



Board of Trustees, District No. 20
 Walla Walla Community College
 Board Room | WWCC Walla Walla Campus
 Wednesday | October 16, 2019 | 11:00 a.m.

Board Meeting

All Times Are Estimates

11:00 a.m.	Call to Order		
11:02 a.m.	Approval of Agenda <i>Mr. Tim Burt, Chair</i>	Action	
11:05 a.m.	Introductions <u>Kathy Adamski</u> <ul style="list-style-type: none"> • Trina McCoon, Nursing Instructor, Walla Walla Campus <u>Jerry Anhorn</u> <ul style="list-style-type: none"> • Justin Adams, Instructor, Applied Management and Entrepreneurship • Nicole McCauley, Business Instructor <u>Dr. Chad Hickox</u> <ul style="list-style-type: none"> • Debra Erikson, Assistant Dean of Student Success <u>Jacquelyn Ray</u> <ul style="list-style-type: none"> • Fatima Machado, Librarian <u>Tim Toon</u> <ul style="list-style-type: none"> • Celina Coffeen, Instruction and Classroom Support Tech 3 	Discuss	Tab 1
11:15 a.m.	Consent Agenda <i>Mr. Burt</i> <ol style="list-style-type: none"> 1. September 18, 2019 Board Meeting Minutes 2. Personnel Update 3. Interim Fall Enrollment Report 	Action	Tab 2 Tab 3 Tab 4
11:17 a.m.	Recognize 2018-19 Outstanding Employees: <i>Dr. Derek Brandes</i> <ul style="list-style-type: none"> • Laura Wooster, Classified Staff • Diana Herrmann, Exempt Staff • Linda Lane, Faculty 	Discuss	
11:20 a.m.	Employee Recognition <i>Dr. Brandes</i>	Discuss	
11:25 a.m.	Title III Report <i>Dr. Nick Velluzzi, Ms. Jessica Cook, Mr. Joshua Slepín</i>	Discuss	
11:40 a.m.	2020 WWCC Board of Trustees Meeting Schedule – First Read <i>Dr. Brandes</i>	Discuss	Tab 5

11:45 a.m.	Oral Reports <ul style="list-style-type: none"> • Student Government Association Activity Report Walla Walla Campus <i>Ana Carvajal, SGA President</i> 	Discuss
11:50 a.m.	President's Report <i>Dr. Brandes</i>	Discuss
12:00 p.m.	Board Reports / Remarks	Discuss
12:05 p.m.	New and Unscheduled Business	Discuss
12:10 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	
12:25 p.m.	Lunch Break	
1:00 p.m.	Recess to Executive Session to Review the Performance of a Public Employee	
4:20 p.m.	Adjourn	



Walla Walla Community College Board of Trustees Meeting October 16, 2019

Introductions

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

Jerry Anhorn

- **Justin Adams, Instructor, Applied Management and Entrepreneurship**

Justin is an experienced instructor who can create curriculum and teach upper division business courses effectively. Working at Walla Walla High School he has encountered the same types of diverse students as WWCC students. Justin is able to relate business theory as well as apply the theories to real-life work situations because he has worked outside of academia as well as owned his own business. He understands the need of community college business programs to connect with local businesses and organizations such as the chamber of commerce.

- **Nicole McCauley, Business Instructor**

Nicole is an experienced instructor who can create curriculum and teach business courses effectively. Working as an advisor at WWCC she understands the diversity of the student population. Nicole is able to relate business theory as well as apply the theories to real-life work situations because she has worked outside of academia.

Dr. Chad Hickox

- **Debra Erikson, Assistant Dean of Student Success**

Debra began at WWCC in the spring of 2006 as the WorkFirst Coordinator. Since then she has combined her passion for serving those students who are experiencing challenges, connecting them to needed support, her grant management responsibilities and her dedication to collaboratively maximize campus and community resources, to serve the college.

Jacquelyn Ray

- **Fatima Machado, Librarian**

Fatima obtained her AA degree from Blue Mountain Community College, her Bachelor degree in Psychology from University of Oregon, and her Master of Library and Information Science degree from University of Washington. While attending UW, she worked as a Graduate Assistant – Research & Learning Services Specialist where she planned and taught library instruction classes for undergraduate students.

Tim Toon

- **Celina Coffeen, Instruction and Classroom Support Tech 3**

Celina comes to us with significant college lab experience at three different institutions - Walla Walla Community College, Whitman College, and Selkirk College. In addition, Celina has proven to be an excellent college science instructor.

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, September 18, 2019, on the Walla Walla Community College Walla Walla Campus. Mr. Don McQuary called the meeting to order at 11:00 a.m.

Trustees present: Mr. Don McQuary
Mr. Tim Burt
Mrs. Darcey Fugman-Small
Mr. Sergio Hernandez
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, Acting Vice President, Business Services
Ms. Kathy Adamski, Dean, Health Science 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
Ms. Cindy Walker, Dean, Workforce Education

Also present: Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Lisa Chamberlin, Director, eLearning
Mr. Steven Foster, Assistant Attorney General
Mr. Shane Loper, Executive Director, Facilities & Capital Projects
Ms. Susie Pearson, Dean, Transitional Studies
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary
Ms. Nadine Stecklein, Director, Student Life

Tour New Education Building at North Campus (WSP). The Trustees and Dr. Brandes toured the new Education Building at the WWCC North Campus (Washington State Penitentiary).

Approval of Agenda.

Mrs. Fugman-Small moved and Mr. Burt seconded to approve the agenda for the September 18, 2019 Board of Trustees meeting, as presented. *Motion carried.*

Consent Agenda.

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

1) June 26, 2019 Board Meeting Minutes; 2) August 29, 2019 Board Meeting Minutes; 3) Personnel Report; 4) Preliminary Fall 2019 Enrollment Report. *Motion carried.*

2018-19 Year-End Financial Report. Ms. Lauerman presented the budgeted, actual revenues and expenditures, and variances for 2018-19 as well as a five-year overview of the reserves used to balance the annual budget. Ms. Lauerman then reviewed the revised 2019-20 proposed Operating Budget, including the following substantive assumption changes:

- Enrollment projected to decrease by 10% or 251 FTEs
- Decline in Operating Fees (Tuition) of \$1,213,544 offset by a 2.4% tuition increase; \$150,922. Net decrease of \$1,062,622.
- 2016 Safe Harbor funding of \$1,207K for health, pension, wage, M&O and leases rolls into the allocation model wages, benefits. Negative impact of \$147,984.
- The expenditure budget was permanently reduced by \$1,820,000. Reductions identified in June, 2019 amounted to \$710,000 with additional reductions of \$1,110,000 finalized September, 2019.
- Implementation of local faculty negotiations along with staffing turnover, and changes in various benefit rates resulted in an increase expense of \$648,473.
- President Brandes declared a financial emergency given the continued financial in September, 2019.

	FY2020	FY2020	Difference in	
	Proposed Budget	Proposed Budget	Proposed	%
	As of 6/26/19	As of 9/18/19	Budgets	Change
Total FTES Funded in State Allocation	3,155	3,155	0	
Total FTES in the Annual Enrollment Plan	2,512	2,261	(251)	-10.00%
REVENUE				
State Funds				
Base Allocation	14,760,120	14,760,120	0	
Earmarks and Provisos	3,956,037	3,956,037	0	
FY19-FY20 salary/benefit increases	895,024	895,024	0	
Leases	4,000	4,000	0	
Total State Revenue	19,615,181	19,615,181	0	
Local Funds				
Operating Fees	7,382,380	6,439,342	(943,038)	-12.77%
General Local	2,368,400	2,278,860	(89,540)	-3.78%
AEP/Running Start	2,210,000	2,210,000	0	
Foundation Support	200,000	200,000	0	
Corrections Ed.-Indirect	664,740	664,740	0	
Self-Support Programs	475,000	475,000	0	
Total Local Funds	13,300,520	12,267,942	(1,032,578)	
TOTAL REVENUE	32,915,701	31,883,123	(1,032,578)	-3.14%
EXPENDITURES				
Salaries	20,975,146	20,131,355	(843,791)	
Benefits	6,968,184	6,873,273	(94,911)	
Operations	6,580,179	6,471,679	(108,500)	
TOTAL EXPENDITURES	34,523,509	33,476,307	(1,047,202)	3.03%
DEFICIT	(1,607,808)	(1,593,184)	14,624	
Use of Fund Balance	1,607,808	1,593,184	(14,624)	-0.91%
DEFICIT + FUND BALANCE	0	0	0	

Mrs. Fugman-Small moved and Mr. Hernandez seconded to approved the proposed 2019-20 Operating Budget dated September 18, 2019, as presented and made a part of these minutes. *Motion carried.*

Preparation for President's Evaluation. Mrs. Hartford reviewed the performance evaluation form and process for the president's evaluation, noting in addition to representatives of the Faculty Senate, AHE, and the classified union who would meet with the Board during the

executive session of the October 16, 2019 Board Meeting, this year there would also be representatives of the Clarkston Campus and Corrections Education.

President's Report.

Mr. Anhorn reported WWCC was partnering with Northeast Community College of Nebraska on an Advanced Technological Education Center NSF grant around agriculture and regeneration. If successful, the college would receive \$1.4 million over five years and the grant is renewable for an additional five years.

Dr. Miltenberger reported on the just completed legislative tour of Eastern Washington that involved 85 legislators and staff spending time visiting WSU and Pullman industries before arriving in Clarkston for similar tours, including a full tour to learn about the Clarkston Campus. Dr. Miltenberger pointed out the legislators learned a great deal about Eastern Washington and WWCC, that the event was definitely successful, and it was hoped to continue the event every two years.

Board of Trustees: Election of 2019-20 Officers.

Mrs. Fugman-Small moved and Mr. Warren seconded to elect Mr. Tim Burt as Chair of the WWCC Board of Trustees. *Motion carried.*

Mrs. Fugman-Small moved and Mr. Warren seconded to elect Mr. Sergio Hernandez as Vice Chair of the WWCC Board of Trustees. *Motion carried.*

President's Report. Dr. Brandes reported the College had received an additional \$25,000 Job Skills grant to be used toward the Industrial Maintenance Training program in Burbank.

Board Reports / Remarks. None.

New and Unscheduled Business. None.

Public Comment.

Faculty member Eric Schulz addressed the Board to acknowledge the difficult decisions needed regarding the budget, recognize the college cannot sustain the current revenues and expenditures, and to voice his support for taking necessary steps.

Jim Peitersen, President of WWCC AHE, addressed the Board from a faculty perspective to acknowledge the matters that are out of the college's control: decline in enrollment and the funding model that is not beneficial to the college; to express frustration that difficult budget decisions weren't made in previous years that might have reduced the dependency and use of reserves and necessitated the layoff of 16 college employees; and pointed out the increase in

salaries and benefits for administrators. Mr. Peitersen acknowledged the current year budget had been adopted but asked that in future years all the blame for budget issues not be limited to outside forces and that administrative costs not be forgotten or glossed over during the budget process.

Recess to Executive Session to Review the Performance of a Public Employee. At 2:55 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. The Board returned to open session at 3:30 p.m. and Mr. McQuary reported no action had been taken during the Executive Session.

Adjournment. The meeting adjourned at 3:35 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Don McQuary, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: October 10, 2019
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, September 2019

Romero, Aracelli – Office Assistant 3, High School Programs

Sisson, Robin – Assistant Director of Accounting

Current Full-Time Recruitments

Educational and Career Navigator for Corrections Educations - WSP

Labor Relations

Negotiations with the Association for Higher Education (faculty union) will occur on October 13, 2019.



Walla Walla Community College

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

DATE: October 10, 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 2,227 FTE, a decline of 140 FTE (about 6%) from the **close** of Fall Quarter 2018.
- Contract enrollment, the majority of which is corrections education, is reporting 1,241 FTE, a decline of 106 FTE (about 7.8%) from the **close** of Fall Quarter 2018.
- Self-support enrollment is reporting 29 FTE, which is down from 31 FTE at the **close** of Fall Quarter 2018. Self-support enrollment will increase over the course of the quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 47 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 83 FTE, down 97 FTE from the **close** of Fall Quarter 2018.

WWCC Enrollment Report for Fall 2019

As of October 8, 2019

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

FTE by Funding Source

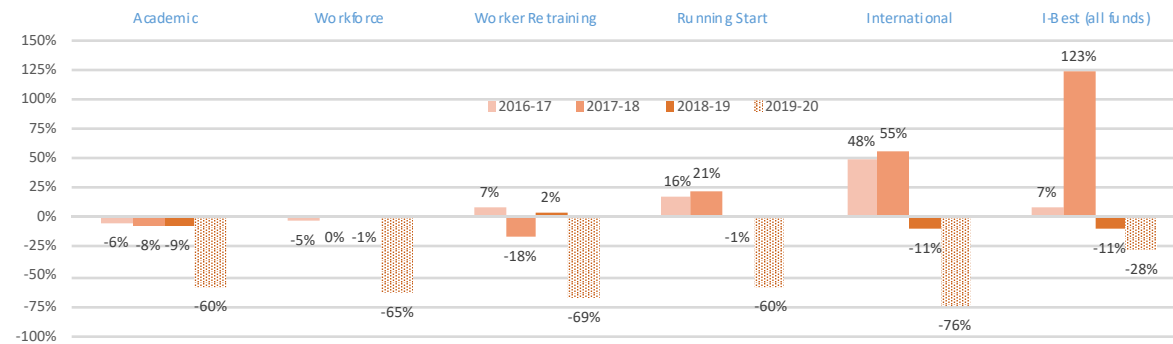
	2016-17				2017-18				2018-19				2019-20			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619	561	971	36	1,568
fall	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,227	1,241	29	3,497
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	2,788	2,212	65	5,065
AAFTI	2,833	1,793	36	4,663	2,781	1,756	37	4,574	2,542	1,643	47	4,232	929	737	22	1,688

State Allocation Plan for 2019-20: 3,155 -71% from target

Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-19%	-20%	-23%
	fall	-6%	-17%	-13%
	winter			
	spring			
	annual			
Contract	summer	9%	-8%	-3%
	fall	-8%	-16%	-12%
	winter			
	spring			
Self Support	summer	-12%	-18%	-5%
	fall	-5%	0%	-6%
	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	860		
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,111		
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	90	239		
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	102	276		
	I-Best**		19	34	42		35	38	29		30	21	47		42		
	BAS										3	7	9		4	47	
	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	971	908		
Running Start		169	166	153		211	200	181		199	202	183		236			
Alternative HS		72	75	75		85	95	97		97	93	86		9	83		
College in HS		15		13		19		12		14		10					
I-Best**	22	22	19	22	82	73	98	46	63	60	70	68	123	93			

*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: October 10, 2019
FROM: Derek Brandes, President
RE: 2020 WWCC Board of Trustees Meeting Schedule – First Reading

The following represent the proposed dates for the 2020 Walla Walla Community College Board of Trustees meetings. This schedule is for your review only and, with your approval, will be placed on the Consent Agenda for the November 13, 2019 Board 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
Monday, 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