



Board of Trustees, District No. 20
 Walla Walla Community College
 WWCC Walla Walla Campus
 Wednesday | November 13, 2019 | 1:00 p.m.

Board Meeting

All Times Are Estimates

1:00 p.m.	Call to Order		
1:02 p.m.	Approval of Agenda <i>Mr. Tim Burt, Chair</i>	Action	
1:03 p.m.	Introduce and Welcome Michelle Liberty, Trustee <i>Dr. Derek Brandes</i>	Discuss	
1:05 p.m.	Introductions <u>Kathy Adamski</u> <ul style="list-style-type: none"> • Trina McCoon, Nursing Instructor, Walla Walla Campus <u>Susan Pearson</u> <ul style="list-style-type: none"> • Jennifer Gonthier, Educational & Career Navigator, Transitional Studies <u>Cindy Walker</u> <ul style="list-style-type: none"> • Laurie Kalhar, Perkins Program Coordinator <u>Johnny Watts</u> <ul style="list-style-type: none"> • Adam Andreassen, Custodian 2 	Discuss	Tab 1
1:10 p.m.	Consent Agenda <i>Mr. Burt</i> <ol style="list-style-type: none"> 1. October 16, 2019 Board Meeting Minutes 2. Personnel Update 3. Interim Fall Enrollment Report 4. 2020 WWCC Board of Trustees Meeting Schedule 	Action	Tab 2 Tab 3 Tab 4 Tab 5
1:22 p.m.	Oral Reports <ul style="list-style-type: none"> • Student Government Association Activity Report Clarkston Campus <i>Emily Saltzberg, SGA President</i> • Finance Report <i>Peggy Lauerman</i> 	Discuss	
1:45 p.m.	College Governance <i>Dr. Brandes</i>	Discuss	
1:55 p.m.	President's Report <i>Dr. Brandes</i>	Discuss	
2:05 p.m.	Board Reports / Remarks <ul style="list-style-type: none"> • LAC Retreat and ACT Fall Conference 	Discuss	



**Walla Walla Community College
Board of Trustees Meeting
November 13, 2019**

Kathy Adamski

- **Trina McCoon, Nursing Instructor, Walla Walla Campus**

Trina has been a Registered Nurse (RN) since 1995 (24 years). She has strong work experience as a RN in skilled nursing facilities, infection prevention and employee health, medical-surgical and pediatric nursing, and mission work in a third world country. Trina first began working for the WWCC Nursing Program, Walla Walla campus, in 2014 as a part-time adjunct clinical instructor. She was then hired to the classified position of Nursing Skills Lab Coordinator in 2015 during which time she worked full-time and earned her master's degree in nursing with a focus in nursing education. After earning her graduate degree in 2016, Trina continued her work in the Nursing Skills Practice Lab.

Susan Pearson

- **Jennifer Gonthier, Educational & Career Navigator, Transitional Studies**

Jennifer has been serving in the Navigator position on a part-time basis since January 2019. The department received grant funding to increase the hours to full-time through June 30, 2020 which allows us to continue to support student success as we strengthen our enrollment and outreach. Jen came to WWCC with prior experience with Adult Basic Education as well as Open Doors knowledge and she speaks both English and Spanish, all of which has been invaluable as we restructure the Transitional Studies department.

Cindy Walker

- **Laurie Kalhar, Perkins Program Coordinator**

Laurie is from California State University with many years of payroll and customer service experience. Her positive energy and strong organization skills lead to excellent faculty and student experiences. Laurie's experience reconciling budgets is beneficial in her grant management experience.

Johnny Watts

- **Adam Adreassen, Custodian 2**

Facilities is pleased to introduce our newest member of the Custodial team, Adam Adreassen. Adam grew up in Amity Oregon, about an hour south of Portland and is new to the Walla Walla valley. He attended Eastern Oregon University in La Grande where he received a Bachelor's degree while competing on the college rodeo team. He enjoys hunting and fishing and is excited about the opportunity to showcase his education and skills while working for Walla Walla Community College.

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

The Board of Trustees of Community College District Number 20 met in regular session on Wednesday, October 16, 2019, on the Walla Walla Community College Walla Walla Campus. Mr. Tim Burt called the meeting to order at 11:00 a.m.

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

Administrators present: Dr. Derek Brandes, President
Mr. Jerry Anhorn, Acting VP of Strategic Initiatives, Workforce,
And Operations
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Chad Hickox, Executive Vice President/Provost
Ms. Peggy Lauerman, Interim Vice President, Business Services
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Ms. Denise Kammers, Dean, Corrections Education, CRCC
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal
Justice, Early Childhood & Parenting Education, and Human &
Social Services
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Dr. Nick Velluzzi, Vice President, Enrollment Services

Also present: Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Lisa Chamberlin, Director, eLearning
Mr. Steven Foster, Assistant Attorney General
Mr. Bryan Ovens, Assistant Attorney General
Ms. Susie Pearson, Dean, Transitional Studies
Ms. Jerri Ramsey, Recording Secretary

Approval of Agenda.

Mr. McQuary moved and Mrs. Fugman-Small seconded to approve the agenda for the October 16, 2019 Board of Trustees meeting as presented. *Motion carried.*

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

- Justin Adams, Instructor, Applied Management and Entrepreneurship
- Nicole McCauley, Business Instructor
- Debra Erikson, Assistant Dean of Student Services
- Fatima Machado, Librarian
- Celina Coffeen, Instruction and Classroom Support Tech 3

Consent Agenda.

Mrs. Fugman-Small moved and Mr. McQuary seconded that the consent agenda items be approved or accepted, as appropriate: 1) September 18, 2019 Board Meeting Minutes; 2) Personnel Update; and 3) Interim Fall Enrollment Report. *Motion carried.*

Recognize 2018-19 Outstanding Employees. Dr. Brandes recognized and congratulated the following 2018-19 WWCC Outstanding Employees:

- Laura Wooster, Classified Staff
- Linda Lane, Faculty
- Diana Herrmann, Exempt Staff

Employee Recognition. Dr. Brandes recognized and thanked Joshua Slepín for his efforts and leadership in the successful application for a Title III grant.

Title III Report. Dr. Velluzzi, Mr. Slepín, and Ms. Cook provided information on the Title III grant, i.e.: It is a Department of Education grant of \$2.25 million over five years designed around the broad category of institutional improvement with the ultimate aim of increasing student retention and completion, providing comprehensive access to work-based learning experiences, providing financial literacy education as part of mandatory first-year experience courses, and increasing institutional research and resource development capacity. It was noted the grant funds are prescribed and would not supplant the college's current financial situation.

2020 WWCC Board of Trustees Meeting Schedule – First Read. Dr. Brandes reviewed the first read of the 2020 WWCC Board of Trustees Meeting Schedule, noting the March meeting was incorrectly denoted as a Monday and should have been Wednesday, March 25, 2020. This will be corrected and the schedule will come before the Board at the November 13, 2019 meeting as a consent agenda item.

Oral Reports

- **Student Government Association Activity Report | Walla Walla Campus.** Ana Carvajal, President of the Walla Walla Campus SGA, reported student leadership attended the CUSP Student Leadership Conference over the summer and their current priority is revising the constitution.

President's Report. Dr. Brandes reported on two issues with potential budgetary implications: 1) OSPI is preparing a proposal for the legislature to change Running Start reimbursement; and 2) the Vera Institute of Justice is proposing to make corrections education part of the base college enrollment vs contract enrollment.

Ms. Hartford reported the negotiating teams for the college and AHE had met over the weekend, had reached a tentative agreement regarding the nursing faculty workload and the legislatively-allocated \$1.2 million to improve nursing educator salaries, an MOU was being drafted, and would hopefully be presented to the Board for approval at the November Board meeting.

Dr. Brandes thanked Ms. Fugman-Small for her service to the College; noting while it was her last trustee meeting, she would begin a new role on the college Foundation Board of Governors.

Board Reports / Remarks. Mr. Burt reported the Trustees would be attending the Legislative Action Committee Retreat and the Association of College Trustees conference in November.

Public Comment.

Faculty member Julianne Sachs expressed comments and raised a series of questions in her address to the Board, i.e.,

- Why the Board had approved budgets with deficits for the previous four years vs requiring budgets demonstrating financial stability and sustainability;
- Why new administrative appointments were made during that time for positions not open to the public or employees;
- Does a comprehensive financial analysis exist to support the closure of the Medical Assisting program, noting the Walla Walla program was fully enrolled;
- Were decisions being made around individuals vs the good of the college and community;
- Why decisions were being made to treat symptoms of a financial crisis instead of earlier decisions being made to prevent or reduce its severity;
- Why the President selected a Cabinet to assist in budget decisions even though a Governance Council had been created at his request, how the Cabinet members were selected, and why no faculty members serve on the Cabinet;
- Noted her colleagues had asked her to comment to the Board because, as a tenured faculty member, her job was not at risk;
- Requested more open communication and transparency about the budget and associated decisions;
- Implored the Board to focus on the wellbeing of the entire college community and make decisions with the best interest of the whole college, the larger community, and future in mind.

Jim Peitersen, President of WWCC AHE and faculty member, concurred with the comments made by Julianne Sachs and also:

- Noted he had only learned during the weekend negotiations of the proposed idea of potential cuts going forward; that while it was one-third of the way into the college year, it did not seem there was a sense of urgency;
- Via an on-line survey, the President had asked for potential solutions for the financial crisis but there had been no further communication, no indication if any were being considered for implementation;
- Was stunned to witness the Board accept a deficit budget for the fourth year in a row;
- Was pleased with the addition of both a Clarkston Campus and a Corrections Education representative to provide input on the President's evaluation; however, was concerned if not all faculty at Clarkston Campus, Washington State Penitentiary, and Coyote Ridge Corrections Center had been asked for input and questioned if the representatives were administrators and at-will employees.

New and Unscheduled Business. Mr. Burt reported the next Board of Trustees meeting would be held on November 13 rather than the originally scheduled November 20.

Recess to Executive Session to Review the Performance of a Public Employee. At 12:30 p.m. the Board recessed to Executive Session to review the performance of a public employee with an anticipated return time of 3:30 p.m. At 3:30 p.m. the Board extended the Executive Session to 4:00 p.m. At 4:00 p.m. the Board extended the Executive Session to 4:20 p.m. The Board returned to open session at 4:20 p.m. and Mr. Burt reported no action had been taken during the Executive Session.

Mr. McQuary moved and Mr. Warren seconded to extend the President's contract for an additional year. *Motion carried.*

Adjournment. The meeting adjourned at 4:22 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: November 6, 2019
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, October 2019

Fox, Kelsey – Program Assistant, Nursing-Clarkston
Gomez, Angela – Director of High School Programs
Hernandez, Ruben – Coordinator of Outreach
Hodgen, Danielle – Director of Financial Aid
Lipscomb, Rodney – Special Assistant to the VP of HR

Current Full-Time Recruitments

Educational and Career Navigator for Corrections Educations - WSP



Walla Walla Community College

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

DATE: November 7, 2019
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Interim Fall Quarter Enrollment

The corresponding tab provides a preliminary enrollment report for Fall Quarter 2019.

- State-supported enrollment for Fall Quarter is reporting 2,294 FTE, a decline of 73 FTE (about 3%) from the **close** of Fall Quarter 2018.
- Contract enrollment, the majority of which is corrections education, is reporting 1,365 FTE, a increase of 18 FTE (1.3%) from the **close** of Fall Quarter 2018. Corrections Education is reporting 1,046 FTE.
- Self-support enrollment is reporting 41 FTE, which is up from 10 FTE at the **close** of Fall Quarter 2018.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 46 FTE, up from 3 FTE last fall.
- International Programs is reporting 12 FTE, which is down from 20 FTE last fall.
- Running Start is reporting 236 FTE, up 37 FTE from the **close** of Fall Quarter 2018.
- AEP is reporting 69 FTE, down 28 FTE from the **close** of Fall Quarter 2018.

WWCC Enrollment Report for Fall 2019

As of November 4, 2019

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

FTE by Funding Source

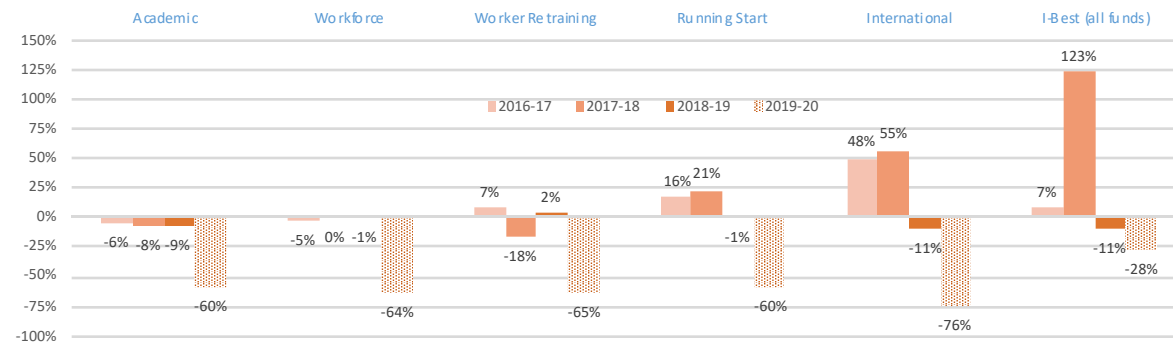
	2016-17				2017-18				2018-19				2019-20			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569
fall	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,294	1,365	41	3,700
winter	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,353	29	3,753				
spring	2,473	1,408	17	3,898	2,402	1,381	19	3,802	2,199	1,341	40	3,580				
Total	8,500	5,380	109	13,989	8,344	5,267	110	13,721	7,626	4,930	141	12,697	2,855	2,337	77	5,269
AAFTI	2,833	1,793	36	4,663	2,781	1,756	37	4,574	2,542	1,643	47	4,232	952	779	26	1,756

State Allocation Plan for 2019-20: 3,155 -70% from target!

Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-19%	-20%	-23%
	fall	-3%	-15%	-10%
	winter			
	spring			
	annual			
Contract	summer	9%	-8%	-3%
	fall	1%	-8%	-3%
	winter			
	spring			
Self Support	summer	-12%	-18%	-5%
	fall	34%	41%	33%
	winter			
	spring			

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Program

Duplicative. Do not sum to totals		2016-17				2017-18				2018-19				2019-20			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	270	1,027	1,014	977	285	959	933	851	237	851	859	814	240	868		
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,117		
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	90	291		
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	102	321		
	I-Best**		19	34	42		35	38	29		30	21	47		42		
	BAS										3	7	9	4	46		
	International	3	13	13	20	11	20	23	22	8	20	19	21	4	12		
	Contract																
	DOC	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,046		
Running Start		169	166	153		211	200	181		199	202	183		236			
Alternative HS		72	75	75		85	95	97		97	93	86	9	69			
College in HS		15		13		19		12		14		10					
I-Best**	22	22	19	22	82	73	98	46	63	60	70	68	123	95			

*Based on course CIP. Transitional studies includes both pre-college and Basic Education for Adults (BEA) courses.

**All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract-funded courses began in 2017-18.



Office of the President
 Walla Walla Community College
 500 Tausick Way
 Walla Walla, WA 99362-9267
 Phone: (509)527-4274
 Fax: (509)527-4249

MEMORANDUM

TO: WWCC Board of Trustees

DATE: November 7, 2019

FROM: Derek Brandes, President

RE: 2020 WWCC Board of Trustees Meeting Schedule

The following represent the proposed dates for the 2020 Walla Walla Community College Board of Trustees meetings. This schedule was presented for a first reading at the October 16, 2019 Board of Trustees meeting and it was agreed to place it on the consent agenda for the November 13, 2019 Board meeting. The only change from the October 16 presentation was to change the day (not date) for the Wednesday, March 25, 2020 meeting. Thank you.

Date	Time	Location
Wednesday, January 15, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, February 19, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, March 25, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Clarkston Campus
Wednesday, April 15, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, May 20, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, June 24, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, July 15, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, August 19, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, September 16, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Clarkston Campus
Wednesday, October 21, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, November 18, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus
Wednesday, December 16, 2020	11:00 a.m. Study Session 1:00 p.m. Board Meeting	WWCC Walla Walla Campus