hub**

- a. **Program Update.** Dr. Chad Miltenberger and Mr. Anhorn provided an update on the Clarkston Workforce and Business Development Center, including the construction project, equipment, programs to be offered, and curriculum.

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

a. Latino Student Success – Parent Initiative. Kristi Wellington-Baker provided updates resulting from the Board resolution to focus on Latino student success. One of the highlights was the first Celebración de Graduación. Ms. Wellington-Baker reviewed data on Hispanic/Latino population and enrollments trends; efforts to become a Hispanic-Serving Institution, efforts to engage families, and the goals of "Warrior American Dream Academy." Rosa Rivera reported on the efforts of TRiO to closely engage transfer students and their families in the transition to four-year universities.

7. Improve Risk Management

a. Campus Safety and Security – Review Clery Report. Sean Taggart presented the annual Campus Safety and Security report, noting the report ensures the College is in compliance with the Clery Act.

Old Business

- **Willow Charter School.** Dr. Brandes reviewed the earlier proposal for the Willow Charter School to be located on WWCC property through a ground lease. Dr. Brandes explained how the failure of the legislature to pass a capital budget has and will impact the College, i.e., whenever a capital budget is approved, there will be less time before the end of the biennium to complete the projects and spend the funds; staff is already engaged or soon to be engaged in the Clarkston Facilities Master Plan, the Clarkston Campus student Legacy project, determining what project to submit for the next capital budget request, and others; all of which could delay any efforts to even begin the process for a Willow School ground lease by at least a year or more. It was the consensus of the Board that while they strongly supported Willow Charter School, they could not take any action on the proposed ground lease with Willow Charter School.

Calendars

- **Clarkston Workforce and Business Development Center Dedication Ceremony – October 2, 2017.** Dr. Brandes reported the Grand Opening for the Clarkston Workforce and Business Development Center would be held on Tuesday, October 2.
- **Study Sessions.** Dr. Brandes noted there would be no Study Session at the September Board of Trustees meeting but that the Trustees would be meeting over lunch with newly tenured faculty.
- **ACT Conference.** Dr. Brandes reported the Trustees Fall Conference would be held on November 20 with the Legislative Action Committee retreat the day prior and the Winter Conference would be held January 22-23, 2018, with New Trustee Orientation on January 22.

Board Reports / Remarks. None

New and Unscheduled Business. None

Public Comment. Dan Calzaretta, Executive Director of the Willow Charter School, thanked the Board for its support and noted efforts were underway to develop a partnership with the College on a Gates Foundation grant to focus on preparing students for high school and college.

Adjourn. The meeting adjourned at 2:55 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Vice Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: September 13, 2017
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, August 2017

Gilmore, Jessica – Dean of Business, Entrepreneurial Programs & Extended Learning
Harding, Larry – Washington State Penitentiary Carpentry Instructor
Huminsky, Jordan – Coyote Ridge Corrections Center HVAC Instructor
Martin Steve – Snake River Salmon Recovery Board Director
May, Steve – Physical Sciences Instructor
Sullivan, Deanna – Office Assistant 3

Current Recruitments

1. Counselor, Tenure Track Faculty, Student Affairs, WW
2. Digital Design, Tenure Track Faculty, Washington State Penitentiary
3. Maintenance Custodian, Classified, Clarkston
4. Office Assistant 3, Health Sciences, Clarkston



Walla Walla Community College

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(509) 522-2500
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DATE: September 14, 2017

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Enrollment Report, Fall Quarter 2017

Attached is the Preliminary Enrollment Report for Fall Quarter, 2017. The report presents enrollment by funding source: state, contract, and self-support. Enrollment is reported by FTE and unduplicated headcount. Enrollment in Contract, Self-Support, Running Start, or Alternative Education Program will be underway by the date of the Board of Trustees meeting. However, enrollment in those areas at the time of producing this memo is too light to merit reporting in a way that provides meaningful information. Those areas will show more robust enrollment in October and will be reported then.

- State funded enrollment is reporting 2,195.6 FTEs, which is -495.3 FTEs (-18.4%) from the **close** of Fall Quarter 2016 (2,690.9 FTEs). Unduplicated headcount is currently 2,809, down -980 (-25.9%) from the close of last fall (3,789).

Preliminary Fall Enrollment Board Report

September 13, 2017

State Supported FTE Enrollment 2017-18

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 To Date	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
C Prof. Tech	46.5	60.9	14.4	31.0%	242.5	194.82	-47.6	-19.6%	223.3				230.96				247.7			
D Transitional	64.5	120.0	55.5	86.1%	317.1	136.22	-180.9	-57.0%	364.6				299.72				348.6			
H Extended Learning	197.2	215.1	17.9	9.1%	293.0	246.22	-46.8	-16.0%	318.2				295.32				367.9			
J Clarkston	52.6	66.5	13.8	26.3%	246.3	183.3	-63.0	-25.6%	228.4				214.8				247.4			
K Academic Transfer	95.4	84.7	-10.7	-11.2%	776.9	712.5	-64.4	-8.3%	739.3				661.0				757.5			
M Nursing/Allied Health	85.1	98.5	13.5	15.8%	265.7	259.4	-6.3	-2.4%	250.1				281.6				294.2			
P Business/Entre	89.2	91.2	2.1	2.3%	330.7	262.5	-68.2	-20.6%	300.9				305.6				342.1			
R Ag/Water/Energy	68.8	55.7	-13.1	-19.0%	218.8	200.8	-18.0	-8.2%	212.4				181.2				227.0			
Total	699.1	792.6	93.5	13.4%	2690.9	2195.63	-495.3	-18.4%	2637.2				2472.87				2833.4			

Contract FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total DOC	1050.85	1054.4	3.5	0%	1225.1	11.7	-1213.5	-99.0%	1483.39				1408.43				1722.6			
Other Contract	0.5	21.87	21.4	4274%	65.7	39.9	-25.8	-39.3%	84.0				25.3				58.5			
Total Contract	1050.9	1076.2	25.3	2%	1290.8	51.6	-1239.3	-96.0%	1218.3				1223.2				1594.4			

Self-Support/Community Service FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total Self-Support	43.7	29.4	-14.3	-32.7%	29.07	11.8	-17.3	-59.4%	19.29				17.2				36.4267			

Unduplicated Headcount 2017-18

State Support	2010	1806	-204	-10.1%	3789	2809	-980	-25.9%	4086				3990				4625			
Contract	1495	1532	37	2.5%	1661	54	-1607	-96.7%	1722				1650				2176			
Undup Headcount	3509	3338	-171	-4.9%	5450	2863	-2587	-47.5%	5808				5664				6810			

Running Start and AEP FTE Enrollment 2017-18

	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					136.2				133.8				127.2				134.9			
AEP "billable" FTEs					97.5				88.8				85.5				90.6			