



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Wednesday | April 28, 2021 | 9:30 a.m.

***Please note: To comply with Governor Inslee’s Proclamation temporarily suspending the Open Public Meetings act, attendance will be virtual only. To connect to the Wednesday, April 28, 2021 Board Meeting, go to ZOOM: <https://wwcc-edu.zoom.us/j/82509282370> or dial-in: 253/215-8782.**

Virtual Board Meeting

All Times are Estimates

9:30 a.m.	Call to Order <i>Mr. Sergio Hernandez, Chair</i>		
	Approval of Agenda <i>Mr. Hernandez</i>	Action	
	Consent Agenda <i>Mr. Hernandez</i>	Action	
	1. March 24, 2021 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
	3. Interim Spring Enrollment Report		Tab 3
	4. President's Evaluation Process Instrument and Timeline		Tab 4
9:35 a.m.	Recess to Executive Session to Discuss Labor Negotiations	Discuss	
9:50 a.m.	First Read: Interagency Agreement for State Human Resources Labor Relations <i>Ms. Sherry Hartford</i>	Discuss	Tab 5
9:55 a.m.	Approval of 2021-2023 Strategic Plan <i>Dr. Chad Hickox</i>	Action	Tab 6
10:10 a.m.	President's Report <i>Dr. Hickox</i>	Discuss	
10:25 a.m.	Policy Governance <i>Dr. Hickox</i>		
	➤ Second Read: WWCC Governance Commitment Policy	Action	Tab 7
	➤ First Read: Emergency Succession Policy	Discuss	Tab 8
10:35 a.m.	Scott Grant Update <i>Dr. Hickox</i>	Discuss	

10:45 a.m.	Introduction of Newly-Tenured Faculty <i>Dr. Jessica Clark</i>	Discuss	
11:00 a.m.	Student Government Association Activity Report ➤ Clarkston Campus <i>Mr. Shiloh Rowden</i>	Discuss	
11:10 a.m.	Break		
11:15 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
11:25 a.m.	March Financial Report <i>Ms. Peggy Lauerman</i>	Discuss	Tab 9
11:40 a.m.	Board Reports / Remarks	Discuss	
11:50 a.m.	New and Unscheduled Business	Discuss	
11:55 a.m.	Public Comment	Discuss	
12:10 p.m.	Adjournment		

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

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, March 24, 2021, via Zoom. Mr. Sergio Hernandez called the meeting to order at 9:30 a.m.

Trustees present: Mr. Sergio Hernandez
Mr. Tim Burt
Ms. Michelle Liberty
Mr. Bill Warren

Administrators present: Dr. Chad Hickox, President
Dr. Jess Clark, Vice President, Instruction
Ms. Sherry Hartford, Vice President, Human Resources
Ms. Peggy Lauerman, Vice President, Finance
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Jerry Anhorn, Dean, Workforce
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal Justice, Early Childhood & Parenting Education, and Human & Social Services
Dr. Chad Miltenberger, Dean, Clarkston Campus
Ms. Susie Pearson, Dean, Transitional Studies
Ms. Jacquelyn Ray, Director, Library Services
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness
Ms. Jodi Worden, Executive Director, Continuing Education & Community Engagement

Also present: Dr. Lisa Chamberlin, ctLink Project Manager/Organizational Change Manager
Mr. Steven Foster, AAG
Ms. Jerri Ramsey, Recording Secretary
Ms. Nadine Stecklein, Director, Student Life
Ms. Cindy Walker, Assistant Dean, Workforce Education

Approval of Agenda.

Ms. Liberty moved and Mr. Warren seconded to approve the agenda for the March 24, 2021 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda.

Mr. Warren moved and Mr. Burt seconded that the consent agenda items be approved or accepted, as appropriate: 1) February 24, 2021 Board Meeting Minutes; 2) Personnel Update; 3) Interim Winter Quarter Enrollment Report. *Motion carried.*

Introduction of Dr. Jessica Clark, VPI. Dr. Hickox introduced Dr. Jessica Clark, Vice President of Instruction, shared biographical highlights, and welcomed her to the College.

Study Session – President's Evaluation Process/Timing. Mrs. Hartford reviewed the proposed process, evaluation tool, and timeline for the President's evaluation. Mr. Hernandez noted, as a result of a meeting between he, Mr. Warren, Dr. Hickox, and Mrs. Hartford, there were some modifications incorporated in the evaluation tool to focus on the three strategic areas outlined by the Board the previous year. The Board will be asked to approve the process, tool, and timeline at its regular April Board meeting.

President's Report. Dr. Hickox reported on the following:

- NWAC has proceeded with scheduling games with health and safety requirements in place and, working with the Walla Walla County Department of Health, all WWCC athletes will be tested prior to competition. Protocols are also being developed to permit a limited number of fans at games.
- As a result of the resignation of Mr. McQuary at the February Board meeting, and as requested by the Board, Dr. Hickox contacted the Assistant Attorney General and the Governor's Boards and Commissions Office for information on the process of selecting a new trustee. The Governor's Office is recommending two trustees and the college president meet with potential applicants and submit at least two and preferably three viable candidates. *To be continued under New and Unscheduled Business.*
- Strategic Plan update: The Governance Council has drafted a set of three goals, which have been vetted by the Executive Leadership Team and returned to the Council for refinement. The Governance Council will now develop strategic objectives/outcomes for each of the three goals with an April 9 deadline to submit those to the Executive Leadership Team. On April 15, the draft Strategic Plan will be presented during a college-wide meeting of all employees and students, followed by a presentation at a community-wide public meeting. The final document will be presented to the Board at its April Board meeting.

- Work by the FAST (Fiscal Analysis Stability Taskforce) is underway to review each department/unit to determine needs and use that information to inform the development of the budget.
- Two college-wide town hall gatherings were recently held to provide general college updates and these types of meetings will continue to be held periodically.
- The State Auditor's Office recently completed accountability and financial statement audits and both audits were clean with no findings.

Return to Campus. Dr. Hickox reported efforts were continuing to increase access to the campus while adhering to the various health and safety guidelines, noting the distance requirement for classrooms is particularly challenging. The goal is to have a greatly increased mask-to-mask presence for Fall Quarter. The process of purchasing, acquiring, and installing the necessary technology is ongoing. Currently there is minimal staffing for all student-facing areas with the entrance monitored and daily logs required. Dr. Hickox also reported in-person Board meetings would require following the same protocols in force throughout the campus and, due to the size of the Board Room, an overflow room would be mandatory. The technology needed to enable remote attendance from the overflow room or any other location, is not yet available but is being assessed.

Scott Grant. Regarding the use of the MacKenzie Scott grant, Dr. Hickox reported information is being gathered and discussed around the projects in which the Board had expressed interest, i.e., Walla Walla promise scholarship, child care, agriculture programs, and supporting additional programs. Dr. Hickox also asked the Board to consider an "innovation fund" whereby a certain percentage or amount, at the Board's discretion, would be set aside annually to be used as determined by a representative panel of students, faculty, and employees based on college-wide input. The trustees indicated their support of the proposal.

Policy Governance.

➤ **First Read: WWCC Governance Commitment Policy.** Mr. Hernandez reviewed the First Read of the WWCC Governance Commitment Policy. By consensus, the Board agreed to have the policy on the agenda for the April Board meeting for approval.

➤ **For Discussion Only:**

○ **Emergency Succession Policy.** Mr. Hernandez reviewed the draft Emergency Succession Policy and the trustees discussed the need to ensure the Board was updated at least annually, or as needed, on the administrators selected by the President to serve. By consensus, the Board agreed to have the policy, with revisions around reporting, on the agenda for the April Board meeting for a First Read.

Student Government Association Activity Report

➤ **Walla Walla Campus.** Sarah Benimana, president of the Walla Walla Campus SGA, provided the following report:

- The SGA Administration Connect project, providing SGA leadership the opportunity to meet with and learn from the various College departments was very successful.
- SGA elections were underway.
- SGA held a drive-thru with free gifts and it was met with a great deal of enthusiasm by the students.

WWCC Foundation Update. Ms. Cook updated the Board on the WWCC Foundation's ongoing work, including:

- Exceeded its fundraising goal for 2020, with \$1,075,000 raised.
- Participated in the All In Washington matching program which resulted in the \$240,000 raised locally, being matched one-to-one by All In Washington.
- Year-to-date fundraising is ahead of the previous year.
- The Foundation Board of Governors is currently seeking RFPs from investment consultants / managers and hope to make a decision in May.

February Financial Report. Ms. Lauerman reviewed the financial report for the period ending February 28, 2021, eight months into the fiscal year, or approximately 68%, including:

- Operating Budget Reconciliation: Approved budget of \$30,584,000, of which \$28,900,000 was the operating portion, with no new allocations in February.
 - Received \$773,000 in GEER (Governor's Emergency Education Relief Plan) funding and reduced Operating Fees (Tuition) by \$722,000, for a final Operating Budget of \$29,143,884.
- Revenue
 - Total State Revenue at \$10,660,000 vs \$11,457,000 the previous year
 - Tuition and Other Revenue at \$6,060,000 vs \$7,140,000 the previous year
 - Total Revenue at \$16,717,000 vs \$19,700,000 the previous year, of which \$1,062,000 was from the use of Fund Balance and no Fund Balance has been used this year
- Expenditures by Category and by Function at \$15,500,000 vs \$18,427,000 the previous year
- Course / Program Fees
- Grants and Contracts

2021-22 Sabbatical Request. Dr. Hickox presented an application from Kristen Harvey, Mathematics instructor, for a one-quarter sabbatical for Fall Quarter 2021; noting her application had been unanimously recommended for approval by the Professional Development Committee and Dr. Hickox recommended approval by the Board.

Mr. Warren moved and Mr. Burt seconded to approve a one-quarter sabbatical for Kristen Harvey for Fall Quarter 2021. *Motion carried.*

Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status. The Board recessed to Executive Session at 11:35 a.m. to review the performance of probationary faculty relative to tenure status with an anticipated return time of 12:00 p.m. At 12:00 p.m., the Board returned to open session and Mr. Hernandez reported no action had been taken during the Executive Session.

Tenure.

➤ **Tenure Recommendations**

Mr. Burt moved and Mr. Warren seconded that the Board accept the recommendations of the Tenure Review Committee and of the President and approve granting tenure to: Dan Aschenbrenner, Welding Instructor, WSP; Dale Chapman, Digital Design Instructor, WSP; Melany Coronado, Nursing Instructor, Clarkston Campus; Paris Davis, Counselor; W. Paul Forney, Diesel Technology, WSP; Zachary Knappenberger, John Deere Instructor; and Wesley Maier, Criminal Justice Instructor.

Motion carried.

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

Mr. Burt moved and Ms. Liberty seconded that the Board accept the recommendations of the Tenure Review Committee and of the President and approve continued full-time probationary employment for the following faculty pursuing tenure: Justin Adams, BAS Applied Management and Entrepreneurship Instructor; Diana Griffin, Nursing Clinical Educator; Nicole McCauley, Business Instructor; Trina McCoon, Nursing Instructor; and Pamela Walton, Nursing Clinical Educator, Clarkston Campus. *Motion carried.*

Mr. Warren moved and Mr. Burt seconded to accept the recommendations of the Tenure Review Committee and of the President and approve extending the probationary period of Logan Higgins, Microbiology Instructor, until Winter Quarter 2022. *Motion carried.*

2021-22 ACT Board of Directors and Nomination Committee Positions. Mr. Hernandez reviewed a communication from the president of the Association of College Trustees (ACT) requesting trustees consider running for open ACT positions.

Board Reports / Remarks. None.

New and Unscheduled Business. Mr. Hernandez reopened the discussion on trustee recruitment reported on by Dr. Hickox as part of his President's Report earlier in the meeting. The recommendation was for two trustees to be involved in developing a list of potential applicants, interviews of the applicants, and prioritizing the top two or three to recommend to the Governor. Ms. Liberty and Mr. Burt volunteered to serve in this role.

Public Comment. None.

Adjournment.

Mr. Burt moved and Mr. Warren seconded to adjourn the meeting. *Motion carried.*

The meeting adjourned at 12:16 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Sergio Hernandez, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: April 22, 2021
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Below is an update capturing changes to college personnel in March 2021.

Appointments

Clark, Jessica – Vice President of Instruction

Separations

Lessard, Stephen – Custodian 2
Casali, Phil – Custodian 3, Clarkston
Kirkwood, Karen – FTF, Transitional Studies
Cobb, Sandy – Fiscal Analyst 1
Bennett, Brandy – Fiscal Technician 3

Changes

Cranston, Holly – Assistant Director of Career Services

Positions Currently Posted

BAS Agricultural Systems Instructor
CNC Instructor, WSP
Human Resource Generalist



Walla Walla Community College

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

DATE: April 22, 2021
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Interim Spring Quarter Enrollment Report

The corresponding tab provides a detailed data report for Spring Quarter 2021 and preceding years and quarters from 2017-2018.

- State-supported enrollment for Spring Quarter is reporting 1,393 FTE, a decline of 436 FTE or 23.8% from the **close** of Spring Quarter 2020.
- Contract enrollment is reporting 983 FTE, a decline of 33 FTE (3.2%) from the **close** of Spring Quarter 2020. Corrections education accounts for 727 FTE of contract enrollment, which is down 39 FTE from the **close** of Spring Quarter 2020.
- Self-support enrollment is reporting 25 FTE, which is up 17 FTE from the **close** of last Spring Quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 69 FTE, up 24 FTE from the **close** of last Spring Quarter.
- Running Start is reporting 206 FTE, down 4 FTE from the **close** of last Spring Quarter.
- Course enrollment by Intent:
 - Academic Transfer is reporting 529 FTE, down 176 FTE from last Winter Quarter.
 - Workforce Education is reporting 747 FTE, down 221 FTE from last Winter Quarter.
 - Basic Education for Adults is reporting 68 FTE, down 32 FTE from last Winter Quarter.
 - Pre-College is reporting 48 FTE, down 32 FTE from last Winter Quarter.
- All fund sources combined amount to 2,401 FTE, which is down 15.8% from last spring.

WWCC Enrollment Report for Spring 2021

As of April 20, 2021

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

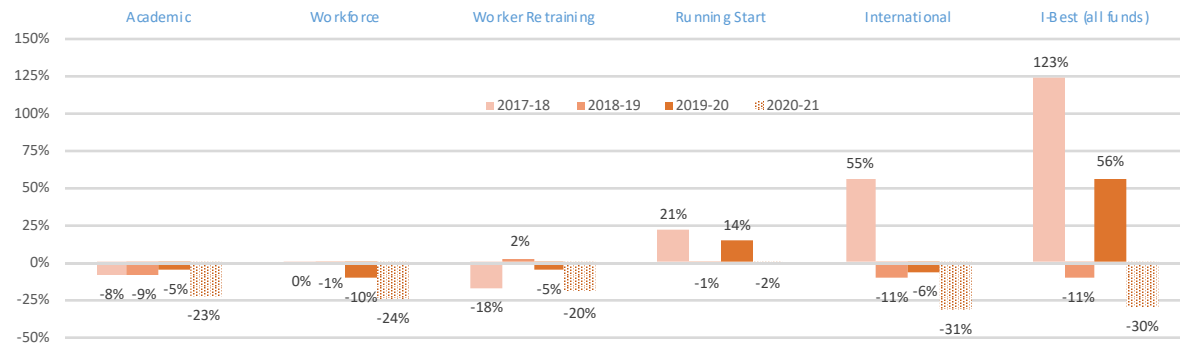
FTE by Funding Source

	2017-18				2018-19				2019-20				2020-21			
	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	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569	474	759	6	1,239
fall	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,277	1,362	75	3,714	1,662	1,033	48	2,743
winter	2,566	1,407	29	4,002	2,371	1,353	29	3,753	2,158	1,529	38	3,724	1,536	970	33	2,539
spring	2,402	1,381	19	3,802	2,199	1,341	40	3,580	1,829	1,016	8	2,853	1,393	983	25	2,401
Total	8,344	5,267	110	13,721	7,626	4,930	141	12,697	6,825	4,879	157	11,860	5,065	3,745	112	8,922
AAFTI	2,781	1,756	37	4,574	2,542	1,643	47	4,232	2,275	1,626	52	3,953	1,688	1,248	37	2,974
State Allocation Plan for 2020-21:													3,147	-46%		

Change to date

		Δ prev.yr.	Δ 3yrs.	3-yr avg. Δ
State	summer	-16%	-40%	-16%
	fall	-27%	-36%	-13%
	winter	-29%	-40%	-15%
	spring	-24%	-42%	-16%
	annual	-26%	-39%	-15%
Contract	summer	-22%	-30%	-10%
	fall	-24%	-26%	-9%
	winter	-37%	-31%	-9%
	spring	-3%	-29%	-10%
Self Support	summer	-83%	-79%	-18%
	fall	-36%	45%	34%
	winter	-13%	14%	6%
	spring	208%	32%	80%

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Source

Duplicative. Do not sum to totals		2017-18				2018-19				2019-20				2020-21			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	285	959	933	851	237	851	859	814	240	870	799	705	245	659	586	529
	Workforce	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,111	1,088	968	183	848	813	747
	Basic Ed. for Adults	130	310	344	292	117	165	229	168	61	140	135	76	25	54	57	68
	Pre-College	11	149	142	109	26	137	134	98	29	155	136	80	21	101	80	48
	Worker Retraining	154	312	371	354	93	380	379	366	102	352	361	342	98	271	306	253
	I-Best**		35	38	29		30	21	47		44	26	33	11	15	24	22
	BAS						3	7	9	4	49	49	45	5	61	65	69
	International	11	20	23	22	8	20	19	21	4	19	23	18	6	14	11	13
	Contract																
	DOC	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,074	1,244	766	748	779	726	727
	Running Start		211	200	181		199	202	183		232	234	202		229	221	206
	Alternative HS		85	95	97		97	93	86		9	42	28		1	19	17
	College in HS		19		12		14		10			3	10			1	7
I-Best**	82	73	98	46	63	60	70	68	123	95	165	74	101	94	59	65	

Full-time Equivalent (FTE) enrollments are an analytical measurement of student activity across the term, equal to 15 quarterly or 45 annual credits, and may not match billing requirements for all programs.

*Based on intent of the course as defined by CIP. Does not equate to department or college organizational structures.

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

Walla Walla Community College Board of Trustees
2021 Presidential Evaluation of Dr. Chad Hickox

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

1. To Be Mission Driven

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

Comments:

2. To Strengthen Diversity, Equity, and Inclusion

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

Comments:

3. To Strategically Manage Student Enrollment and Retention

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

Comments:

4. To Ensure Financial Soundness of the Institution

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

Comments:

5. To Evaluate and Respond Continually to Community Needs

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

Comments:

6. To Nurture, Expand, and Leverage WWCC's Presence and Partnerships

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

Comments:

7. To Manage and Address Risks (such as Covid, Data Breaches, Safety & Security, Succession Planning, etc.)

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

Comments:

8. To Develop a Collaborative Strategic Planning Process

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

Comments:

9. Leads With a Clear Organizational Chart and Reporting Structure

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

Comments:

10. Leads With Advocacy for Student Interests and Needs

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

Comments:

11. Leads With Meaningful and Transparent Communication

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

Comments:

12. Leads As a Dynamic and Politically Astute Relationship and Team Builder

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

Comments:

13. Leads As a Transparent and Collaborative Leader

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

Comments:

Additional Comments

_____, Trustee _____ (date)

_____, Trustee _____ (date)

_____, Trustee _____ (date)

_____, Trustee _____ (date)

_____, Trustee _____ (date)

_____, President _____ (date)

**INTERAGENCY AGREEMENT
BETWEEN
THE WASHINGTON STATE
OFFICE OF FINANCIAL MANAGEMENT
AND
WALLA WALLA COMMUNITY COLLEGE**

PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the Office of Financial Management, State Human Resources, Labor Relations Section (OFM) and Walla Walla Community College (WWCC) pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE

The purpose of this Agreement is to set forth the terms of agreement whereby OFM will conduct contract negotiations for collective bargaining agreements on behalf of WWCC, as outlined in Chapter 41.80.010 RCW for civil service employees.

STATEMENT OF WORK

1. WWCC, by electing to have OFM conduct their contract negotiations, delegates the authority to OFM to act as their sole and exclusive agent for the purpose of negotiating agreements or contracts to be entered into by and between the labor organization and WWCC. Each institution of higher education, in coordination with all participating institutions of higher education, will designate the membership of the negotiating team that will work with OFM.
2. OFM will provide the following types of services related to this Agreement:
 - a. Conduct pre-negotiation sessions with representatives of the institutions of higher education in preparation for collective bargaining contract negotiations. The institutions of higher education's representatives will participate in pre-negotiation meetings to identify bargaining issues, develop concepts, and contract proposals. OFM will coordinate the meetings with WWCC's designated point of contact.
 - b. Provide training on negotiations to the institutions of higher education's negotiating team members prior to the beginning of contract negotiations.
 - c. Lead and conduct contract negotiations on behalf of WWCC in close coordination with the higher education negotiating team and will continue negotiations until a bargaining agreement is reached between the institutions of higher education and the labor organization.
 - d. Provide "train the trainer" support to OFM staff on the terms of the executed contract after the conclusion of the labor negotiations. OFM will provide support to WWCC in updating the supervisor training.
 - e. Provide a point of contact to WWCC's human resource staff to address matters related to contract language interpretation, intent and contract administration.
 - f. Respond to all demands to bargain and lead bargaining until an agreement is reached.

PERIOD OF PERFORMANCE

This Agreement shall become effective on July 1, 2021 and will end on June 30, 2025, unless terminated sooner or extended by mutual agreement.

DATA EXCHANGE AND RETRIEVAL

WWCC will be required to provide any and all information supporting or pertaining to the negotiation of labor agreements. The source for information will be payroll and human resource data for WWCC processed with the Washington State Board for Community and Technical Colleges (SBCTC). A separate agreement has been executed between OFM and SBCTC to establish the terms for the data transmission and data security. In the event OFM needs additional information, institutions will be expected to provide current and accurate data according to the requested timeframe. Any confidential information received by OFM from WWCC shall remain confidential to the extent provided by law. All data received by OFM will be used solely for the purpose of evaluating and identifying the fiscal impact of negotiations and budget development.

COMPENSATION

1. WWCC shall reimburse OFM for services based on a percentage of the represented employee salary base. Currently the percent is .17 percent of the represented classified salary base. This amount may need to be adjusted according to actual workload. The base billing data will be taken from the data used to create the fiscal projections for the negotiations (OFM Compensation Impact Model, CIM).
2. WWCC shall reimburse OFM for any travel expenses incurred during contract negotiations on behalf of WWCC. Such expenses shall be limited to the current State travel reimbursement rates. OFM will invoice for expenses by providing a detailed breakdown of travel expenses.
3. WWCC shall reimburse OFM for travel expenses incurred for consultative and contract administration provided outside the Olympia area after contract negotiations are completed. Such expenses shall be limited to the current State travel reimbursement rates. OFM will invoice for expenses by providing a detailed breakdown of those travel expenses.

INVOICING AND PAYMENT

1. WWCC shall submit payment under this Agreement on a quarterly basis.

2. OFM shall submit invoices to the attention of:

Sherry Hartford, Vice President of Human Resources
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362-9267

3. Payment shall be made either by electronic funds transfer to OFM or by warrant mailed to:

Office of Financial Management
Attention: Accounts Receivable
P.O. Box 43113
Olympia, WA 98504-3113

RECORDS MAINTENANCE

1. The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of parties, other personnel duly authorized by either party, the Office of the State Auditor (OSA), and federal officials so authorized by law. All books, records, documents and other material relevant to this Agreement will be retained for six (6) years after expiration and OSA, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

MANAGEMENT

- 1. The Contract Manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this contract.

The Contract Manager for OFM is: Angie Gill, Compensation Policy and Planning Manager
angie.gill@ofm.wa.gov, (360) 407-4117.

The Contract Manager for WWCC is: Sherry Hartford, Vice President of Human Resources
sherry.hartford@wwcc.edu, (509) 527-4382

- 2. WWCC also agrees to designate Julie Huss, Director of Human Resources, SBCTC to be the coordinator between all community colleges and the OFM.
- 3. Matters relating to data processing, data exchange or data security are the responsibility of the OFM Chief Information Officer or their designee.

DISPUTES

In the event that a dispute arises under this Agreement, resolution shall be determined by a three-member Dispute Board. The membership of the Board will consist of a designated representative from WWCC, a representative from OFM, and a third member mutually agreed upon by the two members. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party's contract manager. In the event of termination of this Agreement, the terminating party shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

AGREEMENT CHANGES, MOOIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

EXECUTION

We, the undersigned, agree to the terms of the foregoing Agreement.

WALLA WALLA COMMUNITY COLLEGE

OFFICE OF FINANCIAL MANAGEMENT

Chad E. Hickox

Bonnie Lindstrom

President

Contracts Administrator

Title

Date

Title

Date

**Walla Walla Community College
2021 – 2023 Strategic Plan
Goals and Objectives**

Goal 1: WWCC will provide high-quality pathways for education and training for all students to meet the needs of our communities.

Objective 1: The college will prioritize equity and accessibility across all instructional modalities and campuses, as well as identify gaps to increase access and improve outcomes for underserved communities.

Objective 2: The college will increase student recruitment, retention, completion, and transition (assisting students with transition from basic education for adults, transfer for further study, and college-to-career preparedness and placement).

Objective 3: The college will explore and develop pathways, programs and training that are relevant to the current and future needs of students and the communities we serve.

Goal 2: WWCC will be a fiscally sustainable organization.

Objective 1: The college will continue to develop and prioritize effective outreach, marketing, and recruitment to increase enrollment.

Objective 2: The college will implement a financial decision-making process that optimizes and prioritizes equitable allocation of resources and creates a transparency in developing and managing budgets, that builds understanding, trust, and that facilitates communications among all stakeholders.

Objective 3: The college will develop and use resources, both personnel and financial, to support its strategic directions and increase efficiencies while generating additional revenue to meet the needs of the communities we serve.

Goal 3: WWCC will be welcoming, inclusive, supportive of, and responsive to all communities we serve.

Objective 1: The college will create an equitable environment where all people associated with WWCC, but especially historically underserved individuals and groups, feel heard, valued and supported.

Objective 2: The college will foster trust and inclusiveness in equitable decision-making, utilizing participatory governance and transparent communication across all campuses and communities.

Objective 3: The college will work with community partners (industries, employers, other education providers, and non-profits) to develop and grow pathways and programs to increase educational attainment and to enhance regional economic viability.

Objective 4: The college will be a respected voice in critical conversations in the communities we serve.

**Walla Walla Community College
Board of Trustees Policy
Governance Process: Policy Governance Commitment
Policy Number: 1250**

The Board of Trustees is committed to governing Walla Walla Community College by means of a policy governance model. As representatives for the citizens of College District No. 20, the Board is responsible for formulating strategic, values-based policies so that Walla Walla Community College has guidelines within which to act. The Board further maintains oversight to assure that administrative action occurs within the context of established policy and identified outcomes.

The Board of Trustees will work to ensure that Walla Walla Community College achieves the appropriate results, at an appropriate cost, to advance the college vision, mission, core values, and strategic direction.

The Board will govern by policy. It will establish appropriate ends policies and executive direction policies and ensure that accountability measures are clearly identified and reported on a frequency and method chosen by the board.

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Emergency Succession
Policy Number: 1004

The Board and President shall periodically review and discuss an emergency presidential succession plan. The purpose of the plan is to ensure the president’s duties in organizational leadership, program development, program administration, operations, board of trustee relations, financial operations, resource development, and community presence are performed during a significant absence.

In order to protect the Board from the sudden loss of presidential services, the President shall have at least two other executives familiar with board and presidential matters and processes in the event of a sudden loss of presidential services.

~~The President shall routinely furnish the board with the name(s) and title(s) of the executive(s) familiar with board and presidential matters and processes. As necessary, as determined by the President, and no less than annually during the fall quarter of each academic year, the President shall furnish the Board with the names and titles of the college administrators familiar with the board and presidential matters and processes.~~

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: December 19, 2018

Last Reviewed/Revised: _____

Financial Presentation

March 31, 2021

Board of Trustees Meeting
April 28, 2021



Presentation Summary

Today's review includes operating results for year to date ending, March 31, 2021.

- Operating Budget Reconciliation
- Revenue
- Expenditures; by category and function
- Course/Program Fees
- Grants & Contracts Summary
- Questions



Operating Budget Reconciliation

Approved 2020-2021 Operating Budget	\$28,990,514
Approved 2020-2021 Course/Program Fees Budget	1,593,486
Approved 2020-2021 Operating Budget	\$30,584,000

Operating Budget

Approved 2020-2021 Operating Budget Spending	\$28,990,514	
Allocation 1-Workforce Dev. Project	45,000	} 153,370
Allocation 2-Goldstar Families	3,489	
Allocation 3-GEER Funding	773,439	
Operating Fees (Tuition) Revised	-722,552	
Allocation 4-Reduction to Centers of Excellence funding	-1,500	
Allocation 4-Worker Retraining increase	51,250	
Allocation 5-Homeless College Student funding to Puget Sound	-7,000	
Allocation True-up (Internal)	11,244	
Updated 2020-2021 Operating Budget Spending	\$29,143,884	

Revenue

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$15,270,013	52%	\$10,139,316	66%	\$11,521,944	66%	-\$1,382,628	-12%
Opportunity Grant	461,412	2%	346,645	75%	383,704	83%	-37,059	-10%
GEER Funding	773,439	3%	475,040	61%	-	-	475,040	-
Worker Retraining	1,838,073	6%	1,268,287	69%	1,209,141	61%	59,146	5%
Total State Revenue	\$18,342,937	63%	\$12,229,288	67%	\$13,114,788	66%	-\$885,500	-7%
Tuition & Other Revenue								
Tuition	\$6,237,448	21%	\$5,398,002	87%	\$6,783,927	105%	-\$1,385,925	-20%
Student Fees/Other Misc Rev	883,499	3%	607,824	69%	825,194	108%	-217,370	-26%
Open Doors Program	300,000	1%	198,119	66%	175,208	25%	22,911	13%
Running Start	1,700,000	6%	1,157,721	68%	1,172,643	78%	-14,922	-1%
Foundation Support	200,000	1%	150,000	75%	150,000	75%	-	0%
Grants and Contracts - Indirect	990,000	3%	682,644	69%	461,828	69%	220,817	48%
Community Service	340,000	1%	168,064	49%	187,588	63%	-19,524	-10%
Ancillary Programs	150,000	1%	26,635	18%	102,441	59%	-75,806	-74%
Total Tuition & Other Revenue	\$10,800,947	37%	\$8,389,010	78%	\$9,858,829	31%	-\$1,469,819	-15%
Use of Fund Balance	\$0	0%	\$0		\$1,194,888	75%	-\$1,194,888	-100%
TOTAL REVENUE	\$29,143,884	100%	\$20,618,297	71%	\$24,168,505	75%	-\$3,550,208	-15%

Expenditures, *by Category*

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$17,468,224	60%	\$11,203,461	64%	\$13,420,540	68%	-\$2,217,079	-17%
Benefits	6,106,307	21%	\$4,156,408	68%	\$4,670,551	69%	-514,143	-11%
Rents	38,960	0%	\$26,324	68%	\$79,031	150%	-52,707	-67%
Utilities	899,188	3%	\$546,116	61%	\$543,032	61%	3,083	1%
Goods and Services	2,703,656	9%	\$1,197,199	44%	\$1,355,536	55%	-158,337	-12%
Travel	37,500	0%	\$1,039	3%	\$82,685	29%	-81,646	-99%
Equipment	300,069	1%	\$75,489	25%	\$115,439	30%	-39,950	-35%
Fin Aid, Debt Service, Transfers*	1,589,980	5%	\$891,677	56%	\$852,579	54%	39,097	5%
TOTAL EXPENSE	<u>\$29,143,884</u>	<u>100%</u>	<u>\$18,097,712</u>	<u>62%</u>	<u>\$21,119,393</u>	<u>66%</u>	<u>-\$3,021,681</u>	<u>-14%</u>

Expenditures, *by Function*

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$11,581,177	40%	\$6,938,901	60%	\$8,350,915	61%	-\$1,412,014	-17%
Community Service	340,002	1%	\$107,262	32%	\$202,868	68%	-95,606	-47%
Instructional Computing	204,989	1%	\$215,603	105%	\$245,410	97%	-29,807	-12%
Ancillary Programs	150,000	1%	\$70,511	47%	\$120,134	69%	-49,623	-41%
Academic Administration	2,655,629	9%	\$1,853,504	70%	\$2,159,341	77%	-305,838	-14%
Library Services	559,527	2%	\$383,080	68%	\$493,645	71%	-110,565	-22%
Student Services	4,019,483	14%	\$2,685,483	67%	\$2,935,746	66%	-250,263	-9%
Institutional Support	6,356,720	22%	\$3,689,332	58%	\$4,116,149	65%	-426,817	-10%
Facility Services	3,276,357	11%	\$2,154,037	66%	\$2,495,185	73%	-341,148	-14%
TOTAL EXPENSE	\$29,143,884	100%	\$18,097,712	62%	\$21,119,393	66%	-\$3,021,681	-14%

Course/Program Fees

	2020-2021 Adopted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals		Difference over Prior Year	% Change YOY
Course/Program Fee Revenue	\$1,593,486	100%	\$1,202,290	75%	1,487,213	99%	-\$284,923	-19%
Course/Program Fee Expense	\$1,593,486	100%	<u>\$498,360</u>	31%	<u>670,886</u>	45%	<u>-\$172,526</u>	-26%
Totals			<u>\$703,930</u>		<u>\$816,327</u>		<u>-\$112,397</u>	

Grants & Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$0	\$7,158,967	\$5,185,629	72%
State Funded Grants	\$0	2,308,340	1,151,587	50%
Federal Funded Grants	\$208,620	6,736,213	1,326,408	20%
Private Funded Grants	\$25,000	445,854	174,918	39%
Fiscal Agent Grants	\$195,970	1,025,905	571,712	56%
TOTAL GRANTS & CONTRACTS	<u>\$429,590</u>	<u>\$17,675,279</u>	<u>\$8,410,254</u>	<u>48%</u>

Federal: Additional CRRSAA award

Private: College Spark grant

Fiscal: Bonneville Power Administration grant

Questions ?
