



## Agenda

Retreat Meeting  
 Board of Trustees, District No. 20  
 Walla Walla Community College  
 William A. Grant Water & Environmental Center  
 WWCC Walla Walla Campus  
 Thursday | August 29, 2019 | 1:00 p.m.

All Times Are Estimates

<b>1:00 p.m.</b>	<b>Call to Order</b> <b>Approval of Agenda</b> <i>Mr. Don McQuary, Chair</i>	<b>Action</b>	
<b>1:02 p.m.</b>	<b>Consent Agenda</b> <i>Mr. McQuary</i> <b>1. Personnel Report</b> <b>2. 2018-19 Final Annualized Enrollment Report</b> <b>3. Final Summer 2019 Enrollment Report</b>	<b>Action</b>	<b>Tab 1</b> <b>Tab 2</b> <b>Tab 3</b>
<b>1:05 p.m.</b>	<b>Consider Approval of Resolution # 19-08-01 Requesting Temporary Waiver from High School Graduation Requirements</b> <i>Ms. Susie Pearson</i>	<b>Action</b>	<b>Tab 4</b>
<b>1:15 p.m.</b>	<b>2019-20 WWCC Operating Budget – First Read</b>	<b>Discuss</b>	<b>Tab 5</b>
<b>2:00 p.m.</b>	<b>Preparation for President’s Evaluation</b> <i>Mrs. Sherry Hartford</i>	<b>Discuss</b>	<b>Tab 6</b>
<b>2:10 p.m.</b>	<b>President’s Report</b>	<b>Discuss</b>	
<b>2:20 p.m.</b>	<b>Board Reports / Remarks</b>		
<b>2:25 p.m.</b>	<b>Recess to Executive Session to Review the Performance of a Public Employee</b>	<b>Discuss</b>	
<b>3:10 p.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
<b>3:15 p.m.</b>	<b>Public Comment</b> <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>		
<b>3:30 p.m.</b>	<b>Adjourn</b>		

**WALLA WALLA COMMUNITY COLLEGE**

**MEMORANDUM**

**DATE:** August 22, 2019  
**TO:** Board of Trustees  
**FROM:** Sherry Hartford, Vice President of Human Resources  
**SUBJECT:** Personnel Update

Retirements/Resignations/Separations, April through July 2019

Anglin, Ernie – FTF, Welding, WSP  
Bayne, Doug – Vice President of Advancement  
Combs, Danielle – Office Assistant 3, WSP  
Dougherty, Ellen – Program Assistant, Financial Aid  
Edwards, Tracey – Events Coordinator, Continuing Education  
Engler, Jeff – FTF, Farrier  
Killian, Victoria – Medical Assisting Practicum Coordinator  
Loveday, Tamara – Instruction & Classroom Support Technician 3  
Marr, Denise – Administrative Assistant 3, Foundation  
Shevchenko, Ivan – Maintenance Custodian  
Storey, Cammie – Office Assistant 3, CRCC  
Stutesman, Jennifer - Librarian  
Tobin, Rosa – Program Coordinator, OART  
Walk, Dave – Advertising Media Services Manager  
Williamson, Felicia – Recruitment & Outreach Specialist, WEC



**Walla Walla Community College**

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

DATE: August 22, 2019  
TO: Board of Trustees  
FROM: Dr. Nick Velluzzi  
RE: 2018-19 Final Enrollment

The corresponding tab provides an annualized enrollment report for WWCC for the 2018-19 academic year.

- Annualized state-supported enrollment reported at 2,542 FTE, which is 8% down from the prior year.
- Annualized contract enrollment reported 1,643 FTE, which is down approximately 6.5% from last year.
- Annualized self-support enrollment is reporting 47 FTE, which is up 2.7% from last year.
- WWCC's state allocation target was 3,159 FTE. The College's annualized state-supported enrollment (2,542 FTE) is 20% below that target, a difference of 617 FTE. WWCC's rolling three-year average enrollment declined by 12%.

# WWCC Enrollment Report for 2018-2019

As of August 14, 2019

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

## FTE by Funding Source

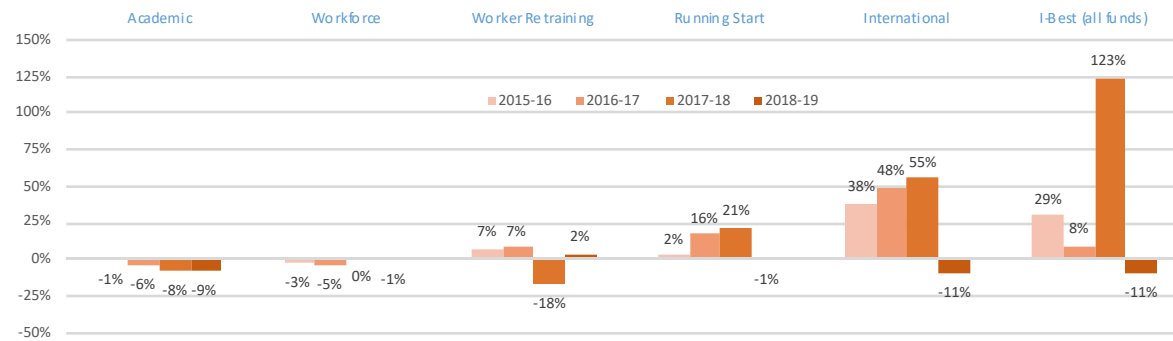
	2015-16				2016-17				2017-18				2018-19			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	716	1,159	40	1,915	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619
fall	2,901	1,434	33	4,368	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745
winter	2,980	1,396	13	4,389	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,353	29	3,753
spring	2,635	1,422	31	4,088	2,473	1,408	17	3,898	2,402	1,381	19	3,802	2,199	1,341	40	3,580
<b>Total</b>	<b>9,232</b>	<b>5,411</b>	<b>117</b>	<b>14,760</b>	<b>8,500</b>	<b>5,380</b>	<b>109</b>	<b>13,989</b>	<b>8,344</b>	<b>5,267</b>	<b>110</b>	<b>13,721</b>	<b>7,626</b>	<b>4,930</b>	<b>141</b>	<b>12,697</b>
<b>AAFT<sup>1</sup></b>	<b>3,077</b>	<b>1,804</b>	<b>39</b>	<b>4,920</b>	<b>2,833</b>	<b>1,793</b>	<b>36</b>	<b>4,663</b>	<b>2,781</b>	<b>1,756</b>	<b>37</b>	<b>4,574</b>	<b>2,542</b>	<b>1,643</b>	<b>47</b>	<b>4,232</b>

State Allocation Plan for 2018-19: 3,159 -20% from target<sup>1</sup>

## Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-13%	-4%	-6%
	fall	-8%	-18%	-13%
	winter	-8%	-20%	-13%
	spring	-8%	-17%	-12%
	annual	-9%	-17%	-12%
Contract	summer	-18%	-23%	-19%
	fall	-4%	-6%	-6%
	winter	-4%	-3%	-4%
	spring	-3%	-6%	-4%
Self Support	summer	41%	3%	9%
	fall	-7%	-7%	-3%
	winter	0%	123%	43%
	spring	111%	29%	79%

## Annual Change in FTE by Class Intent and Program



## FTE Highlights by Class Intent and Funding Program

*Duplicative. Do not sum to totals*

intent*	2015-16				2016-17				2017-18				2018-19			
	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
<b>State</b>																
Academic	269	1,124	1,068	1,022	270	1,027	1,014	977	285	959	933	851	237	851	859	814
Workforce	343	1,220	1,254	1,202	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119
Transitional Studies	104	557	658	412	83	478	471	345	142	459	486	402	142	302	363	266
Worker Retraining	138	392	451	374	130	403	470	449	154	312	371	354	93	380	379	366
I-Best**		36	19	25		19	34	42		35	38	29		30	21	47
BAS														3	7	9
International	1	8	12	12	3	13	13	20	11	20	23	22	8	20	19	21
<b>Contract</b>																
DOC	1,157	1,183	1,161	1,199	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056
Running Start		146	139	134		169	166	153		211	200	181		199	202	183
Alternative HS		96	88	79		72	75	75		85	95	97		97	93	86
College in HS		5	5	5		15		13		19		12		14		10
I-Best**	20	19	22	26	22	22	19	22	82	73	98	46	63	60	70	68

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

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



**Walla Walla Community College**

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

DATE: August 22, 2019  
TO: Board of Trustees  
FROM: Dr. Nick Velluzzi  
RE: Final Summer Quarter Enrollment

The corresponding tab provides a final enrollment report for Summer Quarter 2019 and preliminary information for the upcoming Fall Quarter.

- State-supported enrollment for Summer Quarter closed at 564 FTE, a decline of 125 FTE (about 18%) from Summer Quarter 2018.
- Contract enrollment closed at 925 FTE, up 36 FTE from Summer Quarter 2018.
- Self-support enrollment closed at 27 FTE, which is down from 41 last Summer Quarter.
- Preliminary Fall Quarter: Enrollment is showing 1,895 state-supported FTE. Compared to this time last year, Fall Quarter enrollment is up approximately 8.5%. Notwithstanding, I urge tempered optimism as the enrollment pattern leading up to Fall Quarter 2018 showed a similar pattern, only to be eclipsed by the prior year in the final week leading up to the quarter.

# WWCC Enrollment Report for Summer 2019

As of August 19, 2019

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

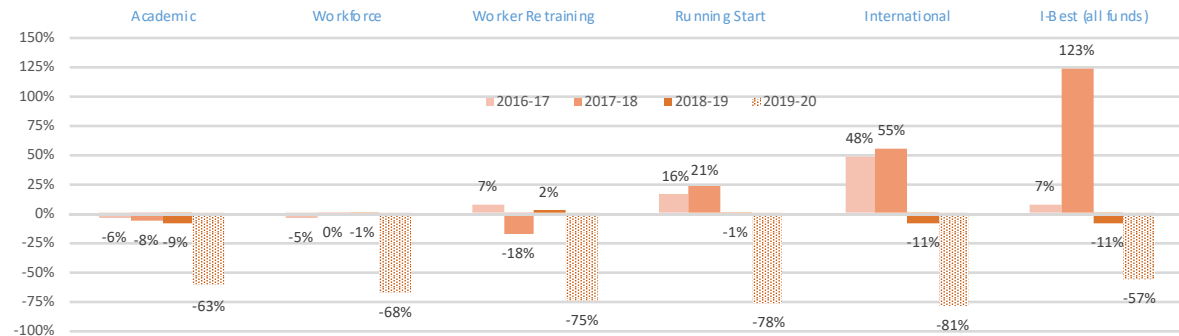
## FTE by Funding Source

	2016-17				2017-18				2018-19				2019-20			
	Contract		Self		Contract		Self		Contract		Self		Contract		Self	
	State FTE	FTE	support FTE	Total FTE	State FTE	FTE	support FTE	Total FTE	State FTE	FTE	support FTE	Total FTE	State FTE	FTE	support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619	564	925	27	1,516
fall	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745	1,895	180	1	2,076
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				
<b>Total</b>	<b>8,500</b>	<b>5,380</b>	<b>109</b>	<b>13,989</b>	<b>8,344</b>	<b>5,267</b>	<b>110</b>	<b>13,721</b>	<b>7,626</b>	<b>4,930</b>	<b>141</b>	<b>12,697</b>	<b>2,459</b>	<b>1,105</b>	<b>28</b>	<b>3,592</b>
<b>AAFTI</b>	<b>2,833</b>	<b>1,793</b>	<b>36</b>	<b>4,663</b>	<b>2,781</b>	<b>1,756</b>	<b>37</b>	<b>4,574</b>	<b>2,542</b>	<b>1,643</b>	<b>47</b>	<b>4,232</b>	<b>820</b>	<b>368</b>	<b>9</b>	<b>1,197</b>
													State Allocation Plan for 2019-20:	3,159	-74%	from target

## Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-18%	-19%	-22%
	fall	-20%	-30%	-26%
	winter			
	spring			
	annual			
Contract	summer	4%	-12%	-8%
	fall	-87%	-88%	-87%
	winter			
	spring			
Self Support	summer	-34%	-39%	-29%
	fall	-97%	-97%	-97%
	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*	<b>State</b>																	
	Academic	270	1,027	1,014	977	285	959	933	851	237	851	859	814	240	777			
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	978			
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	93	123			
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	103	205			
	I-Best**		19	34	42		35	38	29		30	21	47		37			
	BAS										3	7	9		4	42		
	International	3	13	13	20	11	20	23	22	8	20	19	21		4	9		
	<b>Contract</b>																	
	DOC	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056		925			
Running Start		169	166	153		211	200	181		199	202	183			127			
Alternative HS		72	75	75		85	95	97		97	93	86		9	44			
College in HS		15		13		19		12		14		10						
I-Best**	22	22	19	22	82	73	98	46	63	60	70	68		118				

\*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.



**Transitional Studies**  
**Walla Walla Community College**  
500 Tausick Way  
Walla Walla, WA 99362-9267  
Phone: (509)527-4265

## MEMORANDUM

**TO:** Walla Walla Community College Board of Trustees

**DATE:** July 30, 2019

**FROM:** Susie Pearson, Dean, Transitional Studies and High School Programs

**RE:** Temporary Waiver from High School Graduation

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In following with the area public schools, WWCC High School 21+ program would like to request a temporary credit waiver from the career and college ready graduation requirements beginning with the class of 2020 or 2021, instead of the graduating class of 2019.

While this will not affect students currently enrolled in our High School 21+ program, it will affect those that return to college in the future. Students who are part of these graduation cohorts will be allowed to meet the same graduation requirements adopted by our local school districts instead of the higher requirements of 24 credits. This also allows extra time to adjust our curriculum and course offerings to meet the new requirements.

We ask for the Board's approval of this resolution to align our program with those of our partner schools in our service district.

Thank you.



## Walla Walla Community College

### Resolution 19-08-01

Whereas, Walla Walla Community College (WWCC) grants high school diplomas through the adult high school completion program.

Whereas, WWCC ensures that students complete the minimum graduation requirements that pertain to their graduating class (as determined by the date they entered ninth grade), set forth in WAC Chapter 180-51, and

Whereas, in 2014, WAC 180-51-068 implemented a 24-credit graduation requirement beginning with the Class of 2019 (students entering ninth grade on or after July 1, 2015), and

Whereas, due to the significant change in requirements, WAC 180-51-068 also allows districts to apply for a temporary waiver from these requirements, and

Whereas, the temporary waiver from high school graduation requirements allows a public school, private school, or community college to delay implementation of the 24-credit graduation requirements in WAC 180-51-068. By utilizing this waiver, students will need to meet the requirements of WAC 180-51-067 rather than the requirements of WAC 180-51-068. For Walla Walla Community College, this allows for alignment with local high schools that are using the lower requirements and increased access to high school diploma completion for our students.

Now, Therefore, Be It Resolved, that the Walla Walla Community College Board of Trustees does hereby approve a resolution, as required by WAC 180-51-068, to request a temporary waiver from the high school graduation requirements directed by Chapter 217, Laws of 2014 (E2SSB 6552) beginning with the graduating class of 2021, instead of the graduating class of 2019.

Passed and Adopted in Open Meeting by the Board of Trustees of Walla Walla Community College, District No. 20, this 29th day of August, 2019.

Board of Trustees  
Walla Walla Community College

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Chair of the Board



**Walla Walla Community College Board of Trustees  
Presidential Evaluation of Dr. Derek Brandes**

**Leadership Priorities:**

As a result of what I have observed so far, the President is leading the College to:

**1. Be Mission Driven**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**A. Student Success**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**B. Strong Communities**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**C. Resource Stewardship**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

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

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

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

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**5. Advocate and Prepare for Upcoming WWCC Capital Projects**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

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

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

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

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

## Presidential Attributes:

The following are attributes the board desires the President to have. Based on what you have observed so far, please rate the following:

**8. Passionate about the community college mission**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**9. A student-centered advocate**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**10. A progressive leader for promoting and strengthening inclusion and diversity**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**11. A goal-focused, entrepreneurial, and direction-setting strategic planner**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**12. A dynamic and politically astute relationship and team builder**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**13. An enthusiastic and inspirational leader**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**14. A transparent and collaborative leader**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**15. An effective and exceptionally skilled communicator**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**16. An ongoing dialog with key leaders in setting goals and priorities**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**17. A strong leader**

5	4	3	2	1
Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree

Comments:

**Additional Comments**

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, Trustee \_\_\_\_\_ (date)

\_\_\_\_\_, President \_\_\_\_\_ (date)