



Agenda

Regular Meeting
 Board of Trustees, District No. 20
 Walla Walla Community College
 500 Tausick Way; Walla Walla, WA
 Wednesday, January 20, 2016 – 9:30 a.m.

9:30 a.m.	Call to Order Approval of Minutes Approval of Agenda <i>Mr. Miguel Sanchez, Chair</i>	Action Action	
9:35 a.m.	Enrollment Reports <i>Dr. Nick Velluzzi</i> ➤ Final Fall Quarter ➤ Interim Winter Quarter	Discuss Discuss Discuss	 Tab 1 Tab 2
9:55 a.m.	Instruction Report <i>Dr. Marleen Ramsey</i> ➤ Achieving the Dream Report <i>Mrs. Jill Emigh</i> ➤ Clarkston High School/Energy Class Partnership <i>Mr. Jerry Anhorn</i>	 Discuss Discuss	
10:15 a.m.	Student Services Report <i>Mr. Jose da Silva</i> ➤ Associated Student Body Activity Reports <ul style="list-style-type: none"> • <i>Clarkston: Ms. Terra Selzler</i> • <i>Walla Walla: Mr. Ross Lake</i> 	 Discuss	
10:25 a.m.	December Budget Status Report <i>Mrs. Davina Fogg</i>	Discuss	Tab 3
10:40 a.m.	December Capital Budget Report <i>Mrs. Fogg</i>	Discuss	Tab 4
10:55 a.m.	WWCC Foundation Activities Report <i>Mr. Doug Bayne</i>	Discuss	

11:05 a.m.	Break	
11:15 a.m.	Recess to Executive Session to Discuss Faculty Negotiations	Discuss
11:30 a.m.	Reaccreditation Report <i>Dr. Ramsey</i>	Discuss
11:40 a.m.	Faculty Recognition <i>Dr. Ramsey</i>	Discuss
11:45 a.m.	Personnel <i>Mrs. Sherry Hartford</i>	
	➤ Appointments:	Discuss
	• Jacquelynn Hanvey, Clinical Nursing Educator, Clarkston	
	➤ Resignations/Retirements	Discuss
	• Linda Andrews, Humanities Instructor	
	➤ Personnel Update	Discuss
11:55 a.m.	Update on Presidential Search <i>Mrs. Darcey Fugman-Small</i>	Discuss
	➤ Composition and Appointment of Presidential Search Advisory Committee	Action
	➤ Adopt Request for Proposals for Search Consultant	Action
	➤ Next steps	Discuss
12:35 p.m.	Legislative Update <i>Dr. Steven VanAusdle</i>	Discuss
12:45 p.m.	New and Unscheduled Business	Discuss
	Adjournment	

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

December 16, 2015

The Board of Trustees of Community College District No. 20 met in regular session on December 16, 2015, in the Board Room of Walla Walla Community College. Mr. Sanchez called the meeting to order at 9:00 a.m.

Trustees present: Mr. Miguel Sanchez
Mrs. Darcey Fugman-Small
Mrs. Kris Klaveano
Mr. Don McQuary
Dr. Roland Schirman

Administrators present: Dr. Steven VanAusdle, President
Mr. Jose da Silva, Vice President, Student Services
Mrs. Davina Fogg, Vice President, Financial & Administrative Services
Dr. Marleen Ramsey, Vice President, Instruction
Mrs. Kathy Adamski, Director, Health Science Education
Ms. Melissa Andrewjeski, Dean, Corrections Education, CRCC
Mr. Jerry Anhorn, Dean, Ag Science, Energy & Water Management
Mr. Doug Bayne, Director, Resource Development
Mr. Brent Caulk, Dean, Corrections Education, WSP
Dr. Janet Danley, Director, Clarkston Campus
Mrs. Sherry Hartford, Director, Human Resources
Mr. Shane Loper, Director, Facility Services and Capital Projects
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences
Mrs. Darlene Snider, Dean, Transitional Studies
Ms. Loretta Taylor, Dean, Corrections Education
Mrs. Melissa Thiessen, Director, Marketing, Media, and Graphics
Dr. Nick Velluzzi, Director, Planning, Research and Assessment
Ms. Kristy Wellington-Baker, Director, Student Development Center

Also present: Ms. Jessica Cook, Development Specialist, Foundation
Ms. Caitlin Fleming, Assistant Attorney General
Mr. Brad Mason, Coordinator, Allied Health and Safety Education
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary

Approval of Minutes.

Mrs. Klaveano moved and Dr. Schirman seconded to approve the minutes of the November 18, 2015 Board of Trustees meeting as presented. *Motion carried.*

Approval of Agenda.

Mrs. Fugman-Small moved and Mr. McQuary seconded to approve the agenda for the December 16, 2015 Board of Trustees meeting as presented. *Motion carried.*

Dr. VanAusdle welcomed and introduced Jose da Silva as the newly appointed Vice President of Student Services.

Enrollment Reports.

Interim Fall Quarter. Dr. Velluzzi reviewed the Interim Fall Quarter enrollment report noting that, compared to the previous year: Net enrollment in State support classes was just over 2,900 FTE, down 24 FTE; Corrections Education down 74.2 FTE; total enrollment all funding sources was 4,165 FTE, down 54 FTE, or 1.3%; total headcount was 5,702, down 171.

Preliminary Winter Quarter. Dr. Velluzzi reviewed the Preliminary Winter Quarter enrollment report noting that, compared to the previous year: Net enrollment in State support classes was down 86 FTE at 2,232.8 FTE and total enrollment all funding sources was 2,366.8 FTE, up 38.6 FTE.

November Budget Status Report. Mrs. Fogg reviewed the November Budget Status report, as follows: Revenue Budget -- a \$2,120 increase to the Base Allocation representing an increase in Student Achievement funds; a \$450,000 decrease to Operating Fees and a \$50,000 decrease to General Local to reflect enrollments 150 FTE less than assumed in the budget; and a \$500,000 increase from Reserves. In the Expenditure Budget, Mrs. Fogg reported the changes were primarily the distribution of health care funds and sweeping in vacant positions. Total Actual Revenues were at 37.10% vs. 35.72% the previous year, and Total Actual Expenditures were 41.28% vs. 30.03%. Mrs. Fogg distributed an Operating Budget Reconciliation outlining budget adjustments, both revenue and expenditure, necessitated by changes in the operating environment, including the use of \$500,000 in reserve funds to reconcile the budget. In Grants and Contracts, Mrs. Fogg reported an increase of \$597,973, including: \$88,800 for Early Childhood Education Early Achiever Opportunity grant, \$219,930 for Department of Early Learning, and \$159,675 for Child Care Aware.

November Capital Budget Report. Mrs. Fogg reviewed the November Capital Budget report, noting the PRR draft was being finalized and would be submitted by the January 4 deadline.

WWCC Foundation Activities Report. Mr. Bayne reported the Foundation had received over \$500,000 in gifts and grants to-date and anticipated meeting its budget; the internal fundraising campaign was nearing completion; the annual campaign letters were out to prospective donors; and fundraising meetings were being scheduled for the Clarkston Workforce and Business Development project.

Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status. The Board recessed to Executive Session at 10:00 a.m. to review the performance of probationary faculty relative to tenure status, with an anticipated return time of 10:10 a.m. The Board returned to open session at 10:10 a.m. and Mr. Sanchez reported no action had been taken during the Executive Session.

Personnel.

Tenure Recommendations.

Dr. VanAusdle recommended, Mr. McQuary moved, and Dr. Schirman seconded that tenure be granted to Anne Nelson, Business Management Instructor. *Motion carried.*

Continued Full-Time Probationary Employment Recommendations.

Dr. VanAusdle recommended, Mrs. Fugman-Small moved and Mrs. Klaveano seconded that fulltime probationary employment be continued for the following faculty pursuing tenure: Patricia Becker, Nursing Instructor; Jodi Bice, Nursing Instructor, Clarkston Campus; Jennifer Bayne-Lemma, Philosophy Instructor; Timothy Burgoyne, Office Technology/Business Instructor; Jeremiah Burt, English Instructor; Joe Cooke, Accounting Instructor; Ruth Hallowell, Nursing Instructor; Kristen Harvey, Mathematics Instructor; Ashley Lawyer, Cosmetology Instructor; Kaye McGehee, Nursing Instructor, Clarkston Campus; Tony McGuire, Building Maintenance Instructor, WSP; Michelle McKibben, Cosmetology Instructor; Chris Mehl, Mathematics Instructor; Daryl Miller, Counselor; Kimberly Pottberg, Nursing Instructor, Clarkston Campus; Gwen Stahnke, Ag Chemistry/Turf Management Instructor; Jennifer Stutesman, Reference Librarian; Lana Toelke, Nursing Instructor; Kimberly Tolson, English Instructor, Clarkston Campus; Jennifer Vaughn, ABE Instructor; Ilona Verwer, Nursing Instructor; Robert Walker, CNC Machining Instructor, WSP; and, Matt Williams, Ag Science Instructor. *Motion carried.*

Personnel Update. Mrs. Hartford reported contract negotiations with faculty were continuing.

Update on Presidential Search.

Adopt Presidential Search Guiding Principles. Mrs. Hartford reported the Aspen Institute had extended an offer to assist the Board in an advisory capacity during the presidential search process. Mrs. Hartford reviewed the draft Presidential Search Guiding Principles, noting it had been distributed in advance to the Board for discussion at this meeting. The Trustees reviewed the document in detail.

Mr. McQuary moved and Dr. Schirman seconded to approve the Presidential Search Guiding Principles, with the following revision to the sixth bullet point from the top: Delete the last sentence of that bullet point and delete the two sub-bullet points beneath that bullet point, as shown on the attached and made a part of these minutes. *Motion carried.*

Mrs. Hartford distributed the draft Presidential Search Considerations Role/Charge of Advisory Committee. The Trustees reviewed and discussed the document thoroughly.

Mrs. Fugman-Small moved and Mrs. Klaveano seconded to approve the Presidential Search Considerations Role/Charge of Advisory Committee, with the following revisions: The fourth bullet point from the top will now read, "Assist in developing job- and competency-related interview questions designed to distinguish candidates who are committed to our core themes;" the fifth bullet point from the top will now read, "Assist with the screening of applicants;" the ninth bullet point from the top will now read, "The Chair and Vice Chair will make regular reports to the Board and to the Walla Walla Community College community on the progress of the search;" the tenth bullet point from the top will now read, "Respect the roles and contributions of all members of the committee and work towards recommending qualified candidates to the Board who will best serve Walla Walla Community College," as shown on the attached and made a part of these minutes. *Motion carried.*

Composition and Formation of Presidential Search Advisory Committee. Mrs. Hartford reviewed the Presidential Search Considerations for the Search Advisory Committee, noting the Board had discussed the make-up of the Search Advisory Committee during its Special Board Meeting Workshop held November 30, 2015, i.e., the size, backgrounds, expertise, perspective,

and representative of the District geographically. The Trustees reviewed and discussed the proposed make-up of this Committee.

Dr. Schirman moved and Mr. McQuary seconded to approve the Presidential Search Considerations Search Advisory Committee with the following revisions: Change the number of faculty from four to three, change the Administrative/Exempt staff from one to two, and change the Community Members from four to three; to proceed in recruiting members for the Committee with the intent of a distribution of backgrounds and interests as shown in the document; and the numbers of the Committee to be flexible until the final candidate pool with the goal of no more than a fourteen-member committee, excluding the ex-officio member from the count. *Motion carried.*

Appointment of Trustees as Chair and Vice Chair of Presidential Search Advisory Committee.

Dr. Schirman moved and Mrs. Klaveano seconded to appoint Trustee Darcey Fugman-Small as Chair and Trustee Don McQuary as Vice Chair of the Presidential Search Advisory Committee. *Motion carried.*

Mrs. Fugman-Small moved and Mrs. Klaveano seconded to appoint Sherry Hartford as the Ex-Officio member of the Presidential Search Advisory Committee. *Motion carried.*

After some discussion, it was agreed to establish a goal of distributing applications for candidates for the Presidential Search Advisory Committee as soon as possible so that the Committee Chair, Vice Chair, and Ex-Officio member could review the applications and submit recommendations to the full Board at its January 20, 2016 meeting.

For Information Only: Draft RFP for Search Consultant. The Trustees discussed the process to develop a Request for Proposals (RFP) for a Search Consultant. Mrs. Hartford recommended the Board consider delegating this process to the Chair, Vice Chair, and Ex-Officio member of the Search Committee with assistance from a representative of the Aspen Institute, with the understanding that the full Board would have final approval of the document and with the goal of having the draft document ready for the January 20, 2016 Board of Trustees meeting.

Mrs. Klaveano moved and Mr. McQuary seconded that the Board authorize the Chair, Vice Chair, and Ex-Officio member of the Presidential Search Advisory Committee, with the assistance of

a representative of the Aspen Institute, to develop a Request for Proposals (RFP) for a Presidential Search Consultant for final approval by the Board of Trustees. *Motion carried.*

New and Unscheduled Business.

- Mrs. Thiessen reported National Public Radio representatives had spent a full day on the campus as part of their year-long series following five community colleges, of which WWCC is one, and that the first broadcast was now available on the NPR website.
- Mrs. Fogg reported there would be an Audit Exit Conference on Friday, December 18, 2015 for a report from the auditors of the FY14 financial statement audit; noting it was a "clean audit," with no findings.
- Dr. VanAusdle reported he had recently had the opportunity to meet with Representative Nealey and discuss topics impacting community colleges in the upcoming the legislative session.

Adjournment. The meeting adjourned at 11:20 a.m.

Steven L. VanAusdle, President

ATTEST:

Miguel Sanchez, Chair
Board of Trustees

Presidential Search

Washington state law vests the WWCC Board of Trustees with the responsibility for appointing the President (RCW 28B.50.140 (3)). The Board considers the selection of the President to be their most important responsibility, and the search process vital to ensuring WWCC remains a high performing institution committed to our vision, values and core themes.

These guidelines are designed to assist the Board in meeting their responsibility in a manner that is responsive to the leadership needs of the college and the public we serve, and to provide a general procedural framework for the search and selection of the college's next President.

Presidential Search Guiding Principles

- The search will be conducted in a professional, efficient, and timely manner. While a reasonable objective would be to have a President named by the end of June 2016, this timeframe should not impinge on the overarching goal of the search, which is to find an excellently-qualified candidate who shares our vision and values.
- The Board will respect and protect candidate confidentiality to the fullest extent allowed by law, while making every effort to ensure that the search process is transparent and as open and inclusive as possible, with opportunities for input from the campus and local community.
- The search shall be conducted with an awareness of the diversity of our community and its constituencies and shall proceed in accordance with equal opportunity principles.
- The Board will strive to appoint a Presidential Search Advisory Committee that is both manageable in size and includes members from a variety of backgrounds, expertise, perspectives, and representative of our district.
- The Board will use a professional search consultant to provide overall guidance to the Advisory Committee, assist with development of the position and institutional profile documents, recruit and evaluate applicants, and work closely with the Advisory Committee to ensure a smooth and efficient search process.
- The Advisory Committee will work with the search consultant retained to develop procedures to be followed for the recruitment of candidates and for the Advisory Committee's evaluation of candidate qualifications. ~~Through its procedures, the Committee will:~~
 - ~~○ Conduct a broad search to attract a highly qualified and robust candidate pool, and~~
 - ~~○ Function as a team dedicated to the objective of identifying and recommending to the Board for consideration a small number of presidential candidates who meet the criteria set forth in the position and institutional profile documents.~~
- The Presidential Search Advisory Committee and the search consultant will act in an advisory capacity only and will not have authority to take action on behalf of the Board of Trustees. The Board reserves the right to reject any recommendations and has sole authority to carry out the final selection and appointment process.
- The Board may deviate from these guidelines to the extent allowed by law and in its sole discretion, in order to identify and recruit qualified candidates or to make the selection for the presidency.

PRESIDENTIAL SEARCH CONSIDERATIONS
Walla Walla Community College * Board of Trustees Meeting
December 16, 2015

ADVISORY COMMITTEE

Role/Charge of Advisory Committee

- Be an integral part of an open and inclusive national search that supports the Board's goal of ensuring WWCC remains a high performing institution committed to our vision, values and core themes;
- Work collaboratively with the Search Consultant to follow the timeline of the Board of Trustees and to bring recommendations to the Board in a timely manner;
- Assist in the development of the Presidential Profile including desired qualifications and attributes of WWCC'S next president;
- ~~Assist in Developing~~ Assist in developing job- and competency- related interview questions designed to distinguish candidates who are committed to our core themes;
- Assist with the screening and interviewing of applicants;
- Act in the best interest of entire college in recommending candidates;
- Keep the process confidential;
- Have the utmost commitment to attend any and all meetings scheduled;
- The Chair and Vice Chair will ~~Make~~ regular reports to the Board and to the Walla Walla Community College community on the progress of the search;
- Respect the roles and contributions of all members of the committee and work towards ~~consensus in~~ recommending qualified candidates to the Board who will best serve Walla Walla Community College.
- The role of the advisory committee is to act in an advisory capacity only. It will not have authority to take action on behalf of the Board of Trustees. The Board reserves the right to reject any recommendations and has sole authority to carry out the final selection and appointment process.
- The Board may deviate from these guidelines to the extent allowed by law and in its sole discretion, in order to identify and recruit qualified candidates or to make the selection for the presidency.

PRESIDENTIAL SEARCH CONSIDERATIONS
Walla Walla Community College * Board of Trustees Meeting
December 16, 2015

SEARCH ADVISORY COMMITTEE

Guiding Principle: The Board will strive to appoint a Presidential Search Advisory Committee that is both manageable in size and includes members from a variety of backgrounds, expertise, and perspectives.

Constituent Group	Number of Representatives
Board of Trustees	2
Students	1
Faculty	<u>43</u>
Classified Staff	1
Administrative Exempt Staff	<u>12</u>
Foundation Board of Governors	1
Community Members	<u>43</u>
Ex-officio Liaison	<u>1 Non Voting</u>
Total	<u>1514, not including Ex-Officio Liaison</u>



Walla Walla Community College

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Tab 1

Page 1

DATE: January 14, 2016
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Fall Quarter 2015 Final Enrollment Report

Below are the final enrollment numbers for Fall 2015:

- Net enrollment in state-support classes is 2,900.7 FTE, down -17 FTE or -0.6% from last year. Unduplicated headcount is 3,965, down 127 from last year (4,092).
- WSP enrollment closed at 592.5 FTE, which is down -64.1 FTE or -9.8% from last fall. Unduplicated headcount closed at 866, down from 931 last year.
- Coyote Ridge closed at 590.2 FTE, which is down -9.5 FTE or -1.6% from last fall. Unduplicated headcount at CRCC closed at 871, up 21 from last year (850).
- Total DOC enrollment amounts to 1,182.8 FTE, which is down -73.5 FTE or -5.9% from this point last year. Unduplicated headcount is 1,737, which is down 44 from last year (1,781).
- Running Start ended flat in relation to last fall. Unduplicated headcount closed at 187, a drop of 34 from last year (221). FTE finalized at 136.2, a difference of -.4 FTE or -0.3%. AEP unduplicated headcount closed at 108, which is down 3 from last year. AEP is ended up at 97.5 FTE, up by 8.7 FTE or 9.8% from last year.
- Total enrollment closed at 4,175 FTE, down -42.7 FTE or -1.0% from last Fall Quarter. Unduplicated Headcount finalized at 5,702, down 171 from this point last year (5,873).

FINAL FALL 2015 ENROLLMENT BOARD REPORT

Updated 1/14/16

Tab 1

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Fall 2014 to Fall 2015

FTE ENROLLMENT		NET			Undupl. Headcount		GROSS		
ADMIN UNIT	DESCRIPTION	1/12/2015	1/12/2016	DIFF	1/12/2015	1/12/2016	1/12/2015	1/12/2016	DIFF
AC	TRADES	206.7	227.8	21.1			207.6	230.2	22.6
AD	TRANSITIONAL	272.3	302.8	30.6			276.1	317.9	41.8
AH	EXTENDED LEARNING	20.6	19.9	-0.7			20.6	19.9	-0.7
AK	ARTS & SCIENCES	790.3	823.4	33.2			966.4	941.7	-24.6
AM	HEALTH SCIENCES	134.9	127.9	-7.1			134.9	127.9	-7.0
AP	BUSINESS, ENT., & HOSP.	317.4	284.9	-32.4			324.5	291.5	-32.9
AR	AG ENERGY & ENVIRONMENT	207.9	201.0	-6.9			209.1	201.7	-7.4
A	TOTAL - WW DAY	1,950.0	1,987.8	37.8	2,733	2,697	2,139.2	2,130.9	-8.3
BC	TRADES	21.3	19.6	-1.7			22.1	19.6	-2.5
BD	TRANSITIONAL	13.7	13.1	-0.6			13.7	16.0	2.3
BH	EXTENDED LEARNING	64.5	64.1	-0.4			67.6	66.8	-0.7
BK	ARTS & SCIENCES	3.4	9.9	6.5			4.2	10.1	5.9
BM	HEALTH SCIENCES	19.8	1.4	-18.4			21.2	1.4	-19.8
BP	BUSINESS, ENT., & HOSP.	2.2	15.7	13.5			2.7	15.7	13.0
BR	AG ENERGY & ENVIRONMENT	0.0	2.0	2.0			0.0	2.0	2.0
B	TOTAL - WW EVE	124.9	125.8	0.9	137	200	131.5	131.7	0.2
DJ	ALL OTHER	314.0	248.9	-65.1			338.8	270.8	-68.1
DM	HEALTH SCIENCES	119.2	108.7	-10.5			119.4	108.8	-10.6
DR	AG ENERGY & ENVIRONMENT	0.0	3.1	3.1			0.0	3.1	3.1
D	TOTAL - CLK DAY	433.2	360.8	-72.5	438	335	458.2	382.7	-75.6
EJ	ALL OTHER	45.4	45.8	0.4			50.4	53.9	3.5
EM	HEALTH SCIENCES	7.5	1.9	-5.6			7.5	1.9	-5.6
E	TOTAL - CLK EVE	52.9	47.6	-5.2	143	137	57.9	55.8	-2.1
WC	TRADES	0.0	0.0	0.0			0.0	0.0	0.0
WD	TRANSITIONAL	7.6	5.0	-2.6			7.6	5.0	-2.6
WH	EXTENDED LEARNING	231.0	208.9	-22.1			253.0	229.3	-23.7
WK	ARTS & SCIENCES	9.6	35.9	26.3			10.8	40.7	29.9
WM	HEALTH SCIENCES	15.7	18.8	3.2			15.8	19.8	4.0
WP	BUSINESS, ENT., & HOSP.	7.6	13.7	6.1			7.9	14.0	6.1
WR	AG ENERGY & ENVIRONMENT	13.8	18.3	4.5			13.8	18.5	4.7
W	TOTAL - DISTANCE ED	285.2	300.6	15.4	326	290	308.9	327.3	18.4
OTHER LOCATIONS		72.3	78.1	5.9	315	306	75.3	78.1	2.8
TOTAL STATE SUPPORTED		2,918.5	2,900.7	-17.8	4,092	3,965	3,171.0	3,106.4	-64.6
CE	OFFENDER CHANGE	13.5	14.0	0.5			13.5	14.0	0.5
CF	PROF-TECH	314.2	274.0	-40.2			314.6	275.4	-39.2
CG	BASIC SKILLS	279.0	267.1	-11.9			283.8	271.7	-12.1
CQ	ACADEMIC TRANSFER	49.9	37.5	-12.5			56.7	43.9	-12.8
C	TOTAL - WSP	656.6	592.5	-64.1	931	866	668.6	605.0	-63.6
RE	OFFENDER CHANGE	16.6	25.1	8.5			16.6	25.1	8.5
RF	PROF-TECH	243.7	239.4	-4.3			243.7	239.6	-4.1
RG	BASIC SKILLS	283.3	272.3	-11.0			283.3	272.3	-11.0
RQ	ACADEMIC TRANSFER	56.1	53.4	-2.7			56.1	53.4	-2.7
R	TOTAL - CRCC	599.7	590.2	-9.5	850	871	599.7	590.4	-9.3
TOTAL DOC		1,256.3	1,182.8	-73.5	1,781	1,737	1,268.3	1,195.4	-72.8
OTHER CONTRACT		7.4	58.2	50.9			7.4	61.6	54.2
TOTAL CONTRACT FUNDED		1,263.7	1,241.0	-22.7			1,275.6	1,257.0	-18.6
TOTAL SELF SUPPORTED		35.5	33.3	-2.2			35.5	33.4	-2.1
TOTAL ALL FUNDS		4,217.7	4,175.0	-42.7	5,873	5,702	4,482.1	4,396.8	-85.3
Running Start, FTES are "billable" FTES					221	187	136.6	136.2	-0.4
Alternative Education Program, FTES are "billable" FTES					111	108	88.8	97.5	8.7



Walla Walla Community College

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Tab 2
Page 1

DATE: January 14, 2016
TO: WWCC Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Interim Enrollment Report, Winter Quarter 2016

Key elements of the report include:

- Net enrollment in state-support classes is 2838.4 FTE, up 5.1 FTE or 0.2% from this time last year. Unduplicated headcount is presently 3,761, down 19 from last year (3,780).
- Walla Walla daytime enrollment is 1,825 FTE, which is down -40.9 FTE or -2.2% from last year. Evening enrollment is currently 144.1 FTE, which is up 17.2 FTE or 13.6% from this time last year.
- Clarkston daytime enrollment is 310.7, which is down -51.8 FTE or -14.3%. Evening is presently 50 FTE, up 11.2 FTE or 23.4% from last winter.
- Distance Education is 342.5 FTE, up 10.5 FTE or 3.2% from this time last year.
- Department of Corrections is 895.4 FTE, which is down -124.8 FTE or -12.2%. Unduplicated headcount is currently 1,241, down 160 from 1,401 last winter.
 - WSP is reporting 437.1 FTE, down -104.2 FTE or -19.2% from this time last year. Unduplicated headcount is 592, a decline of 112 from last winter.
 - Coyote Ridge is reporting 458.3 FTE, down -20.6 or -4.3% from this time last year. Unduplicated headcount is 649, a drop of 48 from last year.
- Running Start is reporting 135.8 FTEs, up 15.3 or 12.7% from this time last year. Unduplicated headcount is 185, down from 219 last winter. AEP is reporting 87.2 FTEs, up 1.9 FTEs or 2.2% from last year. Unduplicated headcount is 94, a drop of 4 from this point last year.
- Total enrollment is currently 3,809.3 FTE, which down -66.9 FTE or -1.7% from this time last year. Unduplicated headcount is 5,002, down from 5,181 at this time last year.

INTERIM WINTER 2016 ENROLLMENT BOARD REPORT

Updated 1/14/16

Win 2015 to Winter 16

Tab 2
Page 2

FTE ENROLLMENT		NET			Undupl. Headcount		GROSS		
ADMIN UNIT	DESCRIPTION	1/15/2015	1/14/2016	DIFF	1/15/2015	1/14/2016	1/15/2015	1/14/2016	DIFF
AC	TRADES	202.9	202.4	-0.5			204.3	203.6	-0.7
AD	TRANSITIONAL	216.3	258.5	42.1			217.3	262.5	45.3
AK	ARTS & SCIENCES	779.5	754.8	-24.7			905.7	867.6	-38.1
AM	HEALTH SCIENCES	111.5	111.9	0.5			111.5	111.9	0.5
AP	BUSINESS, ENT., & HOSP.	326.6	288.1	-38.4			331.0	294.6	-36.3
AR	AG ENERGY & ENVIRONMENT	207.2	189.9	-17.3			207.4	191.9	-15.5
A	TOTAL - WW DAY	1,865.9	1,825.0	-40.9	2,565	2,530	1,999.1	1,951.7	-47.4
BC	TRADES	24.2	23.1	-1.0			25.2	23.1	-2.0
BD	TRANSITIONAL	2.8	7.0	4.2			2.8	7.0	4.2
BH	EXTENDED LEARNING	76.4	55.0	-21.4			80.6	58.4	-22.2
BK	ARTS & SCIENCES	0.0	10.7	10.7			0.0	10.7	10.7
BM	HEALTH SCIENCES	7.2	16.1	8.9			7.2	16.6	9.3
BP	BUSINESS, ENT., & HOSP.	11.3	32.2	20.9			11.9	32.7	20.8
BR	AG ENERGY & ENVIRONMENT	5.0	0.0	-5.0			5.0	0.0	-5.0
B	TOTAL - WW EVE	126.9	144.1	17.2	136	177	132.7	148.5	15.8
DJ	ALL OTHER	263.1	205.5	-57.5			282.0	229.4	-52.6
DM	HEALTH SCIENCES	99.5	93.3	-6.2			102.7	93.3	-9.4
DR	AG ENERGY & ENVIRONMENT	0.0	11.9	11.9			0.0	11.9	11.9
D	TOTAL - CLK DAY	362.5	310.7	-51.8	357	243	384.7	334.6	-50.1
EJ	ALL OTHER	47.8	39.9	-7.9			53.5	46.2	-7.3
EM	HEALTH SCIENCES	0.0	19.1	19.1			0.0	19.1	19.1
E	TOTAL - CLK EVE	47.8	59.0	11.2	141	153	53.5	65.3	11.8
WC	TRADES	0.0	1.6	1.6			0.0	1.6	1.6
WD	TRANSITIONAL	6.6	10.7	4.1			6.6	10.9	4.3
WH	EXTENDED LEARNING	271.0	244.6	-26.4			295.1	277.7	-17.4
WK	ARTS & SCIENCES	4.4	21.3	16.9			5.3	23.4	18.1
WM	HEALTH SCIENCES	24.8	28.9	4.1			24.9	28.9	4.0
WP	BUSINESS, ENT., & HOSP.	0.0	3.0	3.0			0.0	3.3	3.3
WR	AG ENERGY & ENVIRONMENT	25.2	32.4	7.2			25.2	32.7	7.5
W	TOTAL - DISTANCE ED	332.0	342.5	10.5	306	388	357.1	378.5	21.5
OTHER LOCATIONS		98.1	157.1	58.9	275	270	105.8	157.1	51.3
TOTAL STATE SUPPORTED		2,833.3	2,838.4	5.1	3,780	3,761	3,032.8	3,035.7	2.8
CE	OFFENDER CHANGE	13.1	6.1	-6.9			13.1	6.1	-6.9
CF	PROF-TECH	270.7	224.8	-45.9			270.7	224.8	-45.9
CG	BASIC SKILLS	203.2	164.6	-38.6			203.2	164.6	-38.6
CQ	ACADEMIC TRANSFER	54.3	41.6	-12.7			54.3	41.6	-12.7
C	TOTAL - WSP	541.3	437.1	-104.2	704	592	541.3	437.1	-104.2
RE	OFFENDER CHANGE	9.7	17.1	7.3			9.7	17.1	7.3
RF	PROF-TECH	166.0	159.5	-6.5			166.0	159.5	-6.5
RG	BASIC SKILLS	245.6	223.0	-22.6			245.6	223.0	-22.6
RQ	ACADEMIC TRANSFER	57.6	58.7	1.1			57.6	58.7	1.1
R	TOTAL - CRCC	478.9	458.3	-20.6	697	649	478.9	458.3	-20.6
TOTAL DOC		1,020.2	895.4	-124.8	1,401	1,241	1,020.2	895.4	-124.8
OTHER CONTRACT		10.4	64.0	53.6			10.4	65.5	55.1
TOTAL CONTRACT FUNDED		1,030.6	959.5	-71.2			1,030.6	961.0	-69.7
TOTAL SELF SUPPORTED		12.3	11.5	-0.8			12.3	11.6	-0.8
TOTAL ALL FUNDS		3,876.2	3,809.3	-66.9	5,181	5,002	4,075.8	4,008.2	-67.6
Running Start, FTES are "billable" FTES					219.0	136	120.5	184.0	63.5
Alternative Education Program, FTES are "billable" FTES					98.0	87	85.3	94.0	8.7

WALLA WALLA COMMUNITY COLLEGE - December 2015

	2015-2016 Approved Budget	November Adjusted Budget	December Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
REVENUE:								
State Funds:								
Base Allocation	\$14,299,799	\$14,171,649	\$14,171,649	\$0	\$6,303,292	44.48%	\$5,813,986	45.18%
Opportunity Grant	461,412	461,412	461,412	0	243,962	52.87%	250,175	54.22%
Worker Retraining	1,945,698	2,073,823	2,073,823	0	1,092,993	52.70%	918,026	47.18%
Total State:	\$16,706,909	\$16,706,884	\$16,706,884	\$0	\$7,640,247	45.73%	\$6,982,187	45.70%
Local Funds:								
General:								
Operating Fees	\$8,833,723	\$8,083,073	\$8,083,073	\$0	\$5,066,429	62.68%	\$5,460,322	62.16%
General Local	1,578,900	1,528,900	1,528,900	0	876,484	57.33%	912,290	59.48%
Alternative Education Program	445,000	445,000	445,000	0	0	0.00%	0	0.00%
Running Start	750,000	750,000	750,000	0	14,373	1.92%	20,742	3.03%
Foundation Support	200,000	200,000	200,000	0	100,000	50.00%	70,000	50.00%
Corrections Ed.-Indirect	637,268	639,570	639,570	0	255,645	39.97%	247,791	37.80%
Excess Enrollment from FY15	0	0	0	0	0	0.00%	112,500	50.00%
Carry-Forward & Use of Reserves	348,575	848,575	848,575	0	424,288	50.00%	62,500	50.00%
Total General:	\$12,793,466	\$12,495,118	\$12,495,118	\$0	\$6,737,219	53.92%	\$6,886,145	54.83%
Self-Support:								
Community Service	75,000	75,000	75,000	0	53,694	71.59%	58,529	78.04%
Ancillary Programs	200,000	200,000	200,000	0	234,191	117.10%	360,659	45.08%
Total Self Support:	\$275,000	\$275,000	\$275,000	\$0	\$287,885	104.69%	\$419,188	47.91%
Total Local Funds	\$13,068,466	\$12,770,118	\$12,770,118	\$0	\$7,025,104	55.01%	\$7,305,333	54.38%
TOTAL REVENUE	\$29,775,375	\$29,477,002	\$29,477,002	\$0	\$14,665,350	49.75%	\$14,287,520	49.77%

	2015-2016 Approved Budget	November Adjusted Budget	December Adjusted Budget	Difference	Expenditures to Date	Encumbrances to Date	Total Activity to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
EXPENDITURES:										
By Object										
Salaries and Wages	\$18,289,641	\$18,155,730	\$18,160,506	\$4,776	\$7,883,482	\$0	\$7,883,482	43.41%	\$7,686,496	44.51%
Benefits	6,091,270	5,991,944	5,991,028	(916)	2,841,592	0	2,841,592	47.43%	2,418,633	47.91%
Rents	170,128	170,228	170,228	0	77,663	78,478	156,141	91.72%	162,470	97.80%
Utilities	835,355	835,355	835,355	0	342,195	0	342,195	40.96%	361,008	43.84%
Goods and Services	2,457,966	2,321,586	2,306,637	(14,949)	1,396,731	637,601	2,034,332	88.19%	1,731,434	60.31%
Travel	238,576	260,136	260,335	199	200,075	880	200,955	77.19%	192,480	71.30%
Equipment	292,702	330,341	341,231	10,890	179,359	34,865	214,224	62.78%	239,176	26.82%
Subsidies/Transfers/Debt Service	1,399,737	1,411,682	1,411,682	0	774,093	0	774,093	54.83%	836,902	61.10%
Total by Object	\$29,775,375	\$29,477,002	\$29,477,002	\$0	\$13,695,190	\$751,824	\$14,447,014	49.01%	\$13,628,599	47.47%
By Program										
Instruction	\$11,782,483	\$12,435,878	\$12,441,105	\$5,227	\$5,556,359	\$173,948	\$5,730,307	46.06%	\$5,202,794	43.85%
Community Service	75,000	75,000	75,000	0	31,593	0	31,593	42.12%	32,199	42.93%
Instructional Computing	386,028	392,644	392,644	0	196,686	11,687	208,373	53.07%	181,370	46.31%
Ancillary Programs	200,000	200,000	200,000	0	295,292	4,106	299,398	149.70%	313,399	39.17%
Academic Administration	2,914,826	3,112,905	3,116,718	3,813	1,514,751	1,099	1,515,850	48.64%	1,429,800	49.10%
Library Services	585,109	612,905	612,980	75	308,392	3,749	312,141	50.92%	317,712	53.50%
Student Services	3,672,634	3,841,004	3,829,029	(11,975)	1,980,430	6,254	1,986,684	51.88%	2,077,868	53.48%
Institutional Support	7,224,217	5,782,030	5,789,698	7,668	2,366,091	306,662	2,672,753	46.16%	2,449,272	46.17%
Facility Services	2,935,078	3,024,636	3,019,828	(4,808)	1,445,596	244,319	1,689,915	55.96%	1,624,185	56.36%
Total by Program	\$29,775,375	\$29,477,002	\$29,477,002	\$0	\$13,695,190	\$751,824	\$14,447,014	49.01%	\$13,628,599	47.47%

WALLA WALLA COMMUNITY COLLEGE
Grants and Contracts
December 2015

	Current Month Changes	2015-2016 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
CORRECTIONS EDUCATION	\$0	\$6,224,257	\$2,801,342	\$140,312	\$2,941,654	47.3%	\$3,282,603	\$2,433,197	\$508,457
State Funded									
Carl Perkins Federal Vocational	\$0	\$403,732	\$186,005	\$301	\$186,306	46.1%	\$217,426	\$114,093	\$72,213
Perkins-Leadership Block Grant	0	16,000	3,000	0	3,000	18.8%	13,000	0	3,000
WSP Perkins-Special Projects	0	23,533	10,439	11,778	22,217	94.4%	1,316	691	21,526
CRCC Perkins-Special Projects	0	12,825	3,662	8,695	12,357	96.4%	468	839	11,518
Workfirst	13,320	258,729	109,395	0	109,395	42.3%	149,334	80,987	28,408
Water Management Center	0	363,750	179,519	14,976	194,495	53.5%	169,255	181,875	12,620
Dept. of Ecology - Titus Creek Project	0	40,000	0	0	0	0.0%	40,000	0	0
State Work Study	0	40,680	22,602	0	22,602	55.6%	18,078	25,000	(2,398)
Ag Center USDA Grant	0	1,401,728	237,421	317,882	555,303	39.6%	846,425	173,676	381,627
TAACCCT Grant	0	846,056	237,994	0	237,994	28.1%	608,062	139,195	98,799
Early Achiever Opportunity Grant	0	88,800	30,128	0	30,128	33.9%	58,672	0	30,128
Department of Early Learning - ECEAP	0	219,930	815	0	815	0.4%	219,115	0	815
I-DEA Grant	0	29,882	12,033	5,449	17,482	58.5%	12,400	9,497	7,985
Adult Basic Education	0	113,971	45,489	0	45,489	39.9%	68,482	35,666	9,823
EI Civics	0	23,328	7,540	0	7,540	32.3%	15,788	6,597	943
Basic Food Employment & Training	0	303,381	112,422	0	112,422	37.1%	190,959	131,378	(18,956)
Central Washington University	0	15,000	9,107	0	9,107	60.7%	5,893	15,000	(5,893)
WIOA Transitional Studies	0	17,814	81	0	81	0.5%	17,733	81	0
I-DEA SBCTC Assistance	0	3,900	3,874	0	3,874	99.3%	26	3,874	0
ABE Leadership Block Grant	0	5,563	756	0	756	13.6%	4,807	150	606
Miscellaneous SBCTC Grants	0	1,000	0	0	0	0.0%	1,000	0	0
Total State Funded	\$13,320	\$4,229,602	\$1,212,282	\$359,081	\$1,571,363		\$2,658,239	\$918,599	\$652,764
Federal Funded									
Student Support Services (SSS) FY 15-20	\$0	\$398,840	\$134,678	\$767	\$135,445	34.0%	\$263,395	\$100,561	\$34,884
Student Support Services (SSS) FY 10-15	0	35,629	35,629	0	35,629	100.0%	0	17,184	18,445
Title III	0	238,244	238,244	0	238,244	100.0%	0	226,483	11,761
USDA - National Institute of Food & Ag	0	84,344	42,390	0	42,390	50.3%	41,954	42,390	0
College Work Study	0	101,920	38,608	0	38,608	37.9%	63,312	33,231	5,377
Total Federal Funded	\$0	\$858,977	\$489,549	\$767	\$490,316		\$368,661	\$419,849	\$70,467
Private Funded									
Customized Contract Training	\$0	\$50,000	\$5,604	\$0	\$5,604	11.2%	\$44,396	\$4,132	\$1,472
EMS Trauma Training	0	7,000	1,976	0	1,976	28.2%	5,024	724	1,252
Parent Co-op	0	80,000	18,793	0	18,793	23.5%	61,207	17,076	1,717
Child Care Aware	0	182,229	44,396	289	44,685	24.5%	137,544	17,538	27,147
Corrections Ed AA Degree - Sunshine Lady	0	248,562	109,479	10,000	119,479	48.1%	129,083	93,562	25,917
Corrections Ed AA Degree - Seattle Foundation	0	34,623	34,623	0	34,623	100.0%	0	34,623	0
Working Families Support Network	0	73,551	25,287	0	25,287	34.4%	48,264	13,551	11,736
Project Finish Line	0	6,192	1,475	0	1,475	23.8%	4,717	6,192	(4,717)
ESD 123 Consulting & Home Services	30,000	60,770	5,994	0	5,994	9.9%	54,776	21,245	(15,251)
Legacy for Health - Tobacco Free Initiative	0	5,000	1,414	0	1,414	28.3%	3,586	5,000	(3,586)
Avista	0	47,905	18,366	0	18,366	38.3%	29,539	47,905	(29,539)
Total Private Funded	\$30,000	\$795,832	\$267,407	\$10,289	\$277,696		\$518,136	\$261,548	\$16,148
Fiscal Agent Contracts									
Community Network	\$10,000	\$81,122	\$25,218	\$0	\$25,218	31.1%	\$55,904	\$43,788	(\$18,570)
Early Learning Coalition (ELC)	0	53,957	28,880	0	28,880	53.5%	25,077	24,091	4,789
Snake River Salmon Recovery Board (SRSRB)	0	398,588	169,079	72,801	241,880	60.7%	156,708	77,676	164,204
Bonneville Power Administration (SRSRB)	0	244,751	96,924	69,999	166,923	68.2%	77,828	44,320	122,603
Total Fiscal Agent Contracts	\$10,000	\$778,418	\$320,101	\$142,800	\$462,901		\$315,517	\$189,875	\$273,026
TOTAL	\$53,320	\$12,887,086	\$5,090,681	\$653,249	\$5,743,930	44.6%	\$7,143,156	\$4,223,068	\$1,520,862



Walla Walla Community College

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Tab 4

January 14, 2016

From: Davina Fogg
 Vice President of Financial and Administrative Services

Re: 2015-2016 Capital Budget Status Report - December 2015

Type	Code	Project Classification & Title	Budget	Encumbrances	Expenditures	Balance
2015-2017 Appropriations						
S	4Z7A	2015-17 Repairs and Minor Improvements	\$ 472,800	\$ 37,257	\$ 36,899	\$ 398,645
S	4Z7B	2015-17 FR - HVAC Equipment	\$ 244,000	\$ -	\$ -	\$ 244,000
S	4Z7C	2015-17 FR - Reglaze/Replace Windows	\$ 44,000	\$ 44,000	\$ -	\$ -
S	4Z7D	2015-17 FR - Replace/Repair Doors	\$ 65,000	\$ 65,000	\$ -	\$ -
S	4Z7E	2015-17 FR - HVAC CAV boxes, Main Bldg.	\$ 58,000	\$ -	\$ -	\$ 58,000
S	4Z7F	2015-17 FR - HVAC Circulation Pumps, Main Bldg.	\$ 180,000	\$ -	\$ -	\$ 180,000
S	4Z7G	2015-17 FR - HVAC Dampers, Main Bldg.	\$ 58,000	\$ -	\$ -	\$ 58,000
S	4Z7H	2015-17 FR - Replace Tech Center Generators	\$ 87,000	\$ 3,801	\$ -	\$ 83,199
S	4Z7K	2015-17 SR - Sidewalk Replacement	\$ 29,000	\$ -	\$ 28,229	\$ 771
S	4Z7L	2015-17 SR - Water Line Replacement	\$ 72,000	\$ -	\$ 5,143	\$ 66,857
S	4Z7M	2015-17 SR - Repair Wooden Bridges	\$ 65,000	\$ 7,005	\$ -	\$ 57,995
S	4Z7N	2015-17 MW - Clarkston Workforce and Bus. Dev. Ctr.	\$ 760,000	\$ -	\$ -	\$ 760,000
		TOTAL	\$ 2,134,800	\$ 157,062	\$ 70,272	\$ 1,907,466
2013-2015 Appropriations						
S	4Z5A	2013-15 Repairs and Minor Improvements	\$ 31,669	\$ -	\$ 31,669	\$ -
S	4Z5C	2013-15 FR - Diesel/Oil Water Separator	\$ 7,126	\$ -	\$ 141	\$ 6,985
S	4Z5I	2013-15 FR - Clarkston Heat Pumps	\$ 12,907	\$ 2,941	\$ 9,966	\$ -
S	4Z5K	2013-15 MW - WW Campus Business Office	\$ 2,598	\$ -	\$ 2,598	\$ -
S	4Z5U	2013-15 RR - Main Bldg. Roof, Section 2	\$ 14,369	\$ -	\$ 14,369	\$ -
		TOTAL	\$ 68,669	\$ 2,941	\$ 58,743	\$ 6,985
Local Funds and Grants						
L/G/C	4Z72	EDA - Clarkston Workforce and Bus. Dev. Ctr.	\$ 4,674,398	\$ 175,364	\$ 221,755	\$ 4,277,279
		TOTAL	\$ 4,674,398	\$ 175,364	\$ 221,755	\$ 4,277,279
		TOTAL ALL FUNDS	\$ 6,877,867	\$ 335,368	\$ 350,769	\$ 6,191,730

Percent Uncommitted **90.0%**

Fund Types:

S - State Appropriations L - Local G - Grant C - Certificate of Participation

Project Classifications:

FR - Facility Repair SR - Site Repair RR - Roof Repair MW - Minor Works