



**Board of Trustees, District No. 20  
Walla Walla Community College  
Board Meeting Agenda  
Board Room (161) | WWCC Walla Walla Campus  
Wednesday | April 29, 2026 | 9:30 a.m.**

To connect to the Wednesday, April 29, 2026 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/83352857805> or dial-in: 253/215-8782.

**Study Session**

*All Times are Estimates*

<b>9:30 a.m.</b>	<b>Call to Order</b> <i>Mr. Bill Warren, Chair</i>	
	<b>Approval of Agenda</b> <i>Mr. Warren</i>	<b>Action</b>
<b>9:35 a.m.</b>	<b>Accreditation Update</b> <i>Dr. Nick Velluzzi, Ms. Courtney Carlson, and Mr. John Van Slyke</i>	<b>Discuss</b>
<b>10:20 a.m.</b>	<b>Break</b>	

**Board Meeting Agenda**

*All Times are Estimates*

<b>10:30 a.m.</b>	<b>Board Meeting Resumes</b>	
	<b>Consent Agenda</b> <i>Mr. Warren</i>	<b>Action</b>
	1. <b>March 25, 2026 Board Meeting Minutes</b>	<b>Tab 1</b>
	2. <b>March 30, 2026 Special Board Meeting Minutes</b>	<b>Tab 2</b>
	3. <b>April 6, 2026 Special Board Meeting Minutes</b>	<b>Tab 3</b>
	4. <b>April 9, 2026 Special Board Meeting Minutes</b>	<b>Tab 4</b>
	5. <b>Personnel Update</b>	<b>Tab 5</b>
	6. <b>Interim Winter Quarter Enrollment Report</b>	<b>Tab 6</b>
<b>10:35 a.m.</b>	<b>President's Report</b> <i>Dr. Chad Hickox</i>	<b>Discuss</b>
<b>10:50 a.m.</b>	<b>Student Government Association Activity Report</b> <i>Ms. Josie Jamieson</i>	<b>Discuss</b>
<b>11:00 a.m.</b>	<b>Recognition of All-Washington Academic Team</b> <i>Dr. Hickox</i>	<b>Discuss</b>

<b>11:05 a.m.</b>	<b>Faculty Senate Report</b> <i>Dr. Marley Olson</i>	<b>Discuss</b>	
<b>11:15 a.m.</b>	<b>AFT Report</b> <i>Mr. Joshua Slepín</i>	<b>Discuss</b>	
<b>11:25 a.m.</b>	<b>March Financial Report</b> <i>Mr. Patrick Sisneros</i>	<b>Discuss</b>	<b>Tab 7</b>
<b>11:35 a.m.</b>	<b>Introduction of Newly Tenured Faculty</b> <i>Dr. Cynthia Azari</i>	<b>Discuss</b>	
<b>11:45 a.m.</b>	<b>Recognition of Women’s Basketball Team</b> <i>Dr. Hickox</i>	<b>Discuss</b>	
<b>11:55 a.m.</b>	<b>Recess to Executive Session to Discuss Negotiations</b>		
<b>12:10 p.m.</b>	<b>Consider Approval of Memorandum of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education</b> <i>Ms. Stephanie Groom</i>	<b>Action</b>	<b>Tab 8</b>
<b>12:15 p.m.</b>	<b>Consider Approval of Memorandum of Understanding between the Board of Trustees of Community College District No. 20 and the American Federation of Teachers – Walla Walla Professional Staff</b> <i>Ms. Stephanie Groom</i>	<b>Action</b>	<b>Tab 9</b>
<b>12:20 p.m.</b>	<b>Financial Discussion</b> <i>Dr. Hickox</i>	<b>Possible Action</b>	
<b>12:25 p.m.</b>	<b>Board Reports / Remarks</b>	<b>Discuss</b>	
<b>12:35 p.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
<b>12:45 p.m.</b>	<b>Public Comment</b> <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>		
<b>1:00 p.m.</b>	<b>Adjournment</b>		

**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 25, 2026 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:34 a.m.

**Trustees present:** Mr. Bill Warren, Chair  
Mr. Tim Burt  
Ms. Tara Leer  
Mr. Gustavo Reyna

**Administrators present:** Dr. Chad Hickox, President  
Dr. Cynthia Azari, Interim Vice President, Instruction  
Mr. Patrick Sisneros, Vice President, Administrative Services  
Dr. Colleen Vandenberg, Vice President, Student Services  
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness & Economic Development  
Ms. Denise Barnett, Dean, Corrections Education  
Dr. Lisa Chamberlin, Dean, Enrollment Strategies  
Ms. Jennifer Clayton, Dean, Nursing & Allied Health  
Ms. Jessica Cook, Executive Director, Foundation  
Ms. Christy Doyle, Dean, Arts, Sciences, Transitional Studies, & High School Programs  
Dr. Chad Miltenberger, Dean, Clarkston Campus  
Dr. Allen Sutton, Director, Connection & Belonging  
Ms. Rebecca Thorpe, PIO/Director, Marketing & Communications  
Ms. Lindsey Williams, Dean, Workforce Transfer & Trades

**Also present:** Ms. Stephanie Groom, Director, Human Resources  
Ms. Doreen Kennedy, Recording Secretary  
Ms. Tessa Kimball, Assistant Dean, Enrollment Services  
Mr. Rob Lenahan, Executive Director, Facilities & Capital Projects  
Mr. Bryan Ovens, AAG  
Ms. Lori Peterson, Director, Budget & Fiscal Services  
Mr. Jeff Reinland, Athletic Director/Head Men's Basketball Coach  
Ms. Katie Ross, Director, Finance/Controller  
Mr. Joshua Slepian, Director, Institutional Research & Effectiveness

**Approval of Agenda.**

Mr. Burt moved and Mr. Reyna seconded to approve the agenda for the March 25, 2026 Board of Trustees meeting as presented. *Motion carried.*

## **Consent Agenda.**

Mr. Burt moved and Ms. Leer seconded that the consent agenda items be approved or accepted, as appropriate:  
1) February 25, 2026 Board Meeting Minutes, 2) March 6, 2026 Special Board Meeting Minutes, 3) March 16, 2026 Special Board Meeting Minutes, 4) Personnel Update, 5) Interim Winter Quarter Enrollment Report, 6) February Financial Report. *Motion carried.*

## **President's Report.** Dr. Hickox presented on the following topics:

- Women's Basketball: for the second year in a row, WWCC's Women's Basketball Team won the Northwest Athletic Conference (NWAC) 2025-26 Championship, congratulations to the players and Coach Hazeltine!
- FY24 Financial Audit: WWCC just finished the fiscal year 2024 financial audit, in which the college received the highest rating possible with a clean audit and very complimentary exit remarks.
- New Allocation Model: as requested by the Board, data is being shared related to how WWCC stands relative to other colleges in the state with regard to the new allocation model. Listed most to least, colleges gaining funding include (peer college=PC): Highline, Columbia Basin, Seattle, Green River, Renton, Bellevue, Whatcom, Big Bend (PC), Everett, South Puget Sound, Lake Washington, Peninsula (PC), and Yakima Valley. Listed most to least, colleges losing funding include: Spokane, Clark, Shoreline, Walla Walla, Tacoma, Olympic, Cascadia, Clover Park, Pierce, Bates, Lower Columbia (PC), Centralia (PC), Skagit Valley (PC), Grays Harbor (PC), Edmonds, Bellingham, and Wenatchee Valley (PC). As a percentage of overall funding, WWCC is losing the most funding at 11.5%. Percentage loss (most to least): Walla Walla, Shoreline, Spokane, Clark, Cascadia, Tacoma, Olympic, Clover Park, Bates, Centralia (PC), Lower Columbia (PC), Pierce, Grays Harbor (PC), Bellingham, Edmonds, and Wenatchee Valley; Percentage gain (least to most): Yakima Valley, Everett, Seattle, Bellevue, Lake Washington, South Puget Sound, Green River, Whatcom, Peninsula (PC), Renton, Big Bed (PC), Columbia Basin, and Highline. Point of note: South Puget Sound, who stands to gain close to 5% with the change in funding, announced that they are closing three instructional programs despite being on the up side of the allocation model.

## **AHE Report.** Mr. Jim Peitersen reported on the following topics:

- Accreditation
- Guided Pathways – implementation concern regarding ability to meet upcoming deadline
- Title II ADA – concern with possible negative student and constituent impacts related to implementation delay
- Budget – concerns related to loss of FTE, position cuts and ability to serve students; faculty do not feel that scenario 1 is a viable option

**WPEA Report.** Mr. Justin Lewis reported on the following topics:

- Budget – staff morale, workload, communication, potential reduction of services or closure in Clarkston, proposal for reduction of hours

**Public Comment.** Public comment was given on the following topic:

- WWCC Budget Reductions
  - Lisa Chamberlin - WWCC Staff
  - Jeff Reinland - WWCC Staff
  - Larissa Mercado - WWCC Staff
  - Alandra Barker - WWCC Staff
  - Chad Miltenberger - WWCC Staff
  - Jim Bower - WWCC Faculty
  - Breanna Burton - WWCC Student
  - Lori Loseth - Community Member
  - Robin Albers - Community Member
  - Amy Ly - Community Member
  - Justin Hanson - Community Member
  - Gary Hughes - Community Member
  - Don McQuary - Community Member

*The individuals listed above expressed concern regarding institution-wide budget reductions, noting state funding changes and implications; student, staff, and community impact at all campus locations; safe-guarding essential institutional operations; institutional viability and long-term sustainability; programming needs; and increasing enrollment.*

**Second Read: 2026-27 Tuition Schedules and Student Program Fees.** Mr. Patrick Sisneros reviewed the proposed 2026-27 Tuition Schedules approved by the Washington State Board for Community and Technical Colleges and the Student Program Fees, both unchanged since presented at the February board meeting, noting that the 3.3% increase for full-time resident tuition is the maximum increase colleges are allowed by the legislature.

- **2026-27 Tuition Schedules**
- **2026-27 Student Program Fees**

Mr. Burt moved and Mr. Reyna seconded to approve the 206-2027 Tuition Schedules and Student Program Fees as presented. *Motion carried.*

**2026-2027 Sabbatical Request.** Dr. Hickox presented a sabbatical request submitted by Jennifer Vaughn, a full-time Transitional Studies professor requesting a three-quarter sabbatical (Fall 2026, Winter and Spring 2027), to the Board for consideration, noting the request had been recommended for approval by the Interim Vice President of Instruction and the Professional Development Committee.

Mr. Reyna moved and Ms. Leer seconded to approve the sabbatical request for Jennifer Vaughn as presented. *Motion carried.*

**Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status.** The Board recessed to Executive Session at 11:35 a.m. to review performance of probationary faculty relative to tenure status, with an anticipated return time of 12:05 p.m. At 12:05 p.m., the Board announced the Executive Session would be extended to 12:07 p.m. At 12:07 p.m., the Board returned to open session and Mr. Warren reported no action had been taken during Executive Session.

**Tenure.** Dr. Hickox endorsed, and proposed, that the Board follow the recommendations presented by the Tenure Review Committee, also endorsed by the Interim Vice President of Instruction. Additionally, Dr. Hickox noted that action would not be taken today with regard to the two faculty not recommended for tenure as administrative processes were still being worked through, a special meeting will be called to address the additional recommendations.

➤ **Tenure Recommendations.**

Mr. Burt moved and Mr. Reyna seconded that the Board grant tenure to: Jasmine Averill, Business Instructor, Clarkston; James Bower, Communications Instructor, Clarkston; Ricardo Escareno, Welding Instructor; Elizabeth Guerra, Human & Social Services Instructor; Aidan Hinshaw, Communications Instructor; John Kodet, Chemistry Instructor; Amber Maurer, Nursing Instructor, Clarkston; Chris Michels, Basic Skills/HS+ Instructor, WSP; Karlee Pruitt Larkin, Agriculture Instructor; and Grayson Wallis, Agriculture Instructor. *Motion carried.*

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

Mr. Burt moved and Mr. Reyna seconded that the Board continue probationary employment for full-time faculty in Year 1 and Year 2 of tenure review: Jill Andrews-Prior, Nursing Instructor; Shawntelle Armstrong, Nursing Instructor, Clarkston; Dianna Dekelaita-Mullet, Psychology Instructor; Heidi Ely, Nursing Instructor; Erin Fussel, Faculty Librarian; Kayla Hays, Nursing Clinical Instructor; Lara-Ly Hendrickson, Nursing Instructor, Clarkston; Brandon Hinrichs, Diesel Instructor; Gricelda Justice, Nursing Instructor; Alisa Lopez, Nursing Instructor; Tamera Loveday, Microbiology Instructor; Joseph Montoya, Plant and Soil Instructor; Hailee Rogers, Nursing Instructor; Chelsy Sheppard, Nursing Instructor, Clarkston; and Duane Tasker, CTAP Instructor, WSP. *Motion carried.*

**Board Reports / Remarks.** The following items were discussed:

- Board Fiduciary Responsibility – focus on prioritizing long-term institutional viability

**New and Unscheduled Business.** The following items were discussed:

- Alternate Budget Scenarios
- ACT Conference – May 7-8 in Blaine, WA
- Budget Timeline – strategic direction guidance no later than April 15

**Adjournment.** The meeting adjourned at 12:36 p.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Mr. Bill Warren, Board of Trustees

**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 special session on Monday, March 30, 2026 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:01 a.m.

**Trustees present:** Mr. Bill Warren, Chair  
Mr. Tim Burt  
Ms. Tara Leer  
Mr. Gustavo Reyna

**Administrators present:** Dr. Chad Hickox, President  
Dr. Cynthia Azari, Interim Vice President, Instruction

**Also present:** Ms. Doreen Kennedy, Recording Secretary  
Mr. Bryan Ovens, AAG

**Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status.** The Board recessed to Executive Session at 9:01 a.m. to review performance of probationary faculty relative to tenure status, with an anticipated return time of 9:15 a.m. At 9:11 a.m., the Board announced the Executive Session would be extended to 9:16 a.m. At 9:16 a.m., the Board announced the Executive Session would be extended to 9:21 a.m. At 9:21 a.m., the Board announced the Executive Session would be extended to 9:26 a.m. At 9:26 a.m., the Board announced the Executive Session would be extended to 9:31 a.m. At 9:31 a.m., the Board returned to open session and Mr. Warren reported no action had been taken during Executive Session.

**Tenure.** Dr. Chad Hickox presented the Board with a recommendation for non-tenure of two probationary faculty.

➤ **Tenure Recommendations.**

Mr. Burt moved and Mr. Reyna seconded that the Board accept the recommendation not to grant tenure to Shauna Hammond, Basic Skills/HS+ Instructor. *Motion carried.*

Mr. Burt moved and Mr. Reyna seconded that the Board accept the recommendation to deny tenure to Nic Griggs, Mathematics Instructor. *Motion carried.*

**Adjournment.** The meeting adjourned at 9:37 a.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Mr. Bill Warren, Board of Trustees

**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 special session on Monday, April 6, 2026 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:33 a.m.

**Trustees present:** Mr. Bill Warren, Chair  
Mr. Tim Burt  
Ms. Alejandra Davis  
Ms. Tara Leer  
Mr. Gustavo Reyna

**Administrators present:** Dr. Chad Hickox, President  
Dr. Cynthia Azari, Interim Vice President, Instruction  
Mr. Patrick Sisneros, Vice President, Administrative Services  
Dr. Colleen Vandenboom, Vice President, Student Services  
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness & Economic Development  
Ms. Denise Barnett, Dean, Corrections Education  
Dr. Lisa Chamberlin, Dean, Enrollment Strategies  
Ms. Jennifer Clayton, Dean, Nursing & Allied Health  
Ms. Jessica Cook, Executive Director, Foundation  
Ms. Christy Doyle, Dean, Arts, Sciences, Transitional Studies, & High School Programs  
Dr. Allen Sutton, Director, Connection & Belonging  
Ms. Rebecca Thorpe, Director, Marketing & Communications  
Dr. Chad Miltenberger, Dean, Clarkston Campus  
Ms. Lindsey Williams, Dean, Workforce Transfer & Trades

**Also present:** Ms. Debra Erikson, Assistant Dean, Student Success  
Ms. Stephanie Groom, Director, Human Resources  
Ms. Doreen Kennedy, Recording Secretary  
Ms. Tessa Kimball, Assistant Dean, Enrollment Services  
Mr. Rob Lenahan, Executive Director, Facilities & Capital Projects  
Mr. Bryan Ovens, AAG  
Ms. Lori Peterson, Director, Budget & Fiscal Services  
Ms. Katie Ross, Director, Finance/Controller  
Mr. Vince Ruzicka, Director, Student Activities

**SBCTC Perspective on WWCC Finances.** Mr. Choi Halladay, Deputy Executive Director for Business Operations at the Washington State Board for Community and Technical Colleges (SBCTC), provided information to the Board of Trustees on the state’s new allocation model as it relates to WWCC, sharing historical data and analysis on the College’s proportion of

enrollment in relation to the statewide system, how that equates to lost revenue, available reserves, and deferred maintenance of college facilities.

**Public Comment.** Public comment was given on the following topic:

- WWCC Budget Reductions
  - Heather Markwalter - WWCC Staff
  - Debi Schoonover - WWCC Staff
  - Megan Comstock - WWCC Staff
  - KT Peterson - WWCC Staff
  - Chad Miltenberger - WWCC Staff
  - Devon Gustafson - WWCC Faculty
  - Allen Sonnen - WWCC Faculty
  - Paul Boyd - WWCC Faculty
  - Kip Kelly - Community Member
  - Doug Mattoon - Community Member
  - Don McQuary - Community Member
  - Chris Loeth - Community Member
  - Randy Snyder - Community Member

*The individuals listed above expressed concern regarding the effect budget reductions will have at the main campus and in a potential closure of the satellite campus in Clarkston, noting student, staff, community, and economic impacts in both Walla Walla and Clarkston; student access and enrollment growth; community partnerships; access to a skilled workforce across all service districts; in addition to concerns regarding timeline for reductions and ability to seek alternative funding options and legislative support.*

**Budget Elaboration.** Dr. Chad Hickox expressed the College’s commitment to removing barriers to high-quality education and ensuring equitable opportunities that help our rural communities thrive, stating that budget decisions are not intended to step back from that commitment, but a path towards being sustainable and responsive to the changing needs of our students as identified in the enrollment decline at the Clarkston campus spanning the past 16 years, coupled with a surge in online enrollment. As a follow-up to the ongoing budget discussion, Dr. Hickox provided additional information requested by the Board, including information on personnel costs, employee headcount, expenses, the new allocation model, program costs, enrollment data, and a look at opportunities for continued service in the event of a reduction in programming related to budget reductions.

**Adjournment.** The meeting adjourned at 12:57 p.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Mr. Bill Warren, Board of Trustees

**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 special session on Thursday, April 9, 2026 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:33 a.m.

**Trustees present:** Mr. Bill Warren, Chair  
Mr. Tim Burt  
Ms. Alejandra Davis  
Ms. Tara Leer  
Mr. Gustavo Reyna

**Administrators present:** Dr. Chad Hickox, President  
Dr. Cynthia Azari, Interim Vice President, Instruction  
Mr. Patrick Sisneros, Vice President, Administrative Services  
Dr. Colleen Vandenboom, Vice President, Student Services  
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness & Economic Development  
Ms. Denise Barnett, Dean, Corrections Education  
Dr. Lisa Chamberlin, Dean, Enrollment Strategies  
Ms. Jennifer Clayton, Dean, Nursing & Allied Health  
Ms. Jessica Cook, Executive Director, Foundation  
Ms. Christy Doyle, Dean, Arts, Sciences, Transitional Studies, & High School Programs  
Dr. Allen Sutton, Director, Connection & Belonging  
Ms. Rebecca Thorpe, Director, Marketing & Communications  
Dr. Chad Miltenberger, Dean, Clarkston Campus  
Ms. Lindsey Williams, Dean, Workforce Transfer & Trades

**Also present:** Ms. Debra Erikson, Assistant Dean, Student Success  
Ms. Stephanie Groom, Director, Human Resources  
Ms. Doreen Kennedy, Recording Secretary  
Ms. Tessa Kimball, Assistant Dean, Enrollment Services  
Mr. Rob Lenahan, Executive Director, Facilities & Capital Projects  
Mr. Bryan Ovens, AAG  
Ms. Lori Peterson, Director, Budget & Fiscal Services  
Mr. Jeff Reinland, Athletic Director/Head Men's Basketball Coach  
Ms. Katie Ross, Director, Finance/Controller  
Mr. Vince Ruzicka, Director, Student Activities

**Public Comment.** Public comment was given on the following topic:

- WWCC Budget Reductions
  - Laura Wooster - WWCC Staff
  - Debi Schoonover - WWCC Staff
  - Megan Comstock - WWCC Staff
  - KT Peterson - WWCC Staff
  - Chad Miltenberger - WWCC Staff
  - Jim Bower - WWCC Faculty
  - Melany Coronado - WWCC Faculty
  - Devon Gustafson - WWCC Faculty
  - Lara-Ly Hendrickson - WWCC Faculty
  - Linda Lane - WWCC Faculty
  - Don McQuary - Community Member

*The individuals listed above expressed concern regarding budget reductions and the potential closure of the campus in Clarkston, noting student, staff, community, and economic impact; student access to in person services and affordable education; long-term planning and enrollment growth; and limited timeline to allow for alternate solutions.*

**Strategic Direction.** The Trustees engaged in substantial discussion surrounding strategic direction related to budget reduction scenarios, noting that the college is in a difficult situation and that any outcome will be painful. Board Chair Warren opened by thanking everyone who had provided public comment during the ongoing budget discussions, in addition to thanking Mr. Choi Halladay from the Washington State Board for Community and Technical Colleges for his presentation on the new allocation model at the April 6 special board meeting. Trustee Burt concluded by thanking Chair Warren for his leadership throughout the process.

Mr. Burt moved and Ms. Leer seconded to direct the President to start the budget process for the 2026-27 school year with the previously presented Scenario 1 as a guideline. *Motion failed (2 in favor, 3 opposed), voting: Aye (2) Nay (3).*

Mr. Reyna moved and Ms. Davis seconded to have Walla Walla Community College implement the following institutional change: Initiate closure of the college's physical location in Clarkston, with a target date for closure at the end of June 2028. Students will continue to be admitted to in-person two-year programs through Fall 2026, and those cohorts will be served for the two full academic years required for program completion. Shorter-term instruction will continue for other students until June 2028. For the upcoming fiscal year, commencing now through the end of the 2027 Washington Legislative session, the President is directed to engage community members, legislators, and other stakeholders in the exploration of alternate funding

sources to sustain the College's physical presence in Clarkston. Absent new, significant, sustainable funding, in-person service in the Clarkston community will transition to online and/or community-based support for students at the end of June 2028. *Motion passed (3 in favor, 2 opposed), voting: Aye (3) Nay (2).*

**Adjournment.** The meeting adjourned at 12:02 p.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Mr. Bill Warren, Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: April 17, 2026  
TO: Board of Trustees  
FROM: Stephanie Groom, Director of Human Resources  
SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in March 2026.

**New Hires**

Repasky, Rebekah — Basic Skills Non-Tenure Assistant Professor, CRCC

**Separations**

Lujan, Hector — Librarian, Instructional Support Services

**Changes**

None

**Full-Time Positions Currently Posted**

Assistant Dean of Nursing  
IT Customer Support/Entry  
Maintenance Mechanic 2  
Program Coordinator, CRCC  
Program Coordinator, WSP  
Program Specialist 2, WSP  
Vice President of Instruction



**Walla Walla Community College**

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

DATE: April 22, 2026  
TO: Board of Trustees  
FROM: Dr. Nick Velluzzi  
RE: Interim Spring Quarter Enrollment Report

This memo provides a Spring Quarter enrollment update. The memo presents enrollment data by funding source (state, contract, and student) and combines those fund sources for an institutional roll-up. Current quarter data is compared to closing enrollment figures from the prior year/quarter.

- State-supported enrollment for spring quarter is reporting 1,704 FTE, an increase of 30 FTE or 2% from the **close** of spring quarter 2025.
- Contract enrollment is reporting 829 FTE, a decrease of 359 FTE or 30% from the **close** of spring quarter 2025. This figure will increase significantly as corrections education programs at Washington State Penitentiary and Coyote Ridge Corrections Center enroll students for spring quarter.
- Self-support enrollment is reporting 63 FTE, which is up by 4 FTE from the **close** of spring quarter 2025.
- All fund sources combined amount to 2,596 FTE, which is down 326 FTE or 11% from spring quarter 2025. Again, total enrollment will increase as corrections education programs enroll students for the current quarter.

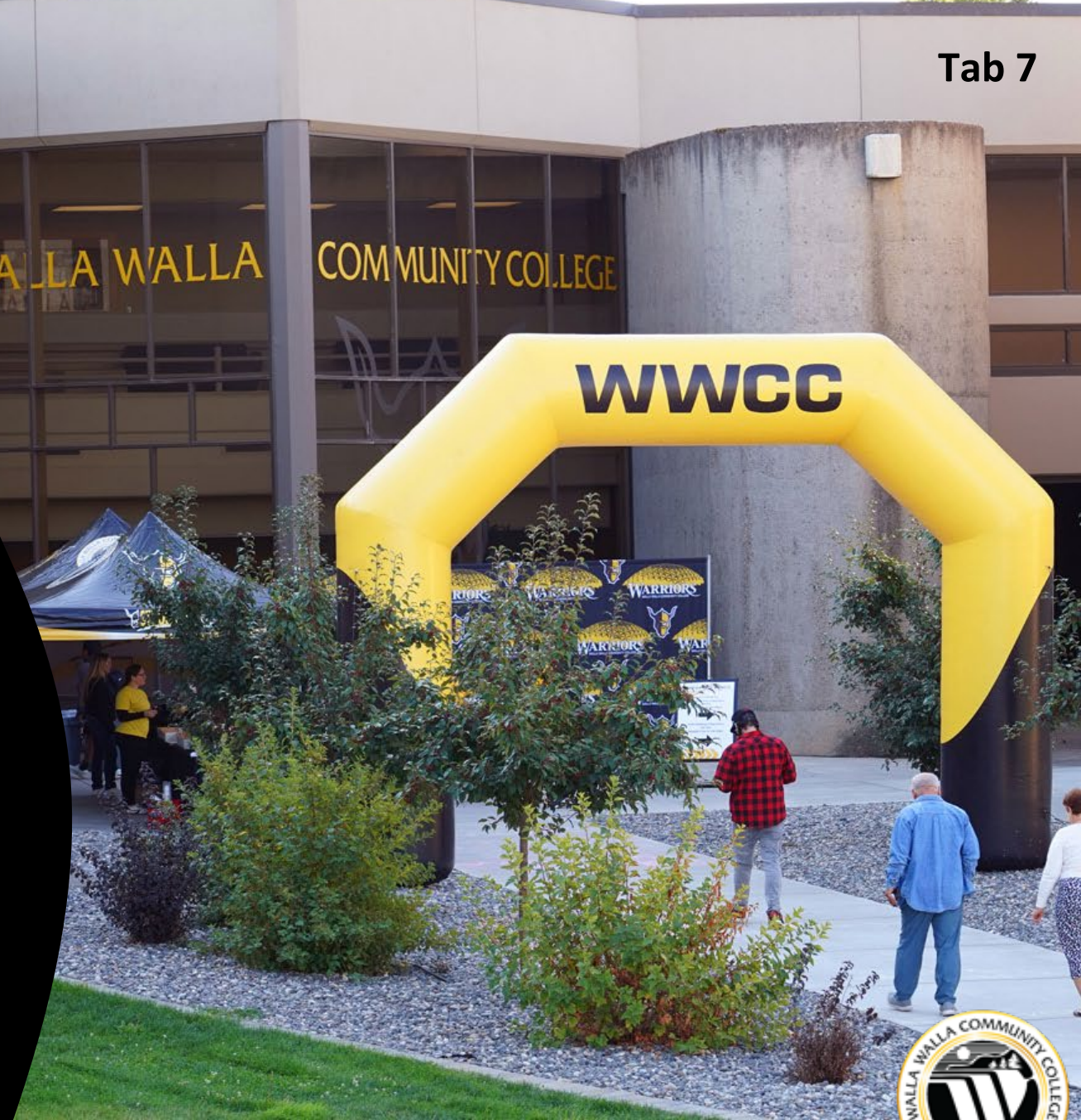
WALLA WALLA COMMUNITY COLLEGE

WWCC

# Financial Results

For Period Ending March 31, 2026

Board of Trustees Meeting  
April 29, 2026



# Presentation Summary

- Operating Budget:
  - Operating Budget Reconciliation
  - Revenue
  - Expenditures, by Category and Function
  - Course/Program Fees
  - Self Support Programs
  
- Grants and Contracts
  
- Enterprise Funds
  
- Fund Balance and Reserve Health
  
- Year End Forecast June 30, 2026



# FY2026 Operating Budget

Approved 2025-2026 Operating Budget	\$40,240,477
Approved 2025-2026 Course/Program Fees Budget	3,017,808
<b>Approved 2025-2026 Operating Budget</b>	<b>\$43,258,285</b>

## Operating Budget

Approved 2025-2026 Operating Budget (less dedicated student fees)	\$40,240,477	
Allocation 1 - Health Care Opportunity Grant	\$53,423	} 281,697
Allocation 1 - Nurse Education Enrollment Increases	180,000	
Allocation 1 - Early Achievers Grant Supports	25,000	
Allocation 1 - Opportunity Grants (true up vs. draft allocation)	-27,136	
Allocation 3 - Goldstar Families (true up vs. draft allocation)	-492	
Allocation 5 - Incarcerated Students Advising SSB5953	27,300	
Allocation 5 - Guided Pathways	2,493	
Allocation 6 - Opportunity Grants	16,589	
Allocation 6 - Health Care Opportunity Grant	963	
Allocation 7 - College in the High School Fees (SSSB 5048)	3,557	

<b>Updated 2025-2026 Adjusted Operating Budget</b>	<b>\$40,522,174</b>
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# Revenue

	2025-2026 Adjusted Budget	% of Total	2025-2026 YTD Actuals	% of Budget	2024-2025 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
<b>State Allocation</b>								
Base Allocation	\$20,676,712	51%	\$17,397,551	84%	\$15,572,545	77%	\$1,825,007	12%
Opportunity Grant	478,001	1%	309,605	65%	287,969	59%	21,635	8%
Other Earmarks/Provisos	4,309,606	11%	1,448,645	34%	2,826,528	0%	-1,377,883	
Worker Retraining	1,629,998	4%	1,071,102	66%	1,138,394	67%	-67,292	-6%
<b>Total State Revenue</b>	<b>\$27,094,317</b>	<b>67%</b>	<b>\$20,226,903</b>	<b>75%</b>	<b>\$19,825,436</b>	<b>72%</b>	<b>\$401,467</b>	<b>2%</b>
<b>Tuition &amp; Other Revenue</b>								
Tuition, Net of Waivers	\$7,244,841	18%	\$7,111,935	98%	\$6,719,588	101%	\$392,347	6%
Other Misc Revenue	1,164,016	3%	856,468	74%	661,903	68%	194,565	29%
Open Doors Program	200,000	0%	181,845	91%	159,013	80%	22,833	14%
Running Start	2,754,000	7%	2,077,360	75%	1,833,741	93%	243,619	13%
Foundation Support	250,000	1%	150,000	60%	100,000	40%	50,000	50%
Grants and Contracts - Indirect	1,065,000	3%	682,319	64%	645,871	59%	36,448	6%
Community Service	300,000	1%	312,413	104%	252,034	84%	60,379	24%
Ancillary Programs	150,000	0%	132,289	88%	94,137	63%	38,151	41%
<b>Total Tuition &amp; Other Revenue</b>	<b>\$13,127,857</b>	<b>32%</b>	<b>\$11,504,629</b>	<b>88%</b>	<b>\$10,466,288</b>	<b>\$0</b>	<b>\$1,038,341</b>	<b>10%</b>
Use of Fund Balance (ctcLink)	\$0	0%	\$0	0.0%	\$3,348		-\$3,348	-100%
CRSSAA/ARPA Funding	\$300,000	1%	\$0	0.0%	\$86,493	91%	-\$86,493	-100%
<b>TOTAL REVENUE</b>	<b>\$40,522,174</b>	<b>100%</b>	<b>\$31,731,532</b>	<b>78%</b>	<b>\$30,381,564</b>	<b>76%</b>	<b>\$1,349,968</b>	<b>4%</b>



# Expenditures, *by Category*

	2025-2026 Adjusted Budget	% of Total	2025-2026 YTD Actuals	% of Budget	2024-2025 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$25,408,697	63%	\$17,601,135	69%	\$16,618,391	68%	\$982,744	6%
Benefits	8,422,307	21%	5,777,577	69%	5,485,777	67%	291,800	5%
Rents	19,324	0%	16,333	85%	31,609	211%	-15,276	-48%
Utilities	1,263,145	3%	911,758	72%	858,677	70%	53,082	6%
Goods and Services	2,970,141	7%	2,540,980	86%	2,792,181	85%	-251,200	-9%
Travel	154,571	0%	119,413	77%	152,180	38%	-32,767	-22%
Equipment	169,475	0%	464,150	274%	425,834	209%	38,317	9%
Fin Aid, Debt Service, Transfers	2,090,935	5%	1,014,279	49%	1,438,930	66%	-424,652	-30%
<b>TOTAL EXPENSE</b>	<b>\$40,498,596</b>	<b>100%</b>	<b>\$28,445,625</b>	<b>70%</b>	<b>\$27,803,578</b>	<b>70%</b>	<b>\$642,047</b>	<b>2%</b>



# Expenditures, *by Function*

	2025-2026 Adjusted Budget	% of Total	2025-2026 YTD Actuals	% of Budget	2024-2025 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$16,469,203	41%	\$11,012,761	67%	\$10,344,346	67%	\$668,415	6%
Community Service	407,513	1%	311,145	76%	335,787	112%	-24,642	-7%
Instructional Computing	130,729	0%	117,180	90%	175,994	91%	-58,813	-33%
Ancillary Programs	105,000	0%	266,062	253%	127,852	101%	138,210	108%
Academic Administration	3,075,596	8%	1,895,229	62%	1,928,928	66%	-33,699	-2%
Library Services	548,685	1%	343,384	63%	440,954	75%	-97,570	-22%
Student Services	6,809,813	17%	4,486,760	66%	4,885,671	71%	-398,911	-8%
Institutional Support	8,717,347	22%	6,950,554	80%	6,371,816	73%	578,738	9%
Facility Services	4,234,709	10%	3,062,550	72%	3,192,230	72%	-129,680	-4%
<b>TOTAL EXPENSE</b>	<b>\$40,498,596</b>	<b>100%</b>	<b>\$28,445,625</b>	<b>70%</b>	<b>\$27,803,578</b>	<b>70%</b>	<b>\$642,047</b>	<b>2%</b>



# Course/Program Fees

	Academic Transfer	Vocational Programs	Healthcare Education	Facility Use Fees	eLearning Fees	Technology Fee	Intl Student Fees	Total
Student Fee Revenue, Year-to-date	\$102,551	\$807,121	\$327,627	\$576,773	\$503,881	\$186,971	\$2,240	\$2,507,165
less: Program costs	58,945	453,797	344,477	323,324	649,329	121,141	-	1,951,014
<b>Net Profit/(Loss), Year-to-date</b>	<b>\$43,607</b>	<b>\$353,324</b>	<b>-\$16,850</b>	<b>\$253,449</b>	<b>(\$145,448)</b>	<b>\$65,830</b>	<b>\$2,240</b>	<b>\$556,151</b>
Opening Fund Balance, 7/1/25	\$92,742	\$691,197	\$252,053	\$839,104	\$481,384	(\$33,916)	\$41,161	\$2,363,725
<b>Fund Balance as of 3/31/2026</b>	<b>\$136,349</b>	<b>\$1,044,520</b>	<b>\$235,203</b>	<b>\$1,092,554</b>	<b>\$335,936</b>	<b>\$31,914</b>	<b>\$43,401</b>	<b>\$2,919,876</b>



# Self-Support Programs

	<b>Community Education</b>	<b>Resale Programs</b>	<b>2nd Chance Pell</b>	<b>Total</b>
Revenue, Year-to-date	\$177,335	\$132,289	\$135,078	\$444,701
less: Program costs	<u>207,649</u>	<u>266,062</u>	<u>103,496</u>	<u>\$577,207</u>
<b>Net Profit/(Loss), Year-to-date</b>	<b>-\$30,315</b>	<b>-\$133,774</b>	<b>\$31,582</b>	<b>-\$132,506</b>
Opening Fund Balance, 7/1/25	<u>-\$248,274</u>	<u>-\$136,710</u>	<u>\$82,269</u>	<u>-\$302,715</u>
<b>Fund Balance as of 3/31/2026</b>	<b><u>-\$278,589</u></b>	<b><u>-\$270,484</u></b>	<b><u>\$113,851</u></b>	<b><u>-\$435,221</u></b>



# Grants and Contracts

	Mar 2026 Budget Changes	2025-2026 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$ -	\$ 9,489,886	\$ 7,094,391	75%
State Funded Grants	50,000	2,216,698	1,312,734	68%
Federal Funded Grants	-	1,219,258	687,819	56%
Private Funded Grants	-	355,000	259,237	73%
Fiscal Agent Grants	-	1,192,738	616,503	52%
<b>TOTAL GRANTS &amp; CONTRACTS</b>	<b>\$ 50,000</b>	<b>\$ 14,473,580</b>	<b>\$ 9,970,683</b>	<b>69%</b>



# Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<b><u>Revenue, Year-to-date</u></b>						
Tuition/Fees	\$904,715	\$0	\$1,400	\$0	\$1,510	\$907,624
Sales	3,618	238,403	220,664	136,929	8,377	607,991
Club/Team Fundraising	4,887	-	-	-	(1,967)	2,920
Other	199,105	(0)	53	-	2,333	201,492
<b>Total YTD Revenue</b>	<b>\$1,112,325</b>	<b>\$238,403</b>	<b>\$222,118</b>	<b>\$136,929</b>	<b>\$10,253</b>	<b>\$1,720,027</b>
<b><u>Program Costs, Year-to-date</u></b>						
Salaries and Benefits	\$171,922	(\$44)	\$147,274	\$148,895	\$169	\$468,216
Scholarships	56,980	-	-	-	-	56,980
Goods and Services	774,370	199,939	105,520	125,352	11,732	1,216,913
<b>Total YTD Program Costs</b>	<b>\$1,003,272</b>	<b>\$199,895</b>	<b>\$252,794</b>	<b>\$274,247</b>	<b>\$11,901</b>	<b>\$1,742,108</b>
<b>Net Profit/(Loss), Year-to-date</b>	<b>\$109,053</b>	<b>\$38,508</b>	<b>(\$30,676)</b>	<b>(\$137,318)</b>	<b>-\$1,648</b>	<b>(\$22,081)</b>
<b>Opening Fund Balance, 7/1/25</b>	<b>\$61,187</b>	<b>\$209,816</b>	<b>(\$22,546)</b>	<b>(\$89,635)</b>	<b>\$511,395</b>	<b>\$670,218</b>
<b>Fund Balance as of 3/31/2026</b>	<b>\$170,240</b>	<b>\$248,324</b>	<b>(\$53,222)</b>	<b>(\$226,953)</b>	<b>\$509,747</b>	<b>\$648,136</b>



# SBCTC Reserves vs Reported Fund Balances

## SBCTC Reserves Report

- Current Assets less Current Liabilities
- Less Dedicated/Restricted Balances
- Less Board of Trustees Reserve

## Fund Balance Report

- Opening Fund Balance plus Revenue, less Expenses
- Less Dedicated/Restricted Balances
- Less Board of Trustees Reserve

# Analysis of FY25 SBCTC Reserve Report

*As Submitted*

## SBCTC Reserves Report

All Funds Reported

Current Assets	\$20.3m
<i>less</i> Current Liabilities	\$6.1m
Balance	<u>\$14.2m</u>

<i>less</i> Dedicated/Restricted	\$3.5m
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FY26 BOT Reserve

<i>less</i> BOT Reserve	\$8.6m
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Reserve Balance	<u>\$2.1m</u>
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*As Adjusted*

## SBCTC Reserves Report

Only Funds in SBCTC Data Guide

Current Assets	\$17.2m
<i>less</i> Current Liabilities	\$1.7m
Balance	<u>\$15.5m</u>

Updated

<i>less</i> Dedicated/Restricted	\$4.3m
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FY25 BOT Reserve

<i>less</i> BOT Reserve	\$8.3m
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Reserve Balance	<u>\$2.9m</u>
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# Comparison of Methods *(as of June 30, 2025)*

*As Adjusted*

## SBCTC Reserves Report

Current Assets	\$17.2m
<i>less</i> Current Liabilities	\$1.7m
Balance	<u>\$15.5m</u>
 <i>less</i> Dedicated/Restricted	
	\$4.3m
 <i>less</i> BOT Reserve	\$8.3m
Reserve Balance	<u>\$2.9m</u>

*Old Method, as adjusted\**

## Fund Balance Report

Beginning FB + Rev	\$45.9m
<i>less</i> Expenditures	\$30.1m
Balance	<u>\$15.8m</u>
 <i>less</i> Dedicated/Restricted	
	\$4.3m
 <i>less</i> BOT Reserve	\$8.3m
Reserve Balance	<u>\$3.2m</u>

*\*Updated to funds included in SBCTC Measures of Fiscal Health data guide, standardized list of dedicated/restricted amounts*



# Reserve Balances

	Balance	Committed	Available	Notes
Grants - 145	(1,311,047)	(1,311,047)	(0)	Allowable spending specific to each grant
Contracts - 146	10,015,922	521,394	9,494,528	Available includes but is not limited to: Running Start, Grant and Contract indirect, balance of HEERF draws
Local Funds - 148	5,461,062	2,868,276	2,592,786	Committed includes: Student fees (course, program, and tech fees)
Operating Fee (Tuition) -149	3,809,153	-	3,809,153	Tuition and investment interest
Motorpool - 460	13,993	13,993	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	151,133	151,133	-	For SGA/Athletics support
Bookstore - 524	248,324	248,324	-	For Bookstore operation
Culinary Enterprises - 569	(49,379)	(49,379)	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	46,185	3,557	42,628	Committed includes: Facility use fees, veterans' treasury
Agency Funds - 840	29,215	29,215	(0)	
<b>Totals</b>	<b>\$18,414,561</b>	<b>\$2,475,466</b>	<b>15,939,095</b>	



# Uncommitted Reserves

	Amount	Notes
<b>Available Reserves</b>	<b>\$15,939,095</b>	from previous slide
<u>Less:</u>		
Estimated Use of Reserves	800,000	FY26 forecast reserves use
Estimated YE Adjustments	2,460,394	Shift expense from general fund to tuition balance
<b>Subtotal</b>	<b>\$12,678,701</b>	
<u>Less Reserves:</u>		<u>Board Policy 1670</u>
Operational Contingency	1,297,749	3% of FY26 budgeted operating expenditures
Operating Reserves	7,353,908	17% of FY26 budgeted operating expenditures
<b>Net Available Reserves</b>	<b>\$4,027,044</b>	

\*In March 2026, WWCC earned \$18,213 interest



# Year-End Forecast

	FY23 Budget	FY23 Actual	FY24 Budget	FY24 Actual	FY25 Budget	FY25 Actual	FY26 Budget	FY26 Forecast
Annual State FTE Enrollments	1,776	1,617	1,776	1,794	1,839	1,902	1,957	1,963
<b>Revenue</b>								
State and Local	\$ 27,584,873	\$ 29,090,512	\$ 31,065,552	\$ 30,851,710	\$ 33,216,001	\$ 33,175,261	\$ 32,977,333	\$ 32,977,333
Tuition	6,250,000	5,603,178	6,180,000	6,429,247	6,650,000	6,720,445	7,244,841	7,111,935
Use of Reserves	2,610,000	-	1,370,000	524,359	800,000	194,022	300,000	805,635
<b>Total Revenue</b>	<b>\$ 36,444,873</b>	<b>\$ 34,693,690</b>	<b>\$ 38,615,552</b>	<b>\$ 37,805,316</b>	<b>\$ 40,666,001</b>	<b>\$ 40,089,728</b>	<b>\$ 40,522,174</b>	<b>\$ 40,894,903</b>
<b>Expenditures</b>								
Salaries and Wages	\$ 21,443,113	\$ 19,799,393	\$ 23,274,827	\$ 21,990,772	\$ 24,276,717	\$ 23,894,625	\$ 25,408,697	\$ 25,150,340
Benefits	7,297,353	6,687,845	7,829,257	7,344,298	8,170,117	7,748,185	8,422,307	8,344,307
<b>Total Personnel Costs</b>	<b>\$ 28,740,466</b>	<b>\$ 26,487,238</b>	<b>\$ 31,104,083</b>	<b>\$ 29,335,071</b>	<b>\$ 32,446,834</b>	<b>\$ 31,642,810</b>	<b>\$ 33,831,004</b>	<b>\$ 33,494,647</b>
Personnel as a % of Revenue	78.9%	74.4%	80.5%	77.6%	79.8%	78.9%	83.5%	81.9%
<b>Total Non-Personnel Expense</b>	<b>\$ 7,751,086</b>	<b>\$ 7,455,805</b>	<b>\$ 7,513,448</b>	<b>\$ 8,470,245</b>	<b>\$ 7,305,298</b>	<b>\$ 8,446,918</b>	<b>\$ 6,667,592</b>	<b>\$ 7,400,257</b>
Non-Personnel Expense as a % of Revenue	21.3%	20.9%	19.5%	22.4%	18.0%	21.1%	16.5%	18.1%
<b>Total Operating Expense</b>	<b>\$ 36,491,552</b>	<b>\$ 33,943,043</b>	<b>\$ 38,617,531</b>	<b>\$ 37,805,315</b>	<b>\$ 39,752,132</b>	<b>\$ 40,089,728</b>	<b>\$ 40,498,596</b>	<b>\$ 40,894,904</b>
Operating as a % of Revenue	100.1%	95.3%	100.0%	100.0%	97.8%	100.0%	99.9%	100.0%
<b>Net Operating Excess/Deficit</b>	<b>\$ (46,679)</b>	<b>\$ 750,647</b>	<b>\$ (1,979)</b>	<b>\$ 0</b>	<b>\$ 913,869</b>	<b>\$ (0)</b>	<b>\$ 23,578</b>	<b>\$ (0)</b>



**MEMORANDUM OF UNDERSTANDING**

BETWEEN

The Board of Trustees of Community College District No. 20  
and the

Walla Walla Community College Association for Higher Education (AHE)

**PURPOSE**

This Memorandum of Understanding (MOU) is established to clarify the definition of the term "clinical" as used in the Walla Walla Community College AHE Faculty Contract (2025–2028) Article 29.5. This MOU is intended to resolve ambiguity and align contractual terminology with the specific definitions, instructional workload and student-to-faculty ratios detailed in Walla Walla Community College Credit Hour Administrative Procedure 6400.

**BACKGROUND**

1. The parties acknowledge that the AHE Faculty Contract (2025–2028) uses the term "clinical" in a manner that requires further clarification for accurate program implementation and to ensure compliance with accreditation and state regulatory requirements.
2. The parties acknowledge that Administrative Procedure 6400 provides distinct definitions for different types of student instructional experiences, specifically "Guided Practice" and "Field-Based Experience".
3. The parties recognize that the term "clinical" in the current AHE contract more accurately represents what Administrative Procedure 6400 defines as "Field-Based Experience," which may also be known as "focused practicum" in certain programs, such as nursing.
4. The parties agree that clarifying the terminology is necessary to correctly apply the appropriate instructional workload and student-to-faculty ratios, as outlined in Administrative Procedure 6400, to both types of instruction.

**TERMS AND CONDITIONS**

**1. Clarification of Terms**

For all instructional programs and for the purpose of interpreting the AHE Faculty Contract (2025–2028), the parties agree to use the definitions and corresponding ratios outlined in Administrative Procedure 6400.

**Instructional Terminology Alignment Matrix**

Concept / Instructional Mode	Definition (Administrative Procedure 6400)	Program Term Commonly Used	AHE Faculty Contract Term (2025–2028)	Workload Category & Ratio
<b>Guided Practice</b>	Students are actively engaged in practicing and mastering skills under the <b>direct supervision</b> of the instructor. Includes labs, studios, shops, and other skill-building activities.	<i>"Clinicals"</i> (in some nursing contexts)	<b>Lab</b>	<b>Category B – Lab</b> (AHE Contract p. 23)
<b>Field-Based Experience</b> (also known as <b>Focused Practicum</b> )	Students work with or under the direction of <b>professional practitioners</b> with <b>intermittent instructor supervision</b> . May include preceptorships.	<i>Focused Practicum</i> or <i>Field-Based Experience</i>	<b>Clinical</b>	<b>Category D – Clinical</b> (AHE Contract p. 23)

## Summary of Terminology Difference

- The **AHE Contract** uses the term “**clinical**” to describe what Administrative Procedure 6400 defines as **Field-Based Experience / Focused Practicum**, *not* what many programs call “clinical.”
- The **Nursing Program** often uses the term “**clinical**” to refer to **Guided Practice**, which the AHE Contract categorizes as **Lab** (Category B).
- The MOU clarifies that for workload and contract purposes, the terms must follow **AHE Contract language** aligned with the definitions in **AP 6400**.

## 2. Application of Terms and Ratios

To remove ambiguity, the following terms and ratios will apply:

- **Guided Practice:** This mode of instruction refers to students being actively engaged in practicing and mastering skills under the direct supervision of the instructor. This may include labs, studios, shops, and other skill-building activities. Guided practice is currently represented as Category B (Lab) on the Full-time Instructional Workload Matrix. (AHE Faculty Contract-2025-28. p. 23)
- **Field-Based Experience (also known as focused practicum):** This mode of instruction involves intermittent supervision by an instructor and includes working with or under the direction of professional practitioners and may include preceptorships. This is the instructional mode most accurately reflected by the term "clinical" as used in the AHE Contract. Field-Based Experience (Focused Practicum) is currently represented as Category D (Clinical) on the Fulltime Instructional Workload Matrix. (AHE Faculty Contract-2025-28. p. 23)

## 3. Effect on AHE Faculty Contract (2025–2028)

This MOU serves as an addendum to the AHE Faculty Contract (2025–2028) and clarifies the application of the term "clinical." It does not replace or invalidate any other provisions of the contract. The parties agree that this clarification accurately reflects the intent of the contract language regarding guided practice and field-based experience and supervision.

## 4. Effective Date

This MOU will be effective upon the date of execution by all parties and will remain in effect for the duration of the AHE Faculty Contract (2025–2028), or until it is mutually amended or terminated in writing.

For the Board of Trustees  
Name: Bill Warren  
Title: Board Chair

For the Association  
Name: Jim Peitersen  
Title: AHE President

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Memorandum of Understanding**  
 Between  
 The Board of Trustees of Community College District No. 20  
 and the  
 American Federation of Teachers – Walla Walla Professional Staff (AFT-WWPS)  
 Layoff

Whereas it is anticipated that Walla Walla Community College (WWCC) will experience a significant budget shortfall necessitating a reduction in force, and

Whereas the parties agree the language negotiated in Article 16.2, Reduction in Force is ambiguous, and

Whereas the parties desire a clear and direct understanding of the process to be applied to bargaining unit staff, and

Whereas there is a desire for process with form and function similar to those applied to employees represented by other bargaining units at WWCC, therefore,

The parties agree to amend the language of Article 16.2 as follows:

**16.2 Reduction in Force (Layoff)**

**A. Declared Financial Emergencies:** If the Board of Trustees declares a financial emergency, or if the State Board for Community and Technical Colleges (SBCTC) declares a financial emergency, Reduction in Force (RIF) procedures may be applied to Professional Staff positions. The Employer shall determine which positions are to be reduced or eliminated. Upon making this determination, the Employer shall promptly notify AFT-WWPS and meet to bargain the effects of the RIF. The bargaining will not serve to delay the onset of a layoff. The Employer may, at its discretion, request volunteers for layoff and/or reduction in work hours prior to involuntary layoffs or reduction in work hours. Professional Staff Employees whose positions are being reduced or eliminated shall be given written notice at least sixty (60) calendar days prior to the change, with a copy to AFT-WWPS. No RIF shall be implemented before the expiration of the sixty (60) calendar day notice period. The layoff process shall not be used as a substitute for the just cause provisions.

**B. Seniority and Scope:** When positions are reduced or eliminated under Section A, the following provisions govern the seniority-based rights of affected Employees, including placement into vacant positions supported in the college budget and displacement (“bumping”) of less-senior Employees. Placement and bumping rights under this article apply across bargaining and layoff units as described in Section C below. There are three (3) layoff units defined by the nature and funding of operations: Walla Walla/Clarkston, Washington State Penitentiary, Coyote Ridge Corrections Center.

1. Seniority defined: Seniority shall be determined by the Employee’s hire date in continuous service at the Employer, with the earlier hire date reflecting greater seniority. Continuous service excludes any temporary employment, student employment, and unpaid leave time. Leave without pay of fifteen (15) consecutive calendar days or less will not affect an Employee’s seniority. In the event two or more Employees share the same hire date, seniority shall be determined by the greatest total hours worked at the Employer. If total hours worked are equal, the tie shall be broken by lot.

2. Application: All references to “least-senior,” “most senior,” or “order of seniority” in this article refer to seniority as defined in this section. Seniority governs the order of placement (Section C), vacancy priority (Section C.1.a), and recall priority (Section F).

**C. Placement and Bumping:** A bargaining-unit Employee whose position is being eliminated or reduced shall have the right to be placed into a vacant bargaining-unit position supported in the college budget or to displace (“bump”) a less-senior Employee, as set forth in the Order of Placement below, provided the Employee meets the documented minimum qualifications and competencies of the position. Options are limited to lateral (same salary range) or downward (lower salary range) movement within the bargaining unit.

### **1. Order of Placement**

- A. First, into any vacant, regular bargaining-unit position supported in the college budget for which the Employee meets the minimum qualifications and competencies. This includes vacancies that occur between the date of layoff notice and the effective date of the layoff. If more than one Employee is eligible for the same vacant position, the most senior Employee shall have priority. An Employee who declines a vacant position under this subsection shall proceed to C.1.b.
- B. If the Employee is not placed in a vacant position under C.1.a, the Employee may bump the least-senior Employee within the same salary range in the layoff unit over whom they hold seniority, provided the bumping Employee meets the minimum qualifications and competencies of that position.
- C. If the Employee is not qualified for the position held by the least-senior Employee at a given salary range, the Employer shall identify the next least-senior Employee at that range for which the Employee meets the minimum qualifications and competencies, continuing in ascending order of seniority until all positions at that range have been considered.
- D. If no position is available at the same salary range, the Employee may bump the least-senior Employee at the next lower occupied salary range within the layoff unit for which the bumping Employee meets the minimum qualifications and competencies. This process shall continue downward through successively lower salary ranges until a bumpable position is identified.
- E. An Employee who is displaced as a result of another Employee’s exercise of bumping rights shall have the same rights as set forth in this section, applied in the same order (C.1.a through C.1.d). This process shall continue until no further placement is possible.
- F. An Employee who cannot bump into any position within the layoff unit, and for whom no vacant bargaining-unit position exists supported in the college budget for which the Employee meets the minimum qualifications and competencies, shall be laid off.

## **2. Determination of Minimum Qualifications**

- A. Minimum qualifications and competencies shall be those published in the most recent signed official job description on file with Human Resources at the time layoff notices are issued. If there is no recent signed job description, the minimum qualifications and competencies identified in the most recent job posting will be used.
- B. The Employer shall evaluate whether the Employee meets the minimum qualifications and competencies based on documented education, experience, and required certifications.
- C. Prior to the effective date of the layoff, the Employer will conduct an exit interview with the Employee that will include an end-of-service performance evaluation, if not evaluated within the last year, to ascertain applicable qualifications and competencies to add to documentation.

## **3. Training Period**

- A. An Employee who is appointed into a new position shall be provided a reasonable training and orientation period, not to exceed ninety (90) calendar days, during which the Employer will offer necessary support to ensure successful transition.
- B. The training period does not constitute a new probationary period. A bump under this article constitutes an involuntary transfer within the meaning of Article 15.4 and does not trigger the probationary period described therein. An Employee who has completed the probationary period under Article 18 shall retain all rights and protections of post-probationary status throughout the training period, including the right to discipline or discharge only for just cause.
- C. The training period shall not interrupt the Employee's continuous service or seniority.
- D. An Employee who is separated for just cause during the training period shall not be placed on the recall list.
- E. An Employee whose position is eliminated during the training period for reasons other than just cause shall retain all placement, bumping, and recall rights under this article.

## **4. Salary Placement**

An Employee who bumps into a position at a lower salary range shall be placed on the salary schedule for that position at the step closest to, but not exceeding, their current rate of pay. An Employee who bumps laterally into a position at the same salary range shall retain their current step placement. In either case, the Employee's date for step increases shall remain unchanged.

**D.** RIF notifications to Professional Staff shall be made in a confidential setting and Employees shall be given up to eight (8) hours of additional paid leave following the RIF Notification, at the Employee's discretion.

**E.** The Employer shall include language in the RIF notification that the termination is not due to the fault of the Employee.

**F. Recall:**

1. Employees who have been laid off shall be placed on a recall list for two (2) years following the effective date of layoff. Employees may submit a current resume to the Human Resources Office within thirty (30) calendar days of separation and may update their resume on file at any time.
2. The Employer will offer vacant bargaining-unit positions of six (6) months duration or longer to Employees on the recall list in order of seniority, provided the position is at or below the previous salary range and the Employee meets minimum qualifications and competencies.
3. An Employee who declines a recall offer shall have the option to remain on the recall list for the duration of the recall period. It shall be the Employee's responsibility to maintain current contact information in the Employer's HRIS (ctcLink). A recall offer through email and telephone call to the Employee's last known email address and phone number shall constitute proper notice. Employees will have no less than three (3) business days to accept or reject the offer.
4. When an Employee is appointed from the layoff list, the Employee's name will be removed from the layoff list.

**G. Return to Recall List:** An Employee hired into a position outside the bargaining unit who is subsequently laid off from that position shall be entitled to placement on the AFT-WWPS recall list if that layoff comes into effect within two (2) years of the date of layoff from the bargaining unit. The total time on the recall list shall not exceed two (2) years from effective date of layoff. The Employee's recall rights shall be based on their previously determined seniority with AFT-WWPS.

For the Employer:

For the Union:

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Bill Warren  
Board Chair

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Joshua Slepín  
AFT-WWPS