



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Walla Walla Community College Clarkston Campus
1470 Bridge Street; Clarkston, WA
Wednesday, April 18, 2018, 11:00 a.m.

All Times Are Estimates

Study Session

- | | | | |
|-------------------|--|----------------|--------------|
| 11:00 a.m. | Call to Order
Approval of Agenda
<i>Mrs. Darcey Fugman-Small, Chair</i> | Action | |
| 11:00 a.m. | Clarkston Facility Planning Update: <ul style="list-style-type: none"> • Facility Master Plan (final review of concepts in the plan) • Student Legacy Project (review of committee's progress thus far) <i>Mrs. Davina Fogg</i> | Discuss | Tab 1 |
| 12:15 p.m. | Lunch Break | | |

All Times Are Estimates

Board Meeting

- | | | | |
|------------------|--|----------------|--|
| 1:00 p.m. | Introductions
<u>Doug Bayne</u> <ul style="list-style-type: none"> • Cheryl Hansen, Director of International Programs <u>Chad Miltenberger</u> <ul style="list-style-type: none"> • Justin Lewis, Maintenance Custodian, Clarkston Campus | Discuss | Tab 2 |
| 1:10 p.m. | Consent Agenda
<i>Mrs. Fugman-Small</i> <ol style="list-style-type: none"> 1. March 21, 2018 Board Meeting Minutes 2. Personnel Update 3. Final Winter Quarter Enrollment Report 4. Interim Spring Quarter Enrollment Report 5. February Financial Report | Action | <div style="text-align: right;"> Tab 3
 Tab 4
 Tab 5
 Tab 6
 Tab 7 </div> |
| 1:12 p.m. | Approval of 2018-19 Fee Schedule | Action | Tab 8 |
| 1:30 p.m. | Recognition of Newly-Tenured Faculty
<i>Ms. Kathy Adamski, Dr. Chad Miltenberger</i> | Discuss | |
| 1:35 p.m. | Standing Oral Reports <ul style="list-style-type: none"> • Student Government – Clarkston Campus
 <i>Dr. Jose da Silva</i> <ul style="list-style-type: none"> ○ Clarkston Campus Associated Student Body Activity Report
 <i>Ms. Edie Abney, Clarkston Campus ASB President</i> • March Financial Report | Discuss | <div style="text-align: right;"> Tab 9 </div> |

**Walla Walla Community College**

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

DATE: April 12, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Clarkston Facility Planning Update – Study Session

Jeff Warner from ALSC Architects will present an update on the progress that has been made thus far on the facility planning work at the Clarkston Campus including:

- Facility Master Plan
- Student Legacy Project

Two committees were formed as part of this process to ensure broad input into each of these projects. The enclosed Stakeholder Meeting Schedule details the various meetings that have been held since this process began in January 2018. The members of the two committees are also listed on the second page as well as the core team supporting both projects throughout the planning process.

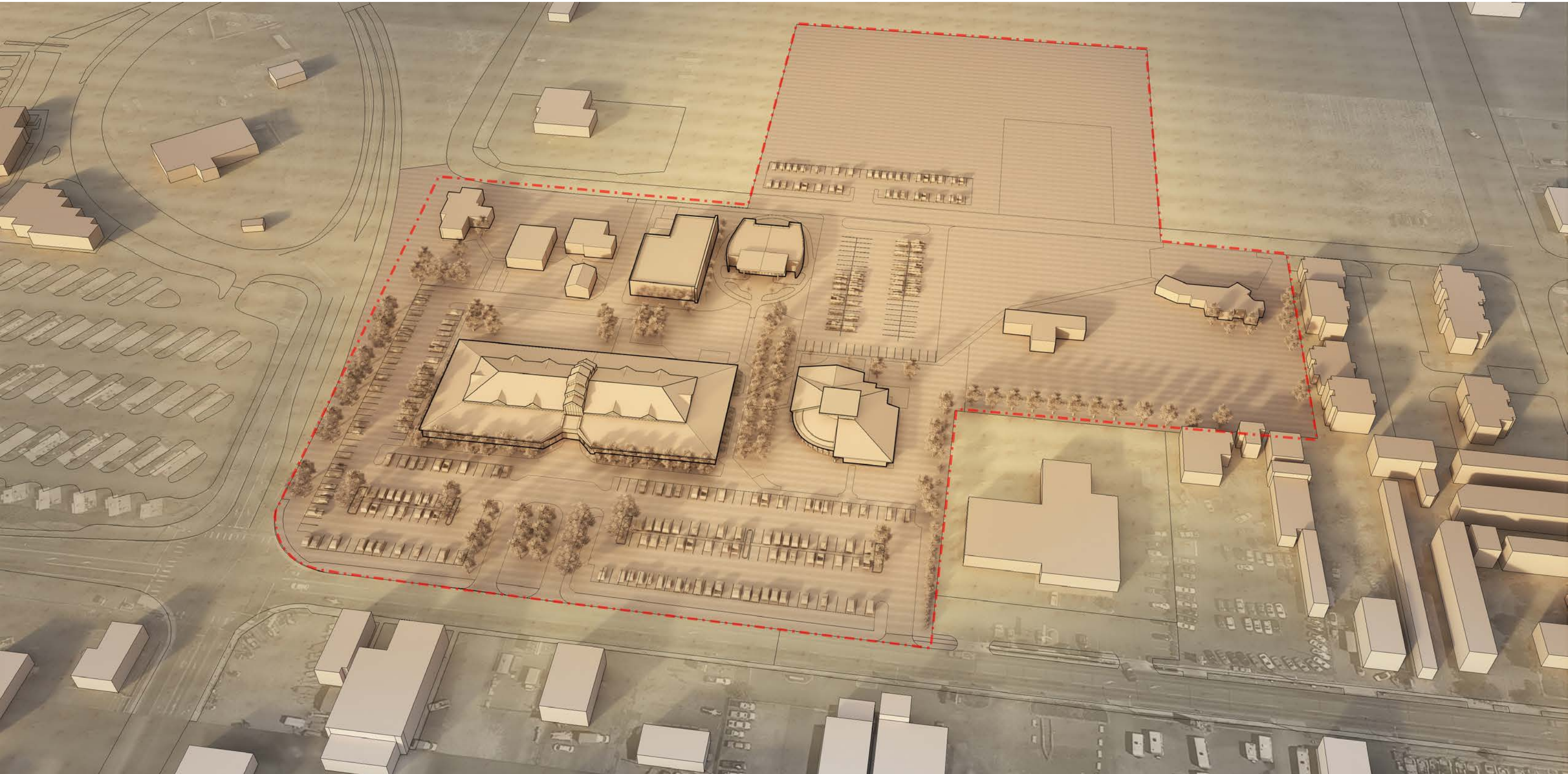
The Clarkston Facility Master Plan is ready to share and discuss with the Board before a final draft is presented for the Board's approval at a future meeting. ALSC will present the major highlights and key outcomes of that planning process.

The Student Legacy Project is still under development and the committee has more work to do. So far, the committee has eliminated the most desired option, which was to build a stand-alone facility focused on student activity space. Affordability of that option was not feasible. Next steps are underway to analyze all of the facilities at the Clarkston Campus for space utilization to determine where space may be available that could be remodeled, renovated, expanded, etc. As ALSC Architects will share with us during the Study Session, the Committee has identified a few ideas that seem feasible but they all hinge on currently existing square footage, which will require further analysis as to availability.

In order to ensure that the Student Legacy Project can move forward once a final recommendation is available, there is an agenda item recommending approval to ask for the "authority" to be able to borrow funds to complete a Student Legacy Project, should that be necessary. Please see that Tab for a little more background and information before the Study Session.



WWCC Clarkston Campus





WWCC Clarkston Campus

Design Principles

- 1** Preserve Views / Embrace Surrounding Landscape
- 2** Create Pedestrian Core with Perimeter Parking and Circulation
- 3** Sustainable Site Design
- 4** Encourage Healthy Behavior
- 5** Plan for future expansion to multiple property opportunities
- 6** Increasing the feel of a collegiate atmosphere
- 7** Continue to plan an appropriate level of density

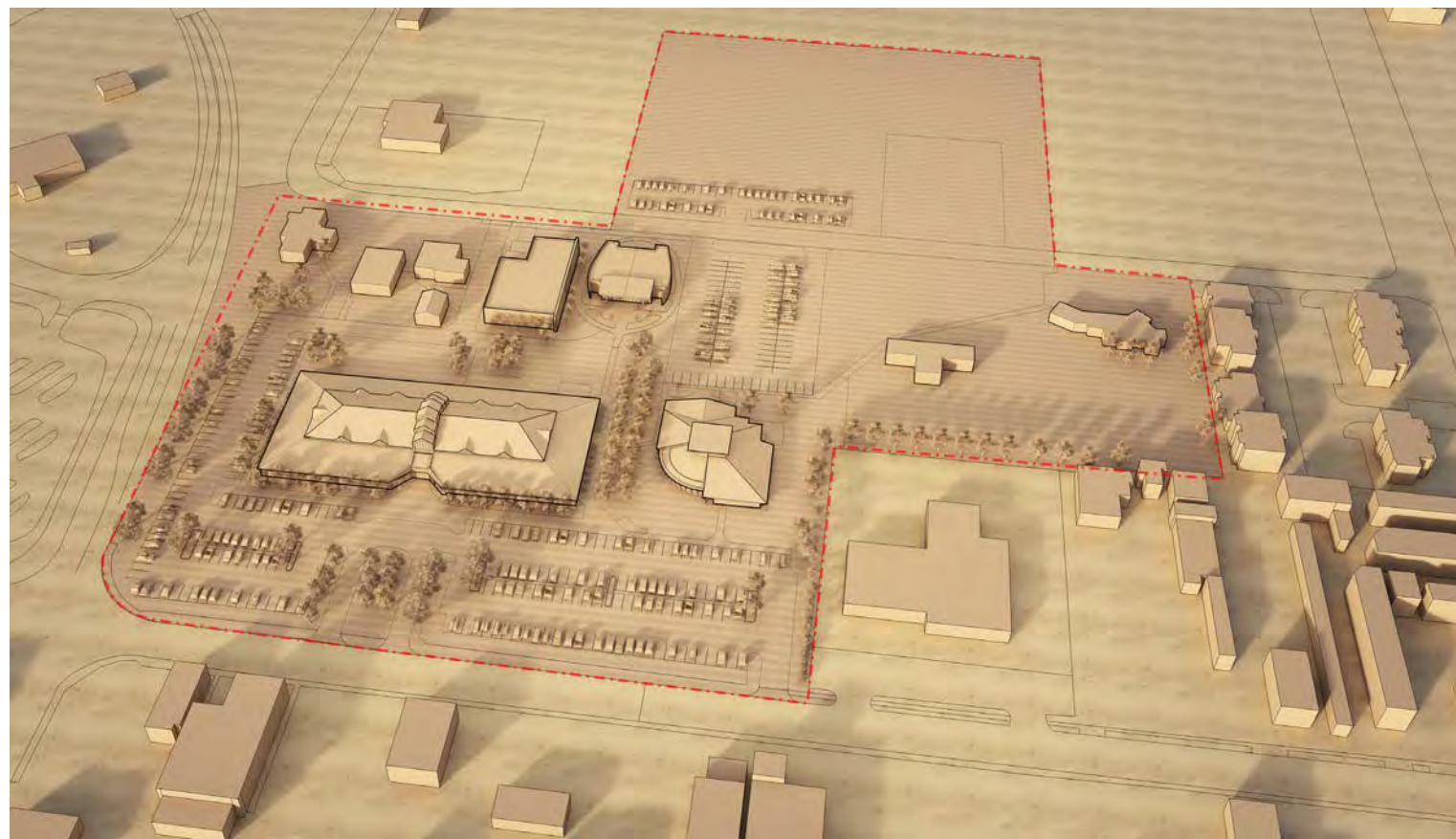




Street Views to Interior Site



Views to Interior Site



Existing Conditions



Future Sites



Vehicular Circulation



Pedestrian Circulation



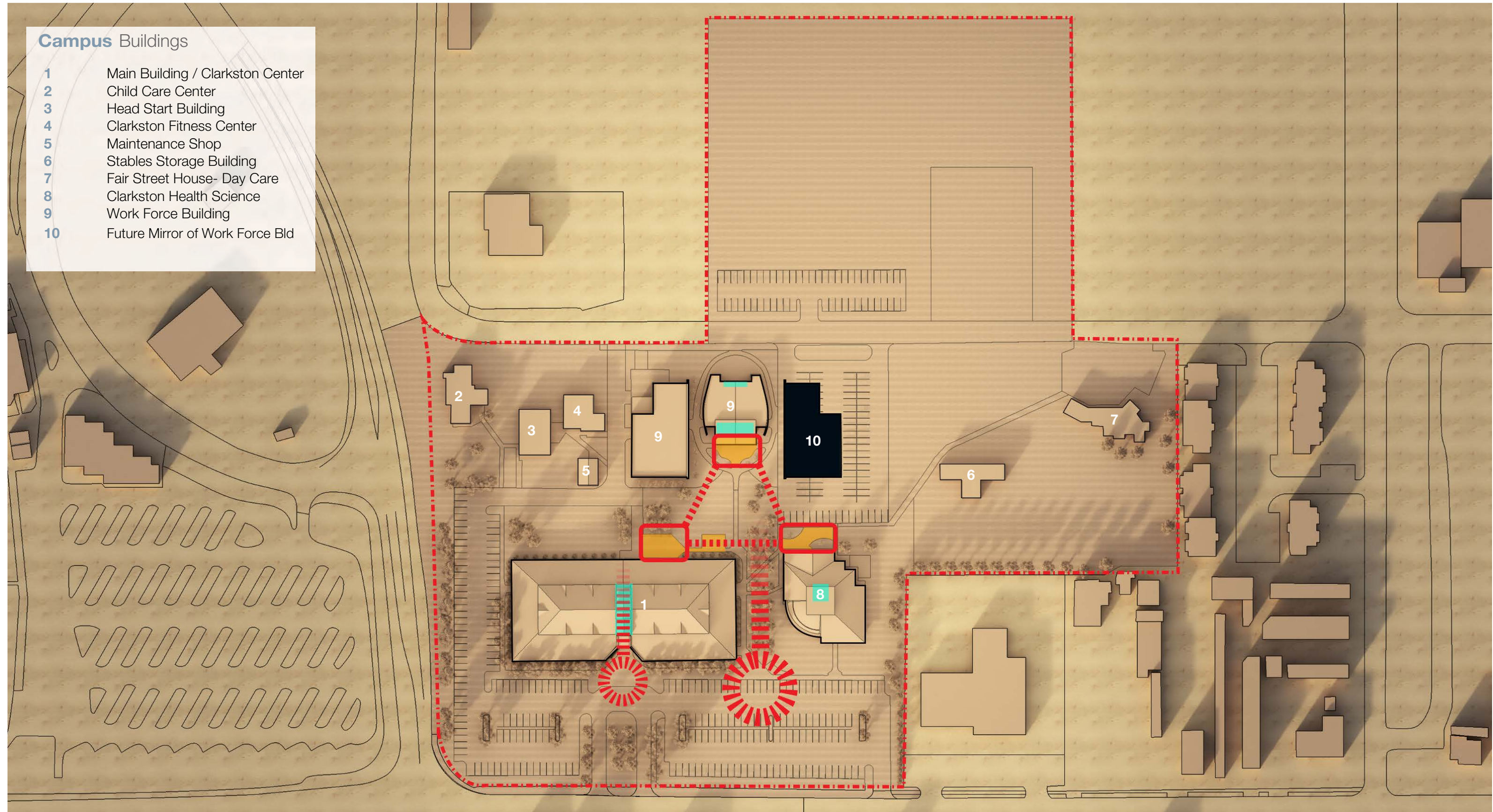
WWCC Clarkston Campus

- Future Building Placement
- Main Entry Placement

- Social Areas- interior and exterior
- Social Triangle

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Work Force Building
- 10 Future Mirror of Work Force Bld

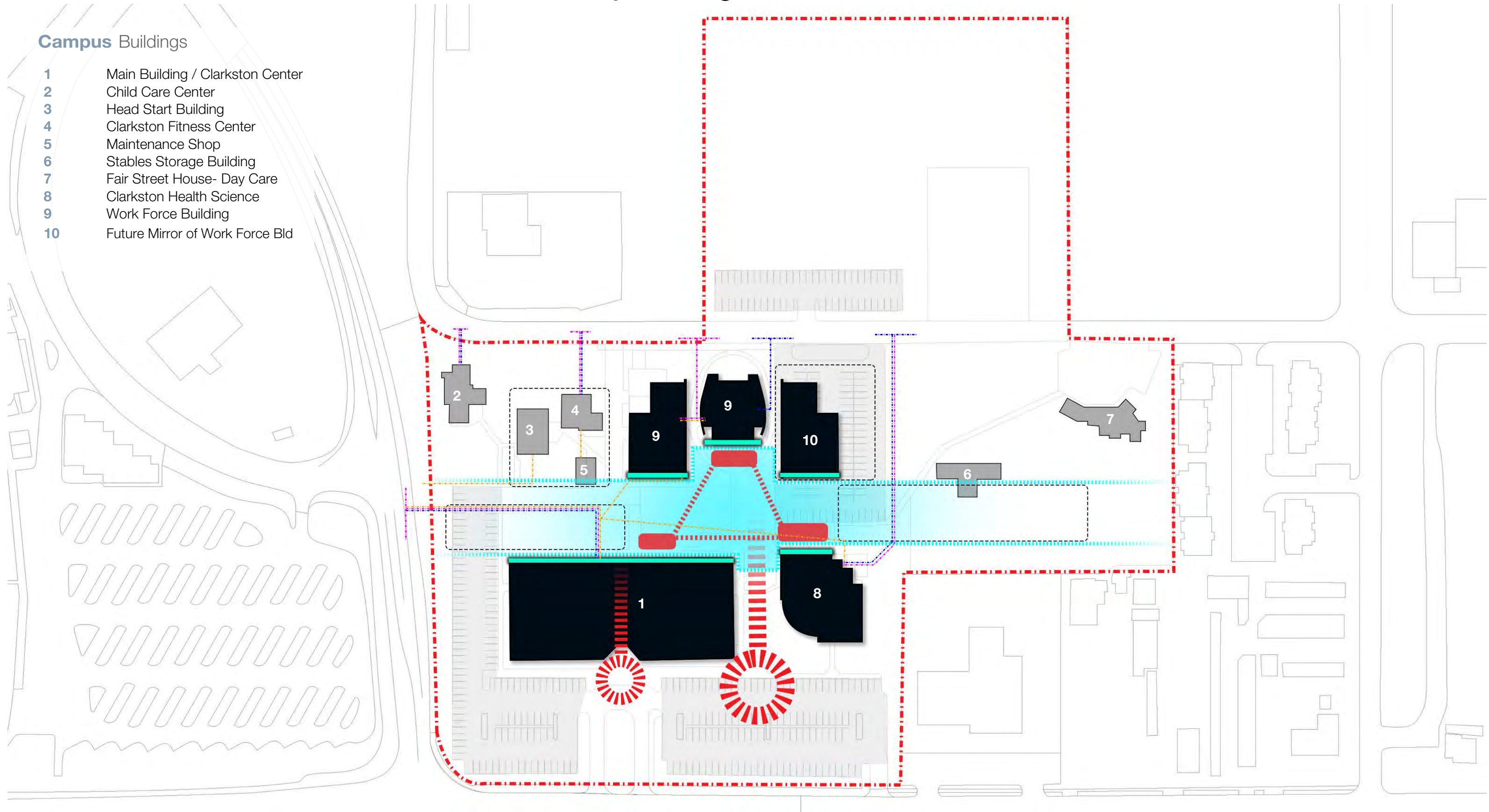


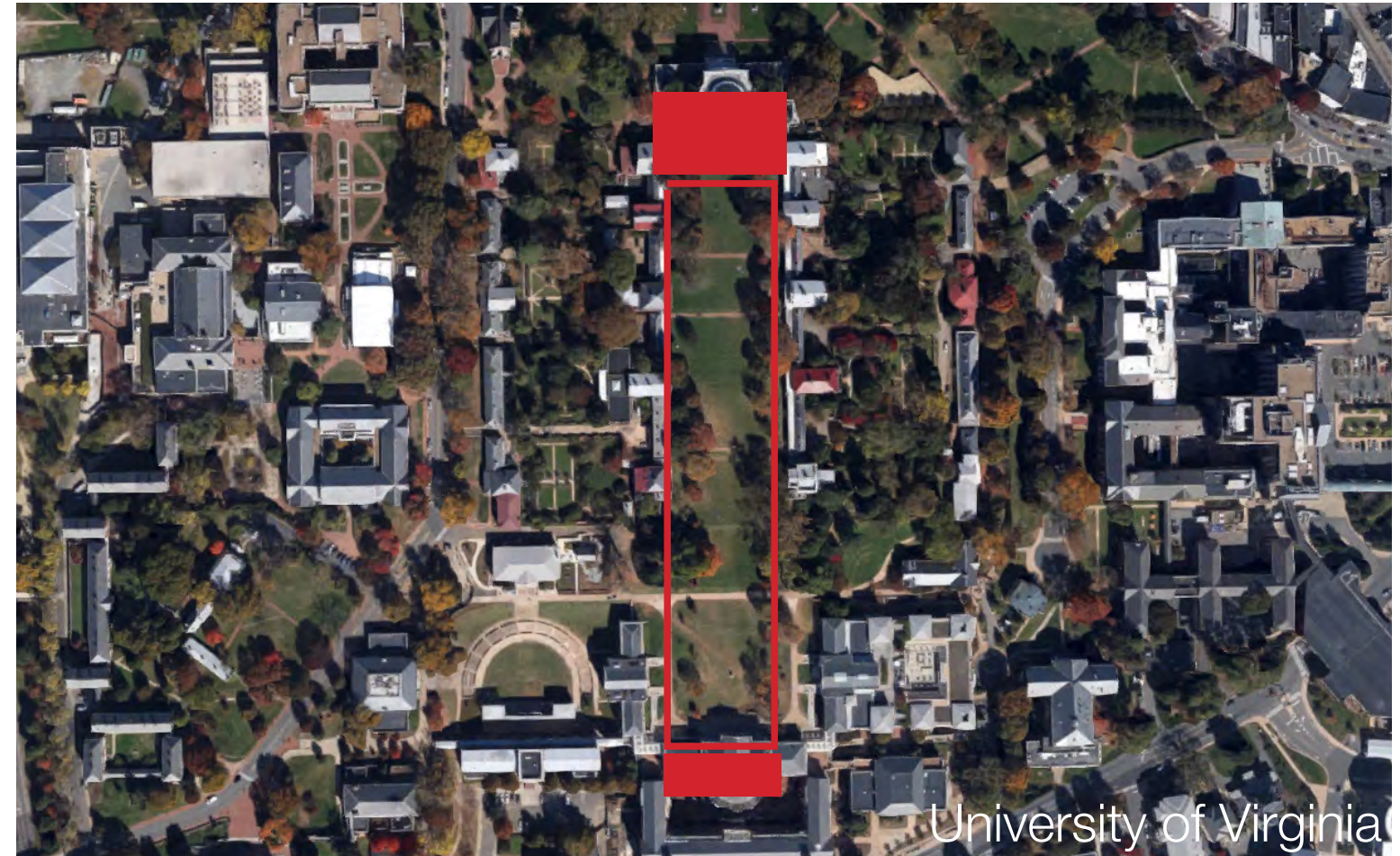
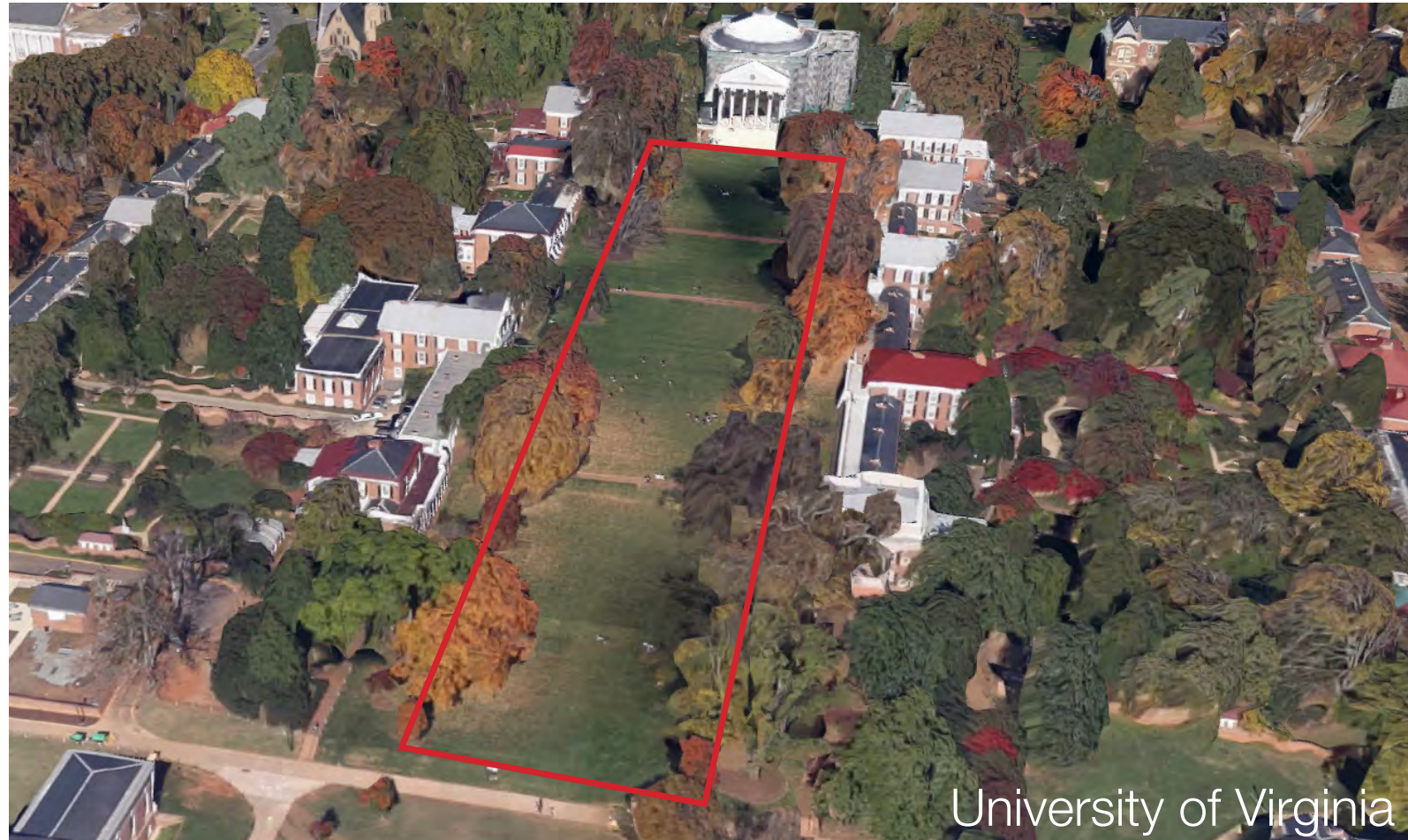
- Interior Zone Edges
- Social Zone Impact Gradient
- Site Utility Existing

- Immediate Building Site Areas
- Future Building Retirement

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
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- 6 Stables Storage Building
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University of Colorado Anschutz Medical Campus



-Building Forecourt
-Interior Quad Space

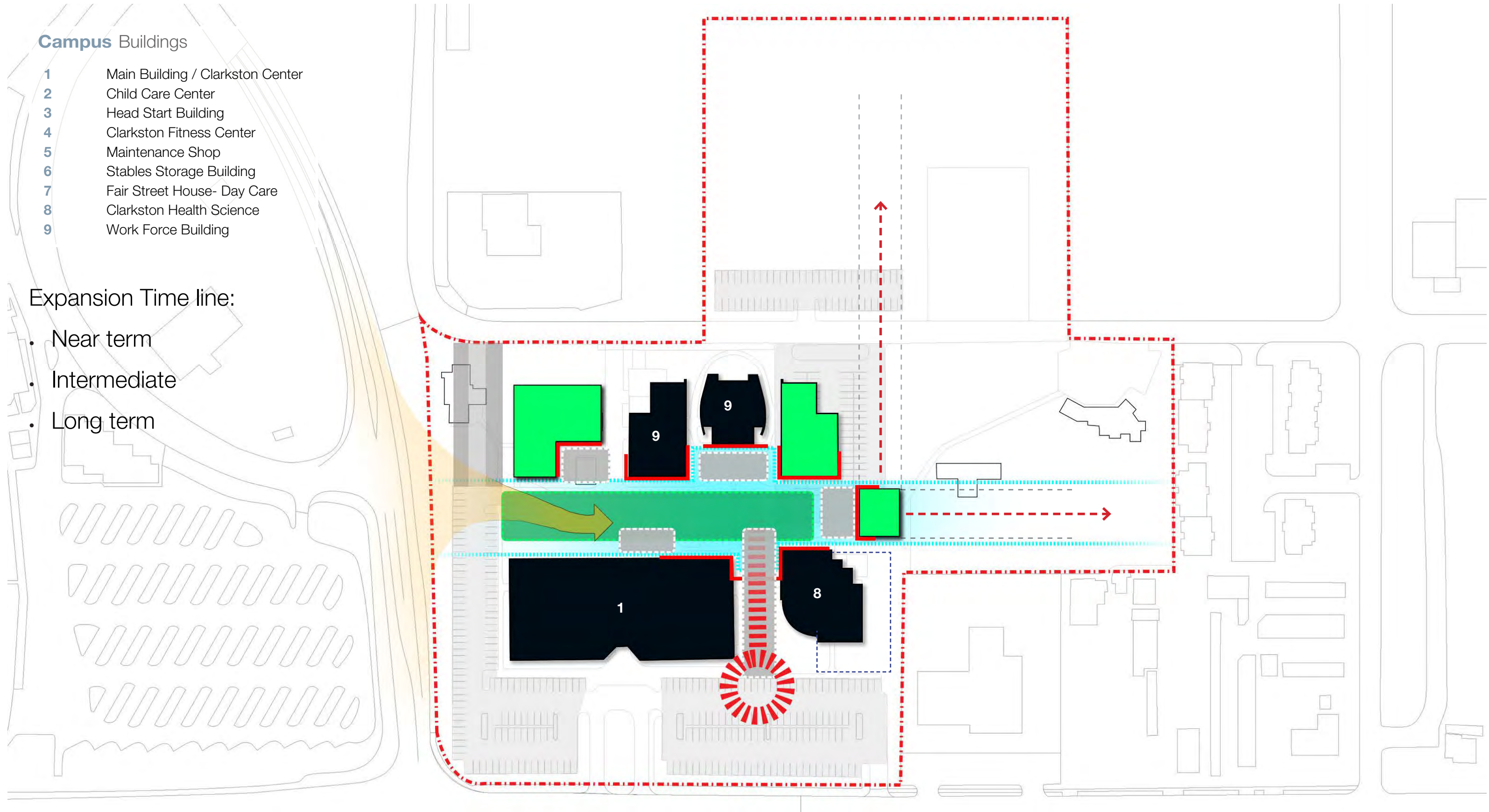
-Axial Growth Organization
-View to Interior Quad Space

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
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- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Work Force Building

Expansion Time line:

- Near term
- Intermediate
- Long term



NEAR TERM

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Work Force Building



- A. OUTDOOR QUAD AREA – For student gatherings and activities to be formed by future buildings.
- B. SPECIAL TERMINUS ELEMENT- special definition, landscape element, small pavilion
- C. Preferred site for next academic building.
- D. Preferred site for next shop type building that requires a service yard or loading area.
- E. PARKING
- F. PARKING – Expand to north as needed.
- G. Outdoor use area (play-fields, community garden, etc.
- H. Lawn area for informal student activities and day care.
- I. New campus entry into outdoor quad.
- J. Relocate driveway access into parking to avoid left turn lane on Bridge St. Maintain right turn only entry exit at existing entry. Widen existing driveway.
- K. Opportunity property for future development.

INTERMEDIATE

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Work Force Building

- A. See near term “A”
- B. See near term “B”
- C. Future student activity center
- D. Extend existing parking north to Fair St. Relocate daycare to new location on campus.
- E. Parking – relocate daycare to new location on campus.
- F. New location for daycare.
- G. Future academic buildings.
- H. Opportunity site of future buildings that require service yards or loading areas.
- I. Vacate Fair St.
- J. Future off campus student housing locations to be determined.

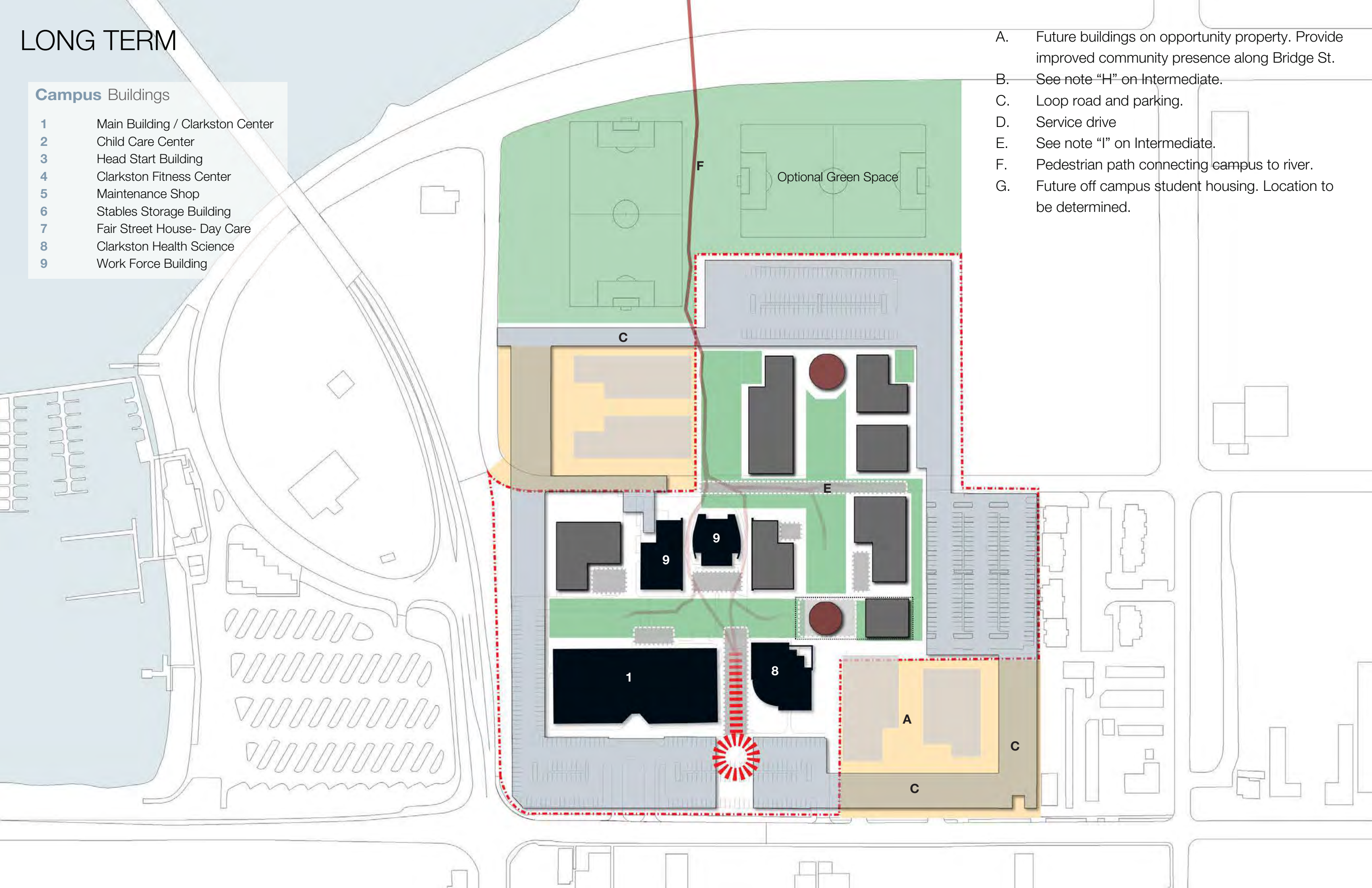


LONG TERM

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Work Force Building

- A. Future buildings on opportunity property. Provide improved community presence along Bridge St.
- B. See note “H” on Intermediate.
- C. Loop road and parking.
- D. Service drive
- E. See note “I” on Intermediate.
- F. Pedestrian path connecting campus to river.
- G. Future off campus student housing. Location to be determined.





2/4 - Meeting 1

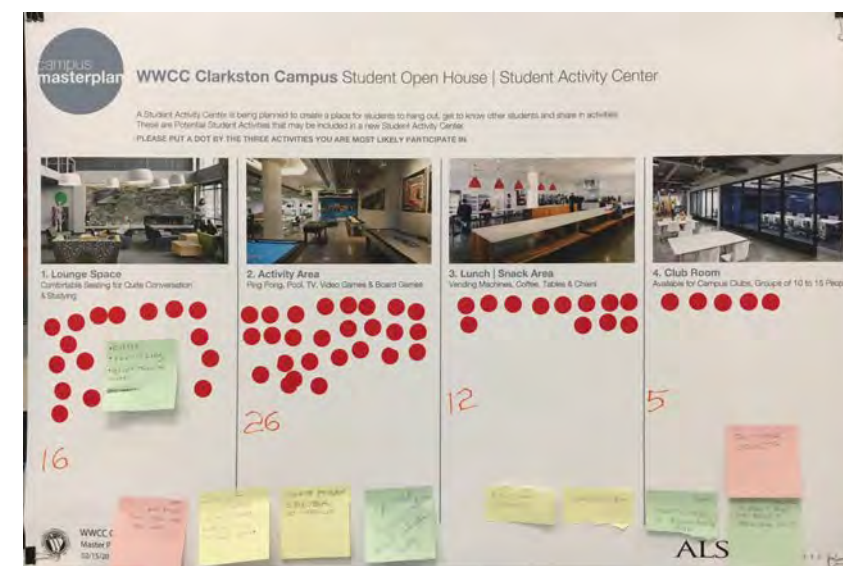
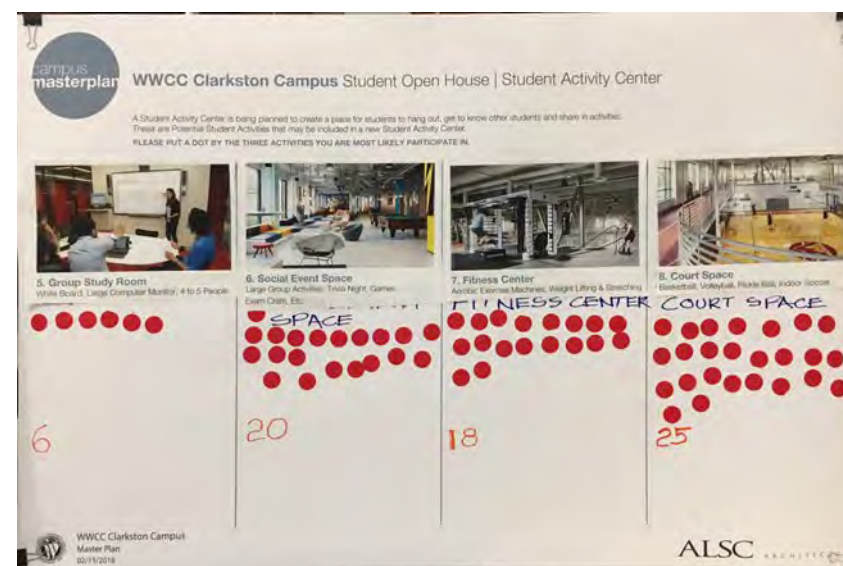
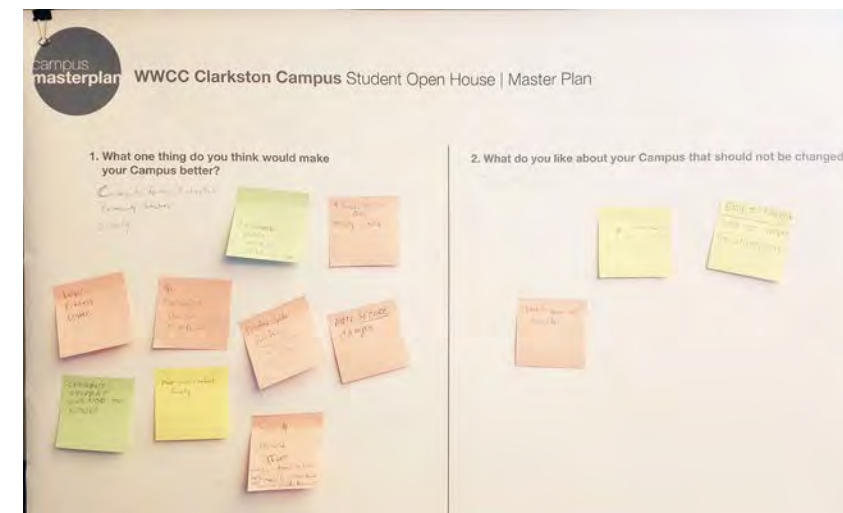
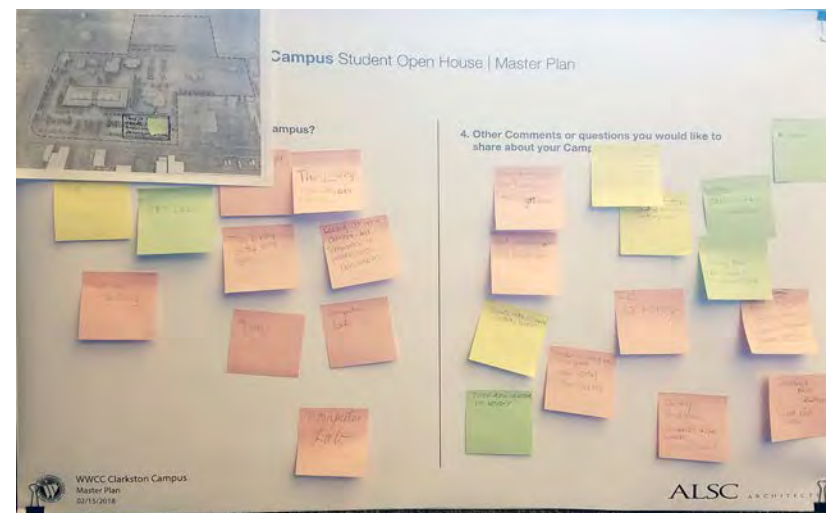
- Kickoff to discuss project background and goals- Students expressed their ideas and desires for the project
- Students prioritized goals were asked
 1. Students to be able to gather
 2. Student space only for students
 3. Student owned space
 4. A place of destination
 5. Multipurpose/ Transformable space- Flexible



WWCC Clarkston Campus - Student Legacy Project

2/15 - Meeting 2

- Solicited input from all students and faculty



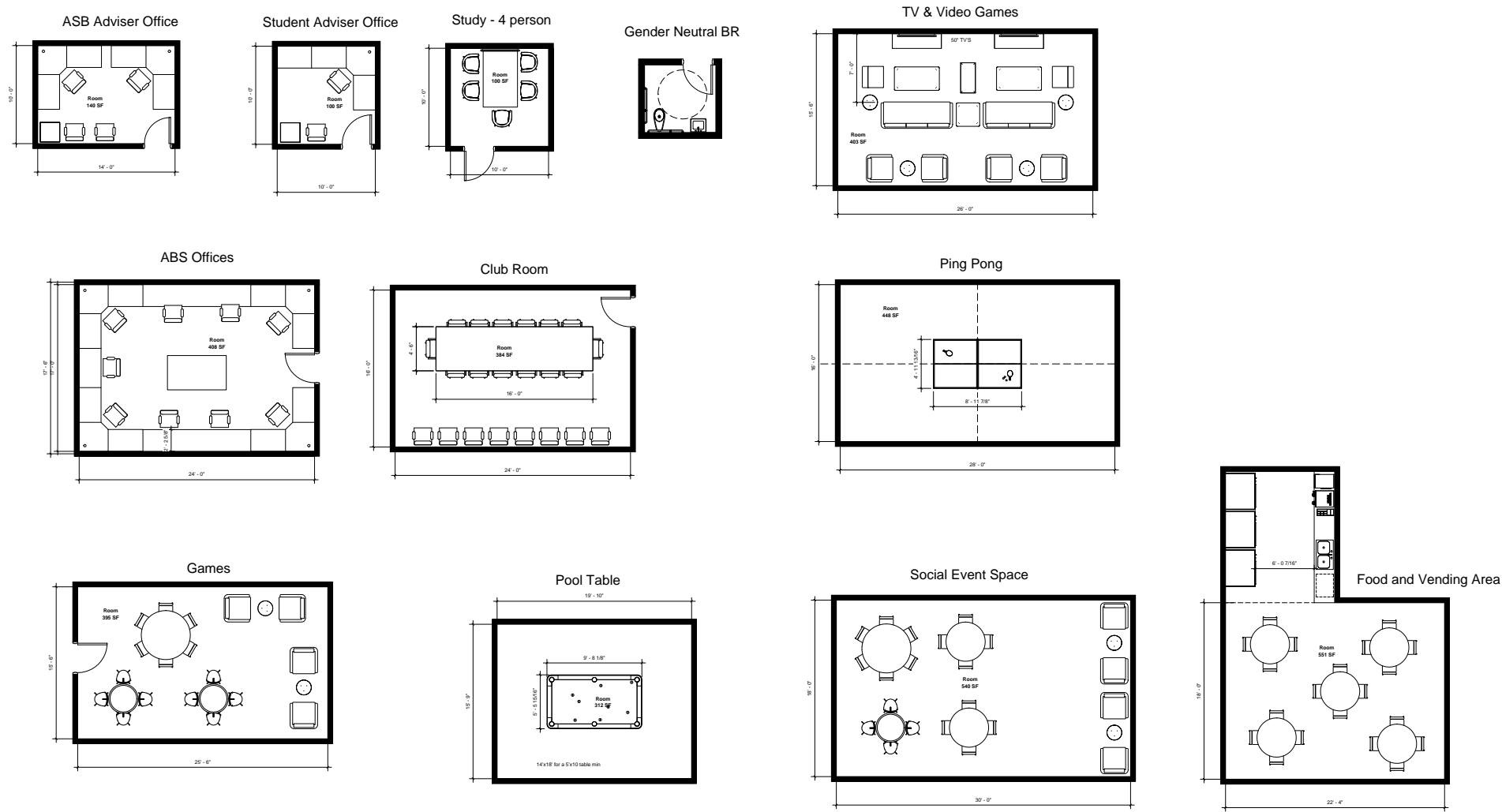
2/16 - Meeting 3

- Narrow Program Options



2/27 - Meeting 4

- Review programmatic spaces and requirements
- Review analysis of options and budget feasibility (stand alone building not feasible)



Student Activity Center Programmatic Spaces



Programmatic Spaces - Solid and Void

2/27 - Meeting 4

- Project budget \$1.5 million
- Cost of stand alone building \$3 million



WALLA WALLA COMMUNITY COLLEGE- CLARKSTON CAMPUS
STUDENT ACTIVITY CENTER
PRELIMINARY PROJECT BUDGET SUMMARY, "Stand Alone Building, Option - 5"

ALSC Architects
4/3/2018

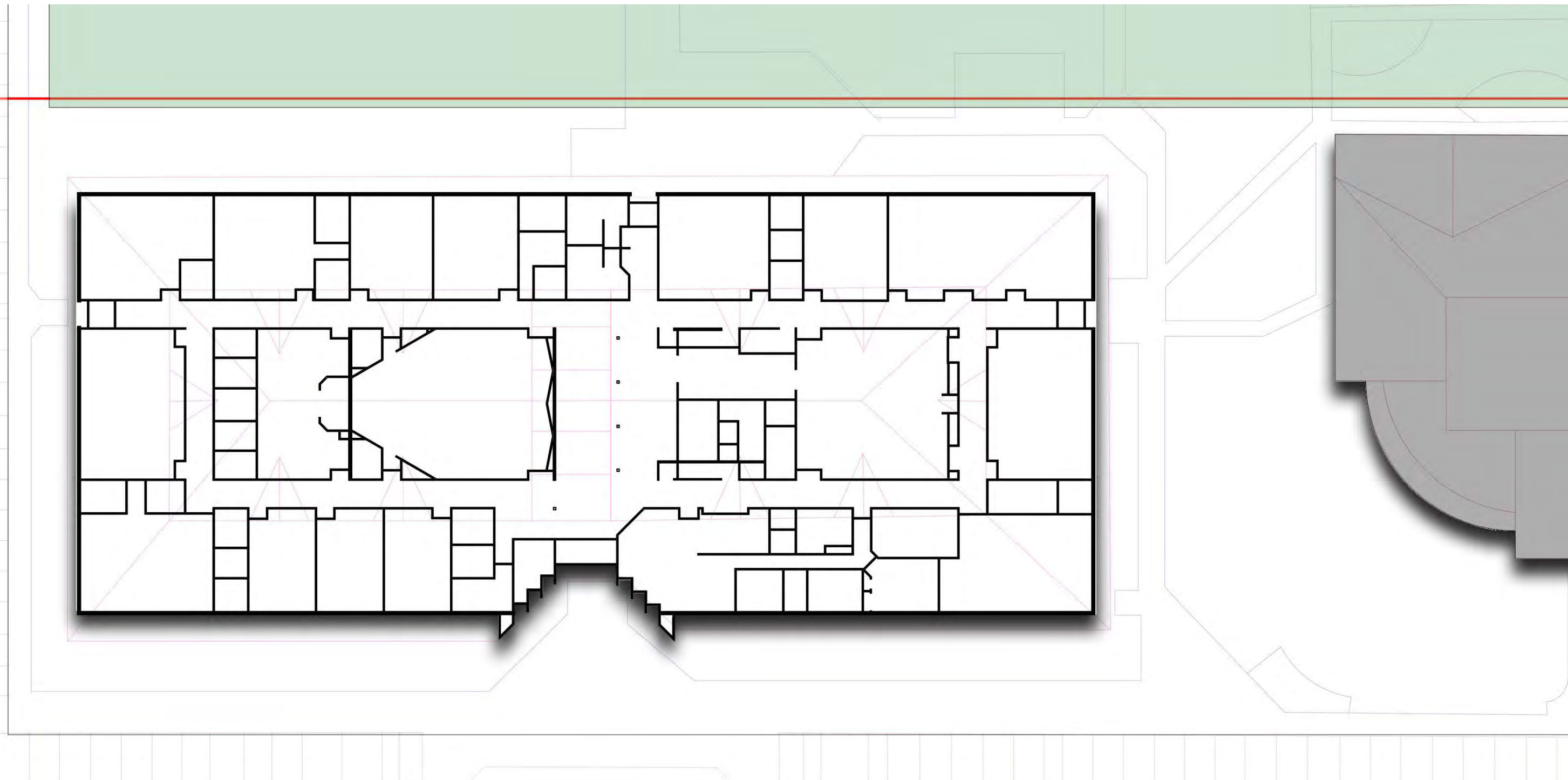
Amounts indicated below reflect 2019 bid date values

Project Budget \$1,500,000			
PROGRAM AREA	SF	Const. Cost/sf	Construction Cost
Activity Areas			
1 Student Activity Center	4,600	\$300	\$1,380,000
SUB-TOTALS	4,600 sf		\$1,380,000
CORE & CIRCULATION SPACES	10% 460	\$300	\$138,000
TOTAL BUILDING S.F.	5,060	\$300	\$1,518,000
Site Development Allowance (% of New Construction)	10%	+	\$138,000
Design Contingency	10%	+	\$151,800
Total Construction Cost		\$357	\$1,807,800
Project Soft Costs:			
WSST @ 7.7%	7.7%	\$	139,201
Construction Contingency (CO's, unforeseen conditions)	10.0%	\$	181,000
Consultant Services	19.0%	\$	343,000
Art Work	0.0%	\$	-
Agency Project Administration	2.6%	\$	136,876
Other Costs	2.0%	\$	36,000
Sub-Total	46.2%	\$	836,077
Project Cost (Without FF&E)			\$2,643,877
FF&E Allowance (Work Stations, Seating & Recreational Equipment)	10.0%	\$	180,780
Project Cost (Including FF&E)	56.2%		\$2,824,657
Escalation to mid 2019 Construction	5%		\$141,233
Total Project Cost (Including FF&E & Escalation)			\$2,965,889

Percentages shown under Project Soft Costs category are based on the Total Construction Cost.

4/3 - Meeting 5

- Review options for creating activity Center within Main Building

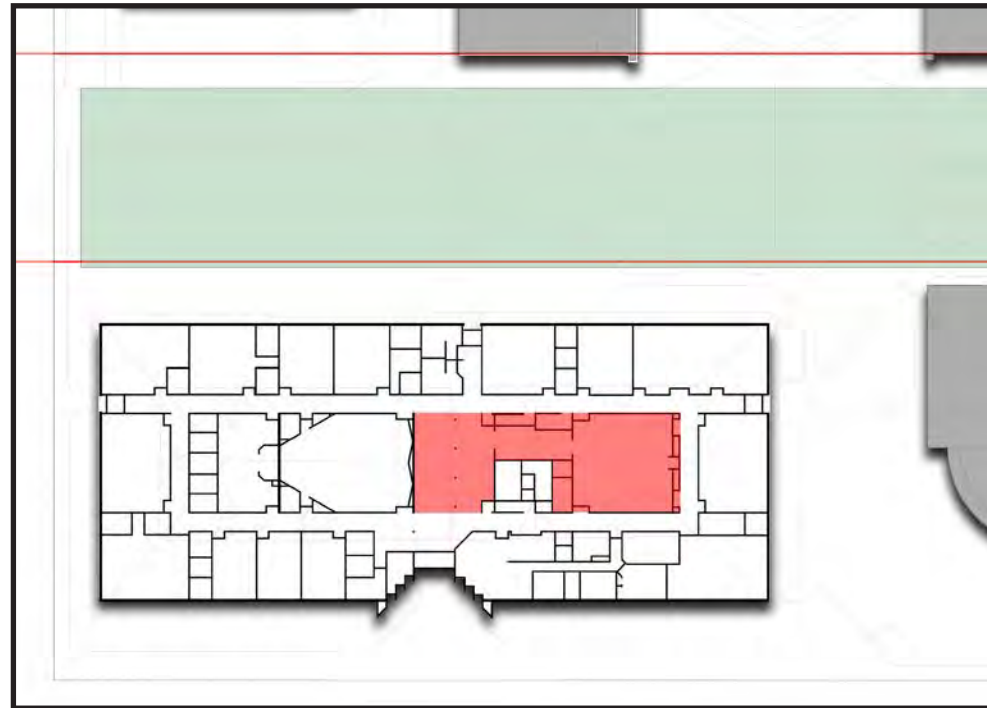




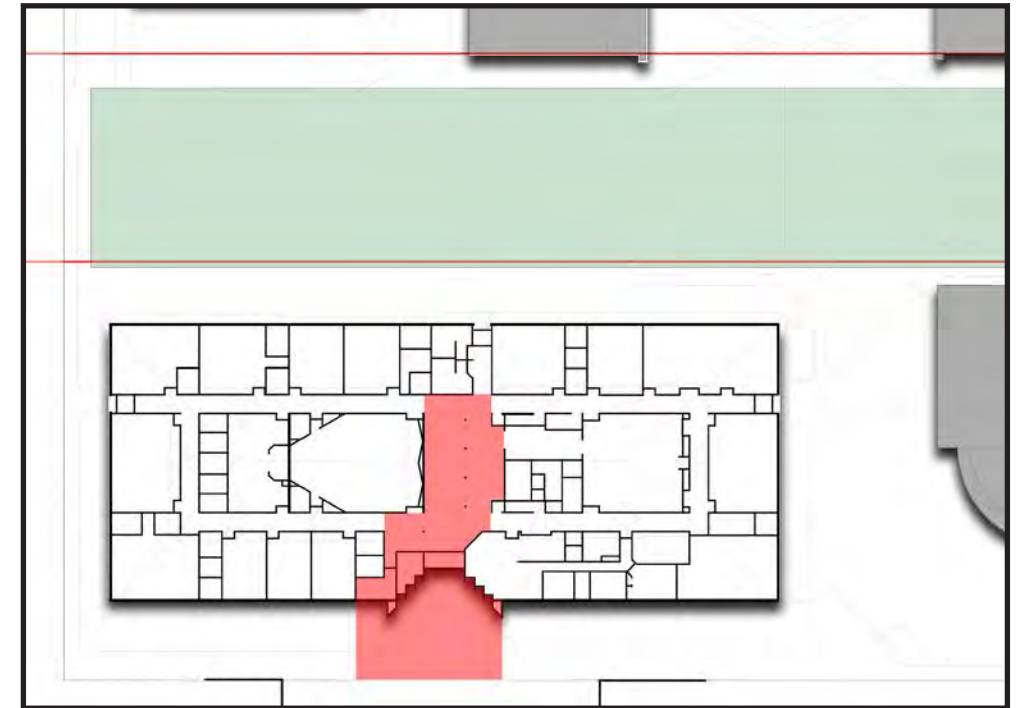
WWCC Clarkston Campus - Student Legacy Project



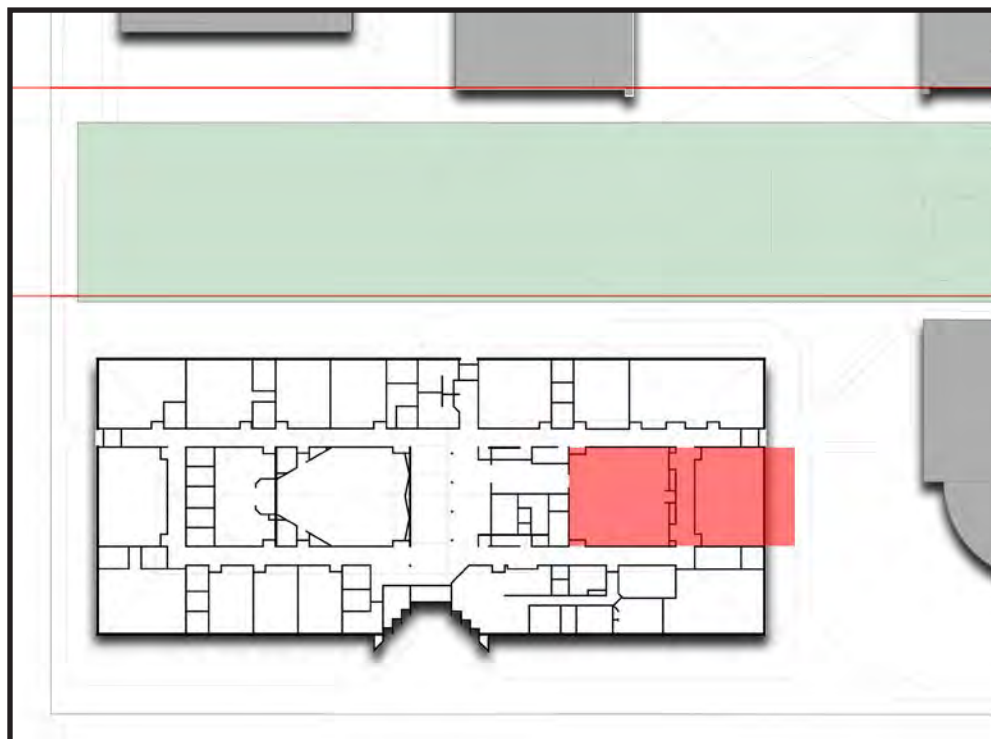
Corner - 4000 SQ. FT.
Estimate \$2 M



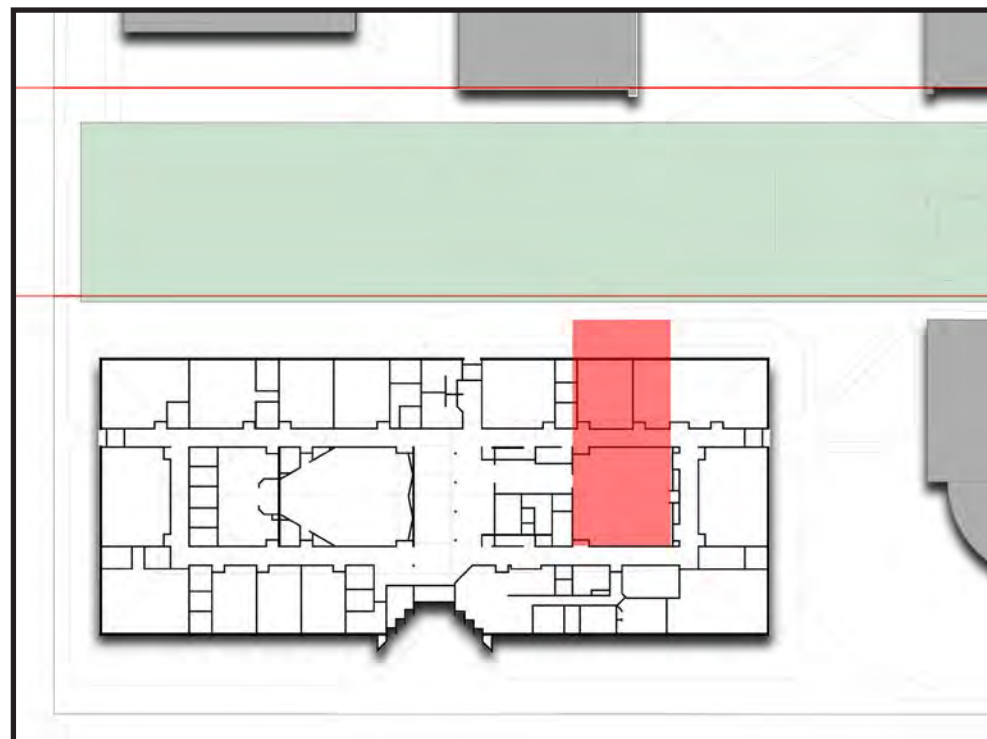
Core Connection- 4500 SQ. FT.
Estimate \$1.2 M



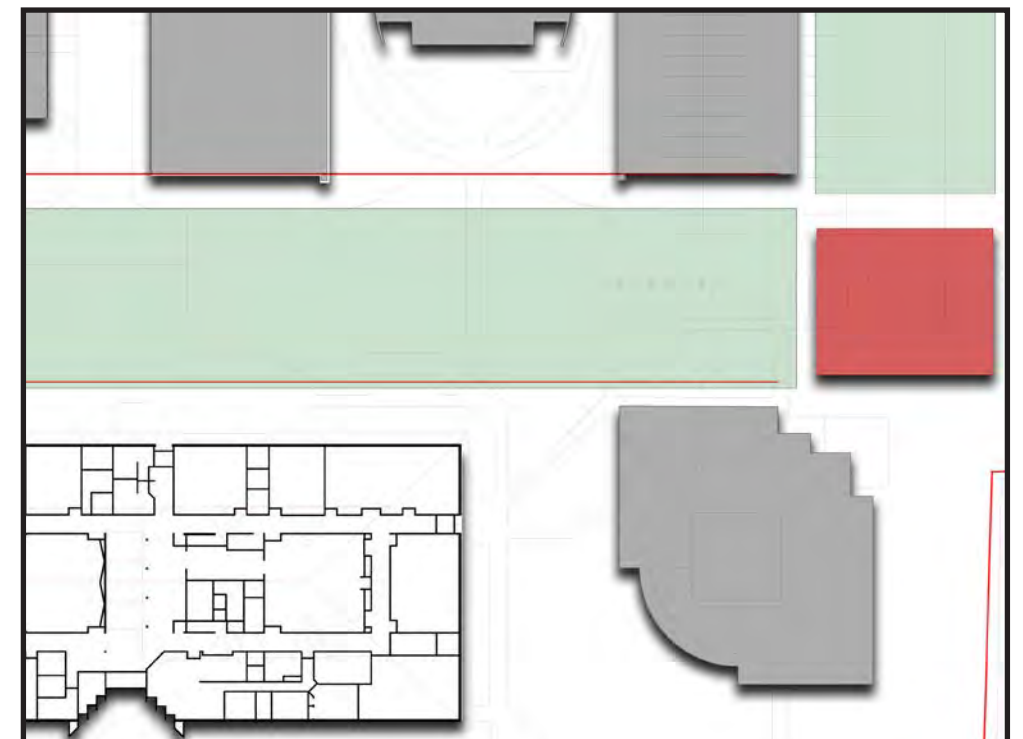
New Front Door -5600 SQ. FT.
Estimate \$2.8 M



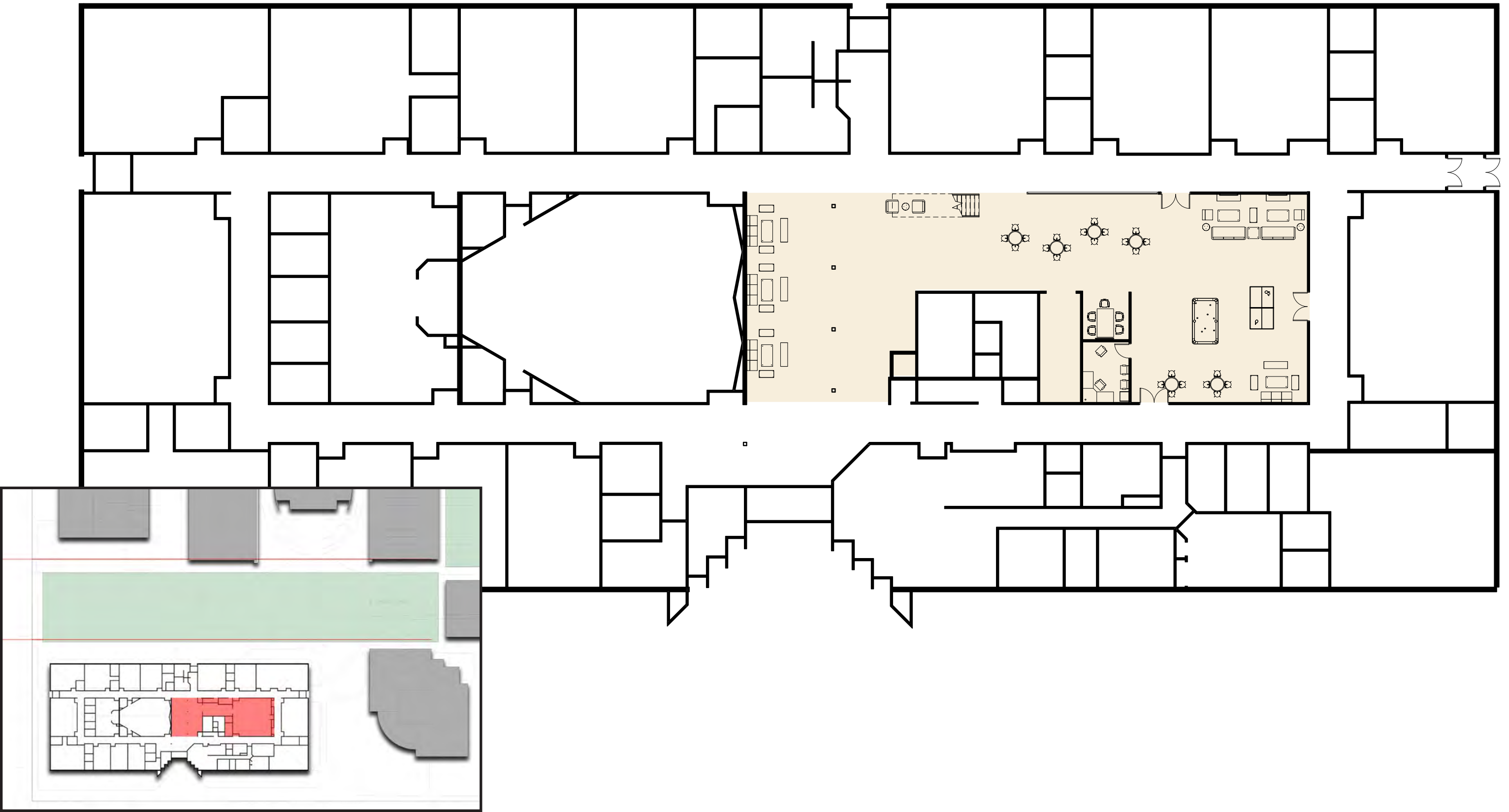
Promenade Connection - 4350 SQ. FT.
Estimate \$2.1 M



Core to Quad - 4500 SQ. FT.
Estimate \$1.4 M



Three Bars (standalone) - 4800 SQ. FT.
Estimate \$3 M





WWCC Clarkston Campus Facility Master Plan (MP)
Stakeholder Meeting Schedule
02/07/18

Trip #	Date	Time	Location	Description	Format/location (on Clarkston Campus)	Participants
Trip 1	Mon 2/5/18	10:30am to 12:30pm		MP Steering Committee Meeting	Kick-off meeting, presentation and discussion, vision for the future 1.5 to 2hrs	MP Steering Committee (Core Team)
	Mon 2/5/18	1:00pm to 3:00pm		Legacy Project Committee	Small group meeting to discuss background, options & goals for project 1.5 to 2 hours	Legacy Project Committee (Core Team)
Trip 2 (2 days)	Thurs 2/15/18	10:00am to 12:30pm		Open Session for Student Feedback Student-Focused Open House including Legacy Project ideas and input	Display in Student Commons area/lobby ALSC representatives answer student questions and record comments 2-2.5 hours	open to all students (Core Team)
	Thurs 2/15/18	1:00pm to 2:30pm	Rm 187	Infrastructure and Facilities	Small group meeting to review infrastructure needs and latest Facility Condition Survey 1.5 hours	Phil Casali, Shane Loper, Chad, Mike Anderson (Core Team)
	Thurs 2/15/18	3:00pm to 4:30pm	Lecture Hall 104	1st of 2 Open Sessions College Staff and Faculty	Group meeting presentation and discussion 1 to 1.5 hours	open to staff and faculty (Core Team)
	Friday 2/16/18	8:00 am to 9:30 am	Rm 187	Legacy Project Committee • Review Student Input	Group meeting to narrow options for project down to one priority project 1.5 to 2 hours	Legacy Project Committee (Core Team)
	Friday 2/16/18	10:30 to 12:00pm	Lecture Hall 104	2nd of 2 Open Sessions College Staff and Faculty	Group meeting presentation and discussion 1 to 1.5 hours	open to staff and faculty (Core Team)
	Friday 2/16/18	1:00pm to 3:00pm	Rm 187	MP Steering Committee + Community Leaders/Trustees Session • Review Stakeholder Input	Large group meeting with presentation and then reactions to input 1.5 to 2 hours	MP Steering Committee + Don M, Tim B, & Community Leaders (Core Team)

Trip 3	Tuesday 2/27/18	3:00pm to 5:00pm	Class room 148	Legacy Project Committee • Review project/program specifics	Group meeting to review selected project and narrow options of potential locations 1.5 to 2 hours	Legacy Project Committee (Core Team)
	Tuesday 2/27/18	12:30pm to 2:30pm	Class room 148	MP Steering Committee • Review Plan Recommendations	Group meeting with presentation, then seek feedback on initial planning concepts 1.5 to 2 hours	MP Steering Committee (Core Team)
Trip 4	4/4/18	3:00pm to 5:00pm	Rm 187	Legacy Project Committee • Feedback on location and design	Group meeting to review proposed location and design concepts 1.5 to 2 hours	Legacy Project Committee (Core Team)
	4/4/18	12:30pm to 2:30pm	Rm 187	MP Steering Committee • Review Recommendations and Draft Plan	Group meeting presentation and discussion 1.5 to 2 hours	MP Steering Committee (Core Team)
Trip 5	Wed 4/18/18	starts at 10:00 ish		Board Presentation of Draft MP & Legacy Project planning work	Regular, open Board of Trustees meeting at the Clarkston Campus	Board of Trustees, students (Core Team)

Core Team supporting the project(s): Davina (leads process), Shane, Chad M., ALSC & if available the DES PM - this Core Team attends all sessions

Facility Master Plan Steering Committee

Derek Brandes, President
Chad Miltenberger, Dean of Clarkston Campus
All Vice President's are welcome to attend
Shane Loper, Exec. Dir. of Facilities and Capital
Paul Boyd (faculty)
Lori Loseth (faculty)
Phil Casali (classified)
Debbie Scharnhorst (classified)
Heather Markwalter (exempt)
Edie Schumacher (student)
Chris Smead (student)

ALSC Architects - Jeff Warner & Conner Nicholas
DES WA State Project Manager Jeff Gonzalez

Legacy Project Committee

Edie Abney, ASB President
Anna Tuck, ASB VP Business
Shawn Smith, ASB VP Activities
Summer Carley, ASB VP Media and Technology
Paul Boyd, ASB Advisor
Chad Miltenberger, Dean of Clarkston Campus
Jose da Silva, VP Student Affairs
Rod Lipscomb, Director of Campus Life
Davina Fogg, VP Administrative Services
Shane Loper, Exec. Dir. of Facilities and Capital

ALSC Architects - Jeff Warner & Conner Nicholas
DES WA State Project Manager Jeff Gonzalez



**Walla Walla Community College
Board of Trustees Meeting
April 18, 2018**

Introductions

Doug Bayne

Cheryl Hansen, Director of International Programs

Cheryl most recently served as Director of International Outreach and Partnerships at Washington State University, where she also previously served as Director of Global Services. She has extensive experience building international student programs at Oregon and Washington Community Colleges and Universities, including planning, marketing and recruitment, faculty and departmental collaborations, Visa/immigration issues, and support services. Cheryl earned her BA in Speech Communications & Rhetoric at the University of Washington and her EdM in College Student Services Administration at Oregon State University.

Chad Miltenberger

Justin Lewis, Maintenance Custodian

Justin was previously employed at Lewis Clarks State College as a Service Technician in their Facilities Department. He earned his Certification in HVAC in May of 2014. He also brings with him plumbing and electrical experience as well as some experience with project management.

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

March 21, 2018

The Board of Trustees of Community College District No. 20 met in regular session on March 21, 2018, 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. Sergio Hernandez
Mr. Don McQuary
Mr. Bill Warren

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Administrative Services
Dr. Chad Hickox, 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
Ms. Denise Kammers, Asst. Dean, Corrections Education, CRCC
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Ms. Stacy Prest, Director, Library Services and eLearning
Ms. Darlene Snider, Dean, Transitional Studies & High School Programs

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

Approval of Agenda.

Mr. McQuary moved and Mr. Burt seconded to approve the agenda for the March 21, 2018 Board of Trustees meeting as presented. *Motion carried.*

Report on Fee Review. Mrs. Fogg noted that a comprehensive review of fees had been agreed to during the previous year's Planning and Budget process. Co-chairs of the Fee Review Task

Force, Sue Willis and Jerry Anhorn, reviewed the make-up of the Task Force and its purpose, i.e., to review the fee structure in terms of equity, barriers to access, and student success; explained the categories of fees; reviewed how, in the future, fee revenues would be distributed to the department for which they were collected; highlighted recommendations from the Task Force for the Board to consider; and distributed a Proposed Student Fee Schedule for 2018-2019 which will be presented for action at the April 18, 2018 Board Meeting.

Mrs. Fogg provided the history, current practice, and revenue regarding non-resident fees and described possible options for consideration. Additional information will be presented at the April 18, 2018 Board Meeting.

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

- Ruben Hernandez, Coordinator of Outreach
- Rachel Lawry, Administrative Assistant 3
- Rodney Lipscomb, Director of Campus Life, Student Affairs

Consent Agenda.

Mr. McQuary moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate:

- 1) February 21, 2018 Board Meeting Minutes; 2) Personnel Update; 3) Interim Winter Quarter Enrollment Report; and
- 4) January Financial Report. *Motion carried.*

Approval of Interim Constitution of the Associated Students of Walla Walla Community College – March 2018. Mr. Rick Aguilar, President of the Walla Walla ASB, explained the Constitution of the Associated Students of Walla Walla Community College had last been approved by the Board of Trustees in 2005 and the Interim Constitution before the Board aligned with how the ASB was currently operating. Further, that a final Constitution would be submitted to the Board in the future that will correlate with the ASB's plans for 2018-19.

Mr. Burt moved and Mr. McQuary seconded to approve the Interim Amendment to the Constitution of the Associated Students of Walla Walla Community College as presented and as attached and made a part of these minutes. *Motion carried.*

Standing Oral Reports

- **Student Government | Walla Walla Campus**
 - **Walla Walla Campus Associated Student Body Activity Report.** Mr. Rick Aguilar, Walla Walla Campus ASB President, reported the ASB Constitution and By Laws were under review; ASB was working with the Washington State Penitentiary on a book drive; were also working with the Coyote Ridge Corrections Center Student Voice, a counterpart to ASB, on

potential speakers; and had participated in both the Walla Walla and College Place Parades of Light. Mr. Aguilar also reported ASB had chosen to participate in the March 14, 2018 National School Walk-Out and had included register-to-vote stations for Oregon, Washington, and Idaho; volunteered at the Cowboy Breakfast; provided a stress-free zone during Finals; and held a tri-college meeting with the student leadership of Walla Walla University and Whitman College.

President's Report. Dr. Brandes highlighted some of the final actions by the legislature, i.e., the passing of a supplemental capital budget that included design funds for the College STEM building; the cap on the Running Start reimbursement rate did not pass; and the net metering legislation failed to make it out of committee.

Leadership Priorities

- 1. Mission-Driven**
 - a. Student Success**
 - b. Strong Communities**
 - c. Resource Stewardship**
- 2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access**
- 3. Strengthen Student Enrollment – Retention and Outcomes**
- 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources**

a. Review Student Housing Market Demand Study. John Wendling of Blue Rose Capital Advisors presented an executive summary of the findings from the housing market and demand study conducted by The Scion Group and the cash flow model and feasibility analysis produced by Blue Rose Capital Advisors. Mr. Wendling reviewed the history, background, and strategic objectives and reported the findings indicated that while there was great support from stakeholders and students, specific challenges indicated the timeline should be extended.

- 5. Develop Clarkston Facilities Master Plan**
- 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities**
- 7. Improve Risk Management**

Board Development.

- **Tenure Review Process.** Ms. Linda Lane and Dr. Chad Hickox explained the tenure review process, i.e., the evaluation teams, the evaluations (self, peer, student, and administrator), the FLIP (Faculty Learning and Improvement Plan) process, and instructional competencies.

Board Reports / Remarks.

- **ACT Legislative Action Committee Members.** By consensus, the Board agreed Mr. Burt would serve as the primary contact and Mr. Warren as the secondary contact for the ACT Legislative Action Committee.

2018-19 Sabbatical Request. Dr. Hickox presented and reviewed two sabbatical requests for consideration by the Board: 1) Julianne Sachs: A full-time Mathematics instructor requesting a three quarter sabbatical (September 2018 to June 2019); 2) Andrew Gallagher: A full-time Basic Skills for Adults instructor at the Washington State Penitentiary requesting a one-quarter sabbatical (September 2018 – December 2018). Dr. Hickox also reviewed the projects the faculty members would be engaged in during their sabbaticals and noted the requests had been recommended for approval by the Professional Development Committee, the Vice President of Instruction, and President Brandes.

Mr. Burt moved and Mr. Hernandez seconded to approve the following sabbatical requests: Julianne Sachs for a three-quarter sabbatical (September 2018 to June 2019) and Andrew Gallagher for a one-quarter sabbatical (September 2018 – December 2018).
Motion carried.

Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status. The Board recessed to Executive Session at 2:25 p.m. to review the 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 4:00 p.m. At 4:00 p.m. the Board announced the Executive Session would be extended to 4:20 p.m. At 4:20 p.m. the Board announced the Executive Session would be extended to 4:45 p.m. The Board returned to open session at 4:45 p.m. and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

Tenure.

- **Tenure Recommendations.**

Mr. Burt moved and Mr. Warren seconded that the Board accept the Tenure Review Committee's recommendation to approve granting tenure to: Patricia Becker, Nursing Instructor; Jeremiah Burt, English Instructor; Ruth Hallowell, Nursing Instructor; Kaye McGehee, Nursing Instructor, Clarkston Campus; Chris Mehl, Mathematics Instructor; Kimberly Pottberg, Nursing Instructor, Clarkston Campus; Kimberly Tolson, English Instructor, Clarkston Campus; and Jennifer Vaughn, ABE Instructor. *Motion carried.*

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

Mr. Burt moved and Mr. McQuary seconded that the Board approve continued full-time probationary employment for the following faculty pursuing tenure: Dahood El-Oqla, English Instructor; Kristopher Margart, Welding Instructor, WSP; Caley Moyer, Counselor; Curtis Phillips, Human Services Instructor; and Michael Sholar, Natural Science Instructor, Clarkston Campus. *Motion carried.*

Mr. Burt moved and Mr. McQuary seconded that the Board approve extending the probationary period for Jodi Bice, Nursing Instructor, Clarkston Campus, and Jennifer Stutesman, Reference Librarian. *Motion carried.*

New and Unscheduled Business.

Stacy Prest announced that, thanks to the WWCC Foundation, the Library had secured the exhibit "The Architecture of Internment: The Buildup to Wartime Incarceration" for display in the Library from April 2 – April 13.

Dr. Miltenberger extended an invitation to the Board and administrators for the April 18, 2018 Board of Trustees meeting to be held on the Clarkston Campus.

Public Comment. None.

Adjourn. The meeting adjourned at 4:55 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Chair
Board of Trustees

Adopted December 21st, 1972
Amended May 20th, 1982 Amended
September 30th, 1988 Amended
April 6th, 1989 Amended September
5th, 1989 Amended June 27th, 1990
Amended March 16th, 2005
Interim Amendment March 21st, 2018

**THE CONSTITUTION
of the
Associated Students of Walla Walla Community College**



Clarkston and Walla Walla Campuses

CONSTITUTION OF THE ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

PREAMBLE

We, the students of Walla Walla Community College (WWCC), in order to bring about an appreciation and understanding of democratic values and processes through participation in student government and to develop in the students free expression and a realization of their rights:

- To promote and conduct student activities and services that support the educational, intellectual, social, and diverse cultural needs of our students;
- To advocate for the interests of the students and promote students' rights through effective representation to the faculty, administration and larger campus community;
- To provide a means to convey and interpret student attitudes and opinions to the teaching faculty and the college administration; and
- To provide a means whereby adult social responsibilities can be developed in the students by a maximum of self-control and self-direction in all areas of student life, do hereby adopt and establish the following constitution.

ARTICLE I – ORGANIZATION

- Section 1. The name of this association shall be the Associated Students of Walla Walla Community College, hereinafter referred to as ASWWCC.
- Section 2. The governing entity representing the ASWWCC shall be the Associated Student Body at each campus hereinafter referred to as the Associated Student Body (ASB).

ARTICLE II – AUTHORITY

- Section 1. The ASB of Clarkston campus and the ASB of Walla Walla campus shall have the authority as granted by the Board of Trustees of the Walla Walla Community College to legislate, promote and regulate the affairs of the ASWWCC. In acceptance of this authority, the Executive Boards of the ASBs recognize their responsibility to administer its programs and funds in compliance with the rules and regulations prescribed by the College and the laws of the State of Washington.

ARTICLE II – SOVEREIGNTY

- Section 1. This Constitution is governed by, and therefore must not contradict, federal laws, the State of Washington Statutes & Administrative Codes, and Board of Trustees policies that provide for its establishment. Only the College President or designee has the authority to alter this constitution outside the means for amendment it provides.

ARTICLE III - MEMBERSHIP

- Section 1. All students by virtue of their registration at Walla Walla Community College are members of the ASWWCC and are granted all the rights and privileges of this constitution.

ARTICLE IV - ORGANIZATION

- Section 1. The ASB at each campus shall consist of two branches: the Executive, which shall be made up by the Executive Board, and the Legislative Body (Senate).

Section 2. ASB - Clarkston Campus

- A. The Executive Board of the ASB on the Clarkston Campus shall be selected and compensated as approved by the College President or designee, and vested in the offices of the:

- (1) President;
- (2) Business Vice-President;
- (3) Activities Vice-President;
- (4) Media & Technology Vice-President

- B. The Senate, which shall be comprised of one (1) voting representative from each registered student club at the Clarkston Campus.

Section 3. ASB - Walla Walla Campus.

- A. The Executive Board of the ASB on the Walla Walla campus shall be selected and compensated as approved by the College President or designee, and vested in the offices of the:

- (1) President;
- (2) Executive Vice-President;

(3) Business Vice-President;

(4) Activities Vice-President; and

(5) Media & Technology Vice-President

B. The Senate, which shall be comprised of one (1) voting representative from each registered student club at the Walla Walla Campus.

Section 4. The duties and responsibilities of Executive Board officers and Student Club Representatives shall be determined by members of the ASB Executive Board.

Section 5. The ASB Advisors on each campus shall be ex-officio, non-voting members of the Executive Boards.

Section 6. There may be Executive Assistants appointed and compensated each year as determined by the ASB Executive Board on each campus. The duties of the Executive Assistants shall be determined by the ASB Executive Board at each campus.

ARTICLE V - REVENUES

Section 1. The ASB shall have the authority to generate revenue through the collection of Services and Activities fees, admission charges, fund raising programs and other means deemed beneficial by the ASB, in compliance with WWCC and State Financial Guidelines.

Section 2. Once collected, the ASB shall assume authority and initial responsibility for the development and approval of S&A Fees and associated budgets. Final budget approval lies with the Board of Trustees or designee. Additional details shall be set forth in Finance Code.

ARTICLE VI - INITIATIVE

Section 1. The ASB shall have the right to initiate and implement legislation impacting the ASB. This shall take place in a fair and timely manner.

ARTICLE VII - COMMITTEES

Section 1. The standing and special committees as required of the ASB shall be determined by the Executive Board or Senate by simple majority vote.

ARTICLE VIII - AMENDMENTS

Section 1. Amendments to this Constitution shall be initiated by ASB action or by administrative action in collaboration with the Senate. Approval of Amendments to the Constitution shall require a two-thirds (2/3) majority vote from the ASB Executive Boards on both campuses and approval of the Board of Trustees of Walla Walla Community College.

ARTICLE IX - BYLAWS

Section 1. By-Laws shall be developed and approved by a simple majority vote (50%+1) of the ASB Executive Boards from both campuses and approval of the College President or designee.

ARTICLE X - CLUBS AND ORGANIZATIONS

Section 1. Any student group within the student body desiring to organize a club or organization must seek recognition from the Executive Board after meeting the qualifications set forth by the ASB Executive Board and College administration.

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: April 12, 2018
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, March 2018

Sam Ostronik - Instruction & Classroom Support

Melissa Queen – Tutoring and Learning Center Assistant Coordinator

Current Recruitments

Diesel Mechanic Technology Instructor, WSP

John Deere Instructor, Walla Walla

Project Funding Coordinator, Snake River Salmon Recovery Board

Physical Sciences Instructor, Clarkston

Sustainable Agriculture Systems Instructor, Walla Walla

Other News

There were several bills that passed the legislature that impact Human Resources, including changes to: shared leave provisions, criminal background check regulations, protections for victims of domestic violence, part-time employee regulations, redefining veterans eligible for preference, as well as changes to faculty collective bargaining rights.



Walla Walla Community College

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

DATE: April 12, 2018

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Final Enrollment Report, Winter Quarter 2018

Attached is the Interim Enrollment Report for Winter Quarter, 2018. The report presents enrollment by funding source, such as state, contract, and self-support. State and contract enrollment is reported by FTE and unduplicated headcount.

- State-supported enrollment reported a final 2579.5 FTEs, which is down -57.7 FTEs (-2.2%) from the **close** of Winter Quarter 2017 (2,637.2 FTEs). Unduplicated headcount closed at 3,742, down 344 from the **close** of last winter (4,086).
- Contract enrollment reported a final 1169.9 FTEs, which is down -69.9 FTEs (-5.6%) from the **close** of last Winter Quarter. Department of Corrections closed at 1075 FTEs, down -80.8 FTEs (-7%) from the **close** of last winter (1155.8 FTEs). Remaining contract enrollments closed at 94.9 FTEs, down -13% (-10.9 FTEs) from the **close** of last quarter.
- Self-support enrollment finalized at 26 FTEs, which is up 6.8 FTEs from the **close** of Winter Quarter 2017.
- Running Start closed at 194.6 FTEs, up 35.2 FTEs or 22.1% from the **close** of last Winter Quarter. AEP closed at 91.3 FTEs, up 8.7 FTEs or 10.5% from the **close** of last Winter Quarter.



Walla Walla Community College

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

DATE: April 12, 2018

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Spring Quarter 2018

Attached is the Interim Enrollment Report for Spring Quarter, 2018. The report presents enrollment by funding source, such as state, contract, and self-support. State and contract enrollment is reported by FTE and unduplicated headcount.

- State-supported enrollment is reporting 2,326 FTEs, which is down –146.9 FTEs (-5.9%) from the **close** of Spring Quarter 2017 (2472.9 FTEs). Unduplicated headcount is 3,277, down 214 from the **close** of last spring (3,491).
- Contract enrollment is reporting 870.5 FTEs, which is down -349 FTEs (-40.1%) from the **close** of last Spring Quarter. Department of Corrections is reporting 758 FTEs, down -367.6 FTEs (-48.5%) from the **close** of last spring (1125.6 FTEs). Remaining contract enrollments are 112.5 FTEs, up 16.5% (18.6 FTEs) from the **close** of last quarter.
- Self-support enrollment is reporting 19.4 FTEs, which is up 2.2 FTEs from the **close** of Spring Quarter 2017.
- Running Start is reporting 179.3 FTEs, up 34.1 FTEs or 23.5% from the **close** of last Spring Quarter. AEP is reporting 93.5 FTEs, down -22.4 FTEs or -19.3% from the **close** of last Spring Quarter.

Interim Spring Quarter Enrollment Report

April 12, 2018

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 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
C Prof. Tech	46.5	60.9	14.4	31.0%	242.5	200.07	-42.4	-17.5%	223.3	237.2	13.91	6.2%	230.96	243.4	12.5	5.4%	247.7			
D Transitional	64.5	120.0	55.5	86.1%	317.1	332.53	15.4	4.9%	364.6	392.8	28.13	7.7%	299.72	244.2	-55.5	-18.5%	348.6			
H Extended Learning	197.2	215.1	17.9	9.1%	293.0	286.34	-6.7	-2.3%	318.2	259.5	-58.71	-18.5%	295.32	272.4	-22.9	-7.8%	367.9			
J Clarkston	52.6	66.5	13.8	26.3%	246.3	238.5	-7.7	-3.1%	228.4	205.3	-23.2	-10.1%	214.8	172.9	-41.9	-19.5%	247.4			
K Academic Transfer	95.4	84.7	-10.7	-11.2%	776.9	725.5	-51.4	-6.6%	739.3	696.3	-43.0	-5.8%	661.0	652.5	-8.4	-1.3%	757.5			
M Nursing/Allied Health	85.1	98.5	13.5	15.8%	265.7	278.0	12.4	4.7%	250.1	254.1	3.9	1.6%	281.6	274.6	-7.1	-2.5%	294.2			
P Business/Entre	89.2	91.2	2.1	2.3%	330.7	287.5	-43.2	-13.1%	300.9	327.7	26.8	8.9%	305.6	262.6	-43.0	-14.1%	342.1			
R Ag/Water/Energy	68.8	55.7	-13.1	-19.0%	218.8	212.5	-6.3	-2.9%	212.4	206.7	-5.6	-2.7%	181.2	203.3	22.2	12.2%	227.0			
Total	699.1	792.6	93.5	13.4%	2690.9	2561.01	-129.9	-4.8%	2637.2	2579.52	-57.7	-2.2%	2472.87	2325.97	-146.9	-5.9%	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 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 DOC	1050.85	1054.4	3.5	0%	1225.1	1056.5	-168.6	-13.8%	1155.81	1075.0	-80.8	-7.0%	1125.62	758.0	-367.6	-48.5%	1519.1			
Other Contract	0.5	21.87	21.4	4274%	65.7	101.0	35.2	53.6%	84.0	94.9	10.9	13.0%	93.9	112.5	18.6	16.5%	81.4			
Total Contract	1050.9	1076.2	25.3	2%	1290.8	1157.4	-133.4	-10.3%	1239.77	1169.9	-69.9	-5.6%	1219.52	870.5	-349.0	-40.1%	1600.3			

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%	29.1	32.5	3.4	11.7%	19.3	26.0	6.8	35.0%	17.2	19.4	2.2	12.7%	36.4367			

Unduplicated Headcount 2017-18

State Support	2010	1806	-204	-10.1%	3789	3809	20	0.5%	3750	3742	-8	-0.2%	3491	3277	-214	-6.1%	4347			
Contract	1495	1532	37	2.5%	1661	1436	-225	-13.5%	1671	1477	-194	-11.6%	1601	1054	-547	-34.2%	2143			
Undup Headcount	3509	3338	-171	-4.9%	5450	5245	-205	-3.8%	5421	5219	-202	-3.7%	5092	4331	-761	-14.9%	6491			

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"					160.4	200.0	39.6	24.7%	159.4	194.6	35.2	22.1%	145.21	179.3	34.1	23.5%	155			
AEP "billable" FTEs					78.8	98.9	20.1	25.6%	82.6	91.3	8.7	10.5%	115.88	93.5	-22.4	-19.3%	92			

WALLA WALLA COMMUNITY COLLEGE - February 2018

Tab 7

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

State Funds:								
Base Allocation	\$14,339,015	\$14,961,795	\$14,961,795	\$0	\$9,014,437	60.25%	\$8,863,291	60.45%
Opportunity Grant	461,412	488,412	488,412	0	290,832	59.55%	289,587	62.76%
Worker Retraining	2,073,823	2,007,198	2,007,198	0	1,102,052	54.90%	1,252,187	57.54%
Total State:	\$16,874,250	\$17,457,405	\$17,457,405	\$0	\$10,407,320	59.62%	\$10,405,065	60.14%
Local Funds:								
General:								
Operating Fees	\$8,103,963	\$8,253,963	\$8,253,963	\$0	\$5,277,690	63.94%	\$5,329,750	65.92%
General Local	1,675,400	1,675,400	1,675,400	0	1,170,575	69.87%	1,082,938	70.83%
Alternative Education Program	510,000	510,000	510,000	0	194,315	38.10%	155,863	29.41%
Running Start	1,003,400	1,003,400	1,003,400	0	407,809	40.64%	317,985	40.51%
Foundation Support	200,000	330,000	330,000	0	247,500	75.00%	150,000	75.00%
Corrections Ed.-Indirect	644,897	655,904	655,904	0	350,363	53.42%	454,108	66.85%
Carry-Forward & Use of Reserves	760,784	760,784	760,784	0	507,189	66.67%	329,050	66.67%
Total General:	\$12,898,444	\$13,189,451	\$13,189,451	\$0	\$8,155,441	61.83%	\$7,819,694	63.57%
Self-Support:								
Community Service	75,000	75,000	75,000	0	73,549	98.07%	123,147	164.20%
Ancillary Programs	300,000	300,000	300,000	0	163,418	54.47%	189,697	63.23%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$236,967	63.19%	\$312,844	83.43%
Total Local Funds	\$13,273,444	\$13,564,451	\$13,564,451	\$0	\$8,392,408	61.87%	\$8,132,538	64.15%
TOTAL REVENUE	\$30,147,694	\$31,021,856	\$31,021,856	\$0	\$18,799,728	60.60%	\$18,537,603	61.84%

2017-2018 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
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EXPENDITURES:

By Object										
Salaries and Wages	\$18,293,162	\$18,695,759	\$18,690,340	(\$5,419)	\$11,519,821	\$0	\$11,519,821	61.64%	\$11,094,718	60.79%
Benefits	6,168,647	6,354,612	6,354,815	203	4,155,423	0	4,155,423	65.39%	3,989,152	65.22%
Rents	173,128	173,128	173,128	0	112,489	56,244	168,733	97.46%	166,343	92.81%
Utilities	895,130	895,130	895,130	0	572,792	0	572,792	63.99%	537,887	64.39%
Goods and Services	2,646,307	2,898,670	2,900,338	1,668	1,639,394	523,413	2,162,807	74.57%	2,167,689	82.21%
Travel	272,810	298,160	299,931	1,771	247,429	290	247,719	82.59%	213,580	85.62%
Equipment	328,553	345,902	347,679	1,777	93,887	12,954	106,841	30.73%	275,533	66.57%
Subsidies/Transfers/Debt Service	1,369,957	1,360,495	1,360,495	0	655,417	0	655,417	48.17%	732,172	56.49%
Total by Object	\$30,147,694	\$31,021,856	\$31,021,856	\$0	\$18,996,652	\$592,901	\$19,589,553	63.15%	\$19,177,074	63.97%
By Program										
Instruction	\$12,670,352	\$12,832,411	\$12,833,707	1,296	\$7,713,880	\$79,090	\$7,792,970	60.72%	\$7,813,014	61.44%
Community Service	75,000	75,000	75,000	0	89,567	0	89,567	119.42%	66,397	88.53%
Instructional Computing	419,017	419,245	419,367	122	253,940	17,013	270,953	64.61%	264,013	60.03%
Ancillary Programs	300,000	300,000	300,000	0	137,324	2,882	140,206	46.74%	235,133	78.38%
Academic Administration	2,939,582	3,118,555	3,118,161	(394)	2,123,461	67	2,123,528	68.10%	2,065,334	65.73%
Library Services	633,862	655,624	655,614	(10)	416,751	2,055	418,806	63.88%	405,693	64.25%
Student Services	3,920,195	3,985,419	3,985,295	(124)	2,326,286	1,519	2,327,805	58.41%	2,627,516	64.93%
Institutional Support	5,806,045	6,231,367	6,223,433	(7,934)	3,692,128	302,694	3,994,822	64.19%	3,445,883	62.73%
Facility Services	3,383,641	3,404,235	3,411,279	7,044	2,243,315	187,581	2,430,896	71.26%	2,254,091	71.95%
Total by Program	\$30,147,694	\$31,021,856	\$31,021,856	\$0	\$18,996,652	\$592,901	\$19,589,553	63.15%	\$19,177,074	63.97%



Walla Walla Community College

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

DATE: April 12, 2018
TO: Board of Trustees
From: Davina Fogg, Vice President of Administrative Services
RE: 2018-2019 Student Fee Schedule for Approval

Included with this memo is the Student Fee Schedule that covers all board approved fees for 2018-19. We recommend approval at this time.

A task force was established to study the College's current fee structure and recommend changes based on equity, barriers to access and transparency. The results and recommendations from the task force were presented to the Board of Trustees during a study session on March 21, 2018.

College staff have continued to refine the proposed schedule to ensure that all of the task force's recommendations are accurately portrayed and ready for approval as shown on the enclosed schedule. The following item was clarified since the study session last month:

1. Program fees charged on a per credit basis will be assessed on credits 1-18 only.

Once approved, the changes will be effective starting Summer Quarter of 2018.

PROPOSED STUDENT FEE SCHEDULE 2018-2019

Board Approved Fees										
General Local - Fund 148		Fee Description	Basis for Calculation of Fee	Actual Revenue 2014-2015	Actual Revenue 2015-2016	Actual Revenue 2016-2017	Revenue To Date as of 3/31/18	2017-2018 Fees	2018-2019 Fees	
Registration Fee (after tuition due date)	4D	Charge that becomes due if the student either registers or pays after a certain date	past due date	\$ 39,364	\$ 69,463	\$ 97,043	\$ 82,889	\$ 35.00	Eliminated	
Re-enrollment Fee	4Z	<u>Replaces 4D above:</u> Charged if a student is dropped for non-payment and wants to re-enroll	re-enrollment				New fee in FY 2018-2019		\$ 50.00	
Comprehensive Fee	*FU	Covers graduation, ID cards, initial application & other student-focused costs	\$4.40 per credit, \$44 cap	\$ 383,390	\$ 375,287	\$ 362,899	\$ 328,509	\$ 44.00	\$ 44.00	
eLearning Fee	*FU	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$.5 per credit, \$5 cap	\$ 43,567	\$ 42,646	\$ 41,239	\$ 37,331	\$ 5.00	\$ 5.00	
Class Lab Fee	LF,LC	Fee assessed to students for science, computer, art and many workforce classes	per course, \$35 cap	\$ 161,590	\$ 158,399	\$ 151,361	\$ 145,794	\$ 35.00	Eliminated	
PE Supplies & Equip. Fee	RP	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 5,469	\$ 4,817	\$ 3,621	\$ 3,742	\$ 7.50	\$ 7.50	
Transcript Fee-Regular/On Demand	F4,AQ	Fee for cost of providing an official transcript, either regular process or on demand	upon request	\$ 17,207	\$ 13,230	\$ 12,581	\$ 17,690	\$10/\$15	\$10/\$15	
Placement Retake Fee	4R	Fee to recover the cost of retaking a placement test	upon request	\$ 1,420	\$ 1,141	\$ 971	\$ 526	\$ 10.00	\$ 10.00	
Testing Fee-Non WWCC Students	ZF	Fee for Non-WWCC students taking tests	upon request	\$ 2,968	\$ 2,637	\$ 1,661	\$ 3,595	\$ 25.00	\$ 25.00	
Interest Inventory Assessment Test	LH	Fee for Non-WWCC students who want to take an Interest Inventory Assessment Test	upon request	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	
Test of Essential Academic Skills	RT	Fee applies to each TEAS test as WWCC becomes an official testing site - WW & Clarkston	per each	\$ 3,675	\$ 4,875	\$ 5,875	\$ 2,610	\$ 25.00	\$ 25.00	
Credit for Prior Learning/Certification	XY	Giving college credit for prior learning/certification	per credit	\$ -	\$ 710	\$ 240	\$ 60	\$ 10.00	\$ 10.00	
Fully Online Course Fee	WT	eLearning fee code, fully on-line tech fee	per credit, \$100 cap	\$ 145,489	\$ 163,977	\$ 173,404	\$ 176,103	\$ 10.00	\$ 10.00	
Hybrid Online Course Fee	VW	eLearning fee code, hybrid tech fee	per credit, \$50 cap			New fee in FY 2017-2018	\$ 26,782	\$ 5.00	\$ 5.00	
Web-enhanced Online Course Fee	VX	eLearning fee code, web-enhanced tech fee	per credit, \$25 cap			New fee in FY 2017-2018	\$ 58,282	\$ 2.50	\$ 2.50	
Welding Lab Fee	WB	Day/Mid-Day Classes - This fee is to cover the rising cost of materials	per quarter	\$ 21,870	\$ 19,721	\$ 13,939	\$ 20,016	\$ 180.00	Eliminated	
Welding Lab Fee - Short Course	WN	Night Class only - This fee is to cover the rising cost of materials	per quarter	\$ 3,780	\$ 7,560	\$ 6,894	\$ 7,020	\$ 90.00	Eliminated	
Energy Systems Technology Fee	EZ	Applies to all Energy Systems Program students now (replaced by program fee FY 2018-2019)	per quarter	\$ 39,090	\$ 52,232	\$ 48,690	\$ 41,130	\$ 150.00	Eliminated	
Nursing Application Fee	RN	Fee required to apply for acceptance to the nursing program	application to program	\$ 7,850	\$ 8,340	\$ 8,225	\$ 4,355	\$ 30.00	\$ 30.00	
Nursing "Skills Practice" Supplies	XO	This fee is to cover the rising cost of materials and equipment	per quarter	\$ 112,575	\$ 111,150	\$ 104,663	\$ 112,525	\$ 160.00	\$ 190.00	

PROPOSED STUDENT FEE SCHEDULE 2018-2019

Board Approved Fees			Basis for Calculation of Fee	Actual Revenue 2014-2015	Actual Revenue 2015-2016	Actual Revenue 2016-2017	Revenue To Date as of 3/31/18	2017-2018 Fees	2018-2019 Fees
General Local - Fund 148		Fee Description							
Nursing Program Fee, Year 1	EN, YN	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter		moved from pass-thru in FY 2018-2019				\$210/\$177 \$177
Nursing Program Fee, Year 2	ZN	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter		moved from pass-thru in FY 2018-2019				\$ 165.00
Fire Science Program Fee	XI	Year 1 program fee to cover the cost of supplies and equipment rental	per quarter		moved from pass-thru in FY 2018-2019				\$ 620.00
Truck Driving Lab Fee	N2	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 45,050	\$ 29,150	\$ 42,400	\$ 34,450	\$ 1,325.00	\$ 1,550.00
Truck Driving Lab Fee-Short Course	N4	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 27,750	\$ 23,250	\$ 37,500	\$ 47,986	\$ 750.00	\$ 950.00
Bus Endorsement Lab Fee	XT	Bus endorsement test fee and fee to cover increased costs of materials, fuel & equipment	per quarter	\$ 2,600	\$ 400	\$ 200	\$ 600	\$ 200.00	\$ 200.00
Ag Business Program Fee	RB	Program specific fees to cover supplies, instructional support	per credit up to 18 credits			New fee in FY 2018-2019			\$ 0.50
Ag Science Program Fee	RD	Program specific fees: \$4 to cover supplies and instructional support, and \$2 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 6.00
Automotive Repair Program Fee	DA	Program specific fees: \$10 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 25.00
Business Management Program Fee	PB	Program specific fees to cover supplies and instructional support	per credit up to 18 credits			New fee in FY 2018-2019			\$ 0.50
Carpentry Program Fee	DB	Program specific fees: \$3 to cover supplies and instructional support, and \$5 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 8.00
Collision Repair Program Fee	DK	Program specific fees: \$14 to cover supplies and instructional support, and \$13 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 27.00
Computer Science Program Fee	PS	Program specific fees: \$6 to cover supplies and instructional support, and \$4 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 10.00
Cosmetology Program Fee	PD	Program specific fees: \$3 to cover supplies and instructional support, and \$3 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 6.00
Culinary Arts Program Fee	PJ	Program specific fees: \$30 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019			\$ 40.00

PROPOSED STUDENT FEE SCHEDULE 2018-2019

Board Approved Fees			Basis for Calculation of Fee	Actual Revenue 2014-2015	Actual Revenue 2015-2016	Actual Revenue 2016-2017	Revenue To Date as of 3/31/18	2017-2018 Fees	2018-2019 Fees
General Local - Fund 148		Fee Description							
Diesel Technology Program Fee	DE	Program specific fees: \$12 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 22.00
Energy Systems Technology Program Fee	RG	<u>Replaces EZ fee above</u> Program specific fees: \$20 to cover supplies and instructional support, and \$20 to cover equipment repair and replacement	per credit up to 18 credits				Replaces EZ above		\$ 40.00
Engineering Technology Program Fee	RH	Program specific fees: \$30 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 40.00
Engineering Transfer Program Fee	RJ	Program specific fees: \$5 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 20.00
Enology & Viticulture Program Fee	PE	Program specific fees: \$28 to cover supplies and instructional support, and \$12 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 40.00
Farrier Program Fee	DG	Program specific fees: \$15 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 30.00
John Deere Program Fee	DD	Program specific fees: \$5 to cover supplies and instructional support, and \$5 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 10.00
Turf Management Program Fee	RK	Program specific fees: \$1 to cover supplies and instructional support, and \$9 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 10.00
Water/Irrigation Mgmt Program Fee	RM	Program specific fees: \$5 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019		\$ 15.00
Welding Program Fee	DW	<u>Replaces WB & WN fees above</u> Program specific fees: \$20 to cover supplies and instructional support, and \$20 to cover equip repair and replacement	per credit up to 18 credits				Replaces WB & WN fees above		\$ 40.00
Science Lab Fee	LK,LJ	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course				New fee in FY 2018-2019		\$ 42.00
Art Lab Fee	LA,LB	Lab Fee assessed to students in art classes to cover supplies and instructional support	per course				New fee in FY 2018-2019		\$ 35.00
Parking Fines	new	Parking Fines	per occurrence				New fee in FY 2018-2019		\$10 - \$200
TOTAL GENERAL LOCAL FEE REVENUE				\$ 1,064,704	\$ 1,088,985	\$ 1,113,406	\$ 1,151,994		

WALLA WALLA COMMUNITY COLLEGE - March 2018

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

State Funds:								
Base Allocation	\$14,339,015	\$14,961,795	\$14,961,795	\$0	\$10,093,564	67.46%	\$9,981,781	68.07%
Opportunity Grant	461,412	488,412	508,662	20,250	427,583	84.06%	411,305	89.14%
Worker Retraining	2,073,823	2,007,198	2,007,198	0	1,310,811	65.31%	1,539,412	70.73%
Total State:	\$16,874,250	\$17,457,405	\$17,477,655	\$20,250	\$11,831,958	67.70%	\$11,932,498	68.97%
Local Funds:								
General:								
Operating Fees	\$8,103,963	\$8,253,963	\$8,253,963	\$0	\$7,086,773	85.86%	\$7,289,697	90.16%
General Local	1,675,400	1,675,400	1,675,400	0	1,551,851	92.63%	1,441,905	94.31%
Alternative Education Program	510,000	510,000	510,000	0	194,315	38.10%	155,863	29.41%
Running Start	1,003,400	1,003,400	1,003,400	0	510,162	50.84%	323,969	41.27%
Foundation Support	200,000	330,000	330,000	0	247,500	75.00%	150,000	75.00%
Corrections Ed.-Indirect	644,897	655,904	655,904	0	404,709	61.70%	444,823	65.48%
Carry-Forward & Use of Reserves	760,784	760,784	760,784	0	570,588	75.00%	370,181	75.00%
Total General:	\$12,898,444	\$13,189,451	\$13,189,451	\$0	\$10,565,898	80.11%	\$10,176,438	82.72%
Self-Support:								
Community Service	75,000	75,000	75,000	0	94,087	125.45%	144,561	192.75%
Ancillary Programs	300,000	300,000	300,000	0	180,877	60.29%	224,144	74.71%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$274,964	73.32%	\$368,705	98.32%
Total Local Funds	\$13,273,444	\$13,564,451	\$13,564,451	\$0	\$10,840,862	79.92%	\$10,545,143	83.18%
TOTAL REVENUE	\$30,147,694	\$31,021,856	\$31,042,106	\$20,250	\$22,672,820	73.04%	\$22,477,641	74.98%

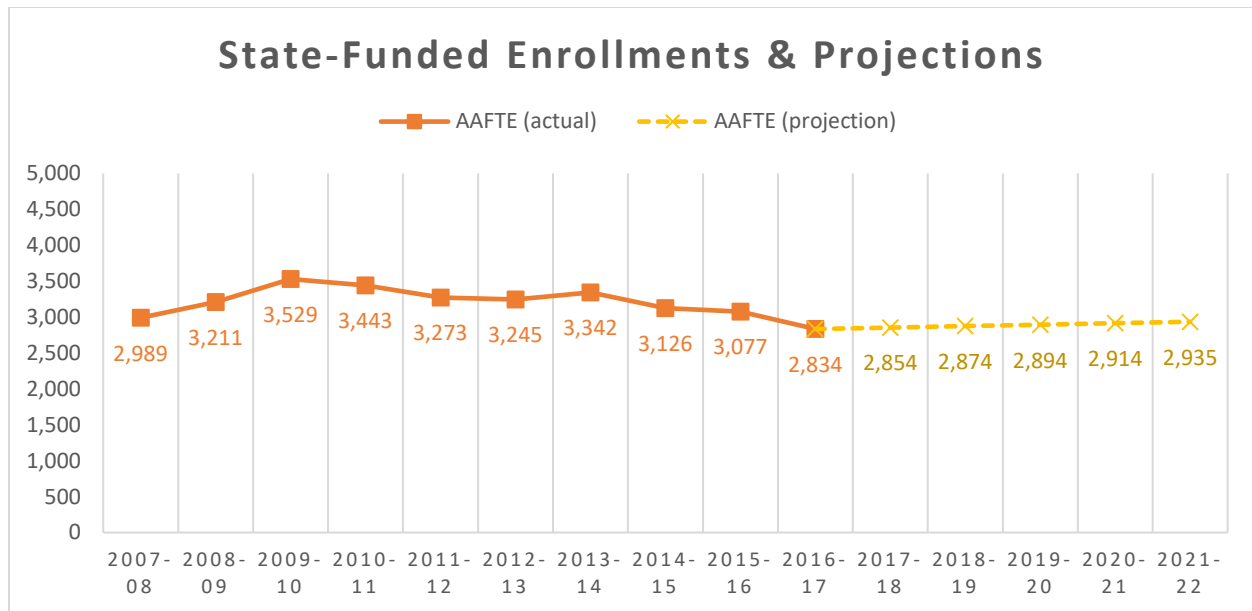
2017-2018 Approved Budget	February Adjusted Budget	March Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
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EXPENDITURES:

By Object										
Salaries and Wages	\$18,293,162	\$18,690,340	\$18,696,264	\$5,924	\$13,129,453	\$0	\$13,129,453	70.23%	\$12,671,021	69.52%
Benefits	6,168,647	6,354,815	6,360,000	5,185	4,704,709	0	4,704,709	73.97%	4,511,500	73.87%
Rents	173,128	173,128	173,128	0	125,150	40,783	165,933	95.84%	166,643	92.98%
Utilities	895,130	895,130	895,130	0	642,343	0	642,343	71.76%	627,452	75.11%
Goods and Services	2,646,307	2,900,338	2,890,372	(9,966)	1,832,909	447,628	2,280,537	78.90%	2,276,506	85.71%
Travel	272,810	299,931	303,288	3,357	275,699	290	275,989	91.00%	238,421	95.45%
Equipment	328,553	347,679	349,198	1,519	118,701	9,722	128,423	36.78%	300,453	70.19%
Subsidies/Transfers/Debt Service	1,369,957	1,360,495	1,374,726	14,231	877,289	0	877,289	63.82%	1,009,924	77.94%
Total by Object	\$30,147,694	\$31,021,856	\$31,042,106	\$20,250	\$21,706,253	\$498,423	\$22,204,676	71.53%	\$21,801,920	72.73%
By Program										
Instruction	\$12,670,352	\$12,833,707	\$12,871,105	37,398	\$8,855,528	\$64,999	\$8,920,527	69.31%	\$8,870,145	69.94%
Community Service	75,000	75,000	75,000	0	95,529	0	95,529	127.37%	87,274	116.37%
Instructional Computing	419,017	419,367	419,367	0	275,635	17,013	292,648	69.78%	281,475	64.00%
Ancillary Programs	300,000	300,000	300,000	0	160,647	7,364	168,011	56.00%	263,118	87.71%
Academic Administration	2,939,582	3,118,161	3,118,503	342	2,397,770	539	2,398,309	76.91%	2,335,870	74.17%
Library Services	633,862	655,614	655,614	0	467,333	2,063	469,396	71.60%	470,418	74.50%
Student Services	3,920,195	3,985,295	4,005,545	20,250	2,793,036	2,505	2,795,541	69.79%	3,166,704	78.16%
Institutional Support	5,806,045	6,223,433	6,178,761	(44,672)	4,139,198	250,847	4,390,045	71.05%	3,829,189	69.66%
Facility Services	3,383,641	3,411,279	3,418,211	6,932	2,521,577	153,093	2,674,670	78.25%	2,497,727	79.28%
Total by Program	\$30,147,694	\$31,021,856	\$31,042,106	\$20,250	\$21,706,253	\$498,423	\$22,204,676	71.53%	\$21,801,920	72.73%

Walla Walla Community College 2018 Graduation Ceremonies

Thursday, May 31	8:00 – 10:30 a.m.	WSP East Complex GED	WSP
	1:00 – 3:30 p.m.	WSP Vocational & Associate of Business	WSP
Friday, June 1	1:00 – 3:00 p.m.	CRCC	MSC Visitation Room
Friday, June 8	1:00 – 3:00 p.m.	CRCC	MSC Visitation Room
Monday, June 11	1:00 – 3:00 p.m.	CRCC	MSC Visitation Room
Wednesday, June 13	6:30 – 8:00 p.m.	Nuestra Celebración de Graduación	WW Campus
Thursday, June 14	9:00 – 10:30 a.m.	WSP GED	WSP
	1:00 – 2:30 p.m.	WSP Vocational	WSP
	7:00 p.m.	WWCC High School Diplomas & GED	WWCC Peace Arch
Friday, June 15	9:00 – 10:30 a.m.	WSP GED & Vocational	WSP
	1:00 – 2:30 p.m.	WSP GED & Vocational	WSP
	2:00 p.m.	John Deere	Room 185ABC
	4:00 p.m.	Clarkston Ceremony	Clarkston High School
	5:30 p.m.	Clarkston Nurses Pinning	Clarkston High School
Saturday, June 16	10:00 a.m.	Walla Walla Arts & Sciences/Transfer	Dome
	1:00 p.m.	Walla Walla Workforce	Dome
	4:00 p.m.	Walla Walla Nurses Pinning	Dome



The chart presents historical and projected state-funded enrollment for WWCC. Its purpose is to inform the 2018-19 budget planning process. Assumptions underpinning the projections are:

- The projection draws from data provided by the State Board for Community and Technical Colleges.
- The projection accounts for institution-wide enrollment.
- Enrollment runs inverse to economic performance. For example, a tight labor market affects enrollment in workforce education programs. The first seven years presented in the chart show the enrollment “bubble” shaped by the Great Recession.
- Running Start enrollment is robust in 2017-18 and is expected to remain so in the near future. Running Start growth can positively impact revenue and generate course demand while state-funded FTE is in decline, though is not a substitute for state supported FTE.
- More students are enrolling in fewer credits, resulting in an increase in part-time enrollment.
- The WWCC student body is becoming “younger” in the post-recession environment.



Walla Walla Community College

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

DATE: April 12, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Clarkston Campus Student Legacy Project Financing Option – approval needed

RECOMMENDED BOARD ACTION:

Authorize college staff to proceed with a request to the State Board (SBCTC) that would grant the WWCC Board of Trustees (Board) the authority to enter into debt for up to \$1.75 million during the 2019-21 biennial budget. The timing of this request is critical to ensure SBCTC's approval occurs before the cut-off for inclusion in our system's request to the Legislature for the 2019-21 Biennial Capital Budget. This is the last regular Board meeting that action can take place without missing SBCTC's deadline for alternative financing requests.

As will be discussed in the Study Session, significant work and progress has been made towards defining a scope of work for the Student Legacy Project. The final outcome of the Student Legacy Project Committee's (Committee) work is not yet known but a majority of the options being considered will require issuing debt. It is also still possible that the final project can be accomplished in a phased approach that will not require the issuance of debt, but further committee work is needed to make that determination. The exact amount of the debt in the recommendation above is simply a maximum threshold as recommended by staff. Should financing be necessary, the size of the debt issued will be dictated solely based on the annual revenues generated by the students' voted fee.

The Committee, architects, students and staff are all aware that this Board action does not dictate, decide or commit the Board to any specific project but it does give the Board the flexibility to consider every option that may come forward from the Committee.

The Committee's work has eliminated the most desired option, which was to build a stand-alone facility focused on student activity space. Affordability of that option was not feasible. Next steps are underway to analyze all of the Clarkston Campus facilities for space utilization to determine where space may be available that could be remodeled, renovated, expanded, etc. As ALSC Architects will share during the Study Session, the Committee has identified a few ideas that seem feasible but they all hinge on currently existing square footage which will require further analysis as to availability.

The Committee looks forward to bringing a final recommendation to the Board at a future meeting.