



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Wednesday | January 26, 2022 | 9:30 a.m.

***Please note:** To comply with Governor Inslee’s Proclamation temporarily suspending the Open Public Meetings act, public attendance will be virtual only. To connect to the Wednesday, January 26, 2022 Board Meeting, go to ZOOM: <https://wwcc-edu.zoom.us/j/84331525489> or dial-in: 253/215-8782. If you wish to address the Board during Public Comment, please sign up in the chat with your name and whether you are faculty, staff, student, or a community member. You will be called on individually; we ask that you keep your comments within the three-minute limit; and to remember this is intended for Public Comment – not for questions and answers.

Study Session

All Times are Estimates

9:30 a.m. Call to Order
Mr. Bill Warren, Chair

Approval of Agenda **Action**
Mr. Warren

9:35 a.m. Strategic Plan from an EDI Perspective **Discuss**
Ms. Margarita Banderas

10:20 a.m. Break

Board Meeting

All Times are Estimates

10:30 a.m. Board Meeting Resumes

10:30 a.m. Consent Agenda **Action**
Mr. Warren
1. December 22, 2021 Board Meeting Minutes **Tab 1**
2. Personnel Update **Tab 2**

10:35 a.m. President's Report **Discuss**
Dr. Chad Hickox

10:50 a.m. Student Government Association Activity Report **Discuss**
➤ **Clarkston Campus**
Ms. Sheila Flowers

11:00 a.m. Faculty Senate Update **Discuss**
Mr. Chris Mehl

11:10 a.m.	Interim Winter Quarter Enrollment Report <i>Dr. Nick Velluzzi</i>	Discuss	Tab 3
11:20 a.m.	December Financial Report <i>Ms. Peggy Lauerman</i>	Discuss	Tab 4
11:30 a.m.	Board Reports / Remarks	Discuss	
11:40 a.m.	Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status		
12:00 p.m.	Tenure Review Committee Recommendation <i>Dr. Hickox</i>	Possible Action	Tab 5
12:05 p.m.	New and Unscheduled Business	Discuss	
12:15 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>	Discuss	
12:30 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, December 22, 2021 in the Water & Environmental Center and via Zoom. Mr. Bill Warren called the meeting to order at 9:33 a.m.

Trustees present: Mr. Bill Warren, Chair
Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Tara Leer
Ms. Michelle Liberty

Administrators present: Dr. Chad Hickox, President
Dr. Jess Clark, Vice President, Instruction
Ms. Jessica Cook, Executive Director, Foundation
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Mr. Brent Caulk, Dean, Corrections Education, WSP
Dr. Karl Easttorp, Director, Marketing & Communications
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal Justice, Early Childhood & Parenting Education, and Human & Social Services
Ms. Jacquelyn Ray, Director, Library Services
Ms. Jennifer Vaughn, Interim Dean, Transitional Studies

Also present: Dr. Lisa Chamberlin, ctcLink Project Manager/Organizational Change Manager
Mr. Steven Foster, AAG
Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Ms. Cindy Walker, Assistant Dean, Workforce Education

Approval of Agenda.

Mr. Hernandez moved and Mr. Burt seconded to approve the agenda for the December 22, 2021 Board of Trustees meeting as presented. *Motion carried.*

Educational Attainment, Philanthropy, and Promise Scholarship Concept. Ms. Jessica Cook, Executive Director of the Foundation presented on the Foundation's work and how it relates to the college engaging in the concept of a promise scholarship. Promise scholarships made a promise to provide tuition-free education that is focused on high-need populations with enhanced outreach and intensive wrap-around support. It was shared that the Foundation's annual fundraising brings in upwards of one million dollars and provides over \$1,200,000 in annual college support, which is increased by \$600,000 annually with the Scott Fund distribution. In looking towards opportunity for growth and future opportunities, the Foundation is poised to continue to grow an equity lens in both fundraising and awarding endeavors while embarking on a comprehensive, large-scale campaign to fund student success and extend efforts to secure federal/state funding on behalf of the college, in addition to providing philanthropic gifts to fund programmatic excellence.

Consent Agenda. A brief discussion ensued which resulted in an amendment to item #5 of the Consent Agenda – 2022 Board of Trustees Meeting Schedule – the December 2022 meeting was changed from December 28 to December 21, 2022.

Mr. Hernandez moved and Ms. Leer seconded that the amended consent agenda items be approved or accepted, as appropriate:
1) November 22, 2021 Board Meeting Minutes, 2) December 1, 2021 Special Board Meeting Minutes, 3) Personnel Update, 4) Interim Fall Quarter Enrollment Report, and 5) 2022 Board of Trustees Meeting Schedule. *Motion carried.*

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

- Masking at athletic events continues to be a challenge. Recently at the Crossover Tournament that was held on our campus, attendees were met at the door to ensure masks were being worn by all, however upon entering the stands, roughly 25% of attendees had promptly removed their masks. Rounds were made in the stands to encourage folks to put masks on, however masks were once again removed. This behavior will be revisited during the first league games that will occur in January and at that time we will determine how to move forward. It is important to have fans in attendance and to engage the community, however it is also important to be cognizant of COVID 19 and the challenges each variant brings. The college is entrusted to keep people safe when they are on our campus, so the situation is being monitored closely and the Board will be kept apprised should there be a need for change in policy or restrictions on attendance.
- Work on ctLink continues as the college moves into User Acceptance Testing (UAT). The latest UAT had only one failure out of 324 tests, which is a testament to the very high quality of information and processes that have been mapped out and input. While there is still a long way to go, our employees are doing a fantastic job making progress.

- WWCC, in partner with the Port of Walla Walla, the City of Walla Walla, the City of College Place, and Walla Walla University, were recently notified that the funding proposal for the EDA Build Back Better grant had not been advanced to the next round. Despite the setback, WWCC is continuing to look for new ways to fund the ideas presented, in addition to developing new ideas in collaboration with those entities and partnerships that were developed as we engaged in the grant application process.
- Initial winter quarter enrollment numbers compared to winter 2021 are down slightly less than 4%, a change from a week ago where we were down about 7%. The trend is moving in the right direction as Enrollment Services and Student Success Center Advisors continue to diligently work through their lists of students. As the start of winter quarter moves closer, due to challenges brought on by the pandemic and ensuing mandates, some flexibility has been built into existing deadlines. We are doing everything we can to reduce barriers faced at entry, and compared to other colleges around the system, we're doing a remarkable job.
- Our first annual report in reference to the MacKenzie Scott funds is due December 24. The report is very narrative in nature and is to include audited financial statements, our operating budget, and a small visual representation of our students. As gathered from the discussions today, a general mention of the college's interest in using Scott funds to pursue the path of a promise scholarship will be inserted in the report.
- Discussion surrounding holding an Educational Attainment Summit with various members of local community Boards of Trustees has been ongoing. The timeline is adjusting somewhat, we are looking into moving it to late January as we secure additional data and determine attendees. WWCC's Board members will need to determine who will be WWCC's representatives.

AHE Update. None.

New Trustee Orientation / Transforming Lives Award. Dr. Hickox discussed the upcoming ACT meetings that will be held on January 24 and 25 in Olympia. At this point, there is not a virtual option available. WWCC's TLA nominee was not selected as a finalist, however all nominees are invited to attend the award ceremony. At this time, Chad, Bill, Tara and Tim have committed to attending.

Board Reports / Remarks. There was discussion on the following items:

- Holding meet and greets with faculty in reference to the tenure process. A decision was made to hold an informal meet and greet for faculty involved in the tenure process. Walla Walla faculty would be hosted immediately following the January Board meeting and Clarkston faculty immediately following the February Board meeting that will be held on the Clarkston campus.
- Selection of the January study session topic. It was determined that Ms. Margarita Banderas would be invited to present on the topic of EDI in relation to the college's strategic plan.

- Employee accolades during the pandemic. Options for Trustee engagement included having one or two Trustees attend employee celebrations or have them write notes of thanks to show their appreciation.

New and Unscheduled Business. In order to assist in the selection of study session topics, Trustees were asked to compile a list of suggested study session topics and provide the list to Mr. Warren and Dr. Hickox.

Public Comment. None.

Adjournment. The meeting adjourned at 12:03 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Bill Warren, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: January 20, 2022
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in December 2021.

New Hires:

Lujan, Hector – Librarian
Lujan, John – Advisor (part-time), TRiO
Barker, Alandra – Program Assistant, Office of Admissions and Records
Moore, Kelly – Administrative Assistant 3, ctLink and Faculty Workload
Garcia, Nereida – Human Resource Consultant 2
Benson, Cris – Human Resource consultant 2

Separations:

Speer, Chelsie – FTF, Arts & Sciences
Jardin, Susan – Program Specialist 2, Transitional Studies
Evans, Sebastian – Administrative Assistant 3, Foundation
Sachs, Julianne – FTF, Arts & Sciences
Bennett, Evan – FTF, Workforce
Zilliox, Emily – Program Assistant, Financial Aid

Changes:

Henderson, Katina – Program Coordinator, WSP
Baker, James – Program Assistant, Enrollment Services
Mayberry, Patty – Fiscal Analyst 1

Full-Time Positions Currently Posted

Chemistry Instructor
Dean of Access and Opportunity
Dean of Nursing and Allied Health
Director, Campus Security and EHS
Director, Center for Integrated Learning
Disability Support Services Coordinator
Education Technologist
Fiscal Technician 3
Head Volleyball Coach/Academic Advisor
Librarian – Discovery and Systems (Tenure Track)
Librarian – Open Educational Resource (Tenure Track)
Nursing Instructors for Walla Walla and Clarkston
Outreach Coordinator
Sociology Instructor
Turfgrass and Irrigation Management Instructor



Walla Walla Community College

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DATE: January 19, 2022
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Winter Quarter Enrollment

The corresponding tab provides an enrollment report for Winter Quarter 2022.

- State-supported enrollment for winter quarter is reporting 1,543 FTE, a decline of 6 FTE (less than .5%) from the **close** of winter 2021.
- Contract enrollment is reporting 785 FTE, a decline of 237 FTE (23%) from the **close** of winter 2021. Corrections education is reporting 550 FTE, down 228 FTE from 778 FTE at the close of last winter. Contract enrollment should increase as correction enrolls more students in the coming weeks.
- Self-support enrollment is reporting 42 FTE, which is up 9 FTE from the **close** of last winter quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 87 FTE, up 22 FTE from 65 FTE at the **close** of last winter quarter.
- Running Start is reporting 216 FTE, down 5 FTE from the **close** of last winter quarter.
- Total enrollment is currently 2370 FTE, down 233 FTE or 8.9% from the close of winter 2021.

FTE by Funding Source

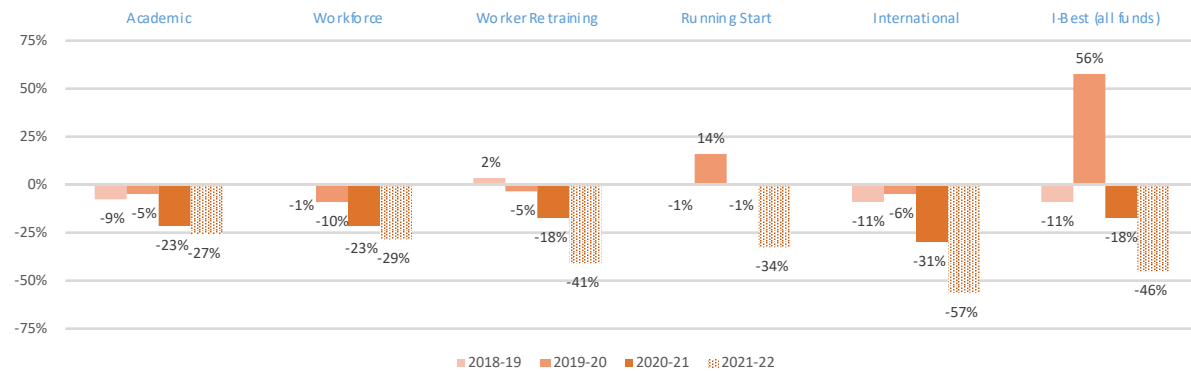
	2018-19				2019-20				2020-21				2021-22			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	689	889	41	1,619	561	972	36	1,569	474	759	6	1,239	375	845	16	1,236
fall	2,367	1,347	31	3,745	2,277	1,362	75	3,714	1,662	1,033	48	2,743	1,666	1,231	59	2,956
winter	2,371	1,353	29	3,753	2,158	1,529	38	3,724	1,549	1,022	33	2,603	1,543	785	42	2,370
spring	2,199	1,341	40	3,580	1,829	1,016	8	2,853	1,403	1,156	25	2,584				
Total	7,626	4,930	141	12,697	6,825	4,879	157	11,860	5,088	3,970	112	9,169	3,584	2,861	117	6,562
AAFTI	2,542	1,643	47	4,232	2,275	1,626	52	3,953	1,696	1,323	37	3,056	1,195	954	39	2,187

Three-year average: 2,171
 State Allocation Plan for 2021-22: 3,157 (-31%)

Change to date

		Δ prev.yr.	Δ 3yrs.	3-yr avg. Δ
State	summer	-21%	-46%	-18%
	fall	0%	-30%	-10%
	winter	0%	-35%	-13%
	spring			
	annual			
Contract	summer	11%	-5%	0%
	fall	19%	-9%	-1%
	winter	-23%	-42%	-14%
	spring			
Self Support	summer	167%	-61%	24%
	fall	23%	92%	44%
	winter	27%	45%	15%
	spring			

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Source

Duplicative. Do not sum to totals		2018-19				2019-20				2020-21				2021-22			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	237	851	859	814	240	870	799	705	245	659	588	531	184	701	594	
	Workforce	309	1,214	1,148	1,119	232	1,111	1,088	968	183	848	823	760	160	844	844	
	Basic Ed. for Adults	117	165	229	168	61	140	135	76	25	54	57	63	22	72	58	
	Pre-College	26	137	134	98	29	155	136	80	21	101	80	48	9	48	49	
	Worker Retraining	93	380	379	366	102	352	361	342	98	271	304	278	80	259	219	
	I-Best**		30	21	47		44	26	33	11	15	24	22	9	27	48	
	BAS		3	7	9	4	49	49	45	5	61	65	70	22	79	87	
	International	8	20	19	21	4	19	23	18	6	14	11	13	2	9	8	
	Contract																
DOC	888	1,018	1,052	1,056	972	1,074	1,244	766	748	779	778	887	835	978	550		
Running Start		199	202	183		232	234	202		229	221	211		221	216		
Alternative HS		97	93	86		9	42	28		1	18	23		5	7		
College in HS		14		10			3	10			1	8			1		
I-Best**	63	60	70	68	123	95	165	74	101	101	94	93	69	57	39		

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.

Financial Presentation December 31, 2021

Board of Trustees Meeting
January 26, 2022



Presentation Summary

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

- Operating Budget Reconciliation
- Revenue
- Expenditures; by category and function
- Course/Program Fees
- Grants & Contracts
- Budget Process Review FY2023



Operating Budget Reconciliation

Approved 2021-2022 Operating Budget	\$32,353,217
Approved 2021-2022 Course/Program Fees Budget	1,328,002
Approved 2021-2022 Operating Budget	\$33,681,219

Operating Budget

Approved 2021-2022 Operating Budget Spending	\$32,353,217	
Allocation 1 - Equity & Access (SB 5194)	195,000	} 445,886
Allocation 1 - Diversity Bill (SB 5227)	53,051	
Allocation 1 - Menstrual Products (ESHB 1273)	5,359	
Allocation 2 - Homeless College Students Assistance	91,104	
Allocation 2 - Student Assistance Grant - WEIA	100,000	
Allocation 2 - Goldstar Families	3,150	
Allocation 4 - Center of Excellence	-1,778	
Updated 2021-2022 Operating Budget Spending	\$32,799,103	

Revenue

	2021-2022 Adjusted Budget	% of Total	2021-2022 YTD Actuals	% of Budget	2020-2021 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$18,963,618	58%	\$8,237,148	43%	\$6,492,012	43%	\$1,745,136	27%
Opportunity Grant	461,362	1%	167,467	36%	210,543	46%	-43,076	-20%
Worker Retraining	1,766,323	5%	683,180	39%	738,977	40%	-55,797	-8%
Total State Revenue	\$21,191,303	65%	\$9,087,795	43%	\$7,717,258	42%	\$1,370,537	18%
Operating Fee & Other Revenue								
Operating Fee	\$6,100,000	19%	\$3,798,489	62%	\$3,673,870	59%	\$124,618	3%
Student Fees/Other Misc Rev	365,748	1%	381,261	104%	421,096	48%	-39,836	-9%
Open Doors Program	250,000	1%	14,201	6%	128,721	43%	-114,521	-89%
Running Start	1,700,000	5%	562,525	33%	584,583	34%	-22,058	-4%
Foundation Support	200,000	1%	50,000	25%	100,000	50%	-50,000	-50%
Grants and Contracts - Indirect	1,000,000	3%	352,041	35%	434,421	44%	-82,380	-19%
Community Service	181,780	1%	166,719	92%	102,865	30%	63,854	62%
Ancillary Programs	150,000	0%	34,369	23%	28,649	19%	5,721	20%
Total Tuition & Other Revenue	\$9,947,528	30%	\$5,359,605	54%	\$5,474,206	19%	-\$114,601	-2%
Use of Fund Balance (ctcLink)	\$1,045,000	3%	\$686,341	2%	\$0		\$686,341	0%
CRSSAA/ARPA Funding	\$615,272	2%	\$0	0%	\$0	52%	\$0	0%
TOTAL REVENUE	\$32,799,103	100%	\$15,133,741	46%	\$13,191,464	45%	\$1,942,277	15%

Expenditures, *by Category*

	2021-2022 Adjusted Budget	% of Total	2021-2022 YTD Actuals	% of Budget	2020-2021 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$19,855,764	61%	\$7,626,648	38%	\$6,957,098	40%	\$669,550	10%
Benefits	6,674,033	20%	2,569,511	39%	2,646,524	43%	-77,013	-3%
Rents	40,460	0%	21,058	52%	12,480	32%	8,578	69%
Utilities	899,188	3%	359,260	40%	255,200	28%	104,060	41%
Goods and Services	2,947,029	9%	1,193,972	41%	789,587	29%	404,384	51%
Travel	106,095	0%	9,199	9%	1,859	5%	7,340	395%
Equipment	306,591	1%	130,595	43%	40,917	14%	89,678	219%
Fin Aid, Debt Service, Transfer	1,721,892	5%	442,323	26%	535,255	34%	-92,932	-17%
<i>Equity&Access/Diversity Bill</i>	<u>248,051</u>	1%	<u>0</u>	0%	<u>0</u>	0%	<u>0</u>	0%
TOTAL EXPENSE	<u>\$32,799,103</u>	100%	<u>\$12,352,564</u>	38%	<u>\$11,238,920</u>	39%	<u>\$1,113,644</u>	10%

Expenditures, *by Function*

	2021-2022 Adjusted Budget	% of Total	2021-2022 YTD Actuals	% of Budget	2020-2021 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$11,993,973	37%	\$4,204,456	35%	\$4,178,818	36%	\$25,638	1%
Community Service	181,782	1%	98,420	54%	56,349	17%	42,072	75%
Instructional Computing	320,900	1%	176,474	55%	145,743	73%	30,731	21%
Ancillary Programs	150,000	0%	48,168	32%	41,619	28%	6,548	16%
Academic Administration	2,670,161	8%	1,202,782	45%	1,209,505	46%	-6,723	-1%
Library Services	616,074	2%	246,600	40%	271,262	48%	-24,662	-9%
Student Services	4,741,470	14%	1,632,771	34%	1,690,514	42%	-57,743	-3%
Institutional Support	8,435,786	26%	3,235,191	38%	2,334,809	36%	900,382	39%
Facility Services	3,440,906	10%	1,507,702	44%	1,310,301	40%	197,401	15%
<i>Equity&Access/Diversity Bill</i>	<u>248,051</u>	1%	<u>0</u>	0%	<u>0</u>	0%	<u>0</u>	0%
TOTAL EXPENSE	<u>\$32,799,103</u>	100%	<u>\$12,352,564</u>	38%	<u>\$11,238,920</u>	39%	<u>\$1,113,644</u>	10%

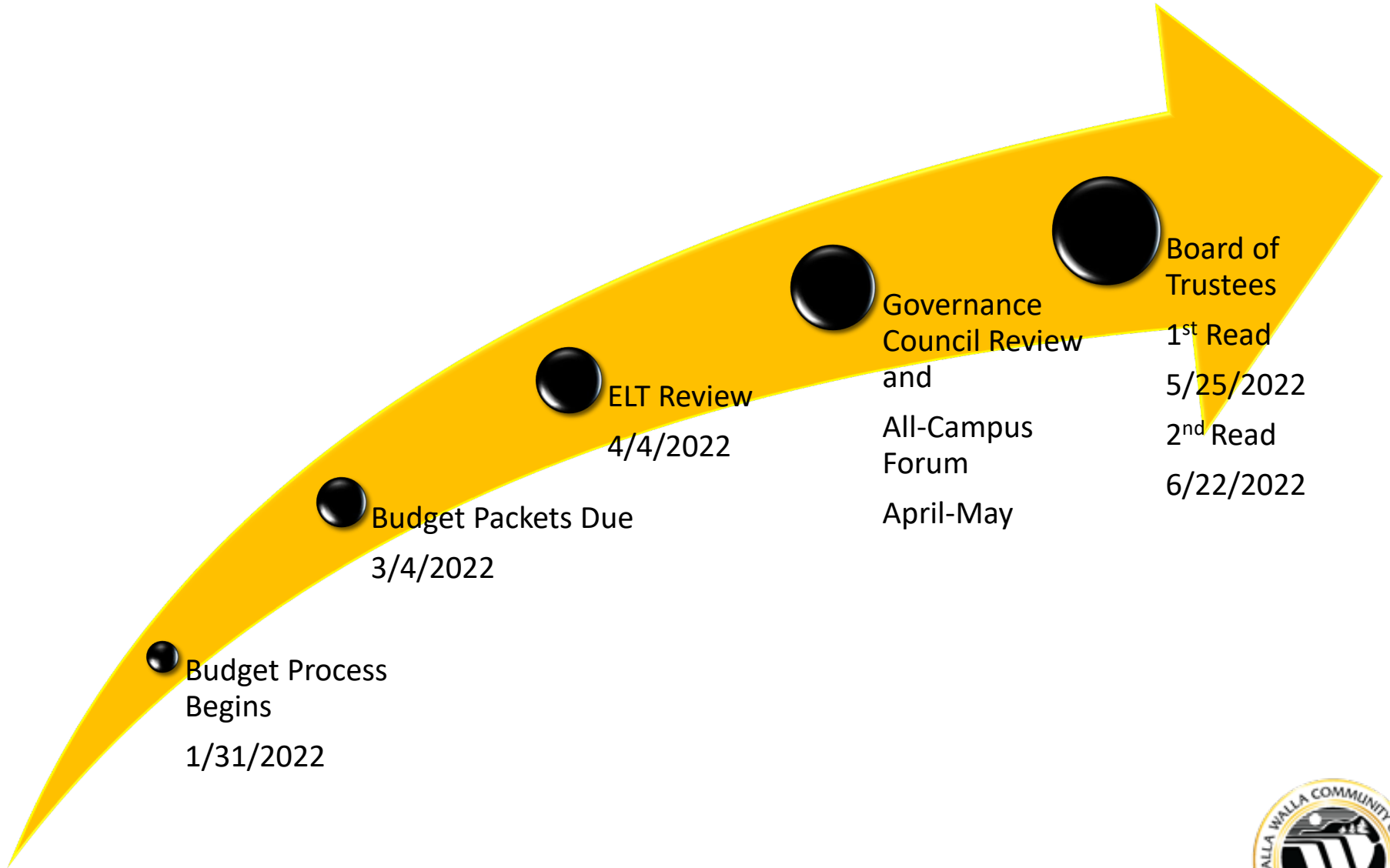
Course/Program Fees

	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	\$1,328,002	100%	\$923,413	70%	445,514	30%	\$477,900	107%
Course/Program Fee Expense	\$1,328,002	100%	<u>\$519,470</u>	39%	<u>261,130</u>	17%	<u>\$258,340</u>	99%
Totals			<u>\$403,943</u>		<u>\$184,383</u>		<u>\$219,560</u>	

Grants & Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	-\$184,147	\$6,884,820	\$3,206,496	47%
State Funded Grants	-\$25,531	2,527,583	816,808	32%
Federal Funded Grants	\$0	1,756,624	483,242	28%
CARES, CRRSAA, ARPA	\$0	7,765,584	5,263,779	68%
Private Funded Grants	\$0	381,571	50,864	13%
Fiscal Agent Grants	\$0	793,687	420,676	53%
TOTAL GRANTS & CONTRACTS	<u>-\$209,678</u>	<u>\$20,109,869</u>	<u>\$10,241,864</u>	<u>51%</u>

Budget Process 2022-2023






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MEMORANDUM

TO: WWCC Board of Trustees

DATE: January 20, 2022

FROM: Chad Hickox, President 

RE: Non-Continuance for Justin Adams

On January 19, 2022, the Office of the President was officially notified by the Office of the Vice President of Instruction, that the tenure review process for Justin Adams has resulted in a recommendation of non-continuance. The appeals process has culminated without change in this recommendation. I join the Tenure Review Committee and the Vice President of Instruction in endorsing this recommendation of non-continuance.