



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Water & Environmental Center | Rm. 2023/2024
WWCC Walla Walla Campus
Wednesday | April 27, 2022 | 9:30 a.m.

***Please note: this meeting is open to the public for in-person attendance and will adhere to all required safety and health regulations.** To connect to the Wednesday, April 27, 2022 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/88326937826> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

9:30 a.m.	Call to Order <i>Mr. Bill Warren, Chair</i>		
	Approval of Agenda <i>Mr. Warren</i>	Action	
9:35 a.m.	Budget Preview and Enrollment Growth Strategies <i>Members of ELT</i>	Discuss	
10:05 a.m.	Mission Fulfillment Review <i>Dr. Jessica Clark, Dr. Graydon Stanley, Dr. Sara Egbert</i>	Discuss	Tab 1
10:20 a.m.	Break		

Board Meeting Agenda

All Times are Estimates

10:30 a.m.	Board Meeting Resumes		
10:30 a.m.	Consent Agenda <i>Mr. Warren</i> <ul style="list-style-type: none">1. March 23, 2022 Board Meeting Minutes2. Personnel Update3. Interim Spring Quarter Enrollment Report	Action	Tab 2 Tab 3 Tab 4
10:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
10:45 a.m.	ctcLink Update <i>Dr. Lisa Chamberlin</i>	Discuss	
10:50 a.m.	Student Government Association Activity Report ➤ Walla Walla Campus <i>Ms. Rebecca Tibbetts</i>	Discuss	
11:00 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	

11:10 a.m.	March Financial Report <i>Ms. Peggy Lauerma</i>	Discuss	Tab 5
11:20 a.m.	Board Policy Review <i>Dr. Hickox</i>	Action	Tab 6
11:25 a.m.	WAC Policy Time Line <i>Dr. Jean Hernandez</i>	Discuss	Tab 7
11:45 a.m.	President's Evaluation <i>Ms. Sherry Hartford</i>	Action	Tab 8
11:55 a.m.	Introduction of Newly-Tenured Faculty <i>Dr. Clark</i>	Discuss	
12:05 p.m.	Board Reports / Remarks	Discuss	
12:15 p.m.	New and Unscheduled Business	Discuss	
12:25 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	
12:40 p.m.	Adjournment		

Purposeful Assessment of Mission Fulfillment

Dr. Sara Egbert, Dr. Jessica Clark, & Dr. Graydon Stanley

April 2022

Recognition of the development team...

- Margarita Banderas
Director of Equity, Diversity and Inclusion
- Dr. Jessica Clark
Vice President of Instruction
- Dr. Sara Egbert
Faculty Assessment Coordinator
- Joshua Slepín
Director of Institutional Research and Effectiveness
- Dr. Graydon Stanley
Vice President of Student Services
- Dr. Nicholas Velluzzi
Vice President of Enrollment Services and Institutional Effectiveness

Focus on
improvement
and
compliance
will follow.

PURPOSE

To develop an efficient and effective tool that can be equitably applied college-wide to measure progress towards mission fulfillment.

The scaffolding and support embedded within this tool were intentionally designed to be inclusive of all stakeholders, ranging from students to programs to executive leadership, as they assess areas of strength and opportunities for growth and engage in the process of continuous improvement by taking action that is informed by data and aligned with the college's vision, mission, and strategic plan.

A Mission Driven Process

An effective assessment tool should be designed to evaluate the key indicators of mission fulfillment.

Our mission '*says what we do*'...

Walla Walla Community College inspires all students to *discover their potential* and *achieve their goals* by providing *relevant, equitable, and innovative learning opportunities and services*.

But...how well do we '*do what we say*'?

The *assessment of mission fulfillment* presents a unique opportunity for stakeholders to *systematically identify and address gaps in programs and services* with respect to the college's mission.

Integrated Strategic Plan

Academic
Master Plan

Strategic
Enrollment
Plan

Technology
Master Plan

Facility Master
Plan

Mission Fulfillment Review

Program Mission

Program Outcomes

Student Success

EDI

Internal Monitoring

External Monitoring

Improvement Plans

Annual Program Reports

Program
Overview

Published
Material Review

Data Trends
Analysis

Improvement
Plans

Mission Fulfillment Review Policy Summary

The complete draft of this policy is included in the Board packet and is currently under review by Governance Council.

DRAFT NEW POLICY

WALLA WALLA COMMUNITY COLLEGE MISSION FULFILLMENT REVIEW ADMINISTRATIVE POLICY 2100

I. POLICY BACKGROUND/PURPOSE

As an institution of higher education, WWCC commits itself to an environment of continuous improvement through the mission fulfillment review process. Under the [Northwest Commission on College and Universities](#) (NWCCU) and WWCC's Executive Leadership Team's approval, this policy clarifies the institutional objectives and commitment to mission fulfillment reviews.

II. AUTHORITY

WWCC's Executive Leadership Team; NWCCU

III. SCOPE OF POLICY

This policy applies to all College defined programs and/or pathways.

IV. POLICY

- A. To ensure the alignment between programs/pathways and mission fulfillment, the College shall conduct a regular review of strengths and opportunities for growth through a self-review process. These reviews culminate in the development of actionable plans that inform resource allocation and alignment of programs/pathways with the college's vision, mission, and strategic plan. This mission fulfillment review process provides the college with an inclusive, equitable, and systematic framework to support and strengthen the process of continuous improvement.

Mission Fulfillment Review Procedure Summary

The complete draft of this procedure is included in the Board packet and is currently under review by Governance Council.

- All ***defined programs and/or pathways*** at the college will participate in ***Annual Program Reporting*** that will culminate in a ***Mission Fulfillment Review*** that occurs on a ***5-year cycle***.
- ***New programs*** will participate in Mission Fulfillment Review at the end of their ***third year***.
- Reviews are to be completed by ***two internal*** and one ***external reviewer***.
- Reports and reviews will be submitted to ***Institutional Research & Effectiveness*** on or before ***June 30th***.
- ***Programs will present*** a summary of the findings from the ***Mission Fulfillment Review*** at ***Fall Conference***, including a celebration of accomplishments, areas of strength, opportunities for improvement and improvement plans.
- The ***Board of Trustees*** and the ***Executive Leadership Team*** will be invited to attend and provide feedback at the ***Fall Conference - Mission Fulfillment Reviews***.

Roadblock...

Different areas of the college articulate student success and student service in different ways, but all roads lead to improving the student experience.

In order to create a process that can be universally applied, the differences in the language and processes used by instructional and non-instructional programs had to first be acknowledged and was then addressed in the following ways:

- The college mission serves to anchor the good work of all college programs.
- Structure and elements are maintained across instructional and non-instructional program reviews and mission fulfillment reporting.
- Language was adapted in some sections to improve the user experience.

A Preview of the User Experience: Templates and Forms

Templates will be utilized to guide the process and track information, while forms will be used for submission.

Reports and reviews will be centrally located within the Office of Institutional Research and Effectiveness.

Annual Program Report

- 1) Program Information
- 2) Statement of Purpose
- 3) Courses and Outcomes
- 4) Published Materials
- 5) Trends in Program Data
- 6) Equity, Diversity, and Inclusion
- 7) Closing the Loop - Continuous Improvement
- 8) Reflection on the Process

Submission via Microsoft Forms

Mission Fulfillment Review

- 1) Program Information
- 2) Program Mission
- 3) Program Outcomes
- 4) Student Success
- 5) Diversity, Equity, and Inclusion
- 6) Strengthening Communities
 - i. Internal Community
 - a. Human Resources
 - b. Infrastructure
 - ii. External Community
 - a. Engagement
- 7) Closing the Loop - Continuous Improvement
- 8) Reflection on the Process

A Preview of the Instructional Program Data Packet

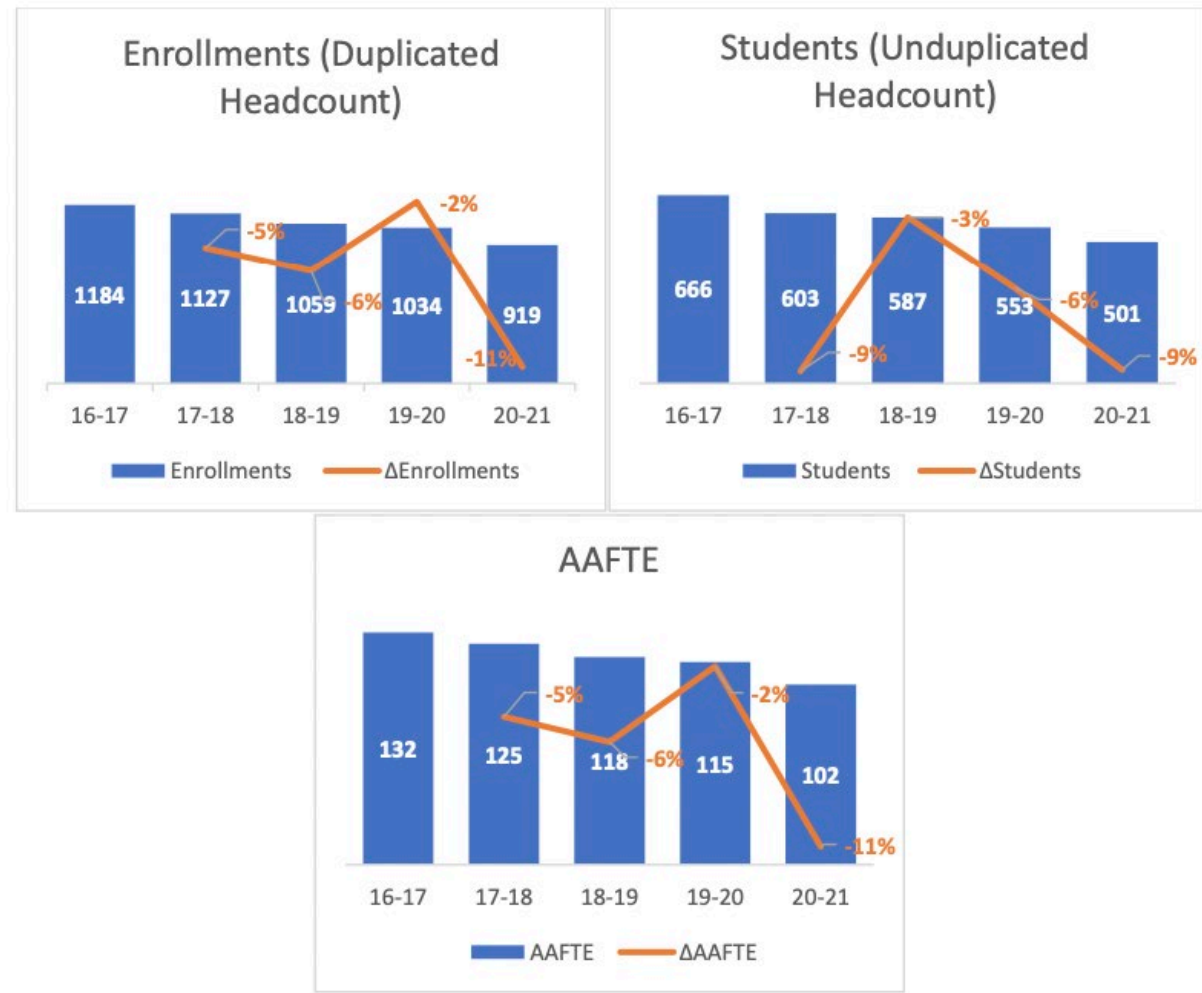
Pre-Nursing Program
Pathway for Science

Compiled by the Office of
Institutional Research and
Effectiveness

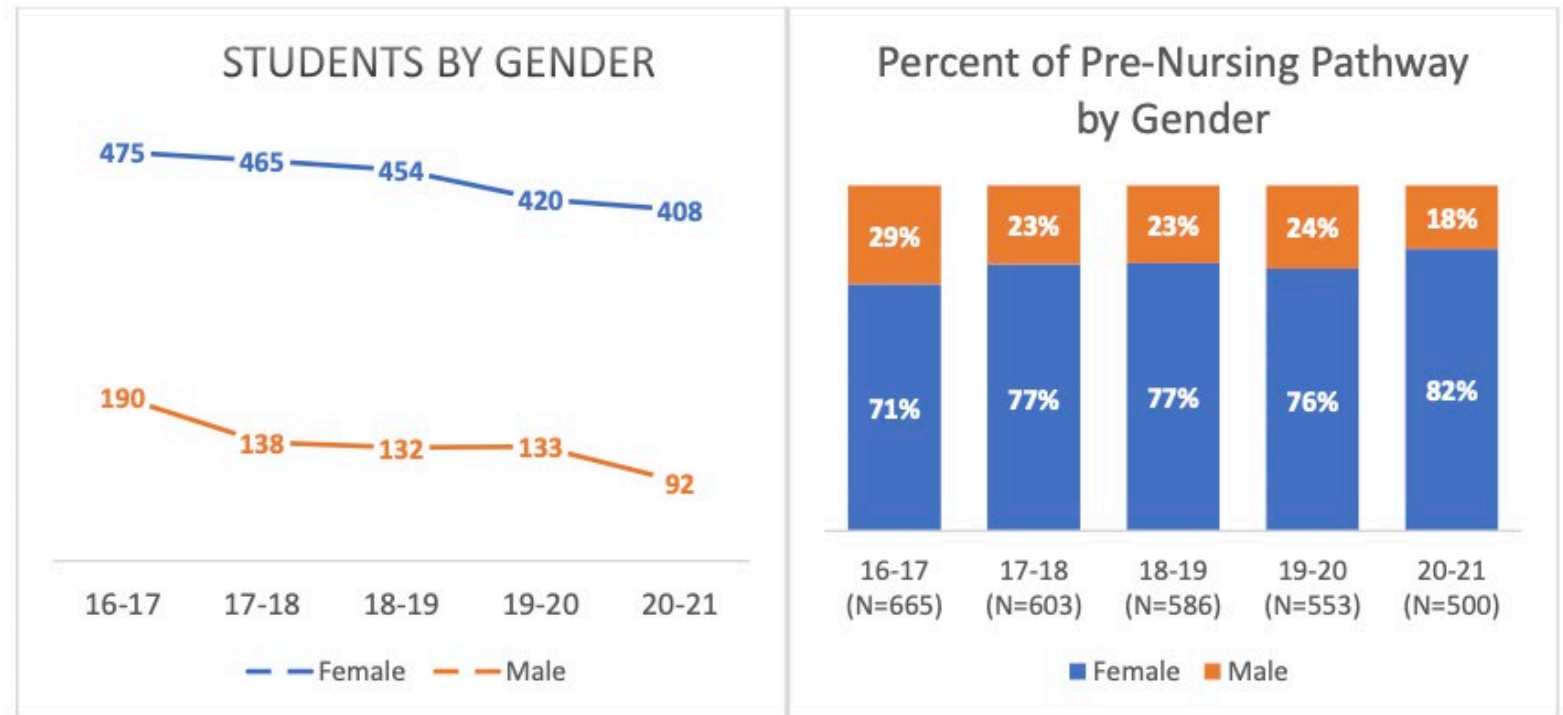
FTEs and Headcounts	FTE and Headcount Trends
1. FTEs	
2. Students (unduplicated headcount)	
Enrolments (duplicated headcount)	Enrolment Trends
3. Enrollments	
4. Enrollments by mode of instruction <ul style="list-style-type: none">Fully OnlineHybridFace-to-face	
5. Enrollments by student demographics <ul style="list-style-type: none">GenderAgeEthnicity (White, Latinx and Other/Unknown)First generationFull-timePell AwardedRunning Start	
Program/Pathway Courses and Sections	Course and Section Trends
6. Number of courses	
7. Number of sections	
Rates of:	Persistence, Success, and Noncompletion Trends:

What do you think enrollment trends look like for the pre-nursing pathway?

1. AAFTE and Headcount

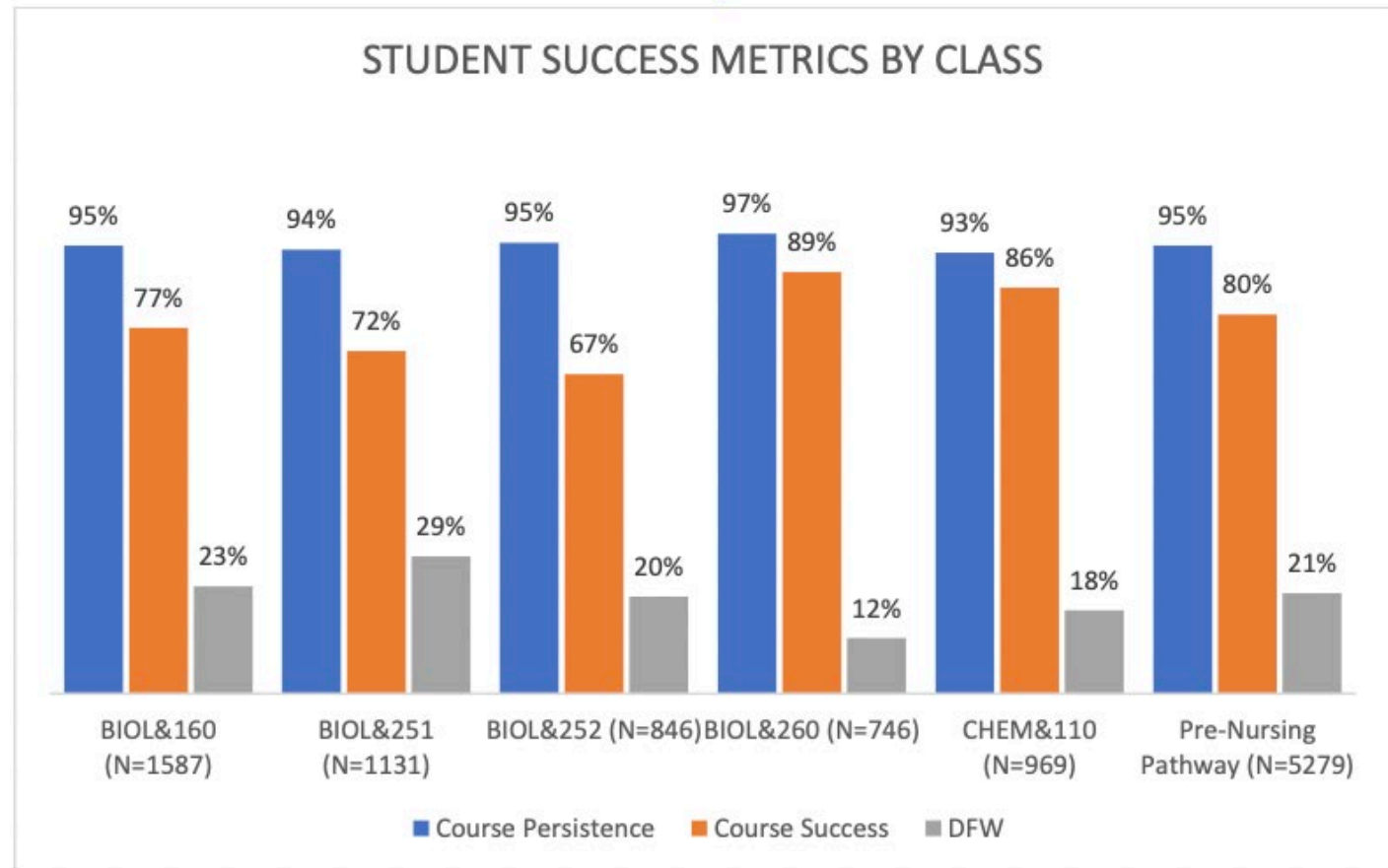


What do you think the ratio of males to females looks like for the pre-nursing pathway?



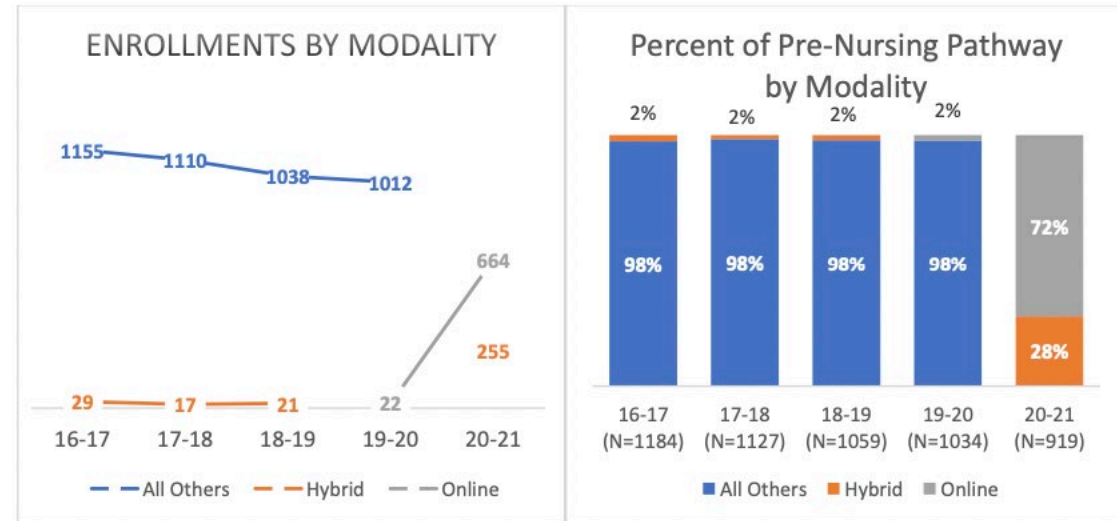
Can you
estimate
persistence
and success
rates in
pre-nursing
science
courses?

4. Student Success Outcomes by Course



Program data
provides a way
to capture
historical
events.

2. Enrollments (Duplicated Headcount) by Modality

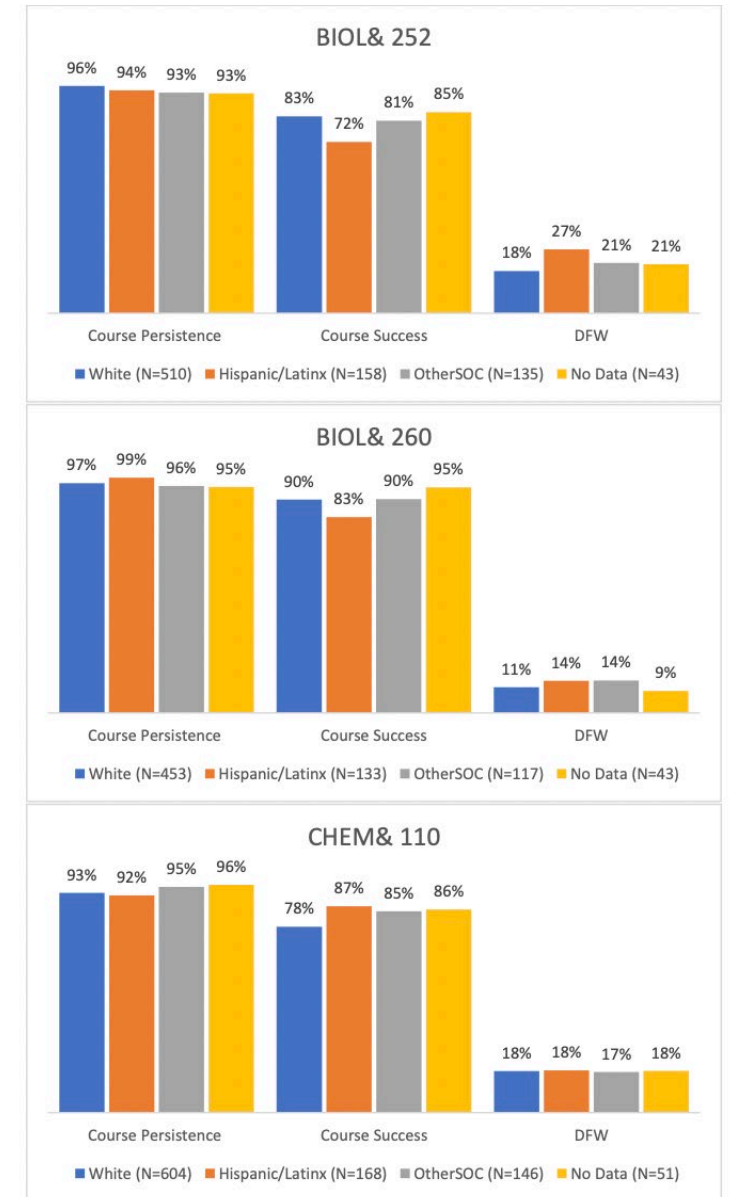
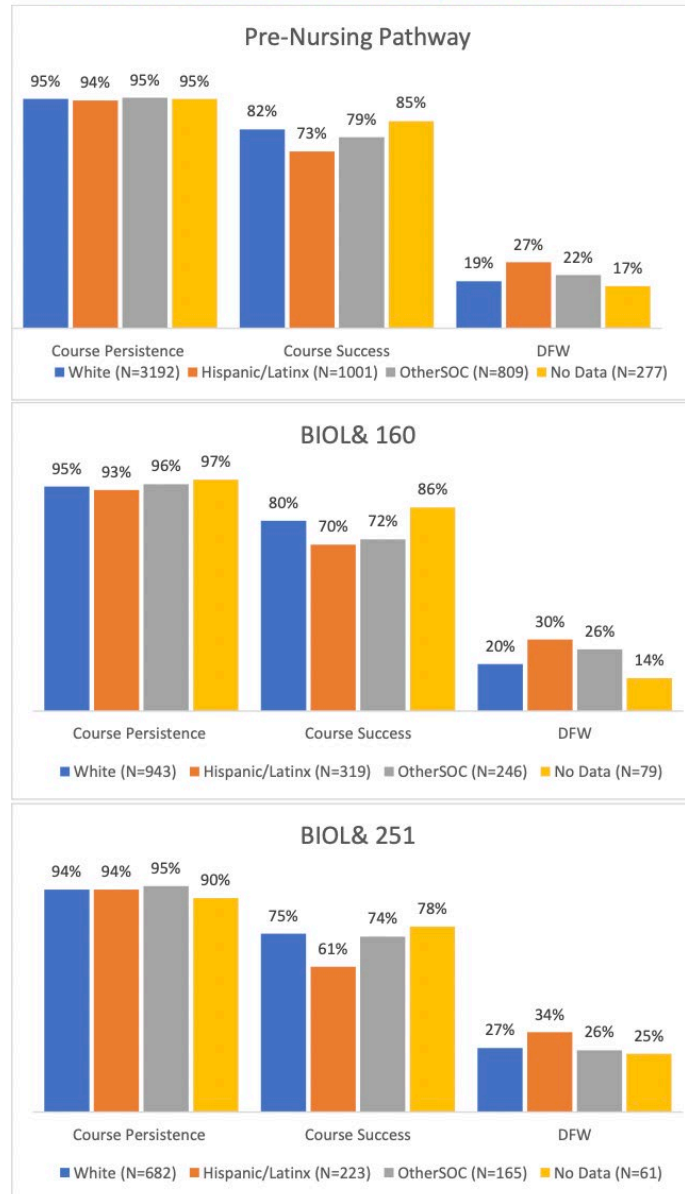


Notes: Data include all students who have taken at least one face-to-face, hybrid, or online course within the discipline during the year (including summer). Dual enrollment students are included in the data but Department of Corrections students are excluded.

All Others includes face-to-face courses and any other method of learning excluding *Hybrid* and *Online* courses.

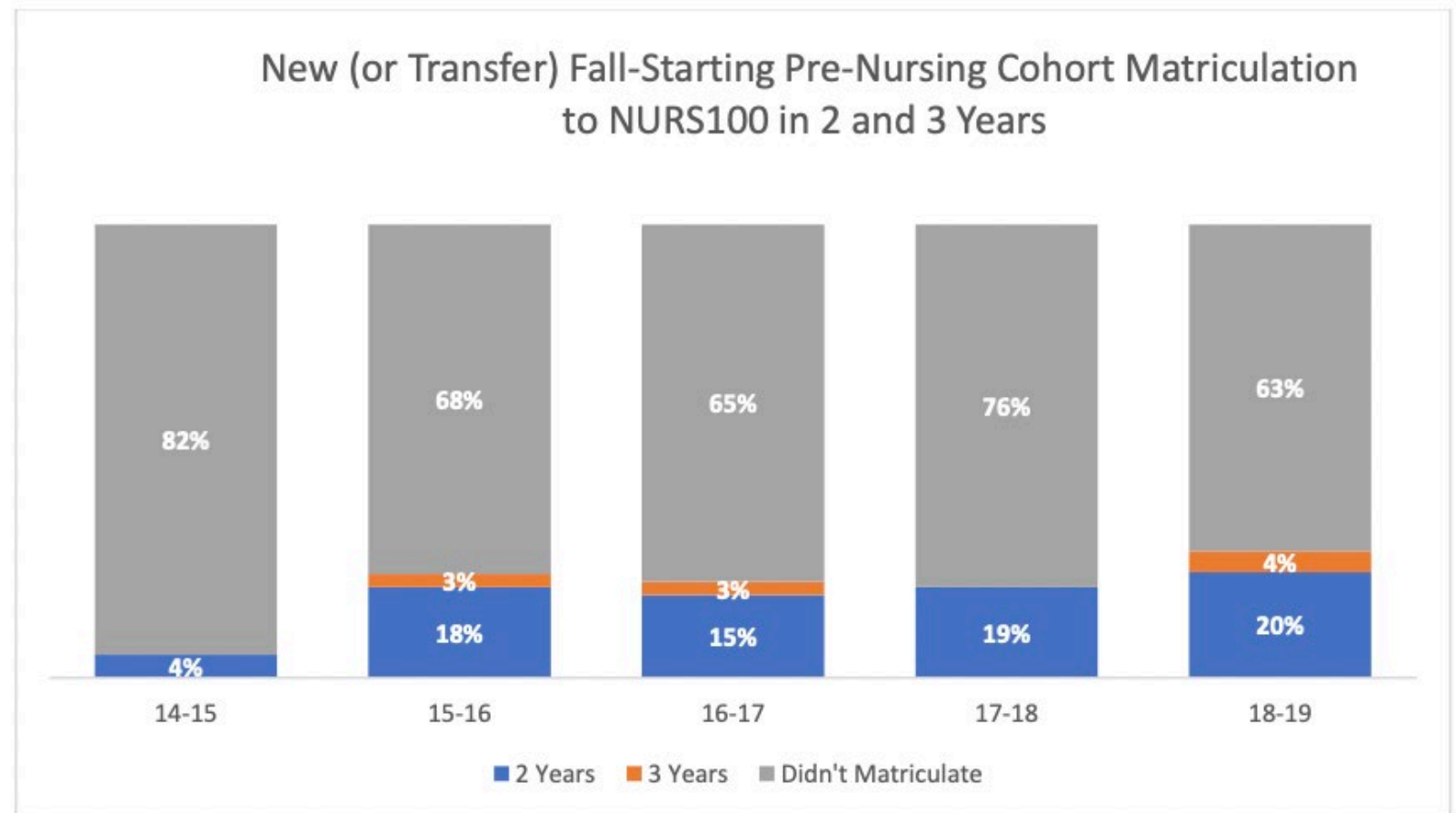
Program data can be used to inform EDI initiatives at the college.

8. Student Success Outcomes by Race/Ethnicity

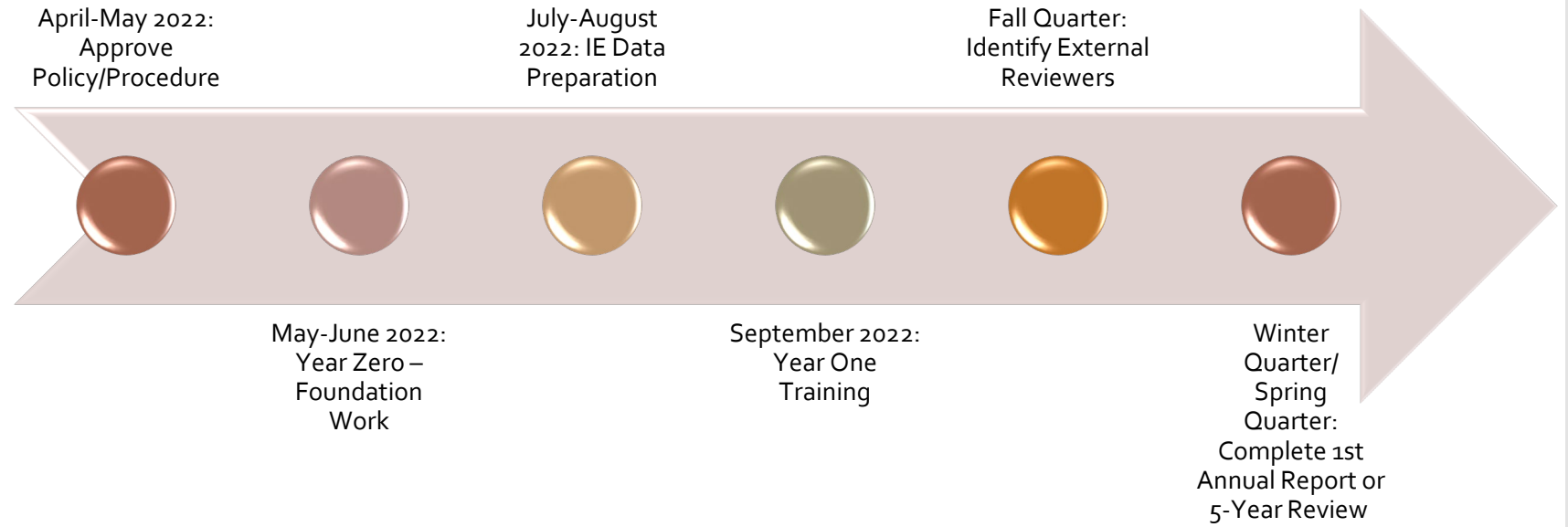


Can you estimate the matriculation rates into the nursing program?

9. Matriculation to Nursing Program



Implementation Timeline





Questions and Comments



DRAFT NEW POLICY
WALLA WALLA COMMUNITY COLLEGE
MISSION FULFILLMENT REVIEW
ADMINISTRATIVE POLICY 2100

I. POLICY BACKGROUND/PURPOSE

As an institution of higher education, WWCC commits itself to an environment of continuous improvement through the mission fulfillment review process. Under the [Northwest Commission on College and Universities](#) (NWCCU) and WWCC's Executive Leadership Team's approval, this policy clarifies the institutional objectives and commitment to mission fulfillment reviews.

II. AUTHORITY

Board Policy 1500; NWCCU.

III. SCOPE OF POLICY

This policy applies to all College defined programs and/or pathways.

IV. POLICY

A. To ensure the alignment between programs/pathways and mission fulfillment, the College shall conduct a regular review of strengths and opportunities for growth through a self-review process. These reviews culminate in the development of actionable plans that inform resource allocation and alignment of programs/pathways with the college's vision, mission, and strategic plan. This mission fulfillment review process provides the college with an inclusive, equitable, and systematic framework to support and strengthen the process of continuous improvement.

<p>Policy Contact: _____</p> <p>Approved by (Department/Body): _____</p> <p>Date Originally Approved: _____</p> <p>Last Reviewed/Revised on: _____</p>
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DRAFT NEW PROCEDURE
WALLA WALLA COMMUNITY COLLEGE
MISSION FULFILLMENT REVIEW
ADMINISTRATIVE PROCEDURE 2100

I. PROCEDURE

- A. The mission fulfillment review process consists of annual reports and a five-year program review.
- B. All College programs/pathways identified here will be reviewed according to the following five-year cycle using a standardized instrument supplied by the College and utilizing similar processes.
 - 1. All newly approved programs/pathways shall be reviewed at the end of their third year and the results of this review will serve as one measure of viability. In addition to adhering to all the review procedures outlined in this policy, a determination will be made if the program/pathway is to be continued or discontinued. Programs/pathways that are continued will be placed on the appropriate schedule for their next review.
 - 2. This schedule will only be altered under exigent circumstances and with the approval of the Executive Leadership Team. Specialized accreditation processes may supplement but not substitute for mission fulfillment reviews.
- C. Each program/pathway shall be reviewed by at least two internal evaluators and at least one external evaluator. It is the responsibility of the program/pathway leadership to identify the evaluators and coordinate adequate time to review the program/pathway in its entirety.
 - 1. Guidelines for identifying the evaluators are as follows:
 - a. Internal reviewer 1: A staff or faculty member from the program/pathway, in a leadership role who can serve as the process leader and liaison with Institutional Effectiveness.
 - b. Internal reviewer 2: A staff or faculty member who is not employed in the program/pathway but who works closely with the program/pathway under review.
 - c. External reviewer 1: An individual who is not a full-time employee of the College and has relevant experience or education.
- D. Annual Report
 - 1. Each program/pathway shall address the following areas (using the appropriate institutional form) as part of their annual report:
 - a. Instructional Programs
 - i. Program/Pathway Information
 - ii. Program/Pathway Statement of Purpose
 - iii. Program/Pathway Courses and Outcomes
 - iv. Program/Pathway Published Materials
 - v. Trends in Program/Pathway Data
 - vi. Equity, Diversity, and Inclusion
 - vii. Closing the Loop-Continuous Improvement
 - viii. Reflection on the Process
 - b. Non-Instructional Programs
 - i. Program Information

- ii. Program Statement of Purpose
- iii. Program Services and Goals
- iv. Program Published Materials
- v. Trends in Program Data
- vi. Equity, Diversity, and Inclusion
- vii. Closing the Loop – Continuous Improvement
- viii. Reflection on the Process

E. 5-Year Program/Pathway Review

1. Each program/pathway shall address the following areas (using the institutional form) as part of their review:
 - a. Basic Information
 - b. Mission
 - c. Outcomes
 - d. Student Success
 - e. Diversity, Equity, and Inclusion
 - f. Strengthening Communities
 - i. Internal Community
 - a) Human Resources
 - b) Infrastructure
 - ii. External Community
 - a) Engagement
 - g. Continuous Improvement: Reflection on the Mission Fulfillment Review Process

B. Timelines

1. Annual reports must be submitted to Institutional Research & Effectiveness annually on/before June 30th.
2. Program/pathway reviews must be submitted to Institutional Research & Effectiveness on/before June 30th.
3. Programs/pathways are exempt from the annual report during the year of their assigned program/pathway review.
4. Institutional Research & Effectiveness will review reports and program/pathways reviews during Summer quarter and provide feedback to the reviewers before Fall Conference.
5. Program/pathway reviewers will showcase their program/pathway 5-year review, highlighting both the achievements and opportunities in a short 10-minute presentation at Fall Conference.
 - a. Members of the Executive Leadership and Board of Trustees will be invited to participate in the Fall Conference review and discussion of all 5-year program/pathway reviews.

C. Responsibility

1. It is the responsibility of the leadership within each program/pathway to complete the required annual report and 5-year program/pathway review components and meet all submission deadlines.

Procedure Contact: _____ Approved by (Department/Body): _____ Date Originally Approved: _____ Last Reviewed/Revised on: _____
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**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 23, 2022 in the Water & Environmental Center and via Zoom. Mr. Bill Warren called the meeting to order at 9:31 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. Sherry Hartford, Vice President, Human Resources
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Mr. Jerry Anhorn, Dean, Workforce Education
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, Foundation
Dr. Karl Easttorp, Director, Marketing & Communications
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal Justice, Early Childhood & Parenting Education, and Human & Social Services
Dr. Chad Miltenberger, Dean, Clarkston Campus
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

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. Nadine Stecklein, Director, Student Life

Approval of Agenda.

Mr. Burt moved and Mr. Hernandez seconded to approve the agenda for the March 23, 2022 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda.

Mr. Hernandez moved and Ms. Liberty seconded that the consent agenda items be approved or accepted, as appropriate:

- 1) February 23, 2022 Board Meeting Minutes, 2) Personnel Update, 3) Interim Winter Quarter Enrollment Report. *Motion carried.*

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

- Hybrid Board Meetings: The Open Public Meetings Act (OPMA) has been amended to include a virtual option for participation in public meetings, therefore Zoom is likely to be a permanent fixture of the Board meetings.
- Science Building Progress: Building exterior is taking shape, walls are up and windows will be installed soon.
- ctcLink: Dry run - March 25, Go-Live - April 25, implementation is expected to be a lengthy process.
- HSI Distinction: ELT members each recently obtained a book titled *Becoming Hispanic-Serving Institutions: Opportunities for Colleges and Universities* in hopes of aligning best practices towards our goal of being designated an HSI institution.
- 2022-2023 Budget Update: The implementation of sustainable practices that position the college for future growth and aligns with our strategic plan has been the focus of this budget process. The draft budget will be reviewed by Governance Council and shared in an all-college budget forum prior to being presented to the Board in May for first read, with second read occurring in June. Of note, we recently learned that the college was able to claim \$450K of additional federal relief funds to be used for institutional support.
- Growing Enrollment: Future growth plan highlights include applying for a State CDL grant, reinstating Allied Health with a focus on Medical Assisting and Home Health Aid (instruction in Spanish), and moving forward with the WWCC Promise Scholarship.
- Outreach Update: Roxana Gaytan was just hired to fill one of the Outreach Specialist positions and Melissa Holecek has moved from part-time to full-time Outreach.
- Dean of Corrections Education (WSP) Retirement: Brent Caulk is retiring in April, he has worked for WWCC since 1999.

Student Government Association Activity Report.

- **Clarkston Campus.** Ms. Sheila Flowers, Clarkston SGA President, reported on the following topics:
 - February: Black History Month
 - March: Women's History Month
 - Clarkston Laptop Loaner Program: 15 laptops available, 5 loaned out/returned
 - PBL Regional Conference: February 28, 2 students participated with both advancing to nationals in Chicago, June 23-28
 - Welcome Back Week: First week of spring quarter
 - Spring BBQ and Men in Nursing: May 6
 - SGA Officer Elections Upcoming

Academic Freedom Policy Presentation. Dr. Jess Clark, VPI, introduced Ms. Deisy Haid, Doctoral Intern from WWU. Ms. Haid presented the process for creation and adoption of the Academic Freedom Administrative Policy and Procedure.

2022-2023 Sabbatical Request. Dr. Hickox presented an application from Kristen Harvey, Mathematics instructor, for a one-quarter sabbatical for Fall Quarter 2022; noting this would be her 3rd consecutive quarter of sabbatical, her application had been unanimously recommended for approval by the Professional Development Committee and Dr. Hickox recommended approval by the Board.

Mr. Hernandez moved and Mr. Burt seconded to approve a one-quarter sabbatical for Kristen Harvey for Fall Quarter 2022. *Motion carried.*

President's Evaluation. Ms. Sherry Hartford reviewed the requirements, proposed process, evaluation tool, and timeline for the President's evaluation. Ms. Hartford proposed that the Board and the President evaluate the tool that was used last year to determine if any changes should be made. The Board will be asked to approve the process, tool, and timeline at its regular April Board meeting. Discussion between the Board and the President noted that a few adjustments could be made to the evaluation tool and as a result, a subcommittee consisting of Mr. Hernandez, Ms. Leer and Dr. Hickox will convene to review the evaluation tool.

Board Reports / Remarks.

- ACT Spring Conference: To be held May 19 & 20 in Tacoma, Mr. Warren and Dr. Hickox confirmed that they will attend.
- Student/Staff Winter Forums: Mr. Burt shared that he attended the recent forums and the sessions were a great resource of information and encouraged the Trustees to participate when available.

Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status. The Board recessed to Executive Session at 10:35 a.m. to review performance of probationary faculty relative to tenure status, with an anticipated return time of 11:05 a.m. At 11:08 a.m., the Board returned to open session and Mr. Warren reported no action had been taken during executive session.

Tenure.

➤ **Tenure 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 granting tenure to: Nicole McCauley, Business Instructor, and Trina McCoon, Nursing Instructor. *Motion carried.*

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

Mr. Burt moved and Mr. Hernandez 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: Carolyn Allen, Nursing Instructor, Clarkston; Lara-Ly Hendrickson, Nursing Instructor, Clarkston; Kris Margart, Welding Instructor; Eunice Muriu, Nursing Instructor; Alan Raeder, BAS Agricultural Systems Instructor; Pamela Walton, Nursing Clinical Educator, Clarkston. *Motion carried.*

Mr. Burt moved and Ms. Leer seconded that the Board accept the recommendations of the Tenure Review Committee and of the President and approve non-continuance of probationary status for Logan Higgins, Microbiology Instructor. *Motion carried.*

Recess to Executive Session to Discuss Faculty Negotiations. The Board recessed to Executive Session at 11:11 a.m. to discuss faculty negotiations, with an anticipated return time of 11:40 a.m. At 11:40 a.m., the Board announced the Executive Session would be extended to 11:50 a.m. At 11:52 a.m., the Board returned to open session and Mr. Warren reported no action had been taken during executive session.

Consider Approval of Memorandums of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education.

Mr. Burt moved and Mr. Hernandez seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, High Demand Compensation, as presented. *Motion carried.*

Mr. Burt moved and Ms. Liberty seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, Nurse Educator Funding, as presented. *Motion carried.*

Mr. Burt moved and Ms. Leer seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, Guided Pathways, as presented. *Motion carried.*

Recess to Executive Session to Discuss Potential Litigation. The Board recessed to Executive Session at 11:55 a.m. to discuss potential litigation, with an anticipated return time of 12:15 p.m. At 12:15 p.m., the Board announced the Executive Session would be extended to 12:20 p.m. At 12:21 p.m., the Board returned to open session and Mr. Warren reported no action had been taken during executive session.

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 12:21 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Bill Warren, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: April 21, 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 March 2022.

New Hires:

Rodriguez, Roberto – Retail Clerk 2, Bookstore
 Kroum, Rick – Custodian 2, Facilities
 Droke, Jarod – Program Assistant, Enrollment Services
 Kaawa, Brooke – Head Volleyball Coach/Academic Advisor, Athletics
 Brown, Benjamin – Education Technologist, Center for Integrated Learning
 Cabrales, Elisa – Administrative Assistant to the VP, Student Services
 Doyle, Christy – Dean, Access & Opportunity
 Bloomsburg, Gwen – Director, Center for Integrated Learning
 Barr, Jared – Fiscal Technician 3, Business Services
 Jacobson, Quillan – IT Customer Service Support, Technology Services

Separations:

Burnett, Virginia – FTF, WSP
 Angell, Alecia – Bookstore Manager, Bookstore
 Downing, Haleigh – Human Resource Consultant, Human Resources

Changes:

Lujan, Hector – Librarian, Library
 Farnsworth, Ashlee – Events Coordinator 3, Marketing & Communications
 Graham, Sandra – Director of Allied Health, Nursing & Allied Health Education
 Kammers, Denise – Dean, Corrections Education
 Coffeen, Kendra – Navigator/Advisor, Arts & Sciences
 Gaytan, Roxanna – Outreach Coordinator, Enrollment Services
 Baker, Matthew – Maintenance Mechanic 1, Facilities
 Groom, Stephanie – Director, Human Resources
 Cranston, Holly – Opportunity Grant Coordinator, Student Success Center
 Hamann, Kimberly – Career Services Specialist, Student Success Center
 Newhouse, Kailey – Retail Clerk Lead, Bookstore
 Lauerma, Peggy – title change to VP of Administrative Services

Full-Time Positions Currently Posted

Alumni Relations/Annual Giving Officer
 Arts & Sciences Navigator/Advisor for Guided Pathways
 Assistant Director of the Water & Environmental Center & Workforce Initiatives
 Catering Chef & Manager

Chemistry Instructor
CNC Instructor, WSP
Dean of Nursing and Allied Health
Director of Education Operations, CRCC
Director of Enology & Viticulture
Director of Guided Pathways
Environmental Services Manager
General Ledger Accountant
Human & Social Services Instructor
Nursing Instructor, Clarkston & WW
Turfgrass and Irrigation Management Instructor
Vice President of Human Resources



Walla Walla Community College

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

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

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

- State-supported enrollment for spring quarter is reporting 1,434 FTE, an increase of 31 FTE or 2.2% from the **close** of spring 2021.
- Contract enrollment is reporting 945 FTE, a decrease of 211 FTE (about 18%) from the **close** of spring 2021. Corrections education is reporting 719 FTE, down 168 FTE (about 19%) from the close of last spring.
- Self-support enrollment is reporting 40 FTE, which up 15 FTE from the **close** of last spring quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 83 FTE, up 13 FTE from 70 FTE at the **close** of last spring quarter.
- Running Start is reporting 198 FTE, down 13 FTE from the **close** of last spring quarter.
- Total enrollment for spring quarter is presently 2,419 FTE, down 165 FTE (about 6.3%) from the **close** of spring 2021.

WWCC Enrollment Report for Spring 2022

As of April 18, 2022

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

FTE by Funding Source

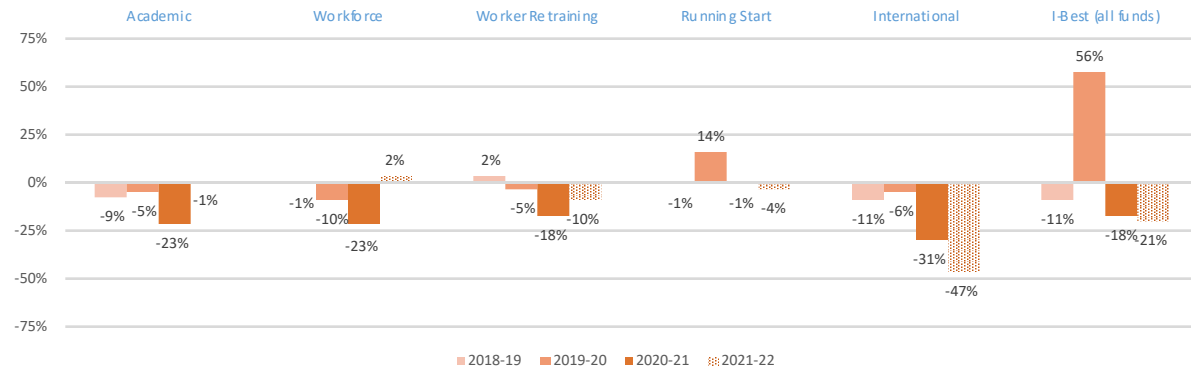
	2018-19				2019-20				2020-21				2021-22			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	689	889	41	1,619	561	972	36	1,569	474	759	6	1,239	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	1,678	1,277	59	3,014
winter	2,371	1,353	29	3,753	2,158	1,529	38	3,724	1,549	1,022	33	2,603	1,571	1,080	37	2,688
spring	2,199	1,341	40	3,580	1,829	1,016	8	2,853	1,403	1,156	25	2,584	1,434	945	40	2,419
Total	7,626	4,930	141	12,697	6,825	4,879	157	11,860	5,088	3,970	112	9,169	5,058	4,147	152	9,357
AAFTI	2,542	1,643	47	4,232	2,275	1,626	52	3,953	1,696	1,323	37	3,056	1,686	1,382	51	3,119

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	1%	-29%	-10%
	winter	1%	-34%	-12%
	spring	2%	-35%	-13%
	annual	-1%	-34%	-12%
Contract	summer	11%	-5%	0%
	fall	24%	-5%	0%
	winter	6%	-20%	-5%
	spring	-18%	-30%	-10%
Self Support	summer	167%	-61%	24%
	fall	23%	92%	44%
	winter	12%	28%	10%
	spring	60%	0%	63%

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	590	535
	Workforce	309	1,214	1,148	1,119	232	1,111	1,088	968	183	848	823	760	160	856	860	797
	Basic Ed. for Adults	117	165	229	168	61	140	135	76	25	54	57	63	22	72	74	70
	Pre-College	26	137	134	98	29	155	136	80	21	101	80	48	9	48	48	31
	Worker Retraining	93	380	379	366	102	352	361	342	98	271	304	278	80	259	265	254
	I-Best**		30	21	47		44	26	33	11	15	24	22	9	27	47	55
	BAS		3	7	9	4	49	49	45	5	61	65	70	22	79	86	83
	International	8	20	19	21	4	19	23	18	6	14	11	13	2	10	8	4
	Contract																
	DOC	888	1,018	1,052	1,056	972	1,074	1,244	766	748	779	778	887	835	1,022	843	719
	Running Start		199	202	183		232	234	202		229	221	211		221	216	198
	Alternative HS		97	93	86		9	42	28		19	18	23		11	10	18
	College in HS		14		10			3	10			1	8		2	1	7
	I-Best**	63	60	70	68	123	95	165	74	101	101	94	93	69	80	44	35

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

March 31, 2022

Board of Trustees Meeting
April 27, 2022



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	511,886
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	
Allocation 5 - High Demand Enrollments	66,000	
Updated 2021-2022 Operating Budget Spending	\$32,865,103	

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	\$19,029,618	58%	\$13,533,984	71%	\$10,139,316	66%	\$3,394,668	33%
Opportunity Grant	461,362	1%	247,932	54%	346,645	75%	-98,714	-28%
GEER Funding	-	0%	-	0%	475,040	0%	-475,040	0%
Worker Retraining	1,766,323	5%	1,141,031	65%	1,268,287	69%	-127,256	-10%
Total State Revenue	\$21,257,303	65%	\$14,922,947	70%	\$12,229,288	67%	\$2,693,659	22%
Operating Fee & Other Revenue								
Operating Fee	\$6,100,000	19%	\$5,527,484	91%	\$5,398,002	87%	\$129,481	2%
Student Fees/Other Misc Rev	365,748	1%	586,528	160%	607,824	69%	-21,296	-4%
Open Doors Program	250,000	1%	36,660	15%	198,119	66%	-161,459	-81%
Running Start	1,700,000	5%	1,140,855	67%	1,157,721	68%	-16,866	-1%
Foundation Support	200,000	1%	150,000	75%	150,000	75%	0	0%
Grants and Contracts - Indirect	1,000,000	3%	691,239	69%	682,644	69%	8,594	1%
Community Service	181,780	1%	220,908	122%	168,064	49%	52,844	31%
Ancillary Programs	150,000	0%	52,220	35%	26,635	18%	25,585	96%
Total Tuition & Other Revenue	\$9,947,528	30%	\$8,405,893	85%	\$8,389,010	29%	\$16,883	0%
Use of Fund Balance (ctcLink)	\$1,045,000	3%	\$570,295	2%	\$0		\$570,295	0%
CRSSAA/ARPA Funding	\$615,272	2%	\$0	0%	\$0	79%	\$0	0%
TOTAL REVENUE	\$32,865,103	100%	\$23,899,135	73%	\$20,618,297	71%	\$3,280,837	16%

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	\$19,878,853	60%	\$12,771,656	64%	\$11,203,461	64%	\$1,568,196	14%
Benefits	6,690,725	20%	4,107,655	61%	4,156,408	68%	-48,753	-1%
Rents	40,460	0%	49,978	124%	26,324	68%	23,654	90%
Utilities	899,188	3%	852,136	95%	546,116	61%	306,021	56%
Goods and Services	2,986,299	9%	2,100,340	70%	1,197,199	44%	903,141	75%
Travel	106,095	0%	20,237	19%	1,039	3%	19,198	1848%
Equipment	346,591	1%	227,424	66%	75,489	25%	151,935	201%
Fin Aid, Debt Service, Transfer	1,721,892	5%	731,546	42%	891,677	56%	-160,131	-18%
<i>Equity&Access sb 5194</i>	<u>195,000</u>	1%	<u>0</u>	0%	<u>0</u>	0%	<u>0</u>	0%
TOTAL EXPENSE	<u>\$32,865,103</u>	100%	<u>\$20,860,973</u>	63%	<u>\$18,097,712</u>	62%	<u>\$2,763,261</u>	15%

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	\$12,059,973	37%	\$7,686,708	64%	\$6,938,901	60%	\$747,806	11%
Community Service	181,782	1%	171,120	94%	107,262	32%	63,858	60%
Instructional Computing	320,900	1%	283,077	88%	215,603	108%	67,474	31%
Ancillary Programs	150,000	0%	79,928	53%	70,511	47%	9,416	13%
Academic Administration	2,670,161	8%	1,903,794	71%	1,853,504	70%	50,291	3%
Library Services	616,074	2%	388,968	63%	383,080	68%	5,889	2%
Student Services	4,741,470	14%	2,578,872	54%	2,685,483	67%	-106,611	-4%
Institutional Support	8,488,837	26%	5,218,159	61%	3,689,332	57%	1,528,828	41%
Facility Services	3,440,906	10%	2,550,346	74%	2,154,037	66%	396,309	18%
<i>Equity&Access sb 5194</i>	<i>195,000</i>	1%	<i>0</i>	0%	<i>0</i>	0%	<i>0</i>	0%
TOTAL EXPENSE	\$32,865,103	100%	\$20,860,973	63%	\$18,097,712	62%	\$2,763,261	15%

Grants & Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$136,900	\$7,021,720	\$5,312,419	76%
State Funded Grants	\$113,689	2,641,272	1,458,078	55%
Federal Funded Grants	\$0	1,756,633	838,592	48%
CARES, CRRSAA, ARPA	\$534,841	8,300,425	5,425,217	65%
Private Funded Grants	-\$21,210	360,361	63,180	18%
Fiscal Agent Grants	\$234,195	1,027,882	529,928	52%
TOTAL GRANTS & CONTRACTS	<u>\$998,415</u>	<u>\$21,108,293</u>	<u>\$13,627,414</u>	<u>65%</u>



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: April 21, 2022

FROM: Chad Hickox, President

RE: Board Policy Review

In conjunction with accreditation, members of the Executive Leadership Team have been engaged in policy review and development. Upon a review of current policies adopted by the Walla Walla Community College Board of Trustees, it was noted that the following policies should be rescinded/vacated as they are either no longer relevant or should be reassigned as an administrative policy versus board policy. Thank you.

Policy #	Policy Name	Date Adopted/ Reviewed	Justification	Action
1751	<i>Education Philosophy and Purpose – New Campus</i>	3/19/1970	Irrelevant/Redundant	Rescind
1755	<i>Core Theme: Student Success</i>	3/15/2017	Irrelevant	Rescind
1756	<i>Core Theme: Relevant, Equitable, and Innovative Programs and Services</i>	3/15/2017	Irrelevant	Rescind
1757	<i>Core Theme: Resource Stewardship</i>	3/15/2017	Irrelevant	Rescind
2030	<i>Ethics</i>	10/18/2006	Administrative	Reassign
2050	<i>Tobacco Free Campus</i>	6/29/2015	Administrative	Reassign
4100	<i>Cash Management</i>	4/20/2005	Administrative	Reassign
4150	<i>Investments</i>	6/29/2016	Administrative	Reassign
4200	<i>Use of Debt</i>	4/20/2005	Administrative	Reassign
4250	<i>Vending Machine Proceeds</i>	9/22/1970	Irrelevant	Rescind
5600	<i>Drug-Free Workplace and Drug Free Prevention Program</i>	12/2/1992	Administrative	Reassign
6540	<i>Library Selection</i>	11/21/1974	Irrelevant	Rescind
6550	<i>Adoption and Evaluation of Vo-Tech Program</i>	1/18/1968	Irrelevant	Rescind
	<i>VEBA CTC Medical Benefits Plan</i>	12/20/2006	Administrative	Reassign
	<i>Tuition Payment for WWCC Employees</i>	1/16/2008	Administrative	Reassign
	<i>Federal Motor Carrier Safety Administration Mandated Alcohol & Controlled Substance Testing Program</i>	10/2008	Administrative	Reassign

Walla Walla Community College
Board of Trustees Policy
Education Philosophy and Purpose – New Campus
Policy Number: 1751

Philosophy

The College exists to assist in the further development of the communities it serves. It does this through serving the individuals and groups who attend the educational experiences it currently provides, or may develop in the future in response to community needs (i.e., programs of studies, certificate and degree programs, single courses, conferences, seminars, and cultural events, etc.).

The College is unusually "student oriented" and shares responsibility for the ultimate success of every student who conscientiously persists in the experiences provided. It does this through a process which includes:

1. Defined alternative plans and programs.
2. Measurable goals and objectives for each unit, course, or program.
3. A wide variety of learning options and contingency plans to be brought into play when the basic instructional strategies prove to be inappropriate for a particular student or group, resulting in predictable learner achievement.

Thus, the programs are everchanging and the College realizes it must be constantly updating its programs and portions of programs to keep them relevant in our rapidly changing society.

Purposes

The learning experiences provided are individualized and allow student-paced learning whenever possible. In addition, routine assessment of the student's ability is made prior to every major learning experience to ensure that each student enters the instructional sequence at the most appropriate point, in terms of his/her previous learning.

When a student is not able to accomplish an objective, he/she is not penalized. Other instructional situations are provided until the student eventually reaches that objective. In this way, the instructional staff, assuming the student persists in attempting to achieve the objectives, guarantees the ultimate success of every student in accomplishing the required objectives for every unit, course, or program.

The required objectives and activities for every unit, course, or program will be modified for a student whose unique background makes any objective, or group of objectives, inappropriate. In this way, the quality of instruction becomes individualized as a result of "quality-designed instruction."

Curricular Emphasis

Each student's program will stress problem-solving and inquiry skills in addition to the acquisition of facts and coverage of content. Typical inquiry and problem-solving competencies equally useful in other course work and daily life include:

1. Critical analysis
2. Generalization skills
3. Divergent thinking and original and creative synthesis
4. Comparing and contrasting skills

Emphasis is given in the processes of:

1. Sensing and defining personal and community needs
2. Defining and delimiting problems
3. Generating and testing hypotheses
4. Summarizing results
5. Documenting and drawing inferences
6. Redefining problems

Community Service

Since the College is committed to community service, it expects students to learn responsibility for community service as well. During his/her career at the College, each student is expected to identify an area of need in the community, analyze how he/she (or a group of students) can partially satisfy the need and make a contribution to the community through service related to their course work. The contribution of service could range from tutoring youth through starting a small business or public service organization, so long as what is needed in the community is partially achieved as a result of the actions of students in the College.

Summary

The College views itself as a medium for change and the various courses and programs of Walla Walla Community College stress accountability for tangible results which foster community development.

Accountability:

By:	To:	For:
The student	himself and the community conscientiously striving to reach objectives
The College	the community and State tangible accomplishments per dollar spent
The instructor	the student the student's eventual success in each unit / course / program

Policy Contact: <u>President</u> Approved by: <u>WWCC Board of Trustees</u> Date Originally Approved: <u>March 19, 1970</u> Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Core Theme: Student Success
Policy Number: 1755

Walla Walla Community College identified three core themes that manifest essential elements of its mission. The core themes are Student Success; Relevant, Equitable, and Innovative Programs and Services; and Resource Stewardship. Core Themes describe the fundamental aspects of the College's mission by translating it into practice.

Student Success

Core Objective 1, Academic Education: Prepare students for baccalaureate education.

Core Indicators:

1. Student Learning
2. Student Retention
3. Student Engagement
4. Certificate and Degree Completion
5. Baccalaureate Transfer Success
6. Corrections Education

Core Objective 2, Workforce Education: Prepare students to enter and advance in middle and high skill employment.

Core Indicators:

1. Participation Rate
2. Retention
3. Attainment
4. Labor market outcomes, i.e., employment and earnings
5. Student Achievement Points

Core Objective 3, Transitional Studies: Prepare students to master academic or technical skills required to further their education or secure family wage employment.

Core Indicators:

1. Participation Rate
2. Rate of progression from adult basic education and developmental math, and successful completion of college-level math
3. Rate of progression from adult basic education and developmental writing, and successful completion of college-level writing
4. Placement, retention, and completion of post-secondary education programs (Transfer and Workforce)
5. Integration of instruction and occupational skill training
6. Student achievement points

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: February 19, 2014

Last Reviewed/Revised: March 15, 2017

Walla Walla Community College
Board of Trustees Policy
Core Theme: Relevant, Equitable, and Innovative Programs and Services
Policy Number: 1756

Walla Walla Community College identified three core themes that manifest essential elements of its mission. The core themes are Student Success; Relevant, Equitable, and Innovative Programs and Services; and Resource Stewardship. Core Themes describe the fundamental aspects of the College's mission by translating it into practice.

Relevant, Equitable, and Innovative Programs and Services

Core Objective 1, Equity and Access

Core Objective 2, Program Quality

Core Objective 3, Campus Climate / Culture

Core Objective 4, Internal Engagement

Core Objective 5, External Engagement

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: February 19, 2014

Last Reviewed/Revised: March 15, 2017

Walla Walla Community College
Board of Trustees Policy
Core Theme: Resource Stewardship
Policy Number: 1757

Walla Walla Community College identified three core themes that manifest essential elements of its mission. The core themes are Student Success; Relevant, Equitable, and Innovative Programs and Services; and Resource Stewardship. Core Themes describe the fundamental aspects of the College's mission by translating it into practice.

Resource Stewardship

Core Objective 1, Financial Operations (Adequacy)

Core Objective 2, Financial Resource Management

Core Objective 3, Natural Resource Stewardship

Core Objective 4, Risk Management

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: February 19, 2014

Last Reviewed/Revised: March 15, 2017

Walla Walla Community College
Board of Trustees Policy
Ethics
Policy Number: 2030

Introduction

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. [Wherever the term "employee" is used in this document, it shall mean state officers and/or employees, per RCW 42.52.010.] It governs the actions and working relationships of Walla Walla Community College employees with current or potential customers, fellow employees, suppliers, government representatives, the media, and anyone else with whom the employees of Walla Walla Community College have contact.

In these relationships, employees must observe the highest standards of ethical conduct. Each employee is expected to place the College's interest above his or her own self-interest in all education, business, and other matters and decisions, where there is any actual or potential conflict or the appearance of a conflict.

Statement of Ethics for Washington State

“Government derives its power from the people. Ethics in government is the foundation on which the structure of government rests. State officials and employees of government hold a public trust that obligates them, in a special way, to honesty and integrity in fulfilling responsibilities to which they are elected and appointed. Paramount in that trust is the principle that public office, whether elected or appointed, may not be used for personal gain or private advantage.” (RCW 42.52.900)

The stated Core Ethical Principles upholding the Washington State Ethics Law are as follows:

- Public employees must place the public’s interest before any private interest or outside obligation – choices need to be made on the merits.
- Public employees should not make decisions in order to gain financial or other benefits for themselves, their family, or their friends.
- Public employees have a duty to conserve public resources and funds against misuse and abuse.
- Public employees must practice open and accountable government. They should be as open as possible about their decisions and actions, while protecting truly confidential information.
- Public employees should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

Code of Ethics for Walla Walla Community College

The following sections describe major principles from the ethics law that apply to all employees of Walla Walla Community College:

- | | |
|---|---|
| ▪ Gifts | ▪ Compensation for Outside Activities |
| ▪ Use of State Resources for Personal Benefit | ▪ Honoraria |
| ▪ E-Mail and Internet Use | ▪ Use of Public Resources for Political Campaigns |
| ▪ Confidential Information | ▪ Disclosure and Complaint Procedure |
| ▪ Assisting in Transactions | ▪ Dissemination of Policy |
| ▪ Financial Interest in Transactions | |
| ▪ Post State Employment | |

Some employees have extra restrictions under this law and should be informed of these special restrictions by the Vice President of Financial Services. All employees are responsible for learning and complying with all of the law's provisions that apply to them.

1. Gifts

"No state officer or state employee may receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction."
(Excerpt from RCW 42.52.140.)

The term "gift" means anything of economic value for which no consideration is given in return. A gift is something of value received by a state officer or state employee that the officer or employee did not pay for or otherwise earn. However, there are certain statutory exceptions, such as some items received from family or friends, items exchanged among co-workers, reimbursement for business expenses, payment for approved work-related training, awards, prizes, scholarships or other items provided in recognition of academic or scientific achievement.

Walla Walla Community College employees may not solicit a gift for personal benefit from students, other employees, vendors, and/or individuals, organizations or companies that may transact business or have a relationship with the College currently or in the future.

Unsolicited gifts from vendors and other organizations having or seeking to have a relationship with the College that are received by a College employee are property of the College. The exceptions generally include certain unsolicited items, tokens of appreciation such as plaques and desk items, and minor promotional items, with a total **annual** value of less than \$50.00. There are some minimal exceptions to this rule and questions about exceptions should be directed to the Vice President of Financial Services.

WWCC faculty routinely receives complimentary copies of textbooks from various publishers for review and potential use in the classroom. These materials are shipped to the Stockroom where they are sorted and delivered to the faculty addresses on a regular basis. Packages must be signed for by the departmental designee at the time of delivery. These complimentary materials become State of Washington/Walla Walla Community College property. Pursuant to the Executive Ethics Board Advisory Opinion 03-04, "Selling Textbooks Sent to Faculty by Publishers," faculty may not seek personal gain from the sale of said materials. At its September 12, 2003 meeting, the Executive Ethics Board adopted Advisory Opinion 03-04 regarding the sale of complimentary textbooks by higher education faculty. This opinion notes, in part, that higher education faculty may accept textbooks and other publications from publishers and use these items to conduct official business. The opinion, however, prohibits selling such textbooks and other publications for personal gain. While the opinion prohibits selling these textbooks for personal gain, several options for disposing of textbooks exist in lieu of selling them. The opinion notes that state supported institutions of higher education may want to consider adopting policies or procedures that assist faculty members in exercising these options. (See EEB Advisory Opinion 03-04.) Accordingly, when WWCC faculty has no further need of such textbooks, they shall be forwarded to the Bookstore for buyback/sales purposes. Bookstore staff will log each textbook submitted and track its sale, whether sold back to a publisher, or to a student or other interested party. All proceeds from these sales will be deposited into a special fiduciary account of the College. Funds in this account will be used in various ways such as books for needy students or other needs as recommended by faculty and/or staff representatives. Although textbooks cannot be sold by faculty, books that are declared "No Cash Value" by the Bookstore, using the current edition of the textbook buyers guide, and stamped by the Bookstore as "NCV," can be offered to the students.

Employees receiving gifts, other than the statutory exceptions, are to report the receipt of the gift to the Vice President of Financial Services in writing to ensure that the gift is accepted by the College through the normal approval process.

If accepted, the gift will be recorded in the College inventory (if required), and put in general use to benefit College programs and our students. Gifts that bear a value of greater than \$50.00 but have no general use that would benefit College programs and students are to be sent to the College purchasing officer for disposal.

The following examples of situations that may arise are given as illustrations to help further explain these ethics laws.

Example 1:

Mary works in the personnel department of an agency that is responsible for worker safety. As part of her job, she accompanies a group of agency employees on a training program that includes a tour of a manufacturing plant of the XYZ Corporation. The plant manufactures cookware. At the conclusion of the tour the XYZ Corporation gives Mary a frying pan valued at \$75 as a souvenir of her tour. Mary accepts the pan. Mary does not participate in the regulation of XYZ because none of her official duties involve the corporation.

Mary has committed an ethical violation. The frying pan is a gift. The value of the pan exceeds the \$50 limit on gifts and it does not fall within any of the exceptions from that limit. Even though it could not reasonably be expected that the gift of the pan would influence the performance of Mary's official duties, there is an ethical violation because the value of the gift exceeds the \$50 limit. If the value of the pan was \$50 or less there would be no violation.

Example 2:

Zack is a state employee with a wife and three children. Linda, the president of the XYZ Corporation, gives Zack and each member of his family a ticket to a sporting event. The value of each ticket is \$15 and the total value of the five tickets is \$75. Linda has never met Zack's family.

Zack has committed an ethical violation. The value of the tickets received by Zack and his family exceed the \$50 limit. The gift of tickets to Zack's family is attributable to him because there is no independent business, family, or social relationship between Linda and his family. The tickets do not meet the exception to the \$50 limit because the sporting event was not sponsored by a civil, charitable, governmental or community organization.

Example 3:

Jim works as a gardener on Walla Walla Community College's grounds staff. His job involves mowing lawns and maintaining flower beds. XYZ Corporation supplies the College with gardening supplies but Jim's job does not involve these contractual matters. Every three months XYZ gives the College's gardeners, including Jim, a new pair of gardening gloves, valued at \$15. During the calendar year, Jim accepts four pair of gloves for a total value of \$60.

Jim has committed an ethical violation because he cannot receive multiple gifts from a single person with a total value in excess of \$50. Had Jim participated in the decision to purchase the gardening supplies, a more stringent rule would have applied and accepting one pair of gloves would be a violation.

Example 4:

Jane is an instructor at Walla Walla Community College. The College Stockroom receives a complimentary textbook addressed to Jane from a publisher. After review, Jane determines the textbook is not usable in her classroom and sells it for \$25.

Jane has committed an ethical violation. The textbook, while complimentary and unsolicited, is State of Washington/Walla Walla Community College property. Pursuant to Executive Ethics Board Advisory Opinion 03-04, "Selling Textbooks Sent to Faculty by Publishers," faculty may not seek personal gain from the sale of said materials.

2. Use of State Resources for Personal Benefit

"No state officer or state employee may employ or use any person, money, or property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee, or another. This section does not prohibit the use of public resources to benefit others as part of a state officer's or state employee's public duties." (Excerpt from RCW 42.52.160)

This language clearly prohibits the use of state resources for private purposes, such as avoiding a cost or expense, or paying a discounted government rate by using a state resource for some personal use. While this prohibition is clear, the Executive Ethics Board allows occasional use by employees of property which results in “*de minimis*” costs. “*De minimis*” use is defined as use that:

- results in little or no cost to the state;
- does not interfere with the performance of official duties;
- is brief in duration **and** frequency;
- does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
- does not compromise the security or integrity of state information or software.

Permissible Use of State Resources:

- An employee may make **occasional** local telephone calls for medical and dental appointments, child or elder care arrangements, transportation, coordination, etc.;
- An employee may send **occasional and brief** personal e-mail messages.

Prohibited Use of State Resources

- Any use for the purpose of conducting an outside business, whether or not for profit;
- Any use for the purpose of assisting the campaign of any candidate for election to any office, or to oppose or promote a ballot proposition;
- Any use for commercial purposes, such as advertising or selling;
- Illegal activities or activities incompatible with a professional workplace, i.e., accessing adult-oriented sites or gambling on the Internet;
- Lobbying activity unless authorized by law; and
- Any use to promote, support, or solicit for an outside organization or group unless the activity is approved by an agency head or his/her designee.
- No personal use may be made of state resources that are removed from a state facility.

Example 1:

John, a cashier at Walla Walla Community College, takes in both cash and checks as part of his job. On payday, John wants to buy his wife a birthday present during the noon hour, but he is short of cash and can't get to the bank until after lunch. John takes \$50.00 from the cash drawer at 11:30 a.m., buys his wife a present during the noon hour, goes to the bank on his way back from shopping, and replaces the \$50.00 in the cash drawer when he returns at 1:00 p.m.

John has committed an ethical violation. John may not use any public money under his official direction or control for the private benefit of himself or another.

Example 2:

Pat is Walla Walla Community College's head gardener. The crew he supervises performs all of the College's grounds maintenance, including poisoning/pulling weeds and transporting the College's grounds waste to a recycling facility. On Friday, at 1:30 p.m., two of the gardeners supervised by Pat leave the College with a load of waste. Pat asks them to stop by a friend's house on the way to the recycling center and to assist the friend in identifying and

removing ragwort from his garden. The employees do so and return to the College at 3:30 p.m. Their work day ends at 3:30 p.m.

Pat has committed an ethical violation. A state employee may not use persons under his or her direction or control for private benefit or gain to himself, herself, or others.

Example 3:

Mary is an instructor at Walla Walla Community College and uses the College's audio-visual equipment to teach her classes. On Friday night she takes home a state PA system to use at her sister's wedding reception on Saturday night. She saves \$300 on rental charges for comparable equipment she would have had to rent from a private source.

Mary has committed an ethical violation. She may not use state property under her control or custody for private benefit or gain for herself or another.

3. E-Mail and Internet Use

The ethics law was written in 1995, prior to the widespread use of the internet and e-mail. However, the Executive Ethics Board has developed a number of advisory opinions that govern the use of these resources. These can be found at:

http://www.wa.gov/ethics/index_adv_opinions.html

Electronic mail, facsimile transmissions, and voice mail are technologies that may create an electronic record, and therefore may be distinguished from other forms of communication such as telephone conversations. Electronic records also are reproducible, so they cannot be considered private. Such records may be subject to the public disclosure law, or legitimately may be disclosed for audit or management purposes. (WAC 292-110-010(7)).

4. Confidential Information

"No state officer or state employee may accept employment or engage in any business or professional activity that the officer or employee might reasonably expect would require or induce him or her to make an unauthorized disclosure of confidential information acquired by the official or employee by reason of the official's or employee's official position. No state officer or state employee may make a disclosure of confidential information acquired by the official or the employee by reason of the employee's or official's position.

No state officer or state employee may make a disclosure of confidential information gained by reason of the officer's or employee's official position or otherwise use the information for his or her personal gain or benefit or the gain or benefit of another. No state officer or state employee may intentionally conceal a record if the officer or employee knew the record was required to be released under chapter 42.17 RCW, was under a personal obligation to release the record, and failed to do so. This subsection does not apply where the decision to withhold the record was made in good faith."

(Excerpt from RCW 42.52.050)

College employees are required to maintain confidential information and not to use confidential information for personal gain or for gain by anyone not entitled to receive the

information. Likewise, outside employment and other circumstances that are likely to compromise information received from the College must be avoided.

Example 1:

John reviews confidential appraisals of real estate parcels for a college which is buying land upon which to expand. John recommends to the trustees which land the college should buy. John is offered a position with the XYZ Corporation. XYZ owns a number of parcels John has evaluated and which the college is considering purchasing. It would assist the XYZ Corporation to know the college's appraisal and how interested the college is in buying one or more of its parcels. XYZ Corporation wants John to promote and handle its land sales.

It would be an ethical violation for John to accept the position. He can reasonably expect that he would be required or induced to disclose the confidential appraisals or evaluations in his new position.

Example 2:

Sandra is her college's records custodian. She receives a request for the payroll records of a college administrator. Sandra locates the payroll information in the agency files. She reviews the documents and determines that they contain disclosable information. Sandra knows she should disclose the documents, but doesn't want to embarrass the administrator because one record shows his salary was subject to a garnishment during the previous year. Sandra conceals the document and fails to release it.

Sandra has committed an ethical violation. Sandra knows she was required to release all records she found, but failed to do so. Because Sandra's decision to conceal and withhold a record was not made in good faith, a violation occurred.

5. Compensation for Outside Activities

"No state officer or state employee may receive any thing of economic value under any contract or grant outside of his or her official duties if the contract or grant is related to or appears to be related to the employee's official duties and responsibilities." (Excerpt from RCW 42.52.120)

This provision is intended to prohibit public employees from placing themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of official duties. When considering decisions dealing with employment, remember that the definition of employee includes your spouse and immediate family. There are many specific instructions and requirements under this provision, including a six-part exception for *bona fide* outside compensation that does not violate other restrictions. If you have questions regarding this prohibition, please contact the College's Director of Human Resources.

Example 1:

Hank works in Walla Walla Community College's facilities services department and has responsibility to ensure that the contractor, XYZ Corporation, completing a minor capital

project meets the contract conditions and standards. Hank has an excellent understanding of the community college contracting and construction process and XYZ Corporation hires Hank for \$200 to spend a weekend reviewing their proposal bid for a construction project at Yakima Valley Community College.

Hank has committed an ethics violation. He may not be paid by XYZ because the weekend work appears to be related to his Walla Walla Community College employment, in that he would be paid by a company that he is responsible for monitoring as part of his duties at Walla Walla Community College.

6. Honoraria

**"No state officer or state employee may receive honoraria unless specifically authorized by the agency where they serve as state officer or state employee."
(Excerpt from RCW 42.52.130)**

An Honorarium is defined as money or thing of value offered for a speech, appearance, article, or similar item in connection with your official role in state government. An Honorarium Authorization form for WWCC employees is posted on the WWCC website: wwcc.edu/humres/forms/honorarium.

Walla Walla Community College employees may accept honoraria, **except** under the following circumstances:

- The person or organization offering the honoraria is seeking, or is reasonably expected to seek, a contract with or a grant from the College or from a College employee and the employee receiving the honoraria is in a position to participate in the terms or award of the contract or grant, or
- The person offering the honorarium is regulated by the College and you are in a position to participate in the regulation; or
- The person or organization offering the honoraria is seeking or opposing or is reasonably likely to seek or oppose enactment or adoption of administrative rules or actions, or policy changes by the College, and the employee receiving the honoraria may participate in this enactment or adoption.

Example 1:

A faculty member who does not sit on a textbook selection committee considering a particular textbook may agree to review a textbook and accept an honorarium from the publisher. However, should the publisher's book be considered for selection as a text for a class, the faculty member, having received an honorarium, must refuse to participate in the textbook selection decision.

Example 2:

Edward works for Walla Walla Community College as an employee in the financial aid office. He is experienced in financial aid eligibility rules and in his position makes financial aid awards to WWCC students. Edward is offered a contract for \$500 to lead a series of workshops on weekends for area high school students and their parents on preparing financial aid applications.

Edward has committed an ethical violation. Edward may not accept honoraria from a person or organization who is reasonably expected to receive a contract or grant from the college (the financial aid office) and he is involved in the terms or award of the contract or grant.

7. Use of Public Resources for Political Campaigns

"No state officer or state employee may use or authorize the use of facilities of an agency, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Knowing acquiescence by a person with authority to direct, control, or influence the actions of the state officer or state employee using public resources in violation of this section constitutes a violation of this section. Facilities of an agency include but are not limited to use of stationery, postage, machines, and equipment, use of state employees of the agency during working hours, vehicles, office space, publications of the agency, and clientele lists of persons served by the agency." (Excerpt from RCW 42.52.180)

8. Assisting in Transactions

"Except in the course of official duties or incident to official duties, no state officer or state employee may assist another person, directly or indirectly, whether or not for compensation, in a transaction involving the state (a) in which the state officer or state employee has at any time participated; or (b) if the transaction involving the state is or has been under the official responsibility of the state officer or state employee within a period of two years preceding such assistance."(Excerpt from RCW 42.52.040)

Example 1:

Larry is ABC College's Human Rights Officer. Larry is responsible for supervising a number of employees who assist people who want to file harassment complaints against College personnel. In 1993, while Larry is with the college, Molly files a complaint. Larry does not participate in Molly's complaint but it falls under his official responsibility. Subsequently, Larry leaves state service and goes into business consulting on sex discrimination/harassment complaints. In 1994, Molly asks Larry to assist her in resolving her complaint at ABC College. Larry helps Molly by calling ABC College's president and writing letters on Molly's behalf.

Larry has committed an ethical violation. Molly's complaint is a transaction involving the state. Although Larry did not participate in that transaction, it was under his official responsibility. Larry may not assist a person in a transaction involving the state if the transaction fell under his official responsibility within two years preceding such assistance. The phone calls and letters on Molly's behalf are assistance and it was done within the two-year period.

9. Financial Interest in Transactions

"No state officer or state employee may be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or is under the supervision of the officer or employee, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in the

contract, sale, lease, purchase, or grant. No state officer or state employee may participate in a transaction involving the state in his or her official capacity with a person of which the officer or employee is an officer, agent, employee, or member, or in which the officer or employee owns a beneficial interest." (Excerpt from RCW 42.52.030)

Walla Walla Community College employees may not participate in College decisions that benefit, or appear to benefit, the employee or any person or organization in which the employee has or appears to have a beneficial interest. A beneficial interest is the right to enjoy, profit, benefit, or advantage from a contract or other property. This prohibition applies to employees' spouses, family members, and businesses and organizations in which an employee has a beneficial interest.

Example 1:

Charles works for an agency and he is responsible for negotiating and administering contracts for the purchase of agency equipment. Diana owns a business which sells computers. Charles and Diana are married and their income is community property; however, Charles has no direct involvement in Diana's business. Charles enters into a contract with Diana to purchase computers for the agency. The contract is let by open and competitive bid. Diana is awarded the contract because she had the lowest bid.

Charles has committed an ethical violation. Charles has beneficial interest in the contract because he has a community property interest in the income Diana will receive from it. Even though the contract was awarded pursuant to an open and competitive bidding process, Charles may not have a beneficial interest in a contract made by, through, or is under his supervision.

10. Post State Employment

"No former state officer or state employee may, within a period of one year from the date of termination of state employment, accept employment or receive compensation from an employer if the officer or state employee, during the two years immediately preceding termination of state employment, was engaged in the negotiation or administration on behalf of the state or agency of one or more contracts with that employer and was in a position to make discretionary decisions affecting the outcome of such negotiation or the nature of such administration and such contract or contracts have a total value of more than ten thousand dollars." (Excerpt from RCW 42.52.080)

The ethics law contains several restrictions on former state employees. A Walla Walla Community College employee considering leaving the College and seeking employment that may do business with the College or other state agencies should carefully read and study this section of the ethics law.

Example 1:

Chuck negotiates and administers linen contracts for college residence halls. He recently began administering a \$50,000 contract for bed sheets from the XYZ Corporation. XYZ Corporation offers Chuck a job as head of its western sheet sales divisions. Chuck would be

responsible to ensure that sheets were produced and shipped on time to fulfill XYZ's contract to provide linen to state colleges.

It would be an ethical violation for Chuck to accept this job. Chuck cannot accept a job whose responsibilities include fulfilling XYZ's linen contract because he administers that contract for the state. This contract does not meet the exception to the prohibition because the value of XYZ's contract exceeds \$10,000.

11. Disclosure and Complaint Procedure

"A person may, personally or by his or her attorney, make, sign, and file with the appropriate ethics board a complaint on a form provided by the appropriate ethics board. The complaint shall state the name of the person alleged to have violated this chapter or rules adopted under it and the particulars thereof, and contain such other information as may be required by the appropriate ethics board."

(Excerpt from RCW 42.52.410)

Walla Walla Community College employees may file complaints with the executive ethics board directly as noted above or may make complaints known to the College's Vice President of Financial Services or to the Director of Human Resources. Formal Ethics Board complaint forms are available at the Ethics Boards web site at www.wa.gov/ethics.

Informal complaints may be presented orally and will be investigated as deemed appropriate by the College. The kind of investigation and subsequent action remains the sole prerogative of the College. Filing an informal complaint does not preclude a subsequent filing of a formal complaint.

Formal complaints to the College must be filed and signed by the employee in writing on the appropriate forms provided by the College Financial Services office or the Human Resources office and contain all pertinent information called for on the appropriate form. Formal complaints are serious matters and will be seriously investigated by the College. Employees named in formal complaints shall be afforded the right to all information contained in the complaint and shall have adequate opportunity to provide information and evidence needed or requested by the College. An investigation of a formal complaint normally will result in a written decision by the College.

Retaliation against a complainant is forbidden.

12. Dissemination of Policy

All employees will receive an e-mail or hard copy of the Walla Walla Community College Code of Ethics. New employees will receive a copy during employee orientation. The Human Resources office is responsible for reviewing the Code of Ethics with College employees at least once a biennium.

The State of Washington’s Executive Ethics Board maintains an informative website that has the relevant law, questions and answers, and all the advisory opinions issued by the Board. It can be found at:

<http://www.wa.gov/ethics/>

FREQUENTLY ASKED QUESTIONS

These frequently asked questions, compiled by the Washington State Executive Ethics Board, are intended to provide examples of how the Board would interpret and apply RCW 42.52.160, RCW 42.52.180 and WAC 292-110-010 to common occurrences in the state workplace.

Question 1: Are there general guidelines for the use of state resources?

Answer: Yes. All state officers and employees have a duty to ensure the proper stewardship of state resources, including funds, facilities, tools, property, employees and their time. Accordingly, the Ethics in Public Service Act states that resources under your official control may not be used for the private benefit or gain of a state officer, state employee, or another person. (See RCW 42.52.160(1))

Question 2: What types of state resources are covered under the ethics law?

Answer: The guidelines on use of state resources apply to all resources **under an employee’s control** including, but not limited to, facilities of an agency, state employees, computers, equipment, vehicles, and consumable resources. State resources also include state information, e.g., databases, employee lists. (See RCW 42.52.160(1) and RCW 42.52.180(1))

Question 3: What exactly is a “private benefit or gain”?

Answer: A private benefit or gain can range from avoiding a cost or expense by the use, to using resources to support your outside business or paying a discounted government rate for a personal phone call. There are some uses that do not appear to have a cost but may result in private benefit or gain. For example, it may not cost a significant amount of money to use a state computer to access the Internet. Nevertheless, by making a personal use of a resource available to you only because you are a state employee, you are receiving a private benefit or gain.

Question 4: I’ve heard that de minimis use is allowed. What is a ***de minimis*** use anyway?

Answer: A de minimis use is an infrequent or occasional use that results in little or no actual cost to the state. An occasional brief local phone call to make a medical or dental appointment is an allowable de minimis use of state resources. The cost of a brief phone call is negligible and is not likely to interfere with your job. The following examples address “de minimis” use: (See WAC 292-100-010(3))

Example A: An employee makes a telephone call or sends an e-mail message to his/her children to make sure that they have arrived home safely from school. This is not an ethical violation. So long as the call or e-mail is brief in duration, there is little or no cost to the state, i.e., your SCAN code is not used, and sending a brief message does not interfere with the performance of official duties.

Example B: An employee uses his/her agency computer to send electronic mail to another employee wishing them a happy birthday. This is not an ethical violation. The personal message is brief and does not interfere with the performance of official duties.

Example C: Every spring a group of employees meets during lunch to organize an agency softball team. The meeting is held in a conference room that is not needed for agency business during the lunch hour. This is not an ethical violation. There is little or no cost to the state, the meeting does not interfere with the performance of official duties, and off-site recreational activities such as softball teams can improve organizational effectiveness.

Question 5: What does “promoting organizational effectiveness” really mean?

Answer: The Board recognizes that state agencies may allow employees to participate in activities that are not official state duties but promote organizational effectiveness by supporting a collegial work environment. Often these activities involve an accumulated use of state time or resources that is more than de minimis. Nevertheless, the Board believes that so long as the employees who participate in the activity limit their use of state resources, then these activities would not undermine public confidence in state government. (See WAC 292-100-010(3))

Question 6: Are there any uses of state resources that are prohibited?

Answer: Yes. The allowance for de minimis use does not apply to the following uses: conducting an outside business; political or campaign activities; commercial uses like advertising or selling products; lobbying that is unrelated to official duties; solicitation on behalf of other persons unless approved by the agency head; and illegal or inappropriate activities. The following examples address prohibited uses. (See WAC 292-100-010(6))

Example A: An employee operates an outside business. She makes an outside business call on her state telephone. The call is local. This is an ethical violation. The employee is conducting a private business on state time using state resources, which is prohibited under WAC 292-110-010(6).

Example B: An employee puts a state telephone number or work address on business cards or letterhead for his/her outside business. Several customers contact the employee at the office number to conduct the outside business. This is an ethical violation. Although the use of the telephone may result in a negligible cost to the state, conducting a private business is an illegal use of state resources.

Example C: After working hours, an employee uses the office computer and printer to prepare client billings for a private business using his/her own paper. This is an ethical violation.

Although use of the office computer and printer may result in a negligible cost to the state, conducting a private business is an illegal use of state resources.

Example D: One night an employee takes an agency owned video player home to watch videos of his/her family vacation. This is an ethical violation. Although there is little or no cost to the state, an employee may not make private use of state equipment removed from state facilities or other official duty station.

Example E: An employee is assigned to do temporary work in another city away from his/her usual duty station. To perform official duties the employee takes an agency laptop computer. While away, the employee uses the computer to do tax work for a private client. This is an ethical violation. Although use of the laptop may result in a negligible cost to the state, conducting a private business is an inappropriate use of state resources.

Question 7: Can I play games on my computer during lunch and break times.

Answer: Generally, no. When employees download games or load interactive games onto state owned computers, the game play often involves several state employees or can undermine the security of state information and databases. In addition, the computer at your workstation remains a state resource regardless of whether you are working or on a break. Nevertheless, subject to your agency's prior approval a brief and occasional personal use, during lunch or break times, of a game that was preloaded by the manufacturer on your state computer would be allowed under the de minimis rule. (See WAC 292-100-010(3))

Question 8: If I use a state resource, can't I just reimburse my agency for the use?

Answer: No. Reimbursing for a personal use may result in a personal benefit and may impose significant administrative burdens on the state. For example, the price of a SCAN call is less than you would pay using your local telephone company. Reimbursing also creates the misperception that personal use is ok as long as we pay for it. Personal use should be the exception, not the rule. (See WAC 292-100-010(7))

E-MAIL AND INTERNET USE

Question 9: Can I send a personal e-mail message without violating the ethics laws?

Answer: Yes. The general ethics standard is that any use of a state resource other than for official state business purposes needs to be brief in duration and frequency to ensure there is little or no cost to the state and the use does not interfere with the performance of official duties. Extensive personal use of state provided e-mail is not permitted. (See WAC 292-100-010(4))

Question 10: Are my e-mail or voice messages private?

Answer: No, if you use state equipment do not expect a right to privacy for any of your e-mail or voicemail communications. E-mail and voicemail communications may be considered public records and could be subject to disclosure. Aside from disclosure, employees should consider that e-mail communications are subject to alteration and may be forwarded to unintended

recipients. Avoid these potential problems by treating e-mail communications as another form of business correspondence. (See WAC 292-100-010(5))

Questions 11: Are there any restrictions on e-mail communications?

Answer: Yes. E-mail messages cannot be for any of the following uses: conducting an outside business; political or campaign activities; commercial uses like advertising or selling products; solicitation on behalf of other persons unless approved by the agency head; and illegal or inappropriate activities, such as harassment. In addition, broadly distributing or chain-mailing an e-mail that is not related to official business is prohibited because it disrupts other state employees and obligates them to make a personal use of state resources. (See WAC 292-100-010(6))

Question 12: What are the guidelines on Internet use?

Answer: Just like the guidelines for e-mail discussed above, any personal use of state provided Internet access must be both brief and infrequent. Extensive personal use of state provided Internet access is not permitted. In addition, your agency must have adopted a policy that specifically permits personal use of the Internet. See WAC 292-100-010(4)) The following examples address uses of the Internet:

Example A: Several times a month an employee quickly uses the Internet to check his or her children's school website to confirm if the school will end early that day. The transaction takes about five minutes. This is not an ethical violation. The use is brief and infrequent, there is little or no cost to the state, and the use does not interfere with the performance of official duties.

Example B: An employee routinely uses the Internet to manage her personal investment portfolio and communicate information to her broker. This is an ethical violation. Using state resources to monitor private stock investments or make stock trades, are private activities that can result in a private financial benefit or gain. Allowing even an occasional or limited use of state facilities to facilitate a private financial gain undermines public confidence in state government.

Example C: An employee spends thirty to forty minutes looking at various web sites related to a personal interest. This is an ethical violation. The use is not brief and can interfere with the performance of state duties.

Example D: An employee visits several humor and joke sites. While at a site, s/he downloads a joke file and e-mails it to several co-workers. This is an ethical violation. By e-mailing a file to co-workers the employee disrupts other state employees and obligates them to make personal use of state resources. In addition, downloading files and distributing them to co-workers can introduce a computer virus, which can compromise state databases.

Question 13: What do I do if I access the wrong Internet site?

Answer: Don't panic. The best thing to do is to back out of the site and remember what it was that got you there and don't go back. Everyone makes this kind of mistake. It is also advisable to contact your supervisor or information systems staff to notify them of your mistake.

USE OF STATE RESOURCES TO SUPPORT CHARITIES

Question 14: Can I use state resources to support charities?

Answer: The limited use of state resources to support charities may be allowed if an agency head or his/her designee approves the activity as one that promotes organizational effectiveness. Approval may be in the form of a specific policy that establishes guidelines for limited use of state resources. (See WAC 292-100-010(3))

Question 15: Can you give me examples of limited uses that might be ok?

Answer: Yes. Sending an e-mail to notify employees of a blood drive would be a limited and acceptable use of state resources. Another example might be a bake sale to support an Adopt-A-Family program. Here, the baking would be performed at home and after working hours. The baked goods are then displayed for purchase during break times and the lunch hour. When gifts are purchased for the family, the purchases are made after working hours.

Question 16: Is there anything employees shouldn't do while conducting charity work on state time?

Answer: Any use of state resources that results in an expenditure of funds should be avoided. Consider this scenario. A group of employees spend 6 working hours of staff time a week for over a four-week period to plan a charitable fund-raiser, and use the computer, fax, and copier to produce fund-raising materials. This is an expenditure of state funds that would not be considered a de minimis or limited use of state resources. In addition, state resources may not be used for the benefit of any other person, whether or not operated for profit, unless the use is within the course of official duties. The following example addresses another area of concern. (See WAC 292-100-010(3))

Example: An employee is active in a local PTA organization that holds fund-raising events to send children to the nation's capital. Although a parental payment of expense for the trip is expected, the more raised through individual contributions, the less the parent must pay. The employee uses agency e-mail to solicit contributions to the fund-raiser from a broad distribution list of co-workers. The e-mail asks each recipient to pass along the e-mail to other state employees. This is an ethical violation. The employee is using state resources to promote an outside organization and a private interest. By sending the e-mail to other state employees and asking state employees to pass the solicitation along, the employee is asking other state employees to improperly use state resources in a manner that interferes with the performance of official duties.

Question 17: What about the Combined Fund Drive?

Answer: The Combined Fund Drive is somewhat different than other independent charitable organizations because it has been established by the state legislature. Therefore, it is part of the official duties of those employees who are assigned by the agency to conduct the Drive. Fund Drive coordinators should confine the time and effort spent conducting the drive to agency guidelines. (See WAC 292-100-010(2) and EEB Advisory Opinion 00-09)

Question 18: What about the employees who are not officially assigned to conduct the Combined Fund Drive?

Answer: As noted above with charitable groups, the use of state resources to support the Combined Fund Drive charities should be reasonable, involve little or no cost to the agency, and should not disrupt the conduct of official business in state offices. (See WAC 292-100-101(3) and Advisory Opinion 96-11)

Question 19: How about agency participation in commercial activity that benefits the Combined Fund Drive?

Answer: State agencies should avoid direct involvement in commercial activity even if the proceeds may benefit the Combined Fund Drive. Examples of improper direct involvement include distributing commercial product sales brochures and order forms to agency employees, collecting product order forms in the workplace or on state paid time, and distributing products in the workplace or on state paid time. Activities permitted under the de minimis rule, such as those described in the answer to Question 15, should not involve commercial activities. (See WAC 292-100-010(6)).

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: April 20, 2005

Last Reviewed/Revised: October 18, 2006

Walla Walla Community College

Tobacco Free Campus

Policy 2050

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) is committed to being a catalyst that transforms our students' lives and the communities we serve. We desire to provide the healthiest possible learning and working environment for our students, staff, and visitors. WWCC has a unique opportunity and responsibility to provide leadership and a foundation for healthful living. The leading cause of preventable death in the nation is tobacco use, and we believe that limiting the harmful effects of tobacco use is one of the best ways we can support a healthier campus community. Restrictive policies have been shown to effectively reduce tobacco use by helping prevent initiation and making it easier for people who use tobacco to quit. Washington State Governor Jay Inslee has encouraged Higher Education institutions to implement comprehensive wellness programs that include living tobacco free.

II. AUTHORITY

WWCC Board of Trustees

III. SCOPE OF POLICY

This policy applies to faculty, staff, students and campus visitors.

IV. POLICY

Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

Policy Contact: Vice President of Human Resources	
Board Approval on: 06/29/2015	Last Reviewed/Revised on: 06/29/2015
Applicability: This policy applies to all faculty, staff, students and visitors.	

**Walla Walla Community College
Board of Trustees Policy
Cash Management
Policy Number: 4100**

The College will take such actions as are necessary to ensure the effective cash management of funds. Business Services shall manage the cash flow of all funds consistent with state law and the policies and procedures established by the Office of Financial Management (OFM).

The College shall establish written administrative procedures in accordance with this policy that are necessary to manage the cash flow of funds.

Policy Contact: _____

Approved by: WWCC Board of Trustees _____

Date Originally Approved: April 20, 2005 _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Investments
Policy Number: 4150

Authority to manage the College's investment program is derived from Chapter 39.58 RCW for Washington State Government entities. It is the policy of the College to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the College and conforming to all state and local statutes governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the College and shall include the following:

- General Funds
- Special Revenue Funds
- Internal Service Funds
- Enterprise Funds
- Trust/Agency Funds

Prudence

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "**prudent person**" standard, as defined by RCW 43.250.040, and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objective

The primary objectives, in priority order, of the College's investment activities shall be:

Safety: Safety of the principal is the foremost objective of the investment program. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity: The College's investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements, which might be reasonably anticipated.

Yield: The College's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the College's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

Authority to manage the College's investment program is derived from the College Board of Trustees policy on delegation of authority to the President who has hereby delegated that authority to the Vice President for Financial Services, who shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Vice President of Financial Services.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial decisions.

Authorized Financial Dealers and Institutions

The State Treasurer maintains a list of broker/dealers and financial institutions authorized to provide investment services. Authorized broker/dealers and financial institutions will be limited to those that meet one or more of the following:

- Financial institutions approved by the Washington Public Deposit Protection Commission (RCW 39.58); or,
- Primary dealers recognized by the Federal Reserve Bank; or,
- Non-primary dealers qualified under U.S. Securities and Exchange Commission Rule 15C-3-1, the Uniform Net Capital Rule.

Authorized and Suitable Investments

Eligible investments are only those securities and deposits authorized by statute (RCW 36.29.020 and 43.84.808). Eligible investments include:

- Certificates, notes, bonds or other obligations backed by the full faith and credit of the U.S. Government
- Certificates of deposit issued by qualified public depositories of the State of Washington
- Bankers acceptances
- Washington State Treasurer's "Local Government Investment Pool" (LGIP)
- Investment pools managed by qualified public depositories when investments of the pool consist entirely of qualified federal government securities.

Safekeeping and Custody

All security transactions entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis. Securities purchased by the entity will be delivered against payment and held in a custodial safekeeping account with the trust department of a bank. The trust department of a bank, a third party custodian, will be designated by the Vice President for Financial Services and all transactions will be evidenced by safekeeping receipts.

Diversification

The College will diversify its investments by security type and institution. With the exception of US Treasury securities and authorized pools, no more than 50% of the College's total investment portfolio will be invested in a single security type or with a single financial institution.

Internal Controls

The College will maintain internal controls to protect against the loss of public funds arising from negligence, theft or misuse. These controls will include, but not be limited to:

- The use of third party custody and safekeeping;
- The execution of all securities transactions on a delivery-versus-payment (DVP) basis;
- The clear delegation of investment authority;
- The separation of transaction authority from record keeping;
- The use of objective criteria in selecting financial institutions and dealers authorized to provide investment services to the state;
- The use of objective criteria in awarding investment purchases and sales to authorized financial institutions and dealers; and
- The state auditor will “audit the accounts” and “inspect the books” to determine the compliance of investment activities with state statutes and this policy.

Performance Standards

The investment portfolio will be designed to obtain an average rate of return which meets or exceeds the rate paid by the Local Government Investment Pool. This performance standard shall take into account the College's investment risk constraints and cash flow needs.

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: June 29, 2016

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Use of Debt
Policy Number: 4200

The College in accordance with Chapter 28B.50.140 (6) RCW, may, with the approval of the State Board for Community and Technical Colleges (SBCTC) borrow money and issue and sell revenue bonds in accordance with the provisions of RCW 28B.10.300 through 28B.10.330 where applicable.

It is the policy of the College to effectively manage the appropriate level of debt to ensure adequate resources are available to meet debt service requirements. The College shall not incur debt or borrow money which will cause the aggregate debt obligation by the College to exceed that amount for which payments of principal and interest in any fiscal year would require the College to expend more than three percent (3%) of the average general operating revenues for the three immediately preceding fiscal years.

The College shall establish written administrative procedures for the use of debt in accordance with this policy and state law.

Policy Contact: _____

Approved by: WWCC Board of Trustees _____

Date Originally Approved: April 20, 2005 _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Vending Machine Proceeds
Policy Number: 4250

Whereas, pursuant to RCW 28.85.320 the Board of Trustees of Community College District No. 20 is authorized to direct the manner in which all moneys received by the college are deposited and expended, and

Whereas, a number of vending machines are stationed throughout the campus from which net proceeds are received, Now Therefore

BE IT RESOLVED by the Board of Trustees of Community College District No. 20 that all net proceeds from the sale of the vending machine situated in the Staff Lounge be deposited in Fund No. 840 commonly designated as the Staff Welfare Fund. The president, by written order of the Board of Trustees, is delegated authority to expend moneys in Fund No. 840 after appropriate recommendations from any committee established for the purpose of making recommendations for the expenditure of Fund No. 840.

BE IT FURTHER RESOLVED that the net proceeds from all other vending machines stationed on the campus be deposited in the Associated Student Body Fund No. 522 for operation of the student budget.

ADOPTED at a regular meeting of the Board of Trustees of Community College District No. 20 on September 22, 1970 with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

Policy Contact: _____

Approved by: WWCC Board of Trustees _____

Date Originally Approved: September 22, 1970 _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Drug-Free Workplace Policy and Drug Prevention Program
Policy Number: 5600

It is the intent of the Board of Trustees of Walla Walla Community College to provide a drug free, healthful, safe, secure work environment in accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986. Thus, each employee is expected to report to work physically and mentally prepared to perform their assigned duties.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in and on Walla Walla Community College-owned or controlled property or while conducting College business.

The use of alcohol while on Walla Walla Community College-owned or controlled property is also prohibited except when authorized in writing by the College President and in accordance with State of Washington Liquor Control Board procedures.

No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy by any employee will result in: 1) disciplinary action which may include termination of employment in accordance with the Higher Education personnel Board rules, Bargaining Unit Agreements, tenure laws, or other College policies and/or; 2) satisfactory participation in an approved chemical dependency program.

If an employee is engaged in the performance of a federally-sponsored grant or contract, the College must provide written notification to the federal contracting agency within ten (10) calendar days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. Compliance with federal law requires all employees to provide notification in writing to the employing official of any criminal drug statute conviction occurring in the workplace no later than five (5) calendar days after such a conviction. The College will take disciplinary action against any College employee so convicted within 30 calendar days of notification. Disciplinary action may include dismissal from employment, satisfactory participation in an approved chemical dependency program, or a combination of sanctions.

Walla Walla Community College recognizes chemical dependency to be a treatable illness. The College has established an ongoing education program that will provide: 1) information about the dangers of drug and alcohol abuse in the workplace; 2) the College's Drug Free Workplace Policy; 3) information about the availability of drug and alcohol counseling, rehabilitation, and the State of Washington Employee Advisory Service; and 4) the possible penalties for employee drug or alcohol abuse violations. Conscientious efforts to seek help with a chemical dependency problem will not jeopardize employment. Employees or their family members needing assistance with chemical dependency problems are encouraged to utilize the

confidential referral services of the College's Chemical Dependency Educator or a Student Development Center Counselor.

Drug Abuse Prevention Program Statement of Intent

Because of the intensifying abuse of drugs and alcohol in the United States, this statement of policy as formulated to comply with the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570, Title IV, Subtitle B) and the Drug Free Work Force Act of 1988 (Public Law 100-690, Title V, Subtitle D). It is imperative that the Walla Walla Community College District maintain a drug-free workplace and assume leadership in the prevention of substance abuse by providing college personnel and students with education and resources.

Walla Walla Community College will

- Advise or assist individuals within the college community seeking help for abuse problems and provide information about worthwhile counseling, rehabilitation, and employer assistance programs.
- Notify all employees and students that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Walla Walla Community College owned- or controlled-property.
- Take appropriate disciplinary action including, when necessary, termination/expulsion of employees or students who sell, distribute or are found under the influence of unauthorized alcohol, illegal drugs or illegal substances while on owned or controlled property. Disciplinary action will be taken in accordance with the appropriate college disciplinary committee. Decisions of the committee are subject to the appeals process.
- Require employees to notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace or controlled property no later than five (5) days after such conviction.
- If the employee is engaged in the performance of a federally sponsored grant or contract, notify the federal contracting agency within ten (10) days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace or controlled property. The college will take disciplinary action against, or require the satisfactory participation in a drug/alcohol abuse assistance of rehabilitation program by any college employee who is so convicted.
- Have the authority to deny admission or participation in specific college programs. If denied admission or participation, individuals will have access to the appeals process.

- Support the College Wellness Program and develop a component focusing on substance abuse awareness and reduction.
- Maintain verification that all employees engaged in the performance of a federally sponsored grant or contract have received a copy of this policy.

Policy Contact: _____

Approved by: WWCC Board of Trustees

Date Originally Approved: December 2, 1992

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Library Selection
Policy Number: 6540

The primary function of the Walla Walla Community College Library is to support, enrich, and implement the curriculum of the College. In addition, the Library tries to provide a basic collection aimed at the intellectual development of the individual, and also a degree of faculty research.

To further these objectives, a faculty advisory committee will aid the professional library staff in selection of materials. The committee shall consist of five faculty members appointed by the Dean of Instruction, representing both the academic and occupational areas.

The Walla Walla Community College Library reaffirms its beliefs in the following basic policies included in the American Library Association Bill of Rights:

1. No material should be excluded because of the race or nationality or the social, political or religious views of the author.
2. The Library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed because of partisan or doctrinal disapproval.
3. Censorship should be challenged by the Library in the maintenance of its responsibility to provide information and enlightenment.
4. The rights of an individual to the use of the Library shall not be denied or abridged because of his age, race, religion, national origin, or social or political views.

Gifts will be accepted if they are compatible with the Library's acquisition policy.

The Board of Trustees of this College subscribe to this policy.

Policy Contact: _____

Approved by: WWCC Board of Trustees _____

Date Originally Approved: November 21, 1974 _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Adoption and Evaluation of Vo-Tech Program
Policy Number: 6550

1. The present, and any future, vocational-technical courses must:
 - a. Serve the needs of the students and the community without favor, prejudice, or discrimination;
 - b. Be legitimate programs which have an ethical, honest approach to satisfying an expressed need;
 - c. Be economically feasible and justifiable; and
 - d. Be reviewed annually by the President of the Community College and this Board to assure that these aims, as well as the requirements of the Community College Act, continue to be met.
2. To achieve these aims, we direct the President of the Community College to be responsible for:
 - a. Preparing annually for our review, in conjunction with our Budget Review, an analysis of the effectiveness of existing vocational-technical courses measured by the number of students enrolled, the expected demand for the courses, the cost per student, the projected demand and need for the courses, and such other methods as may be applicable.
 - b. Determining the need for new or additional vocational-technical courses.

Enclosure 1 shows the steps by which such need, or lack of need, shall be determined. The sub-paragraph numbers hereunder relate to the numbers in the blocks shown in the enclosure.

- (1) An "expressed need" shall be considered to exist when the President has:
 - (a) Received training requests from prospective students, industry, labor, individuals, or governmental agencies in sufficient quantity, depth, and breadth to indicate not only a desire for, but a need for, a course;
 - (b) Received sufficient data to determine adequate employment opportunities will exist for such a course;
 - (c) Weighed (a) and (b) above, and feels that a tentative program should be outlined and further considered.
- (2) Need for program is brought to attention of Board.
- (3) Board recognizes merit of proposed program and advised President to proceed in developing program.

OR

- (a) Upon review, Board decides proposed program is not feasible.
- (b) Plans for program discarded.
- (4) The President shall then prepare, or have prepared, a tentative outline of the course for which an expressed need has been determined.

- (5) He shall publicize the proposed tentative outline, and obtain responses from all the sources which expressed a need for the proposed course, as well as from opponents of such a course.
- (6) The President shall determine if the responses are favorable or unfavorable by considering the needs of the students and the community in relation to the facts, data, opinions, and expressions gathered through steps (1) through (5) above.
- (7) If his determination is that the proposed course should not be adopted, it will be discarded and not pursued further unless, or until the then existing situations shall materially change. All recorded data will be filed for possible later use.
- (8) If his determination is that the proposed course should be adopted, he will form an Advisory Committee comprised of an equal number of representatives from workers and employers.
- (9) This Committee shall study the content of the proposed course, the data, facts, opinions, and expressions previously gathered and such additional information the Committee deems necessary, the letter and the spirit of the Community College Act of 1967, and shall make a report in writing to the President as to whether the proposed course should be adopted or not, giving their reasons thereof.
- (10) Upon receipt from the Advisory Committee of a recommendation to incorporate the proposed course into the College curriculum, the President shall take necessary action to implement the recommendation and shall report back to the Board progress of the program.

Policy Contact: _____

Approved by: WWCC Board of Trustees

Date Originally Approved: January 18, 1968

Last Reviewed/Revised: _____

**WALLA WALLA COMMUNITY COLLEGE
BOARD POLICY
VEBA CTC MEDICAL BENEFITS PLAN**

The Walla Walla Community College will make available to employee groups the opportunity to participate in the VEBA CTC Medical Benefits Plan, a health reimbursement arrangement (HRA).

For purposes of the plan administration, the following employee groups are identified:

- a) Classified employees bargaining unit
- b) Faculty employees bargaining unit
- c) Administrative and Exempt employees

Classified and faculty participation is subject to the terms and conditions of their collective bargaining agreement.

The College will establish written administrative procedures in accordance with this policy that are necessary to manage the VEBA CTC Medical Benefits Plan.

This policy supersedes and rescinds Board Resolution 99-1.

IN WITNESS WHEREOF, the Board adopts and approves this policy effective this 20th day of December 2006.


Chair, Board of Trustees
Walla Walla Community College

Walla Walla Community College
Board Policy
Tuition Payment for WWCC Employees

Walla Walla Community College is committed to the professional development of our employees. While not participating in the Chapter 28B.15.558 RCW State Employee Tuition and Fee Waiver Program, WWCC will ensure adequate funds are available so that eligible employees have the opportunity to request the College pay their tuition should they enroll in eligible WWCC classes.

For administrative purposes, the following employees are eligible:

- a) Classified employees employed half time or more;
- b) Faculty, counselors, and librarians employed half time or more;
- c) Exempt professional and administrative employees employed half time or more.

The College will establish written administrative procedures to implement this policy. Classified and faculty participation is subject to the terms and conditions of their collective bargaining agreement.

This policy becomes effective Spring Quarter 2008 and supersedes and rescinds Board Policy Tuition and Fee Waiver Policy for WWCC Employees, Other State Employees.

Other State employees (not WWCC employees) participating in the existing tuition waiver program during Winter Quarter 2008 will be allowed to continue under the current policy as long as they maintain consecutive quarterly enrollment (excluding summer quarter).

IN WITNESS WHEREOF, the Board adopts and approves this policy effective this 16th day of January, 2008.


Jon McFarland, Chair, Board of Trustees
Walla Walla Community College

**WALLA WALLA COMMUNITY COLLEGE
BOARD POLICY
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION MANDATED
ALCOHOL AND CONTROLLED SUBSTANCE TESTING PROGRAM**

The Board of Trustees of Walla Walla Community College directs the College to establish programs and procedures as mandated by and in accordance with the Federal Motor Carrier Safety Administration (FMCSA) alcohol and controlled substance testing regulations.

Prohibited Alcohol and Controlled Substance-Related Conduct: The following alcohol and controlled substance-related activities are prohibited by Walla Walla Community College (WWCC) for employees required to possess a commercial driver's license (CDL) as part of their job responsibilities (hereafter referred to as "drivers"). Violations may result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including termination of employment.

1. Reporting for duty, remaining on duty or performing safety-sensitive functions having an alcohol concentration in excess of the standard set by the FMCSA.
2. Reporting for duty, remaining on duty or performing safety-sensitive functions when using alcohol.
3. Using alcohol or being under the influence of alcohol within four (4) hours of reporting for duty and/or operating or having physical control of a vehicle requiring a CDL to operate.
4. Reporting for duty, remaining on duty or performing safety-sensitive functions if the driver tests positive for controlled substances.
5. Reporting for duty, remaining on duty or performing safety-sensitive functions when using any controlled substance, except when instructed by a physician who has advised the driver and WWCC that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform WWCC of any therapeutic drug use.
6. Reporting for duty, remaining on duty or performing safety-sensitive functions if the driver possesses alcohol and/or controlled substances.
7. Refusing to submit to an alcohol and/or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
8. When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or using alcohol prior to undergoing a post-accident alcohol test, whichever comes first.

Testing Requirements: The following identify the occasions on which a driver shall be subject to alcohol and/or controlled substance testing. WWCC shall be responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with the federal rules.

1. Pre-Employment Testing: Prior to the first time a driver performs a safety-sensitive function for WWCC, the driver shall undergo testing for controlled substances. This testing requirement may be waived under FMCSA regulations for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.
2. Post-Accident Testing: Each surviving driver of an accident, as defined by the FMCSA, shall be tested for alcohol and controlled substances.
3. Random Testing: Annually, WWCC will arrange for the unannounced random alcohol and/or controlled substance testing of its drivers. Fifty percent (50%) of WWCC's drivers must be randomly selected for controlled substance testing each year, and 25% of its drivers for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program shall take place just prior to, during, or immediately after the driver engages in a safety-sensitive function for WWCC.
4. Reasonable Suspicion Testing: A driver must submit to alcohol and/or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous observations that can be articulated concerning the appearance, behavior, speech, or body odors of the driver. Observations related to using alcohol and/or controlled substances must be made just prior to, during, or immediately after the driver engages in a safety-sensitive function for WWCC, and the alcohol and/or controlled substance test must be given within eight (8) hours following the determination of reasonable suspicion.
5. Return-To-Duty Testing: If a driver is to be returned to performing safety-sensitive functions for WWCC following a violation of this policy and/or the federal regulations, the driver shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use. If a driver is to be returned to performing safety-sensitive functions for WWCC following a violation of this policy and/or the federal regulations, the driver shall first be evaluated by a SAP to determine that the driver has properly followed any rehabilitation prescribed. Before a driver can be returned to performing safety-sensitive functions for WWCC following a violation of this policy and/or the federal regulations, the driver shall undergo a return-to-duty alcohol and/or controlled substance test resulting in an alcohol concentration below the standard set by the FMCSA or a negative controlled substance test.

6. Follow-Up Testing: Any driver that continues performing safety-sensitive functions for WWCC following a determination of alcohol misuse and/or controlled substance use, shall be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by a SAP. Follow-up alcohol testing shall be conducted only prior to, during, or immediately after the driver performs safety-sensitive functions.

Record Retention and Reporting: WWCC is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. WWCC is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.

Education, Training and Referral Services: WWCC shall adopt educational materials that explain the requirements of this policy and the federal program. The educational materials shall be distributed to each driver prior to the start of the testing program and to each driver subsequently hired or transferred into a position covered by this policy. Each driver, after receiving a copy of the educational materials, shall sign a certificate of receipt and WWCC shall maintain the original copy of the receipt. The educational materials shall include:

1. A copy of this policy and subsequent procedures.
2. The name of the person designated to answer questions about the materials.
3. The categories of employees covered by the policy.
4. A description of safety-sensitive functions, so that drivers will know which part of their tasks will be covered by this policy.
5. A specific description of conduct prohibited by this policy and the federal program.
6. The circumstances under which a driver is subject to testing.
7. The procedures used in the testing program, especially those that protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
8. The requirement that drivers must submit to testing required by this policy and the federal program and a description of what constitutes refusal to submit to required testing and the consequences of refusal.
9. The consequences for drivers who violate this policy and the federal program, including immediate removal from conducting safety-sensitive functions.

10. The consequences for drivers found to have alcohol concentrations between 0.02 and 0.04.
11. Information about the effects of alcohol and controlled substances on an individual's health, work, and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to an assistance program, and referral to management.

Supervisors designated to determine if reasonable suspicion exists that a driver is under the influence of alcohol and/or controlled substances must have at least one hour of training on alcohol misuse and at least one hour of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and controlled substance use.

The employed driver who violates this policy or the federal regulations shall be informed of resources available for evaluation and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. Costs incurred by the driver for evaluation and/or rehabilitation are the driver's responsibility (other policies may apply).

The Board of Trustees adopted and approved this policy effective March 26, 1996.
Administratively Revised October, 2008

Chapters 132T for Walla Walla Community College

WAC#	Name of WAC	Board Reviewed	CR-101 Submitted	CR-102 Submitted	Public Hearing	Board Approves	CR-103P Adopted	WAC Effective
132T-04	Bylaws (REPEAL)	4/27/22	By Noon on 5/4/22 Register 22-10 (5/18/22)	By Noon on 6/22/22 Register 22-13 (7/6/22)	After 7/26/22 TBD	9/22 Special Mtg. TBD & Approval to REPEAL	TBD (REPEALED)	10/22 (REPEALED)
132T-09	Practice and Procedure	4/27/22	By Noon on 5/4/22 Register 22-10 (5/18/22)	By Noon on 6/22/22 Register 22-13 (7/6/22)	After 7/26/22 TBD	9/22 Special Mtg. TBD & Approval	TBD	10/22
132T-90	Implementation of the Family Educational Rights and Privacy Act of 1974	4/27/22	By Noon on 5/4/22 Register 22-10 (5/18/22)	By Noon on 6/22/22 Register 22-13 (7/6/22)	After 7/26/22 TBD	9/22 Special Mtg. TBD & Approval	TBD	10/22
132T-190	Policy on the Use of the College Facilities	4/27/22	By Noon on 5/4/22 Register 22-10 (5/18/22)	By Noon on 6/22/22 Register 22-13 (7/6/22)	After 7/26/22 TBD	9/22 Special Mtg. TBD & Approval	TBD	10/22
132T-100	Student Code of Conduct (+Academic Integrity)	4/27/22	By Noon on 5/4/22 Register 22-10 (5/18/22)	By Noon on 6/22/22 Register 22-13 (7/6/22)	After 7/26/22 TBD	9/22 Special Mtg. TBD & Approval	TBD	10/22
132T-XXX	Title IX	4/27/22	By Noon on 5/4/22 Register 22-10 (5/18/22)	By Noon 7/6/22 Register 22-14 (7/20/22)	After 8/9/22 TBD	9/22 Special Mtg. TBD & Approval	TBD	10/22

Dated: 04/06/2022

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: March 16, 2022

TO: Board of Trustees

FROM: Sherry Hartford, Vice President of Human Resources

SUBJECT: President's Evaluation

In the contract between the Board of Trustees and President, Dr. Chad Hickox, Article III, states:

The Board shall annually evaluate the performance of the President using such methods and criteria as the Board may determine in consultation with the President.

President Hickox has requested that I assist in facilitating his annual evaluation. Below is a summary of the process utilized for the 2021 evaluation of President Hickox.

2021 Process:

1. The President and the Board of Trustees agreed that an evaluation tool (attached) would be used to evaluate the Presidents' performance. The evaluation tool was completed by each Trustee independently, by the President, and by the Executive Leadership Team, Deans, Assistant Deans, and Directors.
2. I compiled the responses of the Executive Leadership Team, Deans, Assistant Deans, and Directors into a summary document that was shared with the President and the Board of Trustees.
3. At the May 2021 meeting, the Board of Trustees invited the AHE President, Faculty Senate Chair, and a representative of the classified staff (selected by the WPEA stewards) to speak with the Board of Trustees in Executive Session prior to completing the President's evaluation.
4. The Board of Trustees privately deliberated their collective evaluation, the results of which were shared with the President by the Board of Trustees Chair in Executive Session.

I would like to propose the following timeline for the President's 2022 evaluation:

- March meeting - The President and the Board of Trustees will review and discuss the evaluation tool and process.
- April meeting - The Board of Trustees will approve the evaluation tool and process.

- Prior to the May meeting - The Board of Trustees and the President will conduct their individual and self-evaluations, and I will survey the Executive Leadership Team, Deans, Assistant Deans, and Directors and compile their responses into a summary document.
- May meeting - The Trustees will meet in executive session and meet separately with the AHE President, Faculty Senate Chair, and a representative of the classified staff. The Trustees will then privately deliberate their collective evaluation, the results of which will be shared with the President by the Board of Trustees Chair. After evaluating the President, the Board may extend the president's contract for an additional year and/or adjust the president's compensation when they return to the open public meeting.

**Walla Walla Community College Board of Trustees
2022 Presidential Evaluation of Dr. Chad Hickox**

Given what I have observed from my unique perspective:

1. The President's leadership decisions are focused on mission fulfillment

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

Comments:

2. The President's leadership decisions strengthen WWCC's commitment to Diversity, Equity, and Inclusion

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

Comments:

3. The President is pursuing strategic management of student enrollment and retention

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

Comments:

4. The President is taking steps to ensure the financial soundness of the institution

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

Comments:

5. The President routinely evaluates and responds to community needs

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

Comments:

6. The President takes steps to nurture, expand, and leverage WWCC's partnerships and presence in the community

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

Comments:

7. The President is taking steps to manage and address risks (such as Covid-19, data breaches, safety & security, succession planning, etc.)

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

Comments:

8. The President's leadership decisions are connected to the WWCC strategic plan

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

Comments:

9. The President is creating a clear and coherent organizational chart and reporting structure

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

Comments:

10. The President advocates for student needs with a focus on student success

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

Comments:

11. The President communicates meaningfully, transparently, and regularly

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

Comments:

12. The President is a dynamic and politically astute relationship and team builder

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

Comments:

13. The President is 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)